

# CITY OF HUXLEY

TUESDAY – NOVEMBER 8, 2016 – HUXLEY CITY HALL

CITY COUNCIL MEETING – 6:00 PM

PUBLIC NOTICE IS HEREBY GIVEN THAT THE CITY COUNCIL OF THE CITY OF HUXLEY, IOWA, WILL MEET AT THE HUXLEY CITY HALL 515 N. MAIN AVE., HUXLEY, IOWA, FOR THEIR REGULAR COUNCIL MEETING AT 6:00 PM ON TUESDAY THE 8<sup>TH</sup> DAY OF NOVEMBER, 2016 TO DISCUSS THE MATTERS ENUMERATED IN THE AGENDA LISTED BELOW.

## ROLL CALL – QUORUM PRESENT

- 1.00) COMMENTS FROM THE PUBLIC AND RECEIVING OF PETITIONS AND/OR WRITTEN COMMUNICATIONS TO THE CITY COUNCIL ON AGENDA AND NONAGENDA ITEMS.
- 2.00) PRESENTATION(S): NONE
- 3.00) PROCLAMATION(S): NONE
- 4.00) CONSENT AGENDA:

ALL ITEMS LISTED WITHIN THIS SECTION ARE CONSIDERED TO BE ROUTINE BY THE CITY COUNCIL AND WILL BE ENACTED BY ONE MOTION. THERE WILL BE NO SEPARATE DISCUSSION OR ACTION ON THESE ITEMS UNLESS A COUNCIL MEMBER OR CITIZEN SO REQUESTS, IN WHICH EVENT, THE ITEM WILL BE REMOVED FROM THE GENERAL ORDER OF BUSINESS. AND CONSIDERED SEPARATELY.

- 4.01) TO APPROVE THE MINUTES FROM THE FOLLOWING MEETINGS:
  - October 25, 2016 -- Regular Council Meeting
  - November 3, 2016 --- Special Council Meeting
- 4.02) TO APPROVE FINANCIAL REPORTS AND PAYMENT OF BILLS.
- 4.03) TO APPROVE BEER, WINE AND LIQUOR LICENSES AND CIGARETTE PERMITS/ RENEWALS.
- 5.00) PUBLIC HEARING(S); NONE

## AGENDA ITEMS:

- 6.00) COMMUNITY BETTERMENT:
  - 6.01) DISCUSSION AND POSSIBLE ACTION ON RESOLUTION NO. 16-068 APPROVING CHANGE OF USE FROM MULTIFAMILY RESIDENTIAL DISTRICT TO SINGLE FAMILY AND DUPLEX RESIDENTIAL USE FOR LOT 52 IN PRARIE RIDGE PLAT 1 P.U.D. **TABLED**
  - 6.05) DISCUSSION AND POSSIBLE ACTION ON RESOLUTION NO. 16-084 APPROVING THE FINAL PLAT FOR 2 LOTS WITHIN WRIGHT MINOR SUBDIVISION – RURAL DEVELOPMENT WITHIN 2 MILES.
- 7.00) PUBLIC SAFETY: NONE
- 8.00) FINANCE: NONE

9.00) LEISURE ACTIVITIES: NONE

10.00) ADMINISTRATIVE BUSINESS: NONE

**COMMENTS FROM STAFF, COUNCIL AND MAYOR.**

**ADJOURNMENT**

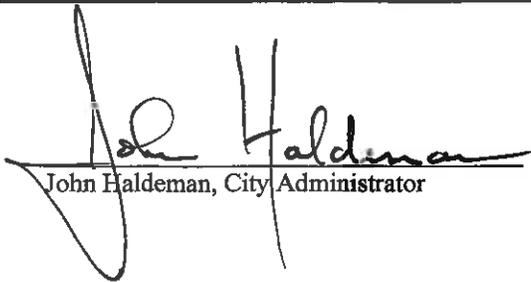
**WORKSESSION:**

**THE CITY COUNCIL WILL MEET FOR AN INFORMAL WORKSESSION TO WORK ON ITEMS AND NOT TAKE ANY ACTION ON THOSE ITEMS DURING THE WORKSESSION.**

**DISCUSSION TOPICS; THAT THE FOLLOWING TOPICS ARE SUGGESTED AND THEY DO NOT REFLECT ALL POSSIBLE ITEMS THAT COULD BE DISCUSSED OR NOT. THE LISTING BELOW DOES NOT NECESSARILY REFLECT THE ORDER IN WHICH THE ITEMS WILL BE DISCUSSED OR IF THEY WOULD BE DISCUSSED AT THIS MEETING. NO ACTION WILL BE TAKEN ON ANY OF THE ITEMS AND THE LIST MAY CHANGE PRIOR TO OR AT THE MEETING.**

- |                             |                               |
|-----------------------------|-------------------------------|
| 1. MPS                      | 4. PUBLIC WORKS RESTRUCTURING |
| 2. PERMIT DEPOSITS          | 5. VISION BANK WATER BILL     |
| 3. PERSONNEL MANUAL CHANGES |                               |

THIS NOTICE IS HEREBY GIVEN AT LEAST 24 HOURS PRIOR TO THE COMMENCEMENT OF THE MEETING SPECIFIED ABOVE. THIS WAS DONE BY ADVISING THE NEWS MEDIA WHO HAVE FILED A REQUEST FOR NOTICE AND BY POSTING THE NOTICE ON THE WINDOW IN THE LOBBY AREA IN CITY HALL THAT IS ACCESSIBLE AND VIEWABLE TO THE PUBLIC. THIS WAS ALL PURSUANT TO CHAPTER 21 OF THE CODE OF IOWA.

  
John Haldeman, City Administrator

# **DEPARTMENT REPORTS**



**HUXLEY**  
HEART OF THE PRAIRIE

# Burn Permit Application Form

## Applicant Information

Organization Cable Leasing, Inc Date: 11/3/16  
 Responsible Party: Doug Sheldahl  
 Address: 516 E 1st  
 Home Phone: \_\_\_\_\_ Cell Phone: 515-290-4271 Email: \_\_\_\_\_  
\*optional

## Burn Permit Information

This permit is an application for a controlled burn pursuant to City of Huxley Ordinance 105.05 and the approved Policy for Open Burning. Upon receipt of a completed application, the Fire Chief is authorized to permit or deny a permit for open burning. It does not constitute a burning permit until signed by the Fire Chief and returned. Authorization to permit an open fire will not be granted when such conditions arise that would deem such fires to be a safety hazard. The Fire Chief shall have the authority to suspend this permit at anytime.

### Burn Permit Type:

- Bonfire (must be for legitimate sponsorship of civic, fraternal religious, education of similar organization)
- Prairie/ Overgrowth Maintenance
- Tree & Tree Trimmings
- Storm Debris Cleanup
- Other (Please Specify) \_\_\_\_\_

Reason for Burn (Be Specific) Clean up

Pursuant to City of Huxley Ordinance 105.05, all permits for an open fire shall be filed with the Fire Chief two weeks prior to the planned date of the

## Burn Site Information

burn.  
 Burn Site Address: 516 E 1st  
 Date of Burn: 11/3/16 Start Time: 1730 End Time: 2  
 Alternate Date: issued til 12/3/16 Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
 Description of fire control provided during burn: \_\_\_\_\_

## For Official Use Only

I have reviewed this application and  approve  disapprove permit subject to the following conditions in addition to those set forth above.

Signed: [Signature] Date: 11/3/16  
 Fire Chief, Huxley Fire and Rescue Department

Doug Sheldahl, Pres.  
Cable Leasing, Inc

Huxley Police Department  
City of Huxley  
October 2016  
Monthly Report

10/1/2016 8:56 PM Officer was called to a dispute between neighbors at the 300 block of E 5<sup>th</sup> Street. A 57 year old Huxley man was arrested for Assault and Harassment 1<sup>st</sup>. He was transported to the Story County Jail in Nevada.

10/3/2016 3:42 PM Officer received a call at the 100 block of Oak Blvd of several vehicles and areas of property were spray painted. A suspect was developed several days later. The suspect indentified was a juvenile.

10/7/2016 1:32 PM Officer responded to the 500 block of E 1<sup>st</sup> for a hit and run accident. The accident most likely took place while the vehicle owner was in Altoona the night prior.

10/8/2016 11:30 PM Officer cited an 18 year old Huxley man and a Huxley juvenile for Possession of Alcohol Under the Legal Age at the 100 block of National Drive.

10/10/2016 12:25 PM Officer responded to a two vehicle accident at the intersection of Highway 69 and Campus Drive. A vehicle operated by an Ankeny woman was stopped on 69 waiting for traffic to pass for a left turn when she was struck from behind by a 19 year old Slater man. The accident caused approximately \$700 in total damage. No injuries.

10/12/2016 9:47 AM Officer was called to a business at the Ballard Plaza for a shoplifting complaint. Rather than pursuing charges on an 18 year old Huxley man, the business elected to have the man trespassed from the property.

10/14/2016 5:54 PM Officer stopped a vehicle for a traffic violation at 560<sup>th</sup> and Blue Sky Blvd. The driver of the vehicle, a 34 year old Waukee man, was suspended from driving. He was cited and released with a court date for Driving While License Suspended.

10/19/2016 8:32 AM Officer responded to a domestic altercation at the 500 block of E 1<sup>st</sup> Street between a juvenile and guardian. The juvenile was transported to a facility for treatment.

10/19/2016 9:53 AM Officer responded to a domestic altercation between father and son at the 500 block of E 5<sup>th</sup> Street. Both declined charges and the son, a 31 year old Huxley man, elected to stay at another residence.

10/20/2016 1:08 PM Officer responded to the Ballard Middle School for an assault between students. Four juveniles were involved and parents were contacted. All agreed that Ballard Schools will handle the discipline.

10/21/2016 5:30 PM Officer took a theft report at the 200 block of Oak Blvd. Two lawn chairs valued at \$50 a piece were taken from the back of a pickup truck.

10/21/2016 10:00 PM Officer took a criminal mischief complaint at the Ballard Middle School parking lot. A vehicle parked in the lot during the Ballard football game had food smeared on the car in several spots. No suspects or witnesses.

10/22/2016 8:50 AM Officers investigated a Theft / Fraud report that took place at the 100 block of Oak Blvd. A stolen blank check was used to gain \$400 when it was cashed at a bank. After investigation, warrants for the arrest of the two Huxley men were issued for Fraud and Theft.

10/23/2016 11:59 AM Officer was asked to check the welfare of a subject at the 400 block of W 1<sup>st</sup>. Contact was made with the individual who was transported to a facility for treatment.

10/23/2016 3:43 PM Officer stopped a vehicle at the 500 block of E 1<sup>st</sup> Street. The driver of the vehicle, a 19 year old Gravity, IA woman, was suspended from driving. She was cited and released with a court date for Driving Under Suspension. A male passenger from Creston, IA had a warrant for his arrest. He was arrested for the warrant and also charged with Carrying weapons, Illegal Firearm.

10/25/2016 10:30 AM Officer received a harassment complaint at the 100 block of Campus Drive. Contact was made with a Safety Harbor, Florida man who agreed to stop the behavior in order to avoid future police attention.

10/28/2016 9:35 PM Officer responded to a domestic altercation at the 500 block of E 1<sup>st</sup> Street. The altercation was verbal and both parties agreed that they could cohabitate for the remainder of the night with no problems.

10/29/2016 2:31 AM Officer stopped a vehicle for a traffic violation on Highway 69 near E 3<sup>rd</sup>. The driver of the vehicle, a 21 year old Waukee woman, was arrested for OWI 1<sup>st</sup>. She was transported to the Story County Jail in Nevada.

10/29/2016 5:32 PM Officer took a burglary report at a storage unit at the 200 block of Highway 69. Several electronic items such as TV's and computers were stolen valued at nearly \$2000 in total loss. Under investigation.

10/29/2016 9:38 PM Officer stopped a vehicle on Highway 69 near E 3<sup>rd</sup>. The driver of the vehicle, a 59 year old Elkhart man, was suspended from driving. He was cited and released with a court date for Driving Under Suspension.

Huxley Officers had eleven arrests for the month. One was for Assault, one for Harassment 1<sup>st</sup>, Three for Driving under suspension, two for theft, one for Fraud, one for a weapons charge, one for OWI, and one warrant served. Officers issued thirty citations for traffic violations and gave fifty seven warnings. Officers received 172 calls for service or information and had a total of 412 contacts for the month. Officers used 267 hours toward investigations or answering calls for service and gave 448.75 hours of general patrol.

Mark Pote



Chief of Police

Cambridge

Monthly Aggregate	January	February	March	April	May	June	July	August	September	October	November	December	Yearly Aggregate
Arrests	6	4	7	5	5	14	10	4	9	10	0	0	74
Traffic Citations	21	13	34	17	15	26	15	18	18	30	0	0	207
Traffic Warnings	37	56	127	88	75	62	67	63	76	57	0	0	708
Parking Tickets	5	15	7	3	1	1	5	3	5	3	0	0	48
Alcohol-.02	0	0	0	1	0	0	0	0	0	0	0	0	1
Alcohol- Consumption	5	18	13	12	16	12	16	22	13	17	0	0	144
Alcohol-Open Container	0	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol-Possession	0	0	0	0	0	5	0	0	0	2	0	0	7
Alcohol-Pub. Intox	0	0	0	0	0	0	0	0	1	0	0	0	1
Alcohol-OWI	2	1	3	0	1	3	1	2	1	1	0	0	15
Animal Call	7	9	10	11	8	19	12	4	11	10	0	0	101
Assaults	3	3	0	0	3	1	2	1	2	2	0	0	17
Assist Fire/Med/Co	28	19	25	35	29	20	26	40	28	15	0	0	265
Assist Motorist	9	8	8	14	9	8	19	13	13	26	0	0	127
Burglary	0	0	3	2	1	0	0	1	1	1	0	0	9
Child Abuse	0	0	0	0	2	1	0	0	0	0	0	0	3
Civil Dispute	7	5	8	6	8	4	6	2	8	4	0	0	58
Criminal Mischief	0	1	0	1	1	1	0	2	3	5	0	0	14
D, P & Q	5	3	5	7	4	3	5	5	4	7	0	0	48
Drug Paraphernalia	0	0	2	0	1	0	0	3	1	0	0	0	7
Disorderly Conduct	1	3	0	5	5	2	2	1	3	0	0	0	22
Domestic	2	4	0	3	18	4	1	3	3	4	0	0	42
Harassment	6	2	1	1	4	4	10	4	4	4	0	0	40
Info. Call	143	137	170	169	143	170	171	179	198	172	0	0	1652
Mental Patient	2	2	3	1	1	2	4	1	8	3	0	0	27
Missing Person	0	0	0	0	3	0	3	1	2	1	0	0	10
Sex Abuse	1	0	0	0	0	1	0	0	0	1	0	0	3
Susp/Rev/Barred Driver	0	0	1	1	1	0	0	2	1	3	0	0	10
Susp. Person	9	3	7	5	9	13	14	9	8	6	0	0	83
Susp. Vehicle	7	3	5	4	0	7	13	11	3	7	0	0	60
Traffic Call	14	13	20	16	20	19	21	15	14	13	0	0	165
Traffic Accident	3	5	4	2	4	3	7	3	4	0	0	0	35
Trespass	1	0	0	0	1	0	0	0	0	2	0	0	4
Theft	5	4	2	3	3	4	5	7	4	6	0	0	43
Unattended Death	1	1	0	0	1	0	0	0	1	0	0	0	4
<b>Total Contacts</b>	330	332	465	412	392	409	436	419	447	412	0	0	4054
Investigations	39	37.25	18.25	12.5	17.25	14.5	20	15.5	23.5	25.5	0	0	223.25
On-Call	0	0	0	4	0	0	0	0	0	0	0	0	4
Office / Other	199.5	215.75	246.5	237.15	226.75	207.75	232.5	212.25	233.75	241.5	0	0	2253.4
Patrol / SRO	468	399.75	498.75	462.5	449	447.4	464.5	465.25	405.75	448.75	0	0	4509.65
<b>Total Hours</b>	706.5	652.75	763.5	716.15	693	669.65	717	693	663	715.75	0	0	6990.3

# CONSENT AGENDA

**Huxley City Council Minutes**  
**Tuesday, October 25, 2016**

These minutes are as recorded by the City Clerk and are subject to City Council approval at the next regular council meeting.

**COUNCIL MEETING:** The Huxley City Council met in a regular council meeting on the above date pursuant to rules of the council, notice posted at city hall, posted on website and emailed to news media. Mayor Henry called the meeting to order at 6:00 pm.

**COUNCIL MEMBERS PRESENT:** Kuhn, Hemmen, Jensen, Roberts; absent – Deaton

**CITY STAFF PRESENT:** John Haldeman-City Administrator, Jolene Lettow- City Clerk, Mark Pote – Police Chief, Jeff Peterson – Public Works Director, Travis Bakken – Parks and Recreation Director

**CONSULTANTS PRESENT:** Amy Beattie, city attorney

**GUESTS PRESENT:** Dennis Parmenter, Seldon Spencer, Lisa Hein, Mike Silver, Doug Sheldahl, Paul Frey

**COMMENTS FROM PUBLIC:**

- Dennis Parmenter asked council to increase the current speed limit on E. 1<sup>st</sup> Street east of Highway 69 from 25 mph to 35 mph. Stated he thought the change in the non-residential area would move traffic more efficiently.
- Lisa Hein, Senior Director for Conservation Programs from the Iowa National Heritage Foundation, requested council’s consideration into long term preservation of wooded area behind 823 Ashwood. Property abuts up next to city property. Property owner would like to see land kept from future development – keep as much open space as possible - and asked about possible public ownership of area. Ms. Hein stated that there might be research grant possibilities to facilitate project.
- Mike Silver requested waiver of second filing of nuisance abatement for property at 516 E. 1<sup>st</sup> Street. Mr. Silverman stated he and wife were working to clean up property and put property up for sale. Chief Pote reported that abatement had been dropped.

**CONSENT AGENDA:**

*MOTION-Hemmen, Second - Kuhn to Approve the Following Items from the Consent Agenda*

- October 11, 2016 Council Meeting
- Financial Reports and Payment of Bills
- Reappointment of Jennifer Pote and Matt Petersen to Parks and Recreation Board

• ACCESS	DONATION	1,000.00
• ANKENY SANITATION	CENTENNIAL PARK	293.34
• BAKER & TAYLOR ENTERTAINME	BOOKS	1,072.08
• BAKER GROUP	MAINT. AGREEMENT	7,565.00
• BRIAN HARVEY	FLAG FOOTBALL REFEREE	60.00
• BUD'S AUTO REPAIR INC	OIL CHANGE ON 732	623.53
• CAPITAL CITY EQUIPMENT CO.	CONNECTOR FOR SNOW BLOWER	227.76
• CASEY'S GENERAL STORES INC	GASOLINE	1,074.48
• CENTERPOINT LARGE PRINT	HARDCOVER WESTERNS	41.34
• CONSUMERS ENERGY	GAS AND ELECTRIC	9,211.16
• D & K PRODUCTS	FERTILIZER FOR LARSON FIELD	682.50
• DOLLAR GENERAL CORPORATION	WIPES, BOWLS, TISSUE, CANDY	103.65
• ECMC	GARNISH-JOHN WESSELMANN -2749	2.50
• EMERGENCY MEDICAL PRODUCTS	STERILE WATER	41.90
• G & L CLOTHING	CLOTHING ALLOWANCE-KAHLER	1,089.02
• GENERAL INSURANCE AGENCY	INSURANCE ON TAHOE	753.00
• GREENLAND HOMES	BUILDING PERMIT DEPOSIT REFUND	500.00
• H.L. MUNN LUMBER CO.	MISC. SUPPLIES	207.36

• HANKS, MIKE	POSTAGE REIMBURSEMENT	5.42
• HD SUPPLY WATERWORKS, LTD.	METER SPUDS	70.00
• HOKEL MACHINE SUPPLY	RETURN	28.94
• INLAND TRUCK PARTS COMPANY	PRESSURE PROTECTION	53.36
• INTERNAL REVENUE SERVICE	FED WITHOLDING TAX	10,344.46
• INTERSTATE ALL BATTERY CEN	FLASHLIGHT BATTERIES	49.90
• INTERSTATE BATTERIES	BATTERY	60.95
• IOWA DOT	GLOVES, BRAKE CLEAN, EARPLUG,	112.96
• IOWA LEAGUE OF CITIES	2016 BUDGET WORKSHOP-LETTOW	40.00
• IOWA ONE CALL	EMAIL LOCATES	145.00
• ITRON, INC.	MAINT. FOR METER READING PROGR	2,124.04
• JIM'S JOHNS INC.	BATHROOMS AT SOCCER FIELDS	120.00
• KADE MILLER	YOUTH FLAG FOOTBALL REFEREE	90.00
• KEYSTONE LABORATORIES	MONTHLY SAMPLING & SPECIAL DW	311.60
• LANDSCAPES BY DESIGN, INC.	NEW ENTRY SIGN FOR HUXLEY	3,058.01
• LEGAL AID SOCIETY OF STORY	DONATION	1,700.00
• LIBERTY READY MIX	3.5 YARDS OF CONCRETE	459.50
• MANATTS	CONCRETE FOR 509 PRESTON	777.00
• MARCO, INC.	ADMIN COPIER MAINT. AGREEMENT	367.07
• MARCO, INC.	COPIER MAINTENANCE FOR FD	343.05
• MARY GREELEY MEDICAL CENTE	TIER	200.00
• MASIMO AMERICAS, INC.	REPAIR ON RAD-57C HANDHELD	249.00
• MENARDS	TWO LEVELS & CASE, WOOD STAKES	319.28
• MICA	DONATION	300.00
• MUNICIPAL SUPPLY	TWENTY-FIVE METER SPUDS	750.05
• NAPA AUTO PARTS	CREDIT	136.11
• NOLAN SCHONHORST	YOUTH FLAG FOOTBALL REFEREE	100.00
• PEPSI-COLA	CASES OF POP FOR VENDING	1,035.70
• PETE'S TRUCK & DIESEL SERV	REPAIR TO STREET SWEEPER	1,308.20
• POLK COUNTY FIRE CHIEF'S A	2016 MEMBERSHIP	25.00
• POPULAR SUBSCRIPTION SERVI	FY 17-18 MAGAZINE	530.12
• PREMIER OFFICE EQUIPMENT I	QUARTERLY MAINTENANCE	250.43
• ROCKY SMITH	COMMERCIAL APPLICATORS LICENSE	35.00
• SAM'S CLUB MC/SYNCB	SEE ATTACHED	2,441.57
• STAR EQUIPMENT, LTD	BLADE	343.59
• STORY COUNTY SHERIFF'S OFF		
• 2ND QTR DISPATCH		5,863.76
• STORY COUNTY TREASURER	PROPERTY TAXES-TRIANGLE	242.00
• SYNCB/AMAZON	MOVIES	207.61
• TASC	FLEX BENEFIT PLANS	570.80
• THE DES MOLNES REGISTER	ANNUAL SUBSCRIPTION	240.02
• THE OLD FARMER'S ALMANAC	2017 BOOK STORE EDITION	14.90
• VAN WALL EQUIPMENT	NEW WEED EATER	332.96
• VAN-WALL EQUIPMENT INC.	CHAIN SAW CHAIN AND FILTERS	168.75
• VERIZON WIRELESS	AMBULANCE CELL PHONES	460.59
• VISA	SEE ATTACHED	1,662.73
• ZIEGLER INC	MISC. SUPPLIES	354.60
• PAYROLL EXPENSE		46,344.80
TOTAL		\$109,297.45

Roll Call: Kuhn, Hemmen, Jensen, Roberts, voted yes. Motion carried.

Resolution No. 16-068 – TABLED

Resolution No. 16-078 – TABLED

Resolution No. 16-079 – TABLED

MOTION –Roberts, Second – Hemmen on Resolution No. 16-080 to Approve Request to Waive the Requirement for Sidewalk Per Request of Randy Shaeffer. Roll Call: Jensen, Kuhn, Roberts, Hemmen voted yes. Motion carried.

MOTION – Kuhn, Second – Jensen on Resolution No. 16-081 to Approve the Final Plat for Two Lots within Ballard Minor Subdivision, Rural Development within Two Miles Radius of City. Common procedural action to split rural property within two mile radius of city. Roll Call: Jensen, Kuhn, Roberts, Hemmen voted yes. Motion carried.

MOTION – Hemmen, Second – Roberts to Approve Third Reading of Ordinance No. 455 to Amend Chapter 93 and 99 of the City of Huxley Municipal Code and Increase Water and Sewer Rates. Rate increase will be effective January 1, 2017. Roll Call: Kuhn, Jensen, Roberts voted yes; Jensen voted no. Motion carried.

MOTION – Roberts, Second – Kuhn on Resolution No. 16-082 to Approve Pay Estimate #2 for Heart of Iowa Trail. Portion of trail was damaged during project. Letter will be sent to contractor stating final payment will be held until damages are repaired. Roll Call: Jensen, Kuhn, Roberts, Hemmen voted yes. Motion carried.

MOTION - MOTION – Kuhn, Second – Roberts on Resolution No. 16-083 to Hire Wastewater Superintendent. New hire has all credentials. Roll Call: Jensen, Kuhn, Roberts, Hemmen voted yes. Motion carried.

MOTION – Kuhn, Second – Roberts to UNTABLE Resolution No. 16-077 to Approve Fence Encroachment Agreement. 4 ayes, 0 nays. Resident at 201 Oak Blvd requested language change in agreement that held resident solely responsible for any damages to property with fence. Council discussed with legal counsel and since property is in city's right-of-way either party could be liable depending on the damages. Change will be made to agreement. Council requested resident to provide photo of fence to staff for approval prior to installation. Roll Call: Jensen, Kuhn, Roberts, Hemmen voted yes. Motion carried.

### Miscellaneous

Mayor asked date of next E911 meeting and is planning to attend meeting.

John Haldeman, city administrator, explained to council that reason for tabling of Resolution No. 16-078 and 16-079 was that the approval required from P& Z prior to council's review of resolutions had not been completed due to the absence of a quorum at last P & Z meeting. The P & Z meeting was rescheduled for November 2 and Mr. Haldeman asked council if a special council meeting could be scheduled on November 3 to expedite the review of the tabled resolutions. Council agreed.

Regular council meeting will be held on November 8<sup>th</sup> even though it is election day.

**ADJOURNMENT:** Motion – Roberts, Second - Hemmen to adjourn meeting at 6:53pm. 4 ayes, 0 nays. Motion carried.

**WORK SESSION:** The Huxley City Council met in a work session on the above date pursuant to rules of the council, notice posted at city hall, posted on website and emailed to news media. Mayor Henry called the meeting to order at 6:55pm.

### 28E

Councilman Hemmen explained to council the status of the 28E agreement between the school district and city. The school and city currently share expenses of the library and 3C's facility. Recently the City received notice that the school will terminate the agreement effective fiscal year 2018. The school has agreed to continue participation with library expenses to an annual total of \$77,000. However, the school would like to negotiate rental rates for facility use. Council directed Parks and Recreation Director to put together possible rental rates for school usage.

### Main Avenue Storm Sewer Project

Council and legal counsel discussed procedures to try and finish project. Council requested updated punch list and costs from city engineer at next council meeting.

### Permit Deposits

Staff asked for council direction with building permit deposits and language clarifying criteria for purpose of deposit. Council to discuss at future work session.

Personnel Manual Changes

Suggestions have been made by Iowa Municipalities Workers Comp Association to include language in personnel manual regarding seat belt usage and return-to-work policy.

Future works session topics:

Building Code – adoption of 2012 Building Code

Sidewalks

Large contracts

**ADJOURNMENT:** Motion – Hemmen, Second - Roberts to adjourn meeting at 7:43pm. 4 ayes, 0 nays. Motion carried.

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Craig D. Henry, Mayor

Attest:

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Jolene R. Lettow, City Clerk

**Huxley City Council Minutes**  
**Thursday, November 3, 2016**

These minutes are as recorded by the City Clerk and are subject to City Council approval at the next regular council meeting.

**SPECIAL COUNCIL MEETING:** The Huxley City Council met in a special council meeting on the above date pursuant to rules of the council, notice posted at city hall, posted on website and emailed to news media. Mayor Henry called the meeting to order at 5:35 pm.

**COUNCIL MEMBERS PRESENT:** Hemmen, Jensen; Kuhn, Roberts via telephone; Deaton - absent

**CITY STAFF PRESENT:** John Haldeman-City Administrator, Jolene Lettow- City Clerk

**CONSULTANTS PRESENT:** Forrest Aldrich, city engineer

**GUESTS PRESENT:** Steve Quick, Chris Gardner, Mark DeYoung

**MOTION – Hemmen, Second – Kuhn on Resolution No. 16-078 to Approve Final Plat for Meadow Lane Plat #2.** City engineer reported to council that the final plat had been reviewed. Mr. Quick informed council that lot that had been purchased from city at 5<sup>th</sup> and Larson had been sold and sidewalk would be installed by new homeowner. Walk-thru of project had been completed and there were 42 outstanding items that were placed on cleanup list. Councilman Jensen expressed concern with concrete work in development and asked status of maintenance bond. Final plat approval contingent upon completion of cleanup list and approval from city engineer. Final platting documentation must be approved by city engineer and city attorney. Roll Call: Kuhn, Roberts, Hemmen voted yes; Jensen voted no. Motion carried.

**MOTION – Hemmen, Second – Roberts on Resolution No. 16-079 to Approve Final Plat for Bella Vista.** Councilman Hemmen asked if elevation levels had been corrected. Developer replied corrections had been made and surveying was being completed the next day. Final plat approval contingent upon completion of cleanup list and approval from city engineer. Final plat documentation must be approved by city engineer and city attorney. Roll Call: Kuhn, Roberts, Hemmen, Jensen voted yes. Motion carried.

**ADJOURNMENT:** Motion – Roberts, Second - Hemmen to adjourn meeting at 6:08pm. 4 ayes, 0 nays. Motion carried.

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Craig D. Henry, Mayor

Attest:

---

Jolene R. Lettow, City Clerk

**11-8-16 COUNCIL CLAIMS**

	A	B	C
1	<b>VENDOR NAME</b>	<b>DESCRIPTION</b>	<b>GROSS AMOUNT</b>
2	A TECH-TCI	ALARM MONITORING	\$ 105.00
3	AFLAC	AFLAC	\$ 189.26
4	ALISON VAN ERSVELDE	YOUTH SOCCER REFEREE	\$ 40.00
5	ALLIANT ENERGY	GAS & ELECTRIC	\$ 7,291.68
6	ARROW	DRILL AND NEEDLES	\$ 1,087.04
7	AVESIS INCORPORATED	VISION INS	\$ 339.96
8	BRICK GENTRY BOWERS SWARTZ	LEGAL FEES	\$ 3,644.21
9	CARPENTER UNIFORM CO.	UNIFORM FOR MARCHESANO	\$ 224.97
10	CFI SALES, INC.	FOUR SKID LOADER SNOW TIRES	\$ 1,250.00
11	CHITTY GARBAGE SERVICE INC	FD TRASH REMOVAL	\$ 20.87
12	COMPASS MINERALS AMERICA	COARSE BULK SALT	\$ 3,327.61
13	DELTA DENTAL PLAN OF IOWA	DENTAL INSURANCE	\$ 1,742.24
14	DORSEY & WHITNEY LLP	2016 GO REFUNDING ISSUE	\$ 20,000.00
15	ECMC	WAGE GARNISHMENT	\$ 2.50
16	ED M. FELD EQUIPMENT CO. I	NAME TAGS	\$ 500.95
17	EDWARD JONES	IRA	\$ 250.00
18	EMERGENCY MEDICAL PRODUCTS	ICE PACKS	\$ 30.75
19	EMILY HUISINGA	YOUTH SOCCER REFEREE	\$ 20.00
20	GREENLAND HOMES	BLDG PERMIT DEPOSIT REFUND	\$ 500.00
21	HAPPE HOMES, LLC	BLDG PERMIT DEPOSIT REFUND	\$ 500.00
22	HAWKINS, INC.	MISC. WATER CHEMICALS	\$ 1,689.84
23	HOKEL MACHINE SUPPLY	OXYGEN REFILLS, HYDRAULIC HOSE ADAPTERS	\$ 385.11
24	HUXLEY COOP TELEPHONE CO.	PHONE, CABLE, INTERNET	\$ 1,769.41
25	IAWEA	IAWEA REGION 5 FALL MEETING	\$ 80.00
26	ICMA MEMBERSHIP RENEWALS	2017 MEMBERSHIP	\$ 665.48
27	INTERNAL REVENUE SERVICE	PAYROLL TAXES	\$ 10,378.56
28	INTERSTATE ALL BATTERY CEN	18V DEWALT REBUILDS	\$ 180.00
29	INTERSTATE BATTERIES	BATTERIES FOR STREET SWEEPER	\$ 103.90
30	IOWA DOT	SNOW BLADES	\$ 769.68
31	IOWA MUN. WORKERS' COMP. A	FY16 AUDIT PREMIUM	\$ 3,009.00
32	IOWA PLAINS SIGNING INC.	REFLECTIVE TSHIRTS	\$ 168.00
33	IPERS	IPERS	\$ 12,868.30
34	JAHIEM HARVEY	YOUTH SOCCER REFEREE	\$ 100.00
35	JOSIAH KALLIO	YOUTH SOCCER REFEREE	\$ 60.00
36	KELTEK INCORPORATED	COMPUTER INSTALLATION	\$ 1,956.18
37	LETTOW, JOLENE	GCMOA LUNCHEON	\$ 20.29
38	LINCOLN FINANCIAL GROUP	LIFE & DISABILITY INSURANCE	\$ 969.77
39	LOWE'S	MISC. SUPPLIES	\$ 283.43
40	MARTIN OIL WHOLESALE	UNLEADED FUEL	\$ 183.76
41	MASON MURPHY	YOUTH FLAG FOOTBALL REFEREE	\$ 100.00
42	MASS MUTUAL RETIREMENT SER	DEFERRED COMPENSATION	\$ 250.00
43	MIDWEST BREATHING AIR SYST	MAINTENANCE ON FILL STATION	\$ 124.00
44	MISCELLANEOUS VENDOR	MISC. UTILITY DEPOSIT REFUNDS	\$ 813.77
45	POSTMASTER	UTILITY BILL POSTAGE	\$ 301.00

**11-8-16 COUNCIL CLAIMS**

	A	B	C
46	QUICK'S HARDWARE HANK	SEE ATTACHED	\$ 314.40
47	RELIASTAR LIFE INSURANCE C	LIFE INSURANCE	\$ 374.22
48	SPRINGER PROFESSIONAL HOME	MONTHLY MAINTENANCE	\$ 42.00
49	STAPLES ADVANTAGE	MISC OFFICE SUPPLIES	\$ 217.89
50	STAR EQUIPMENT LTD.	SEAL KIT FOR JACK HAMMER	\$ 46.70
51	TASC	FLEX BENEFIT PLANS	\$ 570.80
52	TASC - CLIENT INVOICES	FLEX PLAN ADMIN FEES	\$ 62.91
53	TK CONCRETE, INC.	HOIT PAVING PAY ESTIMATE NO. 2	\$ 133,688.12
54	TREASURER, STATE OF IOWA	STATE WITHHOLDING	\$ 3,444.00
55	UHC PLAN OF THE RIVER VALL	MEDICAL INSURANCE	\$ 15,309.20
56	VALIC	DEFERRED COMPENSATION	\$ 146.08
57	VERIZON WIRELESS	CITY ADMIN CELL PHONE	\$ 44.49
58	Payroll Expense		\$ 46,158.01
59	<b>GRAND TOTAL</b>		<b>\$ 278,715.34</b>
60			
61		<b>FUND TOTALS</b>	
62	001 GENERAL FUND	\$ 27,752.57	
63	002 LIBRARY	\$ 5,927.52	
64	003 RECREATION	\$ 3,997.79	
65	004 FIRE AND RESCUE	\$ 3,531.99	
66	014 AMBULANCE	\$ 4,296.05	
67	100 PRAIRIE RIDGE DEVELOPMENT	\$ 100.00	
68	110 ROAD USE TAX	\$ 11,849.88	
69	200 DEBT SERVICE FUND	\$ 20,000.00	
70	340 Trail Paving Project	\$ 133,688.12	
71	600 WATER UTILITY	\$ 13,499.92	
72	610 SEWER UTILITY	\$ 7,913.49	
73	01 PAYROLL EXPENSE	\$ 46,158.01	
74	<b>GRAND TOTAL</b>	<b>\$ 278,715.34</b>	
75			
76	<b>QUICKS BREAKDOWN</b>		
77	<b>Dept.</b>	<b>Description</b>	<b>Amount</b>
78	Police	anchor, picture-mirr cord set	\$ 4.45
79	Grounds	chain	\$ 1.99
80	Ambulance	duct tape	\$ 8.98
81	Parks	lynch pin, easy going rv anti, tubing	\$ 33.54
82	Water	duct tape, air freshener, ortho home defense, anti-freeze, funnel, anti-freeze, mouse trap	\$ 63.82
83	Streets	drill bit, hex mason screw (intake repair), sds masonry, cartridge filter, builders hardware	\$ 116.68
84	Wastewater	sump pump discharge, check valve, chain for main gate, concrete, wall insulator, powerlock, shop pack	\$ 84.94
85	<b>Total</b>		<b>\$ 314.40</b>

**COMMUNITY  
BETTERMENT**

**RESOLUTION NO. 16-084**

**RESOLUTION APPROVING THE FINAL PLAT FOR 2 LOTS WITHIN WRIGHT MINOR SUBDIVISION – RURAL DEVELOPMENT WITHIN 2 MILES**

*WHEREAS*, Lisa M. and Matthew W. Wright owners of the property and Developer's of same filed a minor subdivision Final Plat for two lots to be reviewed by the Story County Planning and Zoning; and

*WHEREAS*, this Final Plat lies within the 2 mile perimeter of the city of Huxley therefore it must be approved by the City before it can be finalized with Story County; and

*WHEREAS*, this final plat was received by the City on October 31, 2016 for its review; and

*WHEREAS*, this review request came to Huxley's Zoning Administrator who reviewed the main lot being split in two and it is referred to the City Council with a favorable recommendation from the Zoning Administrator..

*BE IT RESOLVED, THEREFORE*, that the Final Plat for the Wright Subdivision has been submitted to the Huxley City Council and is approved.

*PASSED, ADOPTED AND APPROVED* this \_\_\_ day of November, 2016.

Roll Call	Aye	Nay	Absent
Kevin Deaton	___	___	___
Craig Hemmen	___	___	___
Dave Jensen	___	___	___
Dave Kuhn	___	___	___
Tracey Roberts	___	___	___

**APPROVAL BY MAYOR**

I hereby approve the foregoing **Resolution No. 16-084** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this \_\_\_\_\_ day of November, 2016.

\_\_\_\_\_  
Craig D. Henry, Mayor

ATTEST:

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

## Jolene Lettow

---

**From:** Emily E. Zandt [EZandt@storycountyiowa.gov]  
**Sent:** Monday, October 31, 2016 1:06 PM  
**To:** Jolene Lettow  
**Subject:** Proposed Wright Subdivision  
**Attachments:** WRIGHT SUBD APPLICATION.pdf

Hi Jolene,

Attached an application for a residential parcel subdivision to be located on 306<sup>th</sup> Lane. The request is to divide the parcel once to create a second parcel for a new dwelling to the east.

Please provide us with a resolution from the City on this Residential Parcel Subdivision.

Let me know if you have any questions.

Thank you,

Emily

Emily Zandt  
Planning and Development  
Story County  
900 6<sup>th</sup> Street  
Nevada, IA 50201  
515-382-7249

11-14

Story County Planning and Development  
900 8th Street, Nevada, Iowa 50201  
(515) 382-7245 -- P2Web@storycounty.com -- www.storycounty.com

# SUBDIVISIONS



## Applicant

If the Applicant is not the Property Owner, please attach consent and authority of the Property Owner for you to apply on his/her behalf.

(Last Name) Wright (First Name) Matthew Lisa  
(Address) 54392 306<sup>th</sup> Lane (City) Huxley (State) Iowa (Zip) 50124  
(Phone) (515) 537-9153 (Email) Matt.Wright30@gmail.com  
(Property Address) 54392 306<sup>th</sup> Lane Huxley, Iowa (Parcel ID Numbers) 13-14-300-290

**Subdivision**

Proposed Name: Wright Subdivision

- Residential Parcel Plat (\$175)
- Agricultural Plat (\$175)
- Minor Plat (\$275)
- Major Plat- Preliminary (\$275)
- Major Plat- Final (\$175)

- Filing Fee
- Digital copy of all materials
- Legal description that will be used on all required legal documents

Proposed subdivision plat

All required submittal requirements as outlined in Chapter 87 of the Story County Code of Ordinances (87.06(3) for Residential Parcel, 87.07(3) for Agricultural, 87.08(3) for Minor, 87.09(3) for Major-Preliminary and 87.09(5) for Major-Final

**Vacation**

- Right-of-way  Plat
- Filing Fee: \$175
- Legal description that will be used on all required legal documents

**Waiver**

Current Name: \_\_\_\_\_  
Proposed Name: \_\_\_\_\_

- Filing Fee: \$275
- Digital copy of all materials
- Written narrative explaining justification for proposed waiver and conformance to the legal principles outlined in Section 22.04(2) of the Story County Code of Ordinances

# RECEIVED

STORY CO. PLANNING & DEVELOPMENT

### CERTIFICATION

I/we certify that the information and exhibits submitted are true and correct to the best of my knowledge and that in filing this application I am acting with the knowledge, consent and authority of the owners of the property. Pursuant to said authority, I hereby permit County officials to enter upon the property for the purpose of inspection, and, if necessary, post a public notice sign on the property.

SIGNATURE Matthew Wright DATE 10/12/11

Submit Application For

Date Received	_____
Receipt No.	<u>508926</u>
Receipt Amount	<u>175-</u>

Please communicate with Matthew Hokenstein or Dennis Parmenter of Parmenter Law office regarding this Application.

Parmenter Law office  
P.O. Box 336  
501 E 4th St. Huxley, Iowa 50124  
(515) 597-3401  
Matthew.Hokenstein@huxcomm.net

*South letter need office*

**SURVEY DESCRIPTION - WRIGHT SUBDIVISION**

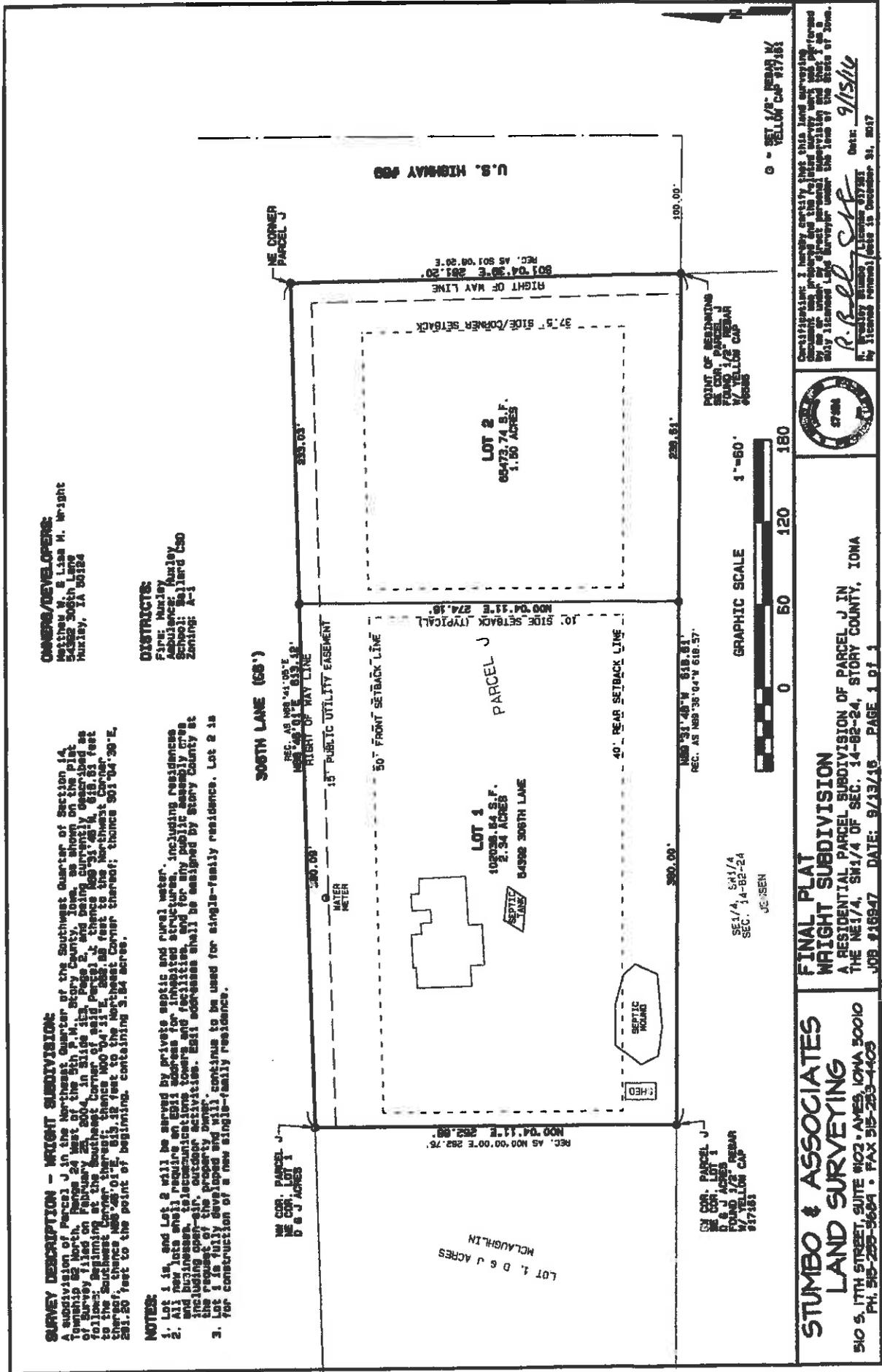
A subdivision of Parcel J in the Northwest Quarter of the Southwest Quarter of Section 14, Township 24 North, Range 24 West 20th E, 31st N, in the State of Iowa, being currently described as Parcel J, being the Northwest Quarter of said Parcel J, thence S89°31'20"W, 618.83 feet to the Southwest Corner thereof; thence S00°04'31"E, 282.88 feet to the Northwest Corner thereof; thence S89°01'E, 615.12 feet to the Northeast Corner thereof; thence S01°04'30"E, 281.50 feet to the point of beginning, containing 5.84 acres.

**NOTES:**

1. Lot 1 in, and Lot 2 will be served by private septic and rural water.
2. All new lots shall require an EBSI address for inhabited structures, including residences and businesses, telecommunications towers and facilities, and for any public assembly area including open-air, outdoor activities. EBSI addresses shall be assigned by Story County at the request of the property owner.
3. Lot 1 is fully developed and will continue to be used for single-family residences. Lot 2 is for construction of a new single-family residence.

**OWNER/DEVELOPERS:**  
 Matthew N. & Lisa M. Wright  
 25320 306th Lane  
 Huxley, IA 50124

**DISTRICTS:**  
 Fire: Huxley  
 Ambulance: Huxley  
 School: Ballland CSD  
 Zoning: A-1



**FINAL PLAT**  
**WRIGHT SUBDIVISION**  
 A RESIDENTIAL PARCEL SUBDIVISION OF PARCEL J IN  
 THE NE 1/4, SW 1/4 OF SEC. 14-82-24, STORY COUNTY, IOWA  
 JOB #16947 DATE: 9/13/16 PAGE 1 of 1

**STUMBO & ASSOCIATES**  
**LAND SURVEYING**  
 510 S. 17TH STREET, SUITE #102 • AVES, IOWA 50010  
 PH. 562-229-5609 • FAX 562-229-1409

Professional seal and signature of the surveyor, P. R. Bell, dated 9/15/16. The seal includes the text 'I hereby certify that this land surveying document was prepared and the field work was performed by me or under my direct personal supervision and that I am a duly Licensed Professional Surveyor under the laws of the State of Iowa.' The signature is 'P. R. Bell, S.F.S.' and the date is 'Date: 9/15/16'. Below the signature is the text 'By: Matthew Wright, Licensed Buyer' and 'By: Lisa M. Wright, Licensed Buyer'.



SEA/A, SM/A  
 SEC. 14-82-24  
 JCS-SEN

IN COR. PARCEL J  
 NE COR. LOT 1  
 E & J ADJACENT  
 FOUND 1/2\"/>

LOT 1, D & J ACRES  
 MCLAUGHLIN

REC. AS N00°04'11"E 282.88'  
 REC. AS N00°00'00"E 282.76'

REC. AS N89°35'04"N 618.81'  
 REC. AS N89°35'04"N 618.57'

REC. AS S01°04'30"E 281.20'  
 REC. AS S01°00'20"E

0 - YELLOW CAP #17181