



HUXLEY

— HEART OF THE PRAIRIE —

CITY COUNCIL MEETING NOTICE **TUESDAY, OCTOBER 25, 2022, 6:00 P.M.**

CITY COUNCIL CHAMBERS

AGENDA

- a) CALL TO ORDER REGULAR MEETING: ROLL CALL**
- b) APPROVE AGENDA AS PRESENTED AND/OR AMENDED**
- c) PUBLIC COMMENT (5 MINUTE TIME LIMIT FOR ITEMS NOT ON THIS AGENDA)**
- d) AMES ECONOMIC DEVELOPMENT REPORT – Representative will present at meeting**
- e) CONSULTANT DISCUSSION REGARDING CITY ADMINISTRATOR PROFILE/BENEFIT PACKAGE**
- f) 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 October 11, 2022 Council Meeting
 - b) Approve Payment of Bills
 - c) Approve Resolution No. 22-088 for 28E Agreement Between City of Huxley's Library and Ballard School District
 - d) Motion to Approve Extension of Existing Storm Sewer Easement for 513 Oak Blvd.
 - e) Motion to Approve Fenceline's Alcohol Permit for Huxley Spooktacular Event
- g) BUSINESS ITEMS**
 - a) Approve Second Reading of Ordinance 527 to Amend the Municipal Code of the City of Huxley, Iowa, by Rezoning Property Owned by 120 South, LLC from Agricultural (A-1) to Planned Unit Development District (R-5) Classification
 - b) UNTABLE Resolution No. 22-087 for Site Plan Approval for Ballard Dental Associates
 - c) Approve Resolution No. 22-087 for Site Plan Approval for Ballard Dental Associates
- h) INFORMATIONAL ITEMS-DIRECTION TO CITY STAFF**
 - a) Direction to Staff for November 1st Work Session
- i) DEPARTMENT, COUNCIL AND MAYOR REPORTS**

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.

City Administrator Search



HINSON CONSULTING, LLC

LOCAL GOVERNMENT HIRING, PLANNING & FINANCE

October 20, 2022

To: Mayor & City Council; Huxley, Iowa

From: Brent Hinson,
Hinson Consulting, LLC

Re: City Administrator Search Process- October 25 Meeting

As we move forward in the CA search process, we need the Council's review and concrete direction on a number of items. Pat Callahan will join you virtually on October 25 for this discussion.

One-on-One Meetings

Thanks to everyone for their time last week in meeting with Mark or me on a one-on-one basis on October 6 or virtually. We greatly enjoyed meeting with each of you, and the input we gained from those meetings. We have utilized this input to inform the writing of the position profile.

Proposed Timetable for the Search Process

We have included below the proposed timetable for the search, which is the same as was included in our September 21 communication. We would have Zoom interviews for semifinalists on December 8 and finalist interviews on January 6-7. We end up with a somewhat extended timetable at the end of the process due to the holidays, but we believe the schedule we have proposed is what will work best for candidates and for the City.

We have also included for the first time a preliminary schedule for interview weekend. This can be changed however you would like, but it gives you an idea of the elements involved. This process helps you really get a feel for and understanding of each of the candidates and how they would interface with your

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*Brent Hinson, Principal; 1234 Moonstone Court, Mason City, Iowa 50401
hinsonconsultingllc@gmail.com*

organization and community. We will need specific guidance on how you would like to involve department heads and community members in the process.

Position Advertising & Profile

See attached for a detailed position profile. We are asking for approval of the position profile (with any final edits you may have) and permission to begin advertising. We would like to request approval to place paid advertising on ICMA, the League of Nebraska Municipalities, the Missouri Municipal League, and the League of Wisconsin Municipalities. We will also post the ad on the Iowa League of Cities website. The proposed ad is located near the end of the position profile.

Wage & Benefit Package

We understand that following our previous guidance and the one-on-ones, the Council has settled on a salary range of \$115,000-\$135,000 for the position. This is reasonable, and we think will put us in a good position to recruit experienced candidates.

We would like to raise the topic of benefits that may be requested as part of contract negotiations. We are presenting this information not to lock the City into anything (each negotiation is unique and reasonable flexibility is usually needed on both sides), but rather to prepare you for the types of requests you may receive from candidates, and to make sure we have proper guidance from you when the time comes to negotiate a contract with your preferred candidate.

While Huxley has had experience in having written contracts with past managers, here are some common points of negotiation for a City Administrator contract:

- Salary: Typically the #1 item.
- Vacation Time: We believe the City should be willing to allow for vacation time in excess to the normal starting employee, keeping in mind that you should be able to hire a trained professional with a number of years of experience, not a beginner. Often, we see this take shape in the form of a certain number of days "in the bank" to start or by crediting the new employee's past years of public service as if they worked in Huxley that whole time.
- Severance Pay: We are rarely seeing anything less than 4 months' severance pay & benefits, and sometimes more than 6 months, in the contracts of newly hired managers in cities of Huxley's size. In a position that involves a fair amount of political change over time, and also often

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requires a new manager to move from community to community, severance pay is considered a must for most experienced managers.

- Car allowance/City vehicle/mileage reimbursement: This really depends on your preferred candidate's preferences, but should be an item you will be ready to negotiate.
- Service club or health club: You may receive a request to pay for a membership in a local service club or, less commonly, a local health club.
- Performance evaluations: Generally speaking, we encourage you to include initial and ongoing performance evaluations in the contract. Often, it works well to have a 3-month "check-up" in a closed session, and then to conduct a 6-month and 12-month formal evaluation. Please note that we provided a price of \$800 per evaluation process to oversee either or both of these evaluation processes.

There are certainly other items that could come up in negotiations, but we thought we would try to prepare you for the basics. Any specific feedback you have on these items is certainly appreciated.

Future Steps in the Process

Our plan is to meet with you virtually on November 29 to select semi-finalists, and then to do virtual interviews of these candidates on the afternoon/evening of December 8. To make the best use of your time, we as consultants are proposing to present you with the top 10 to 12 candidates, and have you narrow that to around 6-7 semifinalists. Following the December 8 interviews, Council will be asked to narrow this group to 3-4 finalists. We will also discuss the final schedule for interview weekend at that meeting.

Huxley Proposed Search Schedule

A. Phase I – Proposal Acceptance, Preliminary Work & Marketing of Position		
1. Consideration of Proposal	City Council	September 13
2. Initial Presentation/Discussion of Search	City Council/Consultant Jackson	September 27
3. One-on-One Meetings between Consultants and Mayor, Council, and Department Heads	City/Consultants Hinson & Jackson	October 6
4. Preparation of Position Profile and Advertisements	Consultants	By October 18
5. Consideration of Authorizing Position Profile, Ads, and Start of Advertising for Position (Consultant Hinson available virtually)	City Council	October 25

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6. Placement of Advertisements & Release of Position Profile	Consultants	By October 26
7. Emailing of Profiles/Phone Calls to Potential Candidates	Consultants	October 26-November 22
8. Deadline for Applications	-	November 23
B. Phase II – Selection Process		
9. Screening of Candidates	Consultants	November 23-29
10. Selection of Candidates for Virtual Interviews (Closed Session)	City Council/Consultants Hinson & Jackson	November 29
11. Virtual Interviews (Closed Session); Selection of Candidates for Formal Interviews (Council direction following closed session)	City Council/Consultant Hinson	Thursday, December 8
12. Contacts with Selected Finalists	Consultants	By December 9
13. Criminal & Credit Background Checks for Finalists	Consultants	December 9-January 5
14. Calls on Candidates' References	Consultants	December 9-January 5
15. Coordination of Interviews	City/Consultants	December 9-January 5
16. Finalist Interviews	City/Consultants	January 6-7
17. Negotiations with Selected Candidate	Consultants	January 7-8
18. Approval of Offer of Employment & Employment Contract (Consultant Hinson available virtually)	City Council	January 10
19. Proposed Start Date	New CA	By February 27

Tentative Schedule for Interview Weekend

Friday, January 6:

<u>Time</u>	<u>Event</u>
3:00 PM	Initial Briefing for Candidates
3:15-4:30 PM	City Tours for Candidates & Spouses
5:00-7:00 PM	Reception- Either Public or Private
7:00-7:30 PM	Candidate Debriefing/ Q&A on Saturday Process

Saturday, January 7:

<u>Time</u>	<u>Event</u>
8:30-9:15 AM	Interview Time #1
9:30-10:15 AM	Interview Time #2
10:30-11:15 AM	Interview Time #3
11:30 AM- 12:15 PM	Interview Time #4

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12:15- 1:00 PM	Lunch- Box Lunches Provided by City
1:00-2:30 PM	Discussion of Participants on Interviews; Full Council Discussion & Determination of Direction
2:30 PM	Offer to Selected Candidate/ Begin Negotiations or Schedule 2 nd Interviews for Another Date
By 3:30 PM	All Candidates Updated on Direction

This is still a loose schedule, as we will talk much more at the November 29 meeting about the actual structure and participants in the interviews.

Thanks for your confidence in us in helping you to conduct this important search. We look forward to further discussions, and feel free to reach out if you have any questions.

Brent, Mark and Pat

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LOCAL GOVERNMENT HIRING, PLANNING & FINANCE

HUXLEY, IOWA City Administrator Position Profile



Apply by November 23, 2022

HuxleyCA2223@gmail.com

**Contact: Brent Hinson
Hinson Consulting, LLC
hinsonconsultingllc@gmail.com
641-373-2535**





CITY ADMINISTRATOR POSITION PROFILE OCTOBER 2022

Position Announcement

The City of Huxley, Iowa is currently accepting applications for the position of City Administrator. Persons interested in this position should submit a cover letter, resume, five work-related references and salary history by November 23, 2022 to huxleyca2223@gmail.com. Additional information regarding the City of Huxley can be obtained by visiting www.huxleyiowa.org.



Huxley Citizens Community Center (3C's)

Huxley, Iowa- Heart of the Prairie

The City of Huxley is a community of approximately 4,500 residents located midway between Ames and Ankeny on Highway 69 in fast-growing central Iowa. Located strategically along Interstate 35, Huxley has boundless opportunities for continued growth and improvement as a community and for its new City Administrator.

A Rich Legacy with New Growth

Huxley, Iowa is a unique community where economic opportunity is within driving distance, kids can attend great schools, you can own your own home, community involvement is valued, and friends are just next door. Our town combines both small town, Iowa values with growth and economic opportunity. We truly are the Heart of the Prairie.

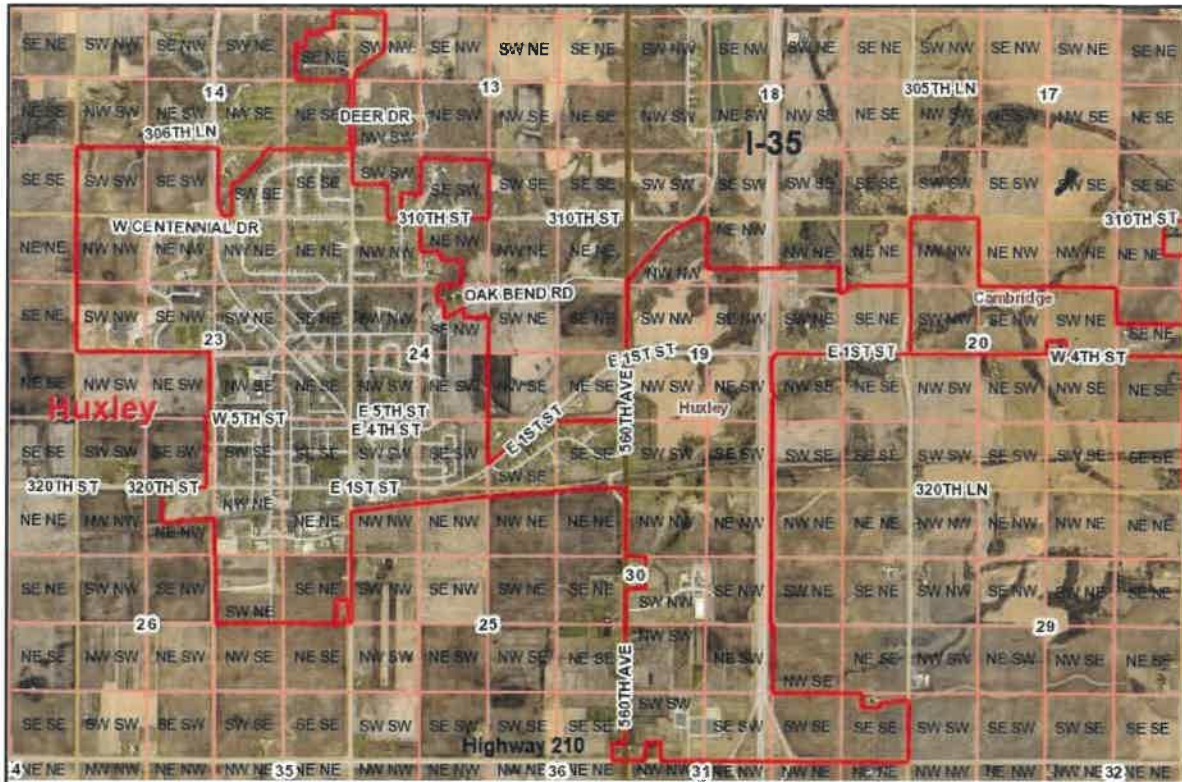
In 1881 S.S. Merrill platted a village and called it Huxley after his uncle and British biologist Thomas Henry Huxley. Over the past century Huxley has grown into a well-rounded community and because of its location between Des Moines and Ames has experienced a steady growth and continues to do so. Huxley's population was 2,316 in the 2000 Census, then grew to 3,317 in 2010, and 4,244 in 2020. Huxley continues to grow while keeping its small community vitality. Huxley attracts families that enjoy the friendliness of a small community and the amenities that offer an excellent quality of life for all residents. Huxley, Iowa is a great place to live, work and raise a family. Below is a list of a few reasons why.

- Is centrally located between Ames, Iowa and the northern suburbs of Des Moines, Iowa
- Provides a small town atmosphere
- Offers city/developer partnerships to encourage new commercial and industrial construction
- Is a part of a great school district
- Has responsive government
- Offers city-sponsored athletic and recreation opportunities (indoor & outdoor)



CITY ADMINISTRATOR POSITION PROFILE OCTOBER 2022

- Offers business development opportunities
- Networking opportunities through the Huxley Business Association
- Development land in the new business park through the Huxley Development Corporation



Huxley Aerial (with City Limits Shown in Red)

City Government

The Huxley has the Mayor-Council with appointed City Administrator form of local government typical to Iowa. The Mayor is elected every two years and the five City Council members serve four year overlapping terms. All Council members are elected at-large. The Mayor does not vote, and the City Council appoints the City Administrator. The City Council meets in regular session on the 2nd and 4th Tuesdays of the month at 6:00 p.m. at the Council Chambers at City Hall. The City employs 19 full-time and 7 part-time and seasonal employees.

The city's annual budget for Fiscal Year 2022-23 is \$7.1 million, not including transfers between funds. A breakdown of budgeted expenditures is as follows:

Public Safety- Police, Fire, Ambulance & Animal Control.....	\$1,056,277
Public Works- Streets, Lighting & Snow Removal.....	\$615,110
Health & Social Services.....	\$12,000



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Culture & Recreation- Library, Parks & Rec.....	\$701,225
Community & Economic Development.....	\$1,134,060
General Government.....	\$677,299
Debt Service.....	\$1,488,309
Enterprise (Water & Sewer).....	\$1,410,360
Total	\$7,094,640

The major sources of city revenues include the following:

Property Taxes.....	\$1,888,831
Tax Increment Financing.....	\$3,021,581
Other Taxes (LOSST, Utility Franchise, etc.)	\$662,910
Licenses & Permits	\$163,400
Use of Money & Property	\$649,664
Road Use Taxes.....	\$536,866
Water Utility User Fees	\$1,053,000
Sewer Utility User Fees	\$962,000
Other Enterprise Fee	\$45,000
Grants & Reimbursements	\$47,500
Proceeds of Debt.....	\$888,625
Total	\$9,919,377

The City's current tax rate is \$11.85000 per \$1,000 valuation. Total fund balances at 6/30/21 were \$6.3 million. The City has \$13,766,488 in outstanding general obligation debt against its debt limit, and \$7,880,488 in revenue debt.

City Services

The Huxley Police Department provides law enforcement services for Huxley and the nearby community of Cambridge. The department has 5 full-time, 4 part-time, and 2 reserve officers, who handle more than 5,000 calls annually.

The Police Department offers services and participates in programs including ALICE training, vehicle unlocks, fingerprinting, salvage vehicle inspections, GTSB educational programs, and ABD programs.



Nels A. Nord Public Safety Building



CITY ADMINISTRATOR POSITION PROFILE OCTOBER 2022



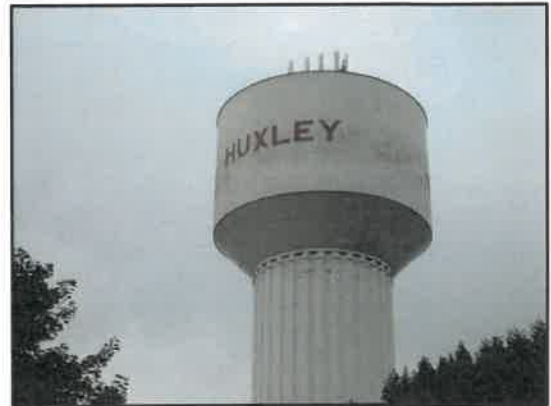
Huxley Wastewater Treatment Plant

Huxley Fire Rescue provides fire, rescue, and EMS services for the community on a paid on-call basis. The department responds to about 300 calls a year, twenty-four hours a day, seven days a week. These calls consist of everything from house fires, grass fires, car accidents, medical calls, and more.

The Public Works Director oversees Street, Water, and Wastewater Departments.

The water treatment plant, constructed in 2002, is a pressure filter and ion exchange plant with a maximum capacity of 800,000 gallons per day.

The City's construction of a new wastewater treatment plant, completed in 2011, includes influent and effluent flow measurement, manual and automatic screening and washing, vortex grit removal and washing, two oxidation ditch tanks with dimensions of 100 feet long x 45 feet wide x 11.25 feet SWD, aeration equipment, two final clarifiers with 58 feet in diameter and 14 feet SWD, two flow diversion structures, ultraviolet disinfection with two modules in series, two aerobic digester tanks, sludge thickener, two sludge storage facilities, return activated sludge and waste activated sludge pumping and piping.



Huxley Water Tower

The Huxley Public Library provides programs including story times, visits to local pre-schools and child care centers, summer reading program, services to assisted living, speakers, and book clubs. Services include on-line research, language learning, e-books, audio books, public computer access, wi-fi, books, and magazines. Uniquely, the library is a 28E partnership of the City of Huxley and Ballard Community Schools, providing library service for the adjacent Huxley Middle School.



CITY ADMINISTRATOR POSITION PROFILE OCTOBER 2022

The Huxley Parks & Recreation Department maintains 8 parks. It is located within the Citizens Community Center (3C's), employs one full-time employee along with 10 part-time recreation assistants as well as nearly 50 annual independent contractors for positions such as fitness instructors, youth program referees and scorekeepers. The 3C's was established in February 2003. It is a 15,000-square foot community center that serves the City of Huxley as well as the Ballard community. Amenities include cardio and strength training equipment, indoor track, group exercises classes, a racquetball court and a full-size gymnasium. The building also houses City Hall, the Huxley Public Library, and the adjacent Huxley Police Department.



Citizens Community Center (3C's)

Transportation & Economy

Huxley is located immediately adjacent to Interstate 35 and Highway 69 a short distance from Ames and Ankeny. This strategic positioning, along with the vision of the City of Huxley, has helped it to achieve major growth and growth potential, not just as a bedroom community, but potentially as a large industrial and commercial service hub. Huxley is currently working with two developers want to put in single family housing. This will entail approximately 200 lots over the next couple of years.



CITY ADMINISTRATOR POSITION PROFILE OCTOBER 2022

The community enjoys enviable access to air transportation, with the Des Moines International Airport, Ankeny Municipal Airport, and Ames Municipal Airport each a short distance away.

Top employers in Huxley include Kreg Tool Co. (Woodworking Tools) 200 employees, Ballard Community Schools (Education) 132 employees, Monsanto Seed Research (Agriculture Business) 110 employees, Fareway Grocery 81 employees, LilyPad (Child Care provider) 34 employees, South Story Bank and Trust (Financial Services) 32 employees, City of Huxley 25 employees, and Huxley Communications (Telephone/Cable TV) 18 employees.



Kreg Tool Company

Ballard Community Schools

The Ballard Community School District encompasses approximately 85 square miles, with a district population of almost 7000 residents. The communities of Cambridge, Huxley, Kelley, and Slater came together in 1957 to form the District, and the first class graduated in 1959. It is named after a creek that once flowed through the District.

Ballard Community Schools have over 1,700 students in PK-12, and a wide variety of programs and activities.



Ballard High School

Here are some key facts about the district's educational quality:

- Over 60% of students that took the ACT scored higher than 22, well above the state average of 50%.



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- Ballard's two elementary schools are rated as "high performing" by the Iowa Department of Education, and all other schools are rated "commendable" or better.
- Reading and math proficiency is well above the state average.

The District has 4 buildings: Ballard West Elementary in Slater, Ballard East Elementary in Cambridge, Ballard Middle School in Huxley, and Ballard High School in Huxley.



Prairie Fest Parade

Annual Prairie Fest

Huxley Prairie Fest is held every August. It was founded in 1994 as a family fun festival for all ages. It includes food, inflatables, crafts, live music, fireworks, a 5k/10k run, sand volleyball, a parade, petting zoo, a beer tent, and much more.

The 2019 Prairie Fest, be held August 23-24, 2019 is the 25th anniversary of this great community event.

Ames & Des Moines

Huxley is located just 12 miles from Ames and 25 miles from the state capital city of Des Moines, and both are easily accessible from Interstate 35 and Highway 69.

Ames is the home of the 36,000 student Iowa State University and a Midwest regional center for biotechnology. Ames includes wonderful amenities such as Iowa State athletics, Reiman Gardens botanical center, the Brunnier Art Museum, and the Octagon Center for the Arts.

The Des Moines area is a cosmopolitan and thriving region of over 600,000 people, the largest in the state. Des Moines is a major center of the U.S. insurance industry and has a sizeable financial services and publishing business base. Des Moines has become a staple of national "best of" lists, with recent recognition by Forbes, U.S News & World Report, Business Insider, Fortune, CNBC, and many others for attributes including livability, cost of living, best places for children, best place for business & careers, and many more.



Ames, Iowa



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Des Moines is a cultural center for Iowa and home to the Civic Center of Greater Des Moines, the Des Moines Metro Opera, Des Moines Symphony, Wells Fargo Arena, and many additional groups and venues. The Pappajohn Sculpture Park showcases 24 world-class sculptures valued at over \$40 million. The 110,000 square foot Science Center of Iowa offers interactive learning areas, live programs and hands-on activities. The Blank Park Zoo is a 22-acre zoological park featuring exhibits such as a tropical rainforest, the Australian outback and Africa. Other major attractions include Adventureland theme park/waterpark, Living History Farms and the Town Center at Jordan Creek shopping complex.

Duties and Responsibilities of the Position of City Administrator

Department: Administration	Position: City Administrator/Zoning Administrator
FLSA: Exempt	Reports to: City Council

SUMMARY OF DUTIES: Under general administrative direction to oversee the work of all city employees and departments; to participate and supervise the City budgetary processes and financial activities; and to perform duties in the coordination of all phases of municipal activities as directed by the Mayor and City Council.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Ensure that Council directives and approved operational policies of the City are enforced, executed, or delegated for compliance.
2. Consult with and advise other City employees to assist in prioritizing work items, resolving problems, and communicating needs and activities.
3. Regularly communicate with and report problems and needs to the Mayor and City Council.
4. Coordinate the investigation and resolution of complaints or inquiries by the public.
5. Supervise the management and upkeep of City owned facilities.
6. Supervise various departments, including approving the use of leave and the administration of all disciplinary action up to but not including discharge.
7. Interview all persons prior to employment and recommend to the Mayor and Council all matters pertaining to hiring, promotions, disciplinary action, discharges, and compensations.
8. Oversee and coordinate the preparation of the City's budget; submits to and review with the Council for approval. Monitor spending throughout the year.
9. Direct the purchasing of all commodities, materials, supplies, and services as budgeted or appropriated by the Council.
10. Attend all meetings of the Council and committees of the Council as directed.



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11. Prepare for distribution of the City Council meeting agenda packets including any instructional or informational material.
 12. Keep the Council informed as to the progress of its programs and the status of its policies.
 13. To act as the City liaison with local groups involved with City activities as directed by the City Council.
 14. Prepare and periodically evaluate with the City Council Capital Improvement Program and CIP budget.
 15. Review and present periodic budget status reports for City Council review.
 16. Review and oversee City projects and periodically update City Council.
 17. Plan, coordinate, and direct the City's economic development activities, including recruitment, marketing, business retention, grant writing, and administration and financial packaging, and submits to Council for approval before any final action is taken.
 18. Represent the City, as directed by the Council, in all negotiations and relations with employees, contractors, consultants, other governmental units and civic organizations in which the City may have an interest.
 19. Serve as the City's Zoning Administrator, enforcing zoning regulations and reviewing land use proposals and preparing and presenting reports to the Planning and Zoning Commission.
 20. Attend a variety of meetings and act as the City's representative to other governmental units and the public.
 21. Evaluate, develop, and update operating policies and procedures to ensure City affairs are conducted in a modern and efficient manner.
 22. Effectively evaluate services and operations and consults with the Mayor and City Council regarding changes, improvements, and long range plans.
 23. Authorize and coordinate appropriate action during emergency situations.
 24. Coordinate activities among all City departments and other governmental units.
 25. Advise, assist, and consult with the City Attorney on all legal matters.
 26. Advise, assist, and consult with the City Engineer on all engineering and planning matters.
 27. Regularly hold meetings with Department Heads.
 28. In case of an emergency, coordinate and supervise all City departments and activities.
 29. Assist other departments as needed.
 30. Perform related duties as assigned.
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ENTRY REQUIREMENTS:

1. Graduation from an accredited college or university with a B.S. or B.A. degree in either accounting, finance, business administration, public administration, planning, or other related field.



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2. Four years of responsible municipal administrative experience or an equivalent combination of education and experience. Master's Degree in related field counts for two years of the four years of experience.
 3. Three to five years of supervisory experience in supervising multiple people is required.
 4. Knowledge of principals and methods of public administration and public finance.
 5. Knowledge and experience with TIF, Tax Abatement, Urban Renewal Plans, Urban Revitalization Plans, and Community Planning and Zoning.
 6. Ability to analyze difficult administrative problems and to develop and present conclusions and recommendations.
 7. Ability to compile and analyze financial reports.
 8. Ability to make accurate revenue and expenditure estimates.
 9. Ability to plan, assign, and coordinate the work of varied activities.
 10. Ability to assign, direct, and evaluate work of subordinates.
 11. Ability to write and speak effectively.
 12. Ability to establish and maintain effective working relationships with others.
 13. Must be bondable.
-

REQUIRED SPECIAL QUALIFICATIONS:

1. Shall be member of ICMA, IaCMA, APA, and/or ASPA.
 2. The job duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
-

EQUIPMENT AND TOOLS USED:

Computer equipment, printers, fax machine, telephones, calculators, and copy machine. This list is a representation of the type of tools and equipment used.

Announcement/Advertisement

City Administrator, Huxley, Iowa. (Population – 4,500). Progressive and growing community in central Iowa, located at the junction of U.S. Highway 69 & Iowa Highway 210 and just west of Interstate 35 in Story County, is seeking an energetic leader for the position of city administrator.

Salary range is \$115,000 to \$135,000, depending upon qualifications, with a full range of benefits. The city administrator directly oversees the following municipal departments:



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city hall, wastewater, water, streets, cemetery, parks & recreation, police, code enforcement, zoning, and finance, which includes 20 full-time employees and an annual operating budget of \$9.3 million.

Qualifications include four year college degree in public administration, engineering, law, or business administration or related field and 3 to 5 years of experience in a public sector management position, with an emphasis on city finance, budget development, labor relations, strategic planning, and technology needs.

Applications should be submitted to huxleyca2223@gmail.com. Application materials requested include: cover letter, resume, salary history, and five work-related references. Apply by November 23, 2022. EOE.

Tentative Timetable for Search Process

It is the City's intent to conclude the search process as expediently as possible with the goal of offering the position to a candidate by January 7. Therefore, candidates are urged to tentatively mark the following dates on their schedules:

- | | |
|---|------------------------------|
| 1. Application deadline..... | November 23, 2022 |
| 2. Notifications of semifinalists for the position..... | November 30 |
| 3. Virtual interviews of semifinalists | Thursday, December 8
(PM) |
| 4. Candidates' day to tour the community and meet city
employees, Mayor and Council members..... | Friday, January 6 |
| 5. Interviews of candidates..... | Saturday, January 7 |
| 6. Offer of employment..... | January 7 |
| 7. City Council approval of employment contract | January 10 |
| 8. Proposed starting date of employment | By February 27 |



Consent Agenda

HUXLEY CITY COUNCIL MEETING MINUTES

Tuesday, October 11, 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 6:01 pm.

ROLL CALL: Kuhn, Echer, Pilcher, Roberts; Absent: Thompson

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

CITY STAFF PRESENT: Jolene Lettow - City Clerk, Cathy Van Maanen – Library Director, Nathan Albaugh – Police Sergeant, Jeff Peterson – Public Works Director

CONSULTANT: Amy Beattie – City Attorney/Brick Gentry Law Firm; Forrest Aldrich – City Engineer/V & K

PUBLIC COMMENT: Andrea Palomo, site supervisor for Kids Club, explained the Lights After School program and asked for city support.

PUBLIC HEARINGS:

Consideration of Annexation for Property Owned by Jan Rose Farm, Inc. Mayor opened meeting at 6:06pm. There were no comments. Motion – Kuhn, second – Pilcher to close hearing. 4 ayes. Motion carried.

Rezoning of Property Owned by Jan Rose Farm Inc from Agricultural (A-1) to Planned Unit Development (R-5). Mayor opened meeting at 6:07pm. There were no comments. Motion – Pilcher, second – Echer to close hearing. 4 ayes. Motion carried.

CONSENT AGENDA: Motion by Echer, second by Pilcher to Approve Consent Agenda Items as Listed:

- a. Approve Minutes from September 27, 2022 Council Meeting and October 4, 2022 Special Council Meeting and Work Session
- b. Approve Payment of Bills
- c. Approve Resolution No. 22-082 Authorizing the Signatories and Placement of Funds in Various Depositories
- d. Approve Resolution No. 22-083 for Contract between Story County and Huxley as a Subrecipient of the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) for the Water Treatment Plant Expansion and Well Field
- e. Approve Resolution No. 22-084 for Payment Application No. 11 Water Treatment Plant Expansion
- f. Approve Resolution No. 22-085 for Payment Application No. 1 Huxley Shallow Well No. 7

Roll Call: Echer, Kuhn, Pilcher, Roberts voted yes. Motion carried.

Claims:

A KING'S THRONE, LLC	PORTAJOHNN (LARSON)	190.45
AFLAC	AFLAC	108.48
ALLIANT ENERGY	SEPTEMBER ENERGY BILL	12,008.46
ANDERSON DAVID	NORD KALSEM RETAL REFUND	100.00
ARNOLD MOTOR SUPPLY	WIX57060 TOGGLE SWITCH	122.40
BAKER & TAYLOR ENTERTAINME	BOOKS	634.60
BALDWIN SUPPLY-DES MOINES	COG BELTS	111.85
BOUND TREE MEDICAL	GLUCOSE	39.99
CARDMEMBER SERVICE	AUGUST 2022 VISA BILL	7,417.99
COMPASS MINERALS AMERICA	COARSE ROCK SALT	3,462.78
COMPUTER RESOURCE SPECIALI	COMPUTER/TECH WORK	1,035.00
CONSUMERS ENERGY	AUGUST CONSUMERS BILL	11,071.20
DELTA DENTAL PLAN OF IOWA	DENTAL INSURANCE	715.36
DEMCO INC.	BOOK PROCESSING	295.73
DOLLAR GENERAL-REGIONS 410	DOLLAR GENERAL BILL	24.25
EBS	MEDICAL INSURANCE	9,377.53
EDWARD JONES	IRA	125.00

FIDELITY SECURITY LIFE	VISION INS	150.33
FILTER SHOP INC	10RAS EF WASHABLE FILTERS	403.30
GALLS, LLC- DBA CARPENTER	BDU CALIGURI/POLOS	291.09
GARBAGE GUYS	CITY GARBAGE PICKUP	541.00
GPM	INFLUENT SAMPLER TEMP SENSORS	273.37
GRAINGER	20MF76-PROPANE CAL GAS	169.73
GRAYSTONE CO. LLC	REFUND 420 WICKER DR	1,000.00
GREAT-WEST LIFE & ANNUITY	DEFERRED COMPENSATION	136.54
HAWKINS, INC.	WATER TREATMENT CHEMICALS	3,023.03
HEARTLAND CO-OP	SUMMER FILL- TANK LEASE	71.29
HOMES BY ADVANTAGE LLC	504 PRAIRIE VIEW DR-REFUND	1,000.00
INTEGRATED PRINT SOLUTIONS	SOCCER/COACHES SHIRTS FALL 22	1,380.00
INTERNAL REVENUE SERVICE	FED WITHOLDING TAX	16,078.99
INTERSTATE BATTERIES	BATTERIES	14.35
IOWA STATE UNIVERSITY	ANNUAL RADIO TOWER FEES	11,401.33
IPERS	IPERS	10,577.82
JOHN DEERE FINANCIAL	V BELTS X4	59.46
LINCOLN FINANCIAL GROUP	DEPENDENT LIFE INS	270.47
MARCO, INC.	CITY HALL PRINTING	17.48
MARTIN MARIETTA MATERIALS	13.6 TONS OF 1" ROAD STONE	236.64
MICROBAC LABORATORIES INC	AUGUST SAMPLES	129.50
MISCELLANEOUS VENDOR	CAPITAL CITY DEVELOP:US REFUND	391.96
MK SERVICES	ANNUAL BACKFLOW CERT	635.00
MSA SAFETY SALES, LLC	02 SENSOR HEADWORKS	725.05
MUNICIPAL SUPPLY	BLUE MARKING PAINT	454.80
NEW CENTURY FS INC	AUGUST GAS BILL	5,630.01
OXEN TECHNOLOGY	REMOTE LABOR HACKED EMAIL REPA	218.75
PCC AN AMBULANCE BILLING S	JUNE/JULY AMB BILLING	429.96
PREMIER	PRINTING FEES	81.45
REDWOOD BUILDERS, LLC	REFUND 505 PRAIRIEVIEW DR	1,000.00
RELIANT FIRE APPARATUS	206 PUMP REPAIR	1,806.36
STAPLES BUSINESS CREDIT	AUGUST STAPLES BILL	485.22
STORY COUNTY SHERIFF'S OFF	PRAIRIEFEST EXTRA SECURITY	390.00
SWANK MOVIE LICENSING USA	MOVIE LICENSE	412.00
SYNCB/AMAZON	AMAZON LIBRARY	655.93
TASC	FLEX BENEFIT PLANS	754.13
TRANE U.S. INC.	QUARTERLY PAYMENT	8,929.75
TREASURER, STATE OF IOWA	STATE WITHOLDING	2,680.00
U.S. BANK EQUIPMENT FINANC	PRINTER LEASE	104.92
UNITYPOINT CLINIC	NEW HIRE PHYSICALS VAUGHN/COOP	423.00
VAN WALL	HUB/WHEEL BOLT/TAPPING GREASE	305.39
VEENSTRA & KIMM, INC.	MEETING ROOM DESIGN	3,920.00
VERIZON WIRELESS	AUGUST BILL	366.05
PAYROLL		74,123.12

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

BUSINESS ITEMS:

Motion – Kuhn, second – Echer to Approve Resolution No. 22-086 for Annexation of Property Owned by Jan Rose Farm, Inc. Roll Call: Roberts, Pilcher, Kuhn, Echer voted yes. Motion carried.

Motion – Roberts, second Echer to Approve First Reading of Ordinance 527 to Amend the Municipal Code of the City of Huxley, Iowa, by Rezoning Property Owned by 120 South, LLC from Agricultural (A-1) to Planned Unit Development (R-5) Classification. Roll Call: Pilcher, Kuhn, Echer, Roberts voted yes. Motion carried.

Motion – Pilcher, second – Echer to TABLE Resolution No. 22-087 to Approve Site Plan for Ballard Dental Associates. Councilman Kuhn expressed his concerns with variance procedure as no hardship was listed for variance. Roll Call: Roberts, Echer, Kuhn, Pilcher voted yes. Motion carried.

INFORMATIONAL ITEMS: Staff provided list of items to be discussed at next council meeting.

ADJOURNMENT: Motion – Pilcher, second – Echer to adjourn meeting at 6:47pm. 4 ayes, 0 nays. Motion carried.

Attest:

Jolene R. Lettow, City Clerk

Kevin Deaton, Mayor

COUNCIL CLAIMS

10/25/2022

VENDOR	DESCRIPTION	AMOUNT
A KING'S THRONE, LLC	PORT-A-JOHN YOUTH SPORTS	\$150.45
ACCUJET LLC	HYDRO WATER MAIN BREAK PARKRIDGE	\$700.48
AIDEN BAUER	FLAG FOOTBALL REF 13 GAMES	\$169.00
ARNOLD MOTOR SUPPLY	TAPER NEARING/BRAKE CLEANER/RED OVAL	\$79.41
BAKER & TAYLOR ENTERTAINMENT	BOOKS	\$1,103.31
BAUER RUSSELL	FLAG FOOTBALL REF 8 GAMES	\$104.00
BRICK GENTRY P.C.	SEPTEMBER 2022 BILL	\$5,812.50
CARDMEMBER SERVICE		\$5,139.25
	ADOBE ACROPRO CITY	\$15.89
	AMAZON PRIME-JEFF	\$16.04
	BACKGROUND CHECK S.BARTLESON	\$15.00
	ZOOM CITY	\$114.95
	CONFERENCE DINNER-PILCHER/LETT	\$36.55
	CONFERENCE DINNER-PILCHER/LETT	\$36.55
	SAM'S CLUB VEND CANDY	\$69.92
	WINTER NEWSLETTER USPS	\$351.75
	SCW FITNESS CONFERENCE	\$204.50
	TYPE C-CHARGER CABLE	\$12.99
	PHONE SCREEN PROTECTOR	\$9.88
	ICE	\$4.99
	CERTIFIED MAILING	\$7.85
	2 SOCCER NETS	\$86.38
	FLAG FOOTBALL JERSEYS-KINDERGA	\$720.00
	UNIFORM HASHMARKS GREENFIELD	\$12.82
	15 JR FOOTBALLS	\$128.40
	RUG FOR ENTRY	\$33.99
	MAGENTA INK X3	\$58.90
	NFL FLAG FOOTBALL	\$37.50
	AMAZON MINI FOOTBALLS 20	\$267.99
	5 GAL PAINT X2 SOCCER/FOOTBALL	\$185.70
	PHONE CHARGERS X2	\$15.98
	NAME TAG STICKERS	\$9.96
	PRINTER INK BLACK/POSTER PAPER	\$130.83
	USB 4 PORT/COMPUTER SPEAKERS	\$41.54
	NEW VB CRANK	\$397.00
	2ND NEW VB CRANK	\$397.00
	EXTERIOR WALL LIGHT X2	\$45.09
	PASSPORT ENVELOPES	\$447.50
	LIBRARY MAIL	\$7.90
	CEILING TILES 4 BOXES	\$328.18
	8 YOGA MATS	\$98.31
	8 CHAIRS FOR ADULT CLASS	\$395.92
	EBAY	\$8.84
	EBAY	\$10.33
	USPS LIBRARY MAILING	\$3.32
	BEST BUY	\$67.94

COUNCIL CLAIMS

10/25/2022

FAREWAY		\$21.42
STATE LIBRARY		\$15.00
RETURN IA SEC OF STATE	REUND	-\$30.00
RETURN TYLER TECH	REFUND	-\$750.00
HOTEL CONF		\$221.75
HOTEL CONF		\$221.75
HOTEL CONF EXTRA DAY		\$109.76
HOTEL CONF EXTRA DAY FEE		\$17.92
CANCEL FEE RITA HOTEL-REFUNDED		\$115.00
LABEL IT PLASTIC TAGS		\$13.60
STUD FINDER		\$30.94
SAMS VENDING CANDY		\$336.48
REFUND TAX ON CEILING TI REFUND		-\$18.58
CATHY VANMAANEN	MILEAGE IOWA LIBRARY ASSC. CONFERENCE	\$173.00
CENTRAL IOWA LAWN & HOME CARE,	SEAT SPRING CAP/MISC	\$41.54
COMPASS MINERALS AMERICA	TREATMENT CHEMICALS	\$4,097.01
COMPUTER RESOURCE SPECIALISTS	UPDATED NETWORK SERVICES	\$135.00
DACIA BUSS	FLAG FOOTBALL/SOCCER REF	\$272.00
ENGINEERED EQUIPMENT SOLUTIONS	VV BALLASTS E-06070B	\$1,011.70
GALLS, LLC- DBA CARPENTER UNIF	POLICE UNIFORMS	\$1,105.56
GRAINGER	SAFETY RELIEF VALVE 26X183	\$101.96
GREENLAND HOMES	PERMIT REFUND	\$1,000.00
HACH COMPANY	PH BUFFER SOLUTION X2 FREIGHT	\$192.65
HINZMAN CURTIS	FLAG FOOTBALL REF 5	\$138.00
HOKEL MACHINE SUPPLY	NUTS/BOLTS	\$30.95
I-80 CONCRETE	4.75 YRD C4 CONCRETE	\$838.75
IOWA DEPARTMENT OF NATURAL RES	ANNUAL WATER USE FEE	\$115.00
ITRON, INC.	SOFTWARE MAINTENANCE	\$1,239.43
JOHN DEERE FINANCIAL	JEANS/BOOTS	\$251.23
JORGENSEN LEIF	FLAG FOOTBALL REF 2 GAMES	\$24.00
KINZENBAW EVAN	FLAG FOOTBALL REF 9 GAMES	\$108.00
MARKS DYLAN	FLAG FOOTBALL REF 2 GAMES	\$54.00
MARTIN MARIETTA MATERIALS	ROAD STONE/CLEAN	\$3,168.64
MICROBAC LABORATORIES INC	SEPT WATER SAMPLE TESTING	\$217.00
MUNICIPAL SUPPLY	WHITE FLAG/PINK FLAG	\$52.00
NEW CENTURY FS INC	FUEL SEPTEMBER	\$3,519.09
OXEN TECHNOLOGY	REMOTE LABOR	\$680.75
PCC AN AMBULANCE BILLING SERVI	MAY/AUGUST AMBULANCE BILLING	\$498.66
PEPSI-COLA	PEPSI ORDER VENDING	\$269.71
PITTS LAWN AND TREE SERVICE	STUMP REMOVAL 707 CRESTWOOD DR	\$500.00
PLUMB SUPPLY COMPANY	SLOAN O-RING X6	\$8.94
PREMIER	PRINTER FEES	\$98.73
RISER INCORPORATED	REPLACE ELECT WINCH BBALL HOOP	\$1,850.00
ROSS ZACH	FLAG FOOTBALL REF	\$36.00
SAFE BUILDING COMPLIANCE & TEC	SEPTEMBER PERMITS	\$2,986.70
SAGE HOMES, INC.	PERMIT REFUND 523 WALNUT DR	\$1,000.00
SECURE SHRED SOLUTIONS	OCTOBER SHRED	\$52.00

COUNCIL CLAIMS

10/25/2022

STITCHED CRAFTS	PATCHES R/R UNIFORM	\$1,895.00
STORY COUNTY ANIMAL CONTROL &	8 ANIMAL TRIPS	\$280.50
STORY COUNTY SHERIFF'S OFFICE	2ND QUARTER DISPATCH PAYMENT	\$8,151.63
STREICHER'S	UNIFORM ITEMS	\$302.98
U.S. BANK EQUIPMENT FINANCE	LIBRARY COPIER LEASE	\$104.92
USA BLUEBOOK	RAINSTOPPER INFLOW SHIELD-12	\$1,187.00
VAN WALL	PARTS/ FILTERS BOWL	\$222.05
VEENSTRA & KIMM, INC.	ENGINEERING FEES	\$19,925.88
VERIZON WIRELESS	PUBLIC WORKS PHONES	\$483.12
WINDSTREAM IOWA COMMUNICATIONS	DISPATCH PHONES POLICE	\$85.24
	TOTAL	\$71,764.72

RESOLUTION NO. 22-088

28E AGREEMENT FOR LEASE OF CITY LIBRARY FACILITY

THIS 28E LEASE AGREEMENT BETWEEN THE CITY OF HUXLEY AND THE BALLARD COMMUNITY SCHOOL DISTRICT, will replace in its entirety any previous agreements between the City of Huxley and Ballard School District.

WHEREAS, two public agencies may enter into an agreement for joint and cooperative action pursuant to Iowa Code Chapter 28E, and

WHEREAS, the City and District originally entered into a 28E Agreement to Establish and Operate Shared Facilities in 2001,

NOW, THEREFORE, IT IS RESOLVED that an agreement has been created due to changed needs of the parties and will continue from year to year unless terminated as stated in agreement.

1. A copy of this 28E Agreement for Lease of the City of Huxley Library Facility be recorded with the Secretary of State as required by Iowa Code section 28E.8(1)(b).

PASSED, ADOPTED AND APPROVED this 25th day of October, 2022.

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

IN WITNESS OF THIS AGREEMENT and pursuant to **Resolution Number 22-089** of the City Council, the City of Huxley, Iowa, approved on the 25th day of October, 2022

CITY OF HUXLEY, IOWA

By: _____
Kevin Deaton, Mayor

ATTEST:

By: _____
Jolene R. Lettow, City Clerk

IN WITNESS OF THIS AGREEMENT and pursuant to Resolution of the Board of Directors, of the Ballard Community School District approved on the ____ day of _____, 2022, the District has executed this instrument on the _____ day of _____, 2022.

BALLARD COMMUNITY SCHOOL DISTRICT

By: _____
Steve Domino, Board President

ATTEST:

By: _____
Board Secretary

28E AGREEMENT FOR LEASE OF CITY LIBRARY FACILITY

THIS AGREEMENT is by and between the **City of Huxley** and the **Ballard Community School District**.

RECITATIONS:

- A. The City of Huxley is an Iowa municipal corporation organized and existing under the provisions of *Iowa Code* Chapter 372 and is a public agency as defined in *Iowa Code* Chapter 28E (hereinafter "the City"). It is located in the County of Story, State of Iowa, with its current principal address at 515 N. Main Avenue, Huxley, Iowa 50124; telephone: (515) 597-2561;
- B. The Ballard Community School District is an Iowa public school corporation organized and existing under the provisions of *Iowa Code* Chapter 274 and is a public agency as defined in *Iowa Code* Chapter 28E (hereinafter "the District"). It is located in the Counties of Story, Boone, and Polk, State of Iowa, with its current principal address at 509 N. Main Avenue, Huxley, Iowa 50124; telephone: (515) 597-2811.
- C. Two public agencies may enter into an agreement for joint and cooperative action pursuant to *Iowa Code* Chapter 28E. A city may lease real property pursuant to *Iowa Code* Section 364.4 and may dispose of interests in real property by lease pursuant to *Iowa Code* Section 364.7. A school district may rent classrooms and facilities when there is no classroom or facility to accommodate students in the district, pursuant to *Iowa Code* Section 297.12.
- D. The City and District originally entered into a 28E Agreement to Establish and Operate Shared Facilities and Property in 2001 and that Agreement was amended in 2016 and terminated effective on September 30, 2017, with a subsequent Agreement created due to changed needs of the parties that continued year-to-year from 2017 to present.
- E. The District continues to only utilize the City library facility for its students and other school activities and this updated Agreement reflects that current usage and changed rental terms.
- F. The City is willing to continue to allow the District and its students to utilize its library facility.
- G. The City and the District believe that an agreement pursuant to *Iowa Code*

District's Middle School media center. The Leased Facility shall be open during all hours when the Middle School is in session.

- (b) **Library Board.** The City Library Board shall continue in existence and continue to be governed by Iowa law and by the ordinances of the City, provided that the Library Board may be changed as allowed by the voters or as otherwise allowed by law.
- (c) **Materials Collection.** The City shall identify its current library materials as belonging to the City, and the District shall identify its current media materials as belonging to the District. The City and the District shall in future years budget funds for library material acquisitions and replacements, and the material acquired shall be marked as either property of the City or property of the District, depending upon the source of funding. The City and the District shall each have the right to select the material to be purchased with its funding. The District and the City recognize that the District has a procedure for citizens to ask for reconsideration of library materials. If, following this procedure, certain materials are deemed inappropriate for certain classes of students, the City shall implement a procedure consistent with the reconsideration decision during school hours.
- (d) **Equipment.** The City shall initially provide necessary tables, chairs, shelving and other library furnishings and equipment. Thereafter, replacement or additional acquisition of library equipment and furniture shall be included in the Facility budget specified in paragraph 12 and shall be subject to the rental provisions in paragraph 4.

9. **STAFFING.** The City shall employ appropriate personnel for the Facility. Such personnel shall be employees solely of the City and not of the District, and the City shall be responsible for all hiring, supervision, evaluation, discipline, wages, salaries and benefits, tax withholdings, workers' compensation contributions, and all other employment matters. However, the District shall be consulted in hiring, dismissals, assignment of hours, and setting of wages, salaries and benefits for the library staff. The City shall conduct a criminal background check and a child abuse and dependent adult abuse background check on all new employees housed in the Facility, the same as would be required of any employee hired by the District. City staff housed in the Facility shall attend in-service or other training called by the District regarding abuse of students by school employees. City employees shall also abide by District policies, rules, regulations and directives regarding confidentiality of student information and discipline of students, such as, but not limited to, those relating to student searches and nonuse of corporal punishment.

terminate the Agreement effective at the end of the current term.

13. **TERMINATION.** This Agreement may be terminated by mutual agreement of the parties at any time. This Agreement may also be terminated by either party upon after fourteen (14) days' notice due to the other party's material breach of the Agreement and that party's failure to remedy the breach within the fourteen (14) day notice period.

14. **AMENDMENTS.** This Agreement may be amended by a written instrument approved by the City and by the District and filed with the Iowa Secretary of State's Office.

15. **SEVERABILITY.** If any clause, provision or section of this Agreement shall, for any reason, be held illegal or invalid by any court, the illegality or invalidity of such clause, provision or section shall not affect any of the remaining clauses, provisions or sections, and this Agreement shall be construed and enforced as if such illegal or invalid clause, provision or section had not been contained herein. In case any agreement or obligation contained in this Agreement is held to be in violation of law, then such agreement or obligation shall be deemed to be the agreement or obligation of the parties, to the full extent permitted by law.

16. **ENTIRE AGREEMENT.** This Agreement supersedes all previous agreements or arrangements between the parties with respect to the subject matter hereof, and constitutes the entire agreement between the parties. No change in, additions to, or deletions from this Agreement shall be valid unless agreed to in writing by the parties.

17. **GOVERNING LAW AND FORUM.** This Agreement shall be governed by Iowa law. The parties consent to the jurisdiction of the appropriate federal or state court for Story County, Iowa, for all matters relating to this Agreement.

18. **COUNTERPARTS.** This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute but one and the same instrument.

Signature Follow on Next Page

STATE OF IOWA)
) ss:
COUNTY OF STORY)

On this _____ day of _____, 2022, before me, a Notary Public, in and for the State of Iowa, personally appeared _____ and _____, to me personally known to be the Mayor and City Clerk of the city of Huxley, Iowa, the said corporation described in and which executed the Agreement which this is attached, and that the Agreement was executed, signed, and sealed on behalf of the City by authority of its City Council; and that the said Mayor and City Clerk, as such officers acknowledged the execution of the Agreement to be the voluntary act and deed of the City by it and by them voluntarily executed.

Notary Public in and for the State of Iowa

STATE OF IOWA)
) ss:
COUNTY OF STORY)

On this _____ day of _____, 2022, before me, a Notary Public, in and for the State of Iowa, personally appeared _____ and _____, to me personally known to be the President and Secretary of the Ballard Community School District, the said corporation described in and which executed the Agreement which this is attached, and that the School District has no seal, and that the Agreement was executed and signed on behalf of the School District by authority of its Board of Directors; and that the said President and Secretary, as such officers acknowledged the execution of the Agreement to be the voluntary act and deed of the School District by it and by them voluntarily executed.

Notary Public in and for the State of Iowa

WHEN RECORDED RETURN TO:

City of Huxley, Iowa
Attn: Jolene Lettow, City Clerk
515 N. Main Ave.
Huxley, IA 50124

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

STORM SEWER EASEMENT

Jonathan D. Philgreen and Amanda R. Philgreen, husband and wife, hereinafter referred to as "Grantor", in consideration of the sum of one dollar (\$1.00), and other valuable consideration, do hereby sell, grant and convey unto the City of Huxley, Iowa (the "City" or "Grantee"), a permanent easement under, through, and across the following described real estate:

That portion of Lot 21 in Ashwood Estates, an Official Plat in Huxley, Story County,
Iowa as shown on attached Exhibit "A"

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

Storm Sewer

1. Erection and Placement of Structures, Obstructions, Plantings or Materials Prohibited. Grantor and their grantees, assigns and transferees shall not erect any fence or other structure under, over, on, through, across or within the Easement Area without obtaining the prior written consent of the City, nor shall Grantor cause or permit any obstruction, planting or material to be placed under, over, on, through, across or within the Easement Area without obtaining the prior written consent of the City.
2. Change of Grade Prohibited. Grantor and their grantees, assigns and transferees shall not change the grade, elevation or contour of any part of the Easement Area without obtaining the prior written consent of the City.
3. Right of Access. Grantee shall have the right of access to the Easement Area and have all rights of ingress and egress reasonably necessary for the use and enjoyment of the Easement Area from property adjacent thereto as herein described, including but not limited to, the right to remove any unauthorized fences, structures, obstruction, planting or material placed or erected under, over, on, through, across or within the Easement Area.

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

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

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

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

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

IN WITNESS WHEREOF, we have hereunto affixed our hands this 18th day of October, 2022.

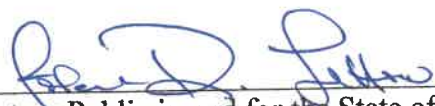

Jonathan D. Philgreen

Amanda R. Philgreen

STATE OF IOWA, COUNTY OF STORY SS:

This record was acknowledged before me on October 18, 2022 by Jonathan D. Philgreen and Amanda R. Philgreen, husband and wife.




Notary Public in and for the State of Iowa

ACCEPTANCE BY CITY

STATE OF IOWA)
) ss:
COUNTY OF STORY)

I, Jolene Lettow, City Clerk of the City of Huxley, Iowa, do hereby certify that the within and foregoing Easement was duly approved and accepted by the City Council of said City by Resolution No. _____, passed on the ____ day of _____, 2022, and this certificate is made pursuant to authority contained in said Resolution.

Signed this ____ day of _____, 2022.

Jolene Lettow, City Clerk of the City of Huxley, Iowa

EXHIBIT A



State of Iowa

Alcoholic Beverages Division

Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS		
FENCELINE BEER LAB LLC	Fenceline Beer Lab	(419) 410-6230		
ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
100 West Railway Street		Huxley	Story	50124
MAILING ADDRESS	CITY	STATE	ZIP	
107 South Main Avenue	Huxley	Iowa	50124	

Contact Person

NAME	PHONE	EMAIL
Susan E Frantz	(515) 410-6814	susan@fencelinebeerlab.com

License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
	Class B Beer Permit	5 Day	Submitted to Local Authority
TENTATIVE EFFECTIVE DATE	TENTATIVE EXPIRATION DATE	LAST DAY OF BUSINESS	
Oct 26, 2022	Oct 30, 2022		
SUB-PERMITS			
Class B Beer Permit			



PRIVILEGES
Outdoor Service

Status of Business

BUSINESS TYPE
Limited Liability Company

Ownership

• Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Susan Frantz	Huxley	Iowa	50124	Owner	51.00	Yes
Jonathan Frantz	Huxley	Iowa	50124	Owner	49.00	Yes

Insurance Company Information

INSURANCE COMPANY	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE
Illinois Casualty Co	Oct 26, 2022	Oct 25, 2023
DRAM CANCEL DATE	OUTDOOR SERVICE EFFECTIVE DATE	OUTDOOR SERVICE EXPIRATION DATE
BOND EFFECTIVE DATE	TEMP TRANSFER EFFECTIVE DATE	TEMP TRANSFER EXPIRATION DATE

Business Items

ORDINANCE NO. 527
AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF HUXLEY, IOWA, BY
REZONING PROPERTY OWNED BY 120 SOUTH, LLC FROM AGRICULTURAL (A-1) TO
PLANNED UNIT DEVELOPMENT DISTRICT (R-5) CLASSIFICATION.

WHEREAS, on the 26th day of September 2022, the Planning and Zoning Commission of the City of Huxley, Iowa, recommended to the City Council that the below-described property be considered for rezoning from Agricultural District (A-1) to Planned Unit Development District (R-5); and

WHEREAS, on the 11th day of October 2022, after due notice and hearing as provided by law, the City Council now deems it reasonable and appropriate to rezone said property.

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

Section 1: That the Municipal Code of the City of Huxley, Iowa, be and it is hereby amended by rezoning from the present Agricultural District (A-1) to Planned Unit Development District (R-5) for the following described real property:

That part of Parcel "A" of the South Half of the Northeast Quarter of Section 26, Township 82 North, Range 24 West of the 5th P.M., Story County, Iowa, as shown on the plat of survey recorded as Slide 181 Page 06 with the Story County Recorder's Office; AND that part of the North Half of the Southeast Quarter of said Section 26, and being more particularly described as follows:
Beginning at the Northeast corner of said Parcel "A"; thence South 00 degrees 25 minutes 32 seconds East, along the east line of said South Half of the Northeast Quarter of Section 26, a distance of 879.46 feet, to the north line of that part of said South Half of the Northeast Quarter and said North Half of the Southeast Quarter of Section 26 as described on the Warranty Deed recorded in Book 294 Page 216; thence North 89 degrees 22 minutes 15 seconds West, along said north line of that part of the South Half of the Northeast Quarter and the North Half of the Southeast Quarter of Section 26 as described on the Warranty Deed recorded in Book 294 Page 216, a distance of 304.17 feet, to the west line of that part of said South Half of the Northeast Quarter and said North Half of the Southeast Quarter of Section 26 as described on the Warranty Deed recorded in Book 294 Page 216; thence South 00 degrees 31 minutes 48 seconds East, along said west line of that part of the South Half of the Northeast Quarter and the North Half of the Southeast Quarter of Section 26 as described on the Warranty Deed recorded in Book 294 Page 216, a distance of 448.37 feet, to the south line of that part of said South Half of the Northeast Quarter and said North Half of the Southeast Quarter of Section 26 as described on the Warranty Deed recorded in Book 294 Page 216; thence North 89 degrees 56 minutes 24 seconds East, along said south line of that part of the South Half of the Northeast Quarter and the North Half of the Southeast Quarter of Section 26 as described on the Warranty Deed recorded in Book 294 Page 216, a distance of 303.30 feet, to the east line of said Southeast Quarter of Section 26; thence South 00 degrees 09 minutes 37 seconds East, along said east line of the Southeast Quarter of Section 26, a distance of 1325.65 feet, to the south line of said North Half of the Southeast Quarter of Section 26; thence North 89 degrees 58 minutes 23 seconds West, along said south line of the North Half of the Southeast Quarter of Section 26, a distance of 2635.44 feet, to the east line of the West 25 feet of said Southeast Quarter of Section 26; thence North 00 degrees 13 minutes 55 seconds West, along said east line of the West 25 feet of the Southeast Quarter of Section 26, a distance of 1322.89 feet, to the south line of HUXLEY DEVELOPMENT CORPORATION PLAT 3, an official plat, located in the City of Huxley, Story County, Iowa; thence North 89 degrees 56 minutes 24 seconds East, along said south line of HUXLEY DEVELOPMENT CORPORATION PLAT 3, a distance of 1118.48 feet, to the east line of Outlot A, said HUXLEY DEVELOPMENT CORPORATION PLAT 3; thence North 00 degrees 45 minutes 46 seconds West, along said east line of Outlot A, HUXLEY DEVELOPMENT CORPORATION PLAT 3, a distance of 749.86

feet, to the south line of Outlot B, said HUXLEY DEVELOPMENT CORPORATION PLAT 3; thence South 84 degrees 39 minutes 40 seconds East, continuing along said south line of Outlot B, a distance of 152.74 feet; thence South 80 degrees 25 minutes 46 seconds East, along said south line of Outlot B, a distance of 156.52 feet, to the east line of said HUXLEY DEVELOPMENT CORPORATION PLAT 3; thence North 00 degrees 21 minutes 27 seconds West, along said east line of HUXLEY DEVELOPMENT CORPORATION PLAT 3, a distance of 614.95 feet, to the south line of HUXLEY DEVELOPMENT CORPORATION PLAT 1, an official plat, located in the City of Huxley, Story County, Iowa; thence South 89 degrees 59 minutes 58 seconds East, along said south line of HUXLEY DEVELOPMENT CORPORATION PLAT 1, a distance of 1205.00 feet, to said east line of the South Half of the Northeast Quarter of Section 26 and the Point of Beginning; EXCEPT Parcel "B" of the South Half of the Northeast Quarter of Section 26, Township 82 North, Range 24 West of the 5th P.M., Story County, Iowa, as shown on the plat of survey recorded as Slide 181 Page 06 with the Story County Recorder's Office.
Containing approximately 118.64 acres, including 3.04 acres of road right-of-way easement.
Subject to easements, covenants and restrictions of record.

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.

PASSED AND APPROVED this ____ day of _____, 2022.

Kevin Deaton, Mayor

ATTEST:

Jolene R. Lettow, City Clerk

First reading: _____
Second reading: _____
Third reading: _____
Publication Date: _____

RESOLUTION NO. 22-087

RESOLUTION APPROVING BALLARD DENTAL ASSOCIATES SITE PLAN

WHEREAS, David Bentz from Bishop Engineering has submitted site plan materials for City of Huxley review for the Ballard Dental Associates Site Plan; and,

WHEREAS, the site plan is being submitted for the purpose of an expansion on the northwest corner of their building with a 17' x 80' addition to said building with a setback variance from 10 feet to 7.5 feet.

WHEREAS, the Planning & Zoning Commission reviewed the site plan at their September 26, 2022 meeting and recommends approval; and,

NOW, THEREFORE, IT IS RESOLVED by the City Council of the City of Huxley, Iowa, as follows:
Approval of the Site Plan is hereby granted as follows:

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

PASSED AND APPROVED this 11th day of October 2022.

APPROVAL BY MAYOR

I hereby execute the foregoing **Resolution No. 22-087** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this 11th day of October 2022

Kevin Deaton, Mayor

ATTEST:

Jolene R. Lettow, City Clerk

Huxley Planning & Zoning Commission Minutes September 26, 2022

Chairman Roger Bierbaum called the meeting to order at 6:02 P.M.

ROLL CALL: Bierbaum, Murphy, Patterson, Mosher, Frantz, Ebel, Schonhorst present. Welcome Doug Schonhorst to the Planning and Zoning Commission!

CITY STAFF PRESENT: Amy Kaplan – Zoning Clerk, Jolene Lettow, City Clerk.

CONSULTANTS PRESENT: None.

GUESTS PRESENT: Adam Schoeppner (Nilles Associates, Inc), Chris Gardner (120 South) and David Bentz (Bishop Engineering).

MINUTES APPROVAL: Motion by Frantz, second by Patterson to approve the minutes from the June 20, 2022 meeting. 7 Aye. 0 Nay. MCU.

PUBLIC COMMENTS: None.

PUBLIC HEARING:

120 South Voluntary Annexation- Motion by Mosher, second by Murphy to open the hearing at 6:04 PM. Adam Schoeppner provided a brief summary of the eighty-acre area. A question was asked if Rick Sheldahl's property (32491 US Highway 69) would be involved in the annexation. Kaplan indicated that she spoke to the City Attorney and at this time it was not in the City's interest to annex said property. Motion by Patterson, second by Frantz to close the hearing at 6:08 PM. Bierbaum, Murphy, Patterson, Mosher, Frantz, Ebel, Schonhorst voted yes. MCU.

120 South Rezoning from A-1 (agricultural district) to R-5 (planned unit development)- Motion by Murphy, second by Patterson to open the hearing at 6:12 PM. Adam Schoeppner provided a brief summary of the commercial, residential and senior living development plan proving the need for the R-5 zoning. Discussion was had regarding the type of residential housing as well as the age requirements of the senior living development. Motion by Ebel, second by Mosher to close the hearing at 6:24 PM. Bierbaum, Murphy, Patterson, Mosher, Frantz, Ebel, Schonhorst voted yes. MCU.

BUSINESS ITEMS:

Recommendation to Council on 120 South Voluntary Annexation- Motion by Bierbaum, second by Mosher to recommend approval of the voluntary annexation to City Council. It is noted that the Commission agrees that the Sheldahl property at 32491 US Highway 69 should not be annexed at this time after discussion with staff who reviewed with the City Attorney. Bierbaum, Murphy, Patterson, Mosher, Frantz, Ebel, Schonhorst voted yes. MCU.

Recommendation to Council on 120 South Rezoning Request- Discussion was had to determine if the rezoning request was in line with the City's Comprehensive Plan. It was determined that it is. It was noted that each project will have a site plan that will need to be approved. Motion by Ebel, second by Frantz to recommend approval of rezoning the area from A-1 to R-5 to City Council. Bierbaum, Murphy, Patterson, Mosher, Frantz, Ebel, Schonhorst voted yes. MCU.

Site Plan—Ballard Dental- David Bentz from Bishop Engineering provided a brief summary of the Ballard Dental addition. Kaplan noted that Ballard Dental received a variance from the Zoning Board of Adjustment reducing the setback requirement to 7.5 feet. Motion by Patterson, second by Ebel to recommend approval of the Ballard Dental Site Plan to City Council. Bierbaum, Murphy, Patterson, Mosher, Frantz, Ebel, Schonhorst voted yes. MCU.

Appointment of Vice Chair- It was noted that the existing Vice Chair, Mike Schonhorst, has resigned from the Commission and a new Vice Chair should be appointed. Motion by Mosher, second by Frantz to appoint Ebel as Vice Chair of the Planning and Zoning Commission. Bierbaum, Murphy, Patterson, Mosher, Frantz, Ebel, Schonhorst voted yes. MCU.

INFORMATIONAL ITEMS FOR PLANNING & ZONING CONSIDERATION/INPUT:

R1A discussion- Discussion will resume regarding R1A zoning once the new City Administrator is hired.

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

PLANNING AND ZONING COMMISSION COMMENTS:

- Next meeting will be in the Council Chambers on October 17, 2022, if needed.
- Kevin Deaton thanked the commission for all of their work and extended his deepest appreciation.
- Mosher asked if the trail system will continue through 120 South. Plans indicate that it will.
- Bierbaum inquired about how much involvement the Commission will have in the development of 120 South. It was indicated that each site plan will go through Planning & Zoning before heading to Council.
- Mosher asked about the status of the search for a new City Administrator. Lettow indicated that the City has hired a consultant and will be meeting with them at the September 27th Council Meeting.

ADJOURNMENT: Motion – Patterson, second- Ebel to adjourn meeting at 6:51 P.M. 7 ayes, 0 nays. MCU.

Amy Kaplan, Zoning Clerk

Roger Bierbaum, Chairman

Date of Approval



VEENSTRA & KIMM INC.

3000 Westown Parkway
West Des Moines, Iowa 50266

515.225.8000 // 800.241.8000
www.v-k.net

August 31, 2022

Mike Hembd
Bishop Engineering Co.
3501 104th Street
Urbandale, Iowa 50322

mhembd@bishopengr.com
(E-Mail Only)

HUXLEY, IOWA
BALLARD DENTAL ASSOCIATES
408 CAMPUS DRIVE
REVISED SITE PLAN REVIEW

We have reviewed the revised site plan for Ballard Dental Associates and find it acceptable.

If you have any questions or comments, please contact us at 515-225-8000.

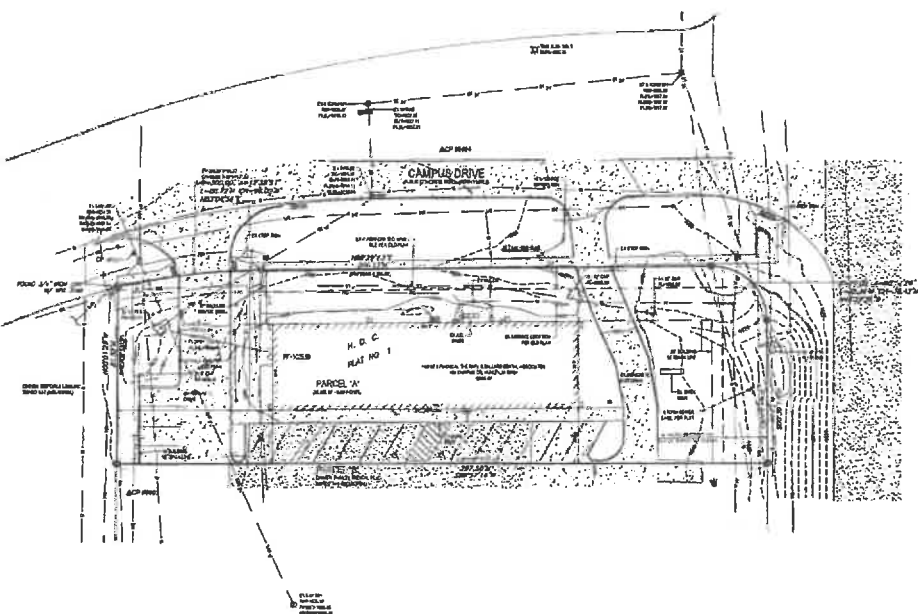
VEENSTRA & KIMM, INC.

Forrest S. Aldrich

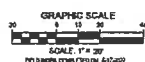
FSA:rsb
45229-078

cc: Jeff Peterson, City of Huxley (e-mail)
Keith Vitzthum, City of Huxley (e-mail)
Mat Kahler, City of Huxley (e-mail)
AJ Strumpfer, City of Huxley (e-mail)
Amy Kaplan, City of Huxley (e-mail)
Seth Sunderman, Bishop Engineering Co. (e-mail)
Godwin Agbleze, Bishop Engineering Co. (e-mail)

BALLARD DENTAL ASSOCIATES SITE SURVEY



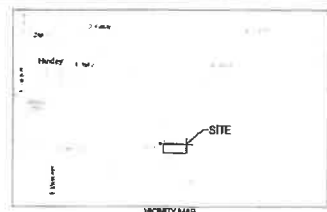
ABBREVIATIONS		
AC	ACROSS	PC
ADPH	ADPH, T	PCN
AF	BOOF	PCN
CONC	CONCRETE	PA
O	OPENED DISTANCE	PA
EL	ELECTRIC	PA
ENCL	ENCLOSURE	SA
FF	FINISHED FLOOR	SE
FL	FLOOR LINE	TF
FRAC	FRACTION	TF
M	MEASURED DISTANCE	W
MM	MILLIMETER	W
LA	LARGE PLATE, LAY	
PL	PLASTER-CONCRETE	
PC	POINT	

[illegible]

I HEREBY CERTIFY THAT THIS LAND SURVEYING DOCUMENT WAS PREPARED AND RELATED SURVEY WORK PERFORMED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A FULLY LICENSED PROFESSIONAL LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MONTANA.

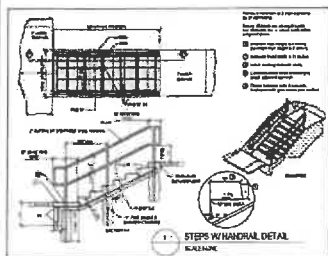
SIGNED: _____ DATE: _____

LARRY B. HYLER, P.L.S. 14775

[illegible]

Bishop Engineering
"Proving Your Successful Design"
 3401 North Street
 One Madison House #202-342
 Phone: 919/751-4877 For DTW-429
 Civil Engineering & Land Surveying Established 1947

08 CAMPUS DRIVE
MEXLEY, IOWA 50124
SITE SURVEY[illegible]



GENERAL NOTES:
1. CONTRACTOR TO COORDINATE ALL UTILITY DISCONNECTING AND RELOCATING WITH UTILITY PROVIDER.
2. CONTRACTOR TO VERIFY UTILITY BEFORE ANY EXCAVATION.

[illegible][illegible][illegible]

Bishop Engineer

HUXLEY, IOWA

השם המלא	השם המשפחתי
התאריך	השעה
המקום	המספר
המחיר	המספר

C2.1



VEENSTRA & KIMM INC.

3000 Westown Parkway
West Des Moines, Iowa 50266

515.225.8000 // 800.241.8000
www.v-k.net

August 16, 2022

Mike Hembd
Bishop Engineering Co.
3501 104th Street
Urbandale, Iowa 50322

mhembd@bishopengr.com
(E-Mail Only)

HUXLEY, IOWA
BALLARD DENTAL ASSOCIATES
408 CAMPUS DRIVE
SITE PLAN REVIEW

We have reviewed the site plan for Ballard Dental Associates and offer the following comment:

1. Label contacts for inspections and utilities as follows:

Water and Sewer, Keith Vitzthum, City of Huxley, 515-290-7512
Gas and Electric, Jeremy Rassmussen, Alliant Energy, 515-268-3412
Stormwater and SWPPP, Mat Kahler, City of Huxley, 515-822-3800

Engineer's response: Added to sheet 2.1

2. Developer's / Owner's engineer will need to sign off on the project with a written statement that all construction plans and as-builts were completed to the engineer's design, and City supplemental and SUDAS standards before a final C.O. is issued.

Engineer's response: Noted

3. Weekly SWPPP inspections are to be sent to Mat Kahler by e-mail to streetsupt@huxleyiowa.org.

Engineer's response: Noted

4. Provide information on where the downspouts will be drained.

Engineer's response: Downspouts will splash on grade and the locations are added to the site plan.

Mike Hembd
August 16, 2022
Page 2

5. Provide exterior building addition elevations.

Engineer's response: Building elevations to be provided prior to P&Z Meeting.

6. Provide calculations showing a minimum of 20% greenspace on the site.

Engineer's response: Green space calculation added.

If you have any questions or comments, please contact us at 515-225-8000.

VEENSTRA & KIMM, INC.



Forrest S. Aldrich

FSA:rsb
45229-078

cc: Rita Conner, City of Huxley (e-mail)
Jeff Peterson, City of Huxley (e-mail)
Keith Vitzthum, City of Huxley (e-mail)
Mat Kahler, City of Huxley (e-mail)
AJ Strumpfer, City of Huxley (e-mail)
Amy Kaplan, City of Huxley (e-mail)
Seth Sunderman, Bishop Engineering Co. (e-mail)
Godwin Agbleze, Bishop Engineering Co. (e-mail)

ZONING BOARD OF ADJUSTMENT COMMUNICATION

AGENDA HEADING:

Request from Huxley Medical III, LLC for a setback variance of 7 foot, 5 inches for expansion of an existing commercial building at 408 Campus Drive (M-1 Zoning District)

SUBMITTED BY:

Rita Conner, City Administrator

SYNOPSIS:

Huxley Medical III, LLC have submitted application for a variance of the setback for construction of an expansion to an existing commercial building. The business plans to expand the existing dental office to provide square footage for additional services at the address.

Additional information is below and attached.

CITY OF HUXLEY CODE SECTION: CHAPTER 165.30 (2)

ADDITIONAL INFORMATION:

- The variance request is to reduce the setback to 7.5 feet
- A photo of the existing building and its location is provided with the packet information. The existing sidewalk and driveway will not be impacted by the building expansion
- 165.43 (K) Practical difficulties. The building is currently on the building set back line. They are looking to expand the dental office and due to site constraints, the only way to expand is to the north. To the south is existing parking lots and buildings that cannot get shifted. To the east and west are existing sidewalks and drives into the property.

RECOMMENDATION: No staff objection

- The building expansion does not impede vehicular or pedestrian access and does not create a visual impediment to vehicle, bicycle or pedestrian traffic





HUXLEY

OFFICE OF THE ZONING BOARD

Appeal to the Board of Adjustment

Date Submitted: _____ Board Review Date: _____
Property Owner: Huxley Medical III LLC
Property Address: 408 Campus Drive Huxley, Iowa
Property Zoning: M-1 Industrial
Legal Description: Parcel A of Plat of Survey Recorded as Instrument No. 03-13590

Please provide a detailed explanation of work to be done and variance needed:

A 17'x80' building addition that will encroach into the required north (side yard) setback. The 1988 plat seemingly shows a 25 feet setback. The current M-1 requirements have a minimum side yard setback of 10 feet. Applicant requests reduction in the north (side yard) setback to allow for the building addition. It is requested to be reduced to 7.5 feet.

The fee for variance is nonrefundable. All neighboring property owners will be notified of this variance request plus a notice will be published in a local newspaper. Please include a fully dimensional, to scale, site plan.

Signed: _____

Date: 6 July 2022

Appeal to Zoning Board of Adjustments

Primary: \$100

Secondary: \$50

Special Use Permits: \$100

.....
(office use only)

Date Hearing Advertised: _____

Decision of the Board:



HUXLEY

— HEART OF THE PRAIRIE —

Appeal to the Board of Adjustments

Date Submitted: _____ Board Review Date: _____
Property Owner: Huxley Medical III LLC
Property Address: 408 Campus Drive Huxley, Iowa
Property Zoning: M-1 Industrial
Legal Description: Parcel A of Plat of Survey Recorded as Instrument No. 03-13590

Please provide a detailed explanation of work to be done and variance needed:

A 17'x80' building addition that will encroach into the required north (side yard) setback. The 1988 plat seemingly shows a 25 feet setback. The current M-1 requirements have a minimum side yard setback of 10 feet. Applicant requests reduction in the north (side yard) setback to allow for the building addition. It is requested to be reduced to 7.5 feet.

The fee for variance is nonrefundable. All neighboring property owners will be notified of this variance request plus a notice will be published in a local newspaper. Please include a fully dimensional, to scale, site plan.

Signed: _____ Date: _____

Appeal to Zoning Board of Adjustments

Primary: \$100
Secondary: \$50
Special Use Permits: \$100

.....
(office use only)

Date Hearing Advertised: _____

Decision of the Board:

K. B. C. RAJ T. S. 1 - 1046 NEDUPPAC

[illegible]

Legend
A Site Car Management Photo
O Way And Off Off L.S. Cap
--- Plot Boundary Line



Score	1	2	3	4	5	6
A	100.00	100.00	100.00	100.00	100.00	100.00
B	100.00	100.00	100.00	100.00	100.00	100.00
C	100.00	100.00	100.00	100.00	100.00	100.00
D	100.00	100.00	100.00	100.00	100.00	100.00
E	100.00	100.00	100.00	100.00	100.00	100.00
F	100.00	100.00	100.00	100.00	100.00	100.00
G	100.00	100.00	100.00	100.00	100.00	100.00
H	100.00	100.00	100.00	100.00	100.00	100.00
I	100.00	100.00	100.00	100.00	100.00	100.00
J	100.00	100.00	100.00	100.00	100.00	100.00
K	100.00	100.00	100.00	100.00	100.00	100.00
L	100.00	100.00	100.00	100.00	100.00	100.00
M	100.00	100.00	100.00	100.00	100.00	100.00
N	100.00	100.00	100.00	100.00	100.00	100.00
O	100.00	100.00	100.00	100.00	100.00	100.00
P	100.00	100.00	100.00	100.00	100.00	100.00

I HEREBY CERTIFY THAT THIS NAME, ADDRESS AND SIGNATURE ARE
MADE BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT
I AM A FULLY EMPLOYED MAN SUBJECT TO THE LAWS OF THE
STATE OF TEXAS.

FRED [Signature] MARY

MARY L. BROWN, JR. L. L. B. [Signature]

H. D. C. PLAT NO. 1

FINAL PLAY

SNYDER & ASSOCIATES

Page No. 10-000



Huxley Zoning Board of Adjustment Minutes

Tuesday July 19, 2022

Chairman Paul Wilken called the Zoom meeting to order at 12:00 P.M.

ROLL CALL: Wheeler, Wilson, Wilken present. Hyman- absent.

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

CONSULTANTS PRESENT: None

GUESTS PRESENT: Scott Mohr, David Bentz, Ben Antons, Tom Trapp, Dr. Robert Davis.

APPROVE AGENDA AS PRESENTED AND/OR AMENDED: Motion –Wheeler, second –Wilson to approve agenda. 3 AYE. 0 NAY.

APPROVE MINUTES FROM DECEMBER 2, 2021 MEETING: Motion- Wilson, second- Wheeler to approve minutes. 3 AYE. 0 NAY.

BUSINESS ITEMS: Received a request for proposed variance to the north (side yard) setback requirement shown on the 1988 plat and the current Chapter 165.30 (2), reducing the setback to 7.5 feet, in accordance with Section 165.43(K) of the Zoning Ordinance for an M-1 zoned property located at 408 Campus Dr, Huxley, Iowa and legally described as: Parcel A of Lot 1 in H.D.C. Plat No. 1, an Official Plat in Huxley, Story County, Iowa.

The dental office would like to expand the northwest corner of their building to the north with a seventeen-foot addition, that is eighty feet long.

Discussion was had by the Board. No public comments were received.

Motion by Wheeler, second-Wilson, to grant the variance. Wheeler, Wilken, Wilson voted yes. MCU.

ADJOURNMENT: Motion – Wilson, second- Wheeler to adjourn meeting at 12:18 P.M. 3 ayes, 0 nays. Motion carried.

Amy Kaplan, Zoning Clerk

Paul Wilken, Chairman

Date of Approval

NOTICE OF PUBLIC HEARING

TO: ALL CITIZENS AND ALL PARTIES IN INTEREST WHO MAY BE ENTITLED TO NOTICE AND OPPORTUNITY TO BE HEARD ON A REQUEST FOR A VARIANCE UNDER THE ZONING ORDINANCES FOR PROPERTY LOCATED AT 408 CAMPUS DRIVE, HUXLEY, IOWA.

You are hereby notified that at twelve o'clock p.m. on the 19th day of July 2022, via Zoom, the Board of Adjustment of Huxley, Iowa, will hold a public hearing on a proposed variance to the north (side yard) setback requirement shown on the 1988 plat and the current Chapter 165.30 (2), reducing the setback to 7.5 feet, in accordance with Section 165.43(K) of the Zoning Ordinance for an M-1 zoned property located at 408 Campus Dr, Huxley, Iowa and legally described as: Parcel A of Lot 1 in H.D.C. Plat No. 1, an Official Plat in Huxley, Story County, Iowa.

All persons will have the opportunity to be heard on such variance at such time and place. Thereafter, the Board of Adjustment may act on such request for a variance without further notice or opportunity for hearing.

Paul Wilken
Board Chairperson

Zoom Information:
Dial in: 312-626-6799
Meeting ID: 811 7078 9059
Passcode: 50124

NOTICE OF PUBLIC HEARING

TO: ALL CITIZENS AND ALL PARTIES IN INTEREST WHO MAY BE ENTITLED TO NOTICE AND OPPORTUNITY TO BE HEARD ON A REQUEST FOR A VARIANCE UNDER THE ZONING ORDINANCES FOR PROPERTY LOCATED AT 408 CAMPUS DRIVE, HUXLEY, IOWA.

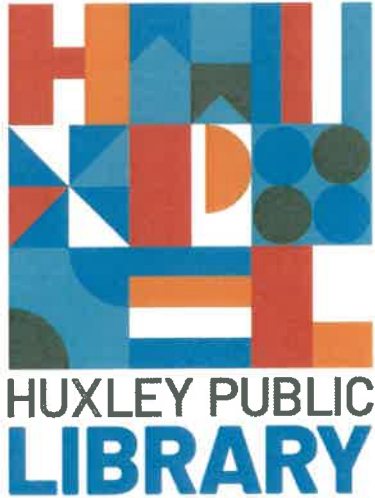
You are hereby notified that at twelve o'clock p.m. on the 19th day of July 2022, via Zoom, the Board of Adjustment of Huxley, Iowa, will hold a public hearing on a proposed variance to the north (side yard) setback requirement shown on the 1988 plat and the current Chapter 165.30 (2), reducing the setback to 7.5 feet, in accordance with Section 165.43(K) of the Zoning Ordinance for an M-1 zoned property located at 408 Campus Dr, Huxley, Iowa and legally described as: Parcel A of Lot 1 in H.D.C. Plat No. 1, an Official Plat in Huxley, Story County, Iowa.

All persons will have the opportunity to be heard on such variance at such time and place. Thereafter, the Board of Adjustment may act on such request for a variance without further notice or opportunity for hearing.

Paul Wilken
Board Chairperson

Zoom Information:
Dial in: 312-626-6799
Meeting ID: 811 7078 9059
Passcode: 50124

Department Reports



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

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

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

Library Report, October, 2022

All programs can be found on the website calendar.
<https://huxleyiowa.org/public-library-2/calendar/>

Mayor, myself and Rick Peterson from the library board met with Superintendent Maxie, Principal Tom Maher and Katie Claes on September 22. We discussed updating the 28E to fit current usage of the library. At the school board meeting, October 10, they voted to accept the agreement as modified. Council has the new agreement and will discuss at tonight's meeting. The Library Board of Trustees discussed at their October 17 meeting, and are in agreement to approve.

Our new furniture has arrived. Please stop up and check out the great new seating in our fireplace area. Perfect for casual meetings and book clubs.

I attended the Iowa Library Association Conference, October 12-14. I led a breakout session with Jamie Noack from the Polk City Library. We shared our experiences of becoming and maintaining a passport application agency. This service continues to grow for us and has been a very positive addition to library services. We are averaging \$880 a month in revenues, with approximately \$100 a month in expenses.

For your information, I will be adding on to this report the statistical report I supply to the Library Board each month.

Cathy Van Maanen
Director of Library Services

Huxley Public Library - Monthly Report

Librarian's Report to the Library Board of Trustees for the month of September, 2022

NEW PATRONS REGISTERED

8	City Adult
	City Youth
2	County or area Adult
4	County or area Youth
14	Total

CIRCULATION-Patron Report Class

201	In-House Use
1365	Huxley Adult circulation
145	Huxley Youth circulation
301	Rural Story County circulation
2	Other rural circulation
210	Other cities circulation
578	Ballard Student circulation
32	Ballard Teacher circulation
22	Daycares
32	ILL Sent
45	Computer Mouse
2933	Total

OTHER

118	Average Daily Circulation
2880	Door Counter
39	Adult Program attendance
19	General Interst attendance
259	Youth Program attendance

RECIEPTS FROM PETTY CASH

\$63.00	Lost/Damaged books
\$57.79	Copier / printer
\$2.00	FAX fees
	Donations
\$900.00	Passports

\$1,022.79 Total Cash Receipts

CIRCULATION-Item Report Class

Print Materials:

134	Adult Non-Fiction
439	Adult Fiction
408	Young Adult
131	Juvenile Non-Fiction
579	Juvenile Fiction
920	Easy Books
9	Periodicals
50	ILL Received
2670	Total Print

Non-Print Materials

183	DVDS
13	Audio/CDs
18	Other (kits, etc)
49	Computers

263 Total Non-Print

2933 Total of Materials Loaned

Digital Downloads

65	hoopla
461	Bridges
526	Total

3459 GRAND TOTAL

Prepared by C. Van Maanen



HUXLEY

PARKS & RECREATION DEPARTMENT

To: Honorable Mayor Kevin Deaton & City Council
From: Heather Denger
Date: 10/18/2022
Re: Parks & Recreation October 2022 Department Report

3C's Update

- Membership Update

	12 Month Memberships	6 Month Memberships	3 Month Memberships	EFT Bank Memberships	Total Active Memberships
October 2022	303	54	0	68	425
October 2021	275	41	2	53	371
October 2020	320	54	5	57	436
October 2019	323	78	1	66	468
October 2018	298	65	0	72	435

- There were 1,675 total visits to the Citizens Community Center during September 2022.
- The Winch for the West Basketball hoop went out and needed replaced: Cost \$1,750.
- We needed replacement cranks for both volleyball nets as they both were stripped: Cost \$800 total.
- Continued work on Splash Pad.

Parks & Trails Update

- Turkey Trot is scheduled for Saturday, November 12th at 10am at Centennial Park along with a Turkey Shoot Out (Basketball shooting event)
- Parks and Rec is helping with Huxley Spooktacular on October 29th
- Work has begun on planning this year's Santa Event in December as well as having a house lighting contest in Huxley
- Central Iowa Recreation League Basketball for 1st-6th grade is starting soon as well as Mini-Dribblers/Little Dunkers (72 last year, 86 this year).

Parks & Recreation Board Update

- Our September Park Board Meeting was on Monday, September 12th and October's was Monday, October 3, 2022
- Continued discussion on new city signage, trails, splash pad and CIP.
- Next Park Board Meeting is Monday, November 7th at 6pm in Council Chambers.
- Currently one open spot on park board.

Director: Heather Denger 515 North Main Avenue Huxley, Iowa 50124
Phone: (515) 597-2515 Fax: (515) 597-2570 Email:
hdenger@huxleyiowa.org <mailto:tbakken@huxleyiowa.org>



HUXLEY

PARKS & RECREATION DEPARTMENT

Tree Board Update

- Tree Board met on Monday, September 19th and October 17th at 6pm in Council Chambers.
 - Gina Buelow came to discuss some grants available from Trees forever
 - Discussed transplants from nursery, future tree sales, planting guidelines
- Currently one open spot on tree board.



Date: October 12th, 2022

To: Kevin Deaton, Mayor
Huxley City Council
Jolene Lettow, City Clerk

515 N Main Ave
Huxley, Iowa 50124

RE: Police Chief Gerry Stoll retirement resignation letter

Mayor Deaton,

After proudly serving the Huxley citizens since June 16th, 1992 I am officially retiring and stepping down from my position of Huxley Police Chief. My last day of service will be January 15th, 2023.

Sincerely,

Gerry Stoll
Huxley Police Chief



Calls For Service by Nature Code

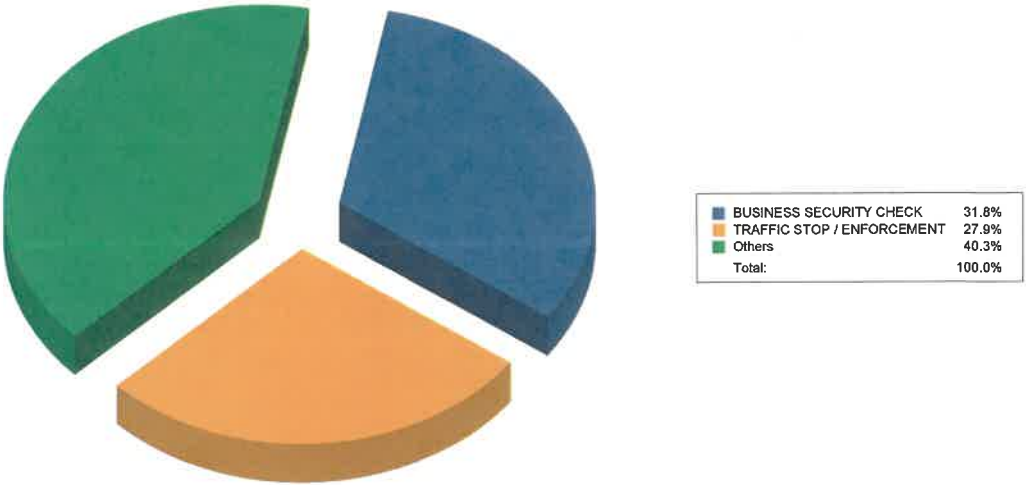
Huxley Police
9/01/22 to 9/30/22

911 HANG UP / INCOMPLETE CALL	Number of CFS:	2	Percentage of Total:	0.29%
ANIMAL CALL	Number of CFS:	14	Percentage of Total:	2.05%
BUS VIOLATION	Number of CFS:	2	Percentage of Total:	0.29%
BUSINESS SECURITY CHECK	Number of CFS:	217	Percentage of Total:	31.82%
CARBON MONOXIDE CHECK	Number of CFS:	1	Percentage of Total:	0.15%
CHILD WELFARE CHECK	Number of CFS:	2	Percentage of Total:	0.29%
CITIZEN CONTACT	Number of CFS:	1	Percentage of Total:	0.15%
CITY CODE ENFORCEMENT	Number of CFS:	11	Percentage of Total:	1.61%
CIVIL MATTER	Number of CFS:	8	Percentage of Total:	1.17%
CRIME FREE HOUSING CHECK	Number of CFS:	3	Percentage of Total:	0.44%
DISORDERLY CONDUCT	Number of CFS:	1	Percentage of Total:	0.15%
DISTURBANCE & NOISE PARTY	Number of CFS:	3	Percentage of Total:	0.44%
DOMESTIC DISPUTE	Number of CFS:	3	Percentage of Total:	0.44%
DRUG ACTIVITY/INVESTIGATION	Number of CFS:	1	Percentage of Total:	0.15%
EXTRA PATROL	Number of CFS:	26	Percentage of Total:	3.81%
FINGER PRINTING	Number of CFS:	8	Percentage of Total:	1.17%
FIRE ALARM	Number of CFS:	3	Percentage of Total:	0.44%
FIRE OTHER	Number of CFS:	1	Percentage of Total:	0.15%
FOLLOW UP	Number of CFS:	7	Percentage of Total:	1.03%
GENERAL ALARM BANK / RESIDENTI	Number of CFS:	2	Percentage of Total:	0.29%
GENERAL INFO/COMPLAINT/ASSIST	Number of CFS:	16	Percentage of Total:	2.35%
HARASSMENT	Number of CFS:	1	Percentage of Total:	0.15%
HIT & RUN PROPERTY DAMAGE	Number of CFS:	1	Percentage of Total:	0.15%
JUVENILE TROUBLE	Number of CFS:	7	Percentage of Total:	1.03%
LAW DEPARTMENT ASSIST	Number of CFS:	3	Percentage of Total:	0.44%
LOST OR FOUND PROPERTY	Number of CFS:	7	Percentage of Total:	1.03%
MEDICAL ASSIST/AMBULANCE CALL	Number of CFS:	18	Percentage of Total:	2.64%
MISSING PERSON / RUNAWAY	Number of CFS:	1	Percentage of Total:	0.15%
MOTOR VEH CRASH / INJURY	Number of CFS:	1	Percentage of Total:	0.15%
MOTOR VEH CRASH/PROP DAMAGE	Number of CFS:	5	Percentage of Total:	0.73%
MOTORIST ASSISTANCE	Number of CFS:	10	Percentage of Total:	1.47%
OPEN DOOR	Number of CFS:	1	Percentage of Total:	0.15%
OUTREACH	Number of CFS:	10	Percentage of Total:	1.47%
PARKING ENFORCEMENT/COMPLAINT	Number of CFS:	11	Percentage of Total:	1.61%
PUBLIC INTOXICATION	Number of CFS:	1	Percentage of Total:	0.15%
RECKLESS DRIVER	Number of CFS:	14	Percentage of Total:	2.05%
SALVAGE VEHICLE INSPECTION	Number of CFS:	22	Percentage of Total:	3.23%

SCAM	Number of CFS:	1	Percentage of Total:	0.15%
SUSPICIOUS PERSON/VEH/ACTIVITY	Number of CFS:	23	Percentage of Total:	3.37%
THEFT / FRAUD / FORGERY	Number of CFS:	4	Percentage of Total:	0.59%
TRAFFIC HAZARD	Number of CFS:	2	Percentage of Total:	0.29%
TRAFFIC STOP / ENFORCEMENT	Number of CFS:	190	Percentage of Total:	27.86%
TRAINING	Number of CFS:	1	Percentage of Total:	0.15%
VANDALISM / CRIMINAL MISCHIEF	Number of CFS:	3	Percentage of Total:	0.44%
VEHICLE FIRE	Number of CFS:	1	Percentage of Total:	0.15%
VEHICLE UNLOCK	Number of CFS:	1	Percentage of Total:	0.15%
WARRANT SERVICE	Number of CFS:	3	Percentage of Total:	0.44%
WELFARE CHECK	Number of CFS:	8	Percentage of Total:	1.17%

Total CFS:	682
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Percentage of CFS by Nature Code



City of Huxley
Huxley Police Department
Report for September 2022

September 1st, 2022 10:36 AM

Officer served an arrest warrant at the 100 block of National Drive. A Huxley man was taken into custody and transported to the Story County Jail.

September 2nd, 2022 12:18 AM

Officer responded to a two semi accident on Interstate 35 near the 102 Mile Marker. No injuries.

September 2nd, 2022 4:32 PM

Officer stopped a vehicle for a traffic violation on North 5th near West 1st Street. The driver of the vehicle had a license that was cancelled by the DOT. He was cited and released with a court date for driving while license cancelled.

September 2nd, 2022 6:38 PM

Officer responded to a domestic altercation at the 400 block of E 3rd Street. The altercation was verbal and both parties agreed they could cohabitate for the remainder of the evening with no further problems.

September 2nd, 2022 8:19 PM

While at the Ballard High School football game, an officer came into contact with a juvenile student that had been consuming alcohol prior in the evening. The student was handed to the custody of her father. School faculty and staff will take the case.

September 6th, 2022 9:03 AM

Officer responded to an out of control teen call at the 500 block of E 1st. Street. A juvenile was referred to juvenile court for Criminal Mischief and Assault.

September 8th, 2022 2:27 PM

Officer responded to the Ballard Middle School to assist Ballard staff with an out of control student.

September 9th, 2022 10:38 PM

Officer stopped a vehicle for a traffic violation on Highway 69 near Highway 210. The driver of the vehicle had a warrant for his arrest out of Polk County. Custody of the driver was given to Iowa State Patrol who transported the defendant to the Polk County Jail.

September 10th, 2022 7:04 AM

Officer responded to a two vehicle accident at the Kum and Go on Highway 210. No injuries after a vehicle backed into another in the parking lot.

September 13th, 2022 2:25 PM

Officer responded to the Ballard Plaza for a two vehicle accident in the parking lot. No injuries.

September 14th, 2022 1:36 PM

Officer responded to a theft report at the 200 block of Water Street. The victim reports having gas siphoned from his vehicle slowly over the course of the past few months. Investigation ongoing.

September 14th, 2022 2:36 PM

Officer responded to a theft complaint at the 400 block of Campus. Several empty wooden pallets were taken from the victim's business during the overnight.

September 15th, 2022 1:00 PM

Officer responded to the Ballard Middle School to assist with an out of control student.

September 15th, 2022 4:51 PM

Officer cited a Cambridge woman for violation of a school bus stop arm at the 500 block of Pearl.

September 15th, 2022 10:29 PM

Officer stopped a vehicle for a traffic violation on Highway 210 near the Interstate 35 on ramp. The driver of the vehicle was suspended from driving by the DOT. She was cited and released with a court date for Driving Under Suspension.

September 17th, 2022 7:09 AM

Officer assisted Huxley Fire with a possible Carbon Monoxide leak at the 300 block of N 2nd.

September 18th, 2022 6:00 PM

Officer received a Criminal Mischief Complaint at Centennial Park. A storage box used to store flag football equipment had been broken into.

September 19th, 2022 8:48 AM

Officer responded to Centennial Park for a report of an attempted breaking and entering. An attempt to enter the north facing concession stand window was made using a piece of batting cage. Entry was not made.

September 19th, 2022 3:08 PM

Officer responded to a two vehicle accident in the High School Parking lot.

September 20th, 2022 5:17 AM

Officer stopped a vehicle for a traffic violation on Highway 69 near E 1st Street. The driver of the vehicle was revoked by the DOT. He was arrested for Driving While Revoked and transported to the Story County Jail.

September 20th, 2022 11:39 PM

Officer assisted Iowa State Patrol with an accident on Interstate 35 within a construction zone.

September 21st, 2022 10:43 AM

Officer served a juvenile pick up order at the 300 block of Sycamore.

September 23rd, 2022 1:27 PM

Officer assisted Ballard Staff with two students who were causing problems in the school and eventually left the building. Students were located near 210 / 69 and returned to school.

September 23rd, 2022 5:17 PM

Officer stopped a vehicle for a traffic violation at the 102 Mile Marker of Interstate 35. The driver of the vehicle was Barred by the DOT. He was arrested for Driving While Barred and transported to the Story County Jail.

September 26th, 2022 8:22 AM

Officer responded to an out of control teen at the 500 block of E 3rd. Officer attempted to assist the parents with finding a placement in Ames, but was advised that there was no room. The Officer was able to assist the juvenile's mother to the point that the teen was calmed.

September 27th, 2022 3:54 PM

Officer responded to a two vehicle accident in the Fareway parking lot. No injuries and minimal damage to both vehicles that had backed into one another.

September 27th, 2022 6:37 PM

Officer responded to an out of control teen at the 500 block of E 3rd. Officer attempted to arrange for placement at a facility in Ames at the parents' request, but could not. The teen was calmed to the point she could stay in the home for the remainder of the night.

September 30th, 2022 9:06 PM

Officer stopped a vehicle for a traffic violation on Highway 210 near Interstate 35. The driver of the vehicle was revoked by the DOT. He was arrested for Driving While License Revoked and transported to the Story County Jail.

Nathan Albaugh
Huxley Police

October 2022 Public Works Monthly Report

The weather is changing and the growing season is coming to an end. We still plan on doing some fall spraying in all the parks. We only have two seasonals left on that will help as needed until everything in the parks for maintenance and upkeep are no longer needed and Rocky can do what is needed without extra help. The current seasonals only work when the weather permits and the work is warranted.

Approximately 24 trees were removed from the City tree nursery and transplanted to the parks and city properties in town. The new tree spade worked very well and saved the city a lot of money on rental and labor to remove and install the trees. All the new transplanted trees have been mulched and are watered when needed. All of the existing trees have also been mulched. Twenty-four large dead ash trees were removed by city staff between Centennial and Berhow parks. I believe we have all the trees that are dead now removed. The stump removals are contracted out to Pitts tree service and will be done as time permits with his crews.

The freedom rock shelter was installed and removed by Rocky for the contractor to work in while he painted the rock. The rock is complete and looks very nice and is a complimentary addition to memorial park. If you haven't had a chance to stop by and see it you need to do it.

Park restrooms, concessions, buildings and fountains will all be winterized before the end of the month. A couple have already been winterized. We have new fountains for a couple of the parks that will be installed in the spring of 2023 that have the water fill bottle dispensers on them.

We have been doing a lot of street sweeping and getting out and tarring cracks when the weather permits. Still trying to do a couple more intake rebuilds and some patches before the weather turns to cold to accomplish are goals.

East 1st is pretty much wrapped up and all of the punch lists items have been completed. Final grading and seeding of the right of ways just got completed. This has been a long process to get this project done with the prime contractor but I believe its their subcontractors that have been giving them fits to get this finally done.

Still trying to complete some punch lists items for the 2012 -2022 CIP street project. Items left are a few details that were damaged or removed and needed replaced on a couple properties and getting almost all the property pins surveyed back in for almost all the lots which we are still dealing with the contractor on getting these reinstalled.

The IDOT I35 widening construction schedule and estimates are almost complete and are being finalized for bids. At this point the City will be responsible for approximately \$105,000 dollars for the removing and replacing the water main and encasing it in a steel carrier pipe within the right-of-way on the HOIT bike trail. The pipe

needs to be moved for the placement of a large culvert that will be installed and will need to be installed inside a steel pipe as required by the IDOT for any utility crossings within any IDOT right-of-way. This is just an estimate at this time and could be higher or lower and the actual cost for this work will be available after the bids have been received and approved. This will have to be something that will either have to be injected into next fiscal years budget or the CIP to make sure the funds are available for this project. Not something we were anticipating to spend for the I35 widening but was brought to our attention within the last month or so when they said this was currently in the IDOT right-of-way and would be replaced at the City's cost and not theirs.

Been working on other punch list items for other projects, site plans and pending issues that still need completed.

Worked with Mark Stenberg on the installation of the sidewalk with permitting and installation and payment plan for the material, equipment and labor expenses at 1005 Timberlane. The sidewalk has been completed and should be open for public use after a seven-to-eight-day cure time.

Worked on two easements that needed to be updated and recorded. The easements were discussed with the property owners on what needed to be done and they have both been signed and notarized and I will be taking them over to the county to have them recorded.

Will be holding the tree branch drop off day at the Public Works Facility grounds at 601 Oak Boulevard on October 22nd from the hours of 7:00 am to 1:00 pm.

Repaired the street on Preston Drive for the area that had to be removed from the recent water main break that occurred this month.

Reconstructed the storm intakes on Campus Drive and N. 2nd Ave. The existing walls were failing and they had to be removed and rebuilt with a new box that will support the intake castings and be useable for years to come for future storm water flows.

Tarred all the cold joints on all the new asphalt overlays that we did this summer.

Water Department

In the month of September, the Huxley Water Plant treated 11,931,000 gallons of water. A maximum of 464,000 gallons of water per day, a minimum of 246,000 gallons per day, and average daily treated water of 398,000 gallons per day.

Progress on the water plant expansion has slowed down a little and the brick layers have run short on the exterior veneer brick and are waiting on delivery of the material they need. The roofers should be here this week to start on the roof. The window frames for the south addition were the wrong size and they hope to have the correct size in by next week so they can get it enclosed before the weather gets too cold. We believe the goal right now is to try and get the process room area enclosed by the end of the month also. We will be connecting the existing detention tank to the new detention tank in the next week or so.

Number 7 well has been drilled, incased, and the well head installed to the water main from the well to the existing raw water main was that live tapped and connected. This portion of the water main has been pressure tested and passed. Still need to get the lid on the meter pit and more dirt brought in to back fill before the rest of the electrical can be ran the rest of the way to the well head and control panel.

We had two main breaks this past month one at 527 Preston Drive and one at 602 Parkridge Ave. We had to call AccuJet to hydro vac the one at 602 Parkridge due to other utilities above our water main and there were two gas mains and one gas service line and it would have been impossible to dig around them with the backhoe and keep the hole safe to work in.

Fire hydrant flushing has been completed for the year, only had one complaint that Keith is aware of. CMC was concerned about the pressure fluctuations causing problems with their R.O. system. Keith had emailed their maintenance man the day before to inform them that we would be in that area the next day. He called the next day and wanted to know when we would be done, we were on the last hydrant at that time.

We had to have the clay valve in the #6 well rebuilt. The diaphragm and shaft where deteriorated and needed to be replaced with new parts. Jake and Keith removed it initially and reinstalled the valve after the rebuild but some of the control tubing has hairline cracks in them and Iowa Pump and Motor that did the rebuild will be coming to replace them. One the new tubing is installed number 6 well to be placed back on line and into normal operation.

Woodruff has had a couple open house tours for Iowa State Engineering students to come out and see the construction and activities of the new plant design and construction progress this last month.

Wastewater Department

Accu-jet lined sewers for us on W 3rd and 5th and after reviewing the video it looks like the liners were installed correctly and are performing good where the existing pipe was deteriorating and was in bad shape and leaking and needed to be done before the pipe failed.

We still don't have a build date for the new jetter trailer we ordered. We expect to hear something by November. At this point with the current information we have we won't expect to see the jetter until at least January or February of 2023.

Were still in search of the best candidate for lining for next year, we have a few that are not perfect that could be done within the next 5-years.

We ordered inflow barriers to also help with some of the inflow we have experienced on these large flows. They have been installed and hope they will continue to help with reducing I&I.

We have been decanting and combining our biosolids. We expect them to be hauled out and applied to the fields in the next 2-3 weeks.

Accu-jet was here to jet/vac areas from NorthPark to Ridgewood. They cleaned a total of 14,790' as well as cleaned 3 of our lift station wet wells. We are in the process of videoing those areas to make sure everything is in good shape.

We had issues with the monitoring screen at the UV's, Automatic systems came out to transfer the programing to the used screen that we had ordered. The used screen is working but we sent the old one out for repair because our used one is older and won't hold newer programming for remote access.

We continue to make sure everything is maintained and operational and is ready for winter.

We took a trash basket from the old lift station on the hill by the wastewater plant to Landmark machine to have them modify it so we can replace our old broken one at the Sand Cherry lift station. This saved us a considerable amount of money to rehab this existing one than having to purchase a new one. We hope to get this back and installed soon.

We hand dug a new trench drain for the Oak lift station since the old one was broken and plugged and was not taking any water and would cause the lift station to get water inside on larger rains. We also had to pour a section of sidewalk back after we put new drains in.

We transplanted 12 trees from the nursery to the west side of the drive to help with drifting. We would like to see if there is more available to put on the north side of the driveway by the lab building to help with drifting as well.

We had DMACC out for a tour of both plants. DMACC likes to do several tours a year with their water and wastewater students so they get a good understanding of how the plants look and operate in the real world instead of just reading books and in class training.

Flows have been down, but the influent strength is remaining normal for this time of year. We have been seeing over 98% removal for BOD, TSS and ammonia.

We still plan to spend some time with V&K and talk with other cities to find a solution for us to hold more biosolids. The plant performs well but if we continue on the path of growth, we are at we fear we may have issues with storing more biosolids.

Jeff Peterson PWD

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The weather is changing and the growing season is coming to an end. We still plan on doing some fall spraying in all the parks. We only have two seasonals left on that will help as needed until everything in the parks for maintenance and upkeep are no longer needed and Rocky can do what is needed without extra help. The current seasonals only work when the weather permits and the work is warranted.

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Wastewater Department

Accu-jet lined sewers for us on W 3rd and 5th and after reviewing the video it looks like the liners were installed correctly and are performing good where the existing pipe was deteriorating and was in bad shape and leaking and needed to be done before the pipe failed.

We still don't have a build date for the new jetter trailer we ordered. We expect to hear something by November. At this point with the current information we have we won't expect to see the jetter until at least January or February of 2023.

Were still in search of the best candidate for lining for next year, we have a few that are not perfect that could be done within the next 5-years.

We ordered inflow barriers to also help with some of the inflow we have experienced on these large flows. They have been installed and hope they will continue to help with reducing I&I.

We have been decanting and combining our biosolids. We expect them to be hauled out and applied to the fields in the next 2-3 weeks.

Accu-jet was here to jet/vac areas from NorthPark to Ridgewood. They cleaned a total of 14,790' as well as cleaned 3 of our lift station wet wells. We are in the process of videoing those areas to make sure everything is in good shape.

We had issues with the monitoring screen at the UV's, Automatic systems came out to transfer the programing to the used screen that we had ordered. The used screen is working but we sent the old one out for repair because our used one is older and won't hold newer programming for remote access.

We continue to make sure everything is maintained and operational and is ready for winter.

We took a trash basket from the old lift station on the hill by the wastewater plant to Landmark machine to have them modify it so we can replace our old broken one at the Sand Cherry lift station. This saved us a considerable amount of money to rehab this existing one than having to purchase a new one. We hope to get this back and installed soon.

We hand dug a new trench drain for the Oak lift station since the old one was broken and plugged and was not taking any water and would cause the lift station to get water inside on larger rains. We also had to pour a section of sidewalk back after we put new drains in.

We transplanted 12 trees from the nursery to the west side of the drive to help with drifting. We would like to see if there is more available to put on the north side of the driveway by the lab building to help with drifting as well.

We had DMACC out for a tour of both plants. DMACC likes to do several tours a year with their water and wastewater students so they get a good understanding of how the plants look and operate in the real world instead of just reading books and in class training.

Flows have been down, but the influent strength is remaining normal for this time of year. We have been seeing over 98% removal for BOD, TSS and ammonia.

We still plan to spend some time with V&K and talk with other cities to find a solution for us to hold more biosolids. The plant performs well but if we continue on the path of growth, we are at we fear we may have issues with storing more biosolids.

Jeff Peterson PWD