



## **CITY COUNCIL SPECIAL MEETING NOTICE**

**TUESDAY SEPTEMBER 1, 2020 6:00 P.M.**  
**CONFERENCE CALL MEETING FORUM**  
513-386-0000, Access Code 399595#

### **AGENDA**

- 1. ROLL CALL**
- 2. APPROVE AGENDA AS PRESENTED AND/OR AMENDED**
- 3. PRESENTATION/RECOGNITION**
- 4. PUBLIC COMMENT (5 MINUTE TIME LIMIT FOR ITEMS NOT ON THIS AGENDA)**
- 5. PUBLIC HEARINGS**
- 6. CONSENT AGENDA – *These are routine business items and will be acted upon by one Roll Call Vote without separate discussion unless a Councilmember or citizen requests an item to be removed or considered separately.***
  - a. Approve Alcohol Permit for Fenceline
- 7. BUSINESS ITEMS**
  - a. Review Temporary Outdoor Seasonal Seating for Fenceline
  - b. Approve Resolution No. 20-081 Westview Plat 3 Final Plat with Contingencies
  - c. Approve Resolution No. 20-082 Westview Plat 3 Public Improvements
- 8. INFORMATIONAL ITEMS**
- 9. CITY ADMINISTRATOR AND DIRECTOR REPORTS**
- 10. MAYOR AND COUNCIL REPORTS**
- 11. ADJOURNMENT**
- 12. WORKSESSION**

#### **UPCOMING WORK SESSION TOPICS**

Mapping and Capital Improvement Plan (CIP)

Main Street Revitalization

Zoning Ordinance Review and Amendments

Follow Up on Low-Moderate Income Fund Uses

**Other Items of Interest to City Council from Working List**

For more information on this and other agenda items, please call the City Clerk's Office at 515-597-2561 or visit the Clerk's Office, City Administration Building at 515 N. Main Ave. Council agendas are available to the public at the City Clerk's Office on Monday morning preceding Tuesday's council meeting. Citizens can also request to receive meeting notices and agendas by email by calling the Clerk's Office or sending their request via email.

**Applicant License Application ( LC0045873 )**

|  |                             |                          |
|--|-----------------------------|--------------------------|
| <b>Name of Applicant:</b> <u>Fenceline Beer Lab LLC</u>  |                             |                          |
| <b>Name of Business (DBA):</b> <u>Fenceline Beer Lab</u> |                             |                          |
| <b>Address of Premises:</b> <u>107 S. Main Ave.</u>      |                             |                          |
| <b>City</b> <u>Huxley</u>                                | <b>County:</b> <u>Story</u> | <b>Zip:</b> <u>50124</u> |
| <b>Business</b> <u>(419) 410-6230</u>                    |                             |                          |
| <b>Mailing</b> <u>107 S. Main Ave.</u>                   |                             |                          |
| <b>City</b> <u>Huxley</u>                                | <b>State</b> <u>IA</u>      | <b>Zip:</b> <u>50124</u> |

**Contact Person**

|                                     |   |
|-------------------------------------|---|
| <b>Name</b> <u>Susan E Frantz</u>   |   |
| <b>Phone:</b> <u>(419) 410-6230</u> | <b>Email</b> <u>sfrantz56@gmail.com</u> |

**Classification** Class C Liquor License (LC) (Commercial)

**Term:**12 months

**Effective Date:** 09/13/2020

**Expiration Date:** 09/12/2021

**Privileges:**

Brew Pub

Class C Liquor License (LC) (Commercial)

Sunday Sales

**Status of Business**

|   |  |
|---|--|
| <b>BusinessType:</b> <u>Limited Liability Company</u> |  |
| <b>Corporate ID Number:</b> <u>XXXXXXXXXX</u>         | <b>Federal Employer ID</b> <u>XXXXXXXXXX</u> |

**Ownership**

**Susan Frantz**

|   |                                 |                          |
|---|---------------------------------|--------------------------|
| <b>First Name:</b> <u>Susan</u>           | <b>Last Name:</b> <u>Frantz</u> |                          |
| <b>City:</b> <u>HUXLEY</u>                | <b>State:</b> <u>Iowa</u>       | <b>Zip:</b> <u>50124</u> |
| <b>Position:</b> <u>Owner/Head Brewer</u> |                                 |                          |
| <b>% of Ownership:</b> <u>51.00%</u>      | <b>U.S. Citizen:</b> <u>Yes</u> |                          |

**Jonathan Frantz**

|                                      |                                 |                          |
|--------------------------------------|---------------------------------|--------------------------|
| <b>First Name:</b> <u>Jonathan</u>   | <b>Last Name:</b> <u>Frantz</u> |                          |
| <b>City:</b> <u>HUXLEY</u>           | <b>State:</b> <u>Iowa</u>       | <b>Zip:</b> <u>50124</u> |
| <b>Position:</b> <u>Owner/Brewer</u> |                                 |                          |
| <b>% of Ownership:</b> <u>49.00%</u> | <b>U.S. Citizen:</b> <u>Yes</u> |                          |

**Insurance Company Information**

|   |
|---|
| <b>Insurance Company:</b> <u>Illinois Casualty Co</u> |
|---|

**Insurance Company:** Illinois Casualty Co

**Policy Effective Date:**

**Policy Expiration**

**Bond Effective**

**Dram Cancel Date:**

**Outdoor Service Effective**

**Outdoor Service Expiration**

**Temp Transfer Effective Date:**

**Temp Transfer Expiration Date:**

# **COUNCIL COMMUNICATION**

## **AGENDA HEADING:**

Fenceline Beer Lab Temporary Seasonal Outdoor Seating

## **SUBMITTED BY:**

Rita Conner, City Administrator

## **SYNOPSIS:**

Fenceline Beer Lab, LLC (Susan Frantz, 107 South Main Huxley, Iowa 50124) has requested the ability to operate limited seasonal outdoor seating through early-mid fall. The outdoor seating would help the business to earn revenues under the current Covid 19 protocols. With the recent closure of facilities last Thursday through September 20, the ability to have an additional available temporary space (where patrons would also socially distance) will greatly assist this business when they can re-open.

Fenceline has plans to undertake the construction improvements reviewed by Council earlier this year when an outdoor patio was first proposed; that work would occur following this outdoor dining season due to costs and timing.

## **ADDITIONAL INFORMATION:**

- Fenceline hours of operation are no later than 10 pm.
- No outdoor entertainment is proposed

## **RECOMMENDATION: APPROVAL**

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

Fenceline will work with the City and their contractor to conduct future improvements for next season.

# **COUNCIL COMMUNICATION**

## **AGENDA HEADING:**

Items related to Westview Heights Plat 3-Approving Westview Heights Plat 3 Final Plat and Acceptance of Public Improvements with Contingencies

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

## **SYNOPSIS:**

Westview Heights Phase II, LLC (Dickson Jensen, 4611 Mortensen Road Ames, Iowa 50210) has submitted the final plat document and related materials for approval by City Council for Westview Heights Plat 3. The Planning & Zoning Commission reviewed this item at their August 20, 2020 meeting.

Veenstra & Kimm, Inc (Forrest Aldrich, P.E. 3000 Westown Parkway West Des Moines, Iowa 50266) has provided a letter regarding the submittal of Westview Heights Plat 3, Final Plat for Council approval. A walk through of the project has been conducted for acceptance of the public improvements. At this writing, there are approximately 23 items remaining on the original list, with additional grading, sweeping, cleanup, concrete repair, signage and startup of the lift station scheduled for Monday, August 31.

Council is requested to approve Westview Heights Plat 3 Final Plat with contingencies to be resolved prior to plat recording where achievable and issuance of the formal certificate of completion for the improvements by V & K once the items remaining on the project punchlist are completed. Staff has noted to the developer that security in the form of a cashier's check in an amount to cover the remaining items may be required. All items should be completed prior to building permit issuance with the exception of the parkland grading.

**FISCAL IMPACT: NO**

## **ADDITIONAL INFORMATION:**

- The Planning & Zoning Commission discussed modification of 8 lot widths shown on the Final Plat to ensure a minimum of 40'. These widths were revised on the final plat by the design engineer and resubmitted Friday August 21, 2020.
- Outlot Z will be dedicated to the City for a neighborhood park. The developer will work with City staff on grading of the area to be a programmable public space. This work will be done in conjunction with the ability to obtain additional fill material from basement excavations and will take additional time.
- Current contingencies for plat approval are listed in the attachment, which will be updated again prior to the Tuesday 6 pm meeting.

**PREVIOUS COUNCIL ACTION(S): NONE**

**BOARD/COMMISSION ACTION(S):**

## **COUNCIL COMMUNICATION**

- August 20, 2020 Planning & Zoning Commission approved Westview Plat 3 Final Plat Motion – Wilson, second – Frantz to recommend that modifications be made to final plat prior to city council review. Frantz, Wilson, Mosher voted yes; Bierbaum voted no. Motion carried.

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

- Resolution of remaining punchlist items
- City receipt of copy of recorded final plat
- Building permit issuance and inspections

For more information on this and other agenda items, please call the City Clerk's Office at 515-597-2561 or visit the Clerk's Office, City Administration Building at 515 N. Main Ave. Council agendas are available to the public at the City Clerk's Office on Friday afternoon preceding Monday's Council meeting. Citizens can also request to receive meeting notices and agendas by email by calling the Clerk's Office or sending their request via email.

## RESOLUTION NO. 20-081

WHEREAS, the City of Huxley has received request for the approval of Westview Heights subdivision, Plat 3 final plat and;

WHEREAS, the developer has prepared required information and materials for the recording of the final plat documents with the exception the completion of walk through cleanup items as listed in the communication from Veenstra and Kimm, Inc dated August 28, 2020 and;

WHEREAS, Veenstra and Kimm, Inc. have reviewed the materials submitted for City approval regarding the final plat and have advised the developer that final approval is contingent on receipt of this remaining information and;

WHEREAS, Planning & Zoning Commission approved the final plat at their August 20, 2020 meeting with the recommendation to comply with the remaining items being requested and for the developer to correct eight (8) lot widths on the plat and resubmit, which has been completed.

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

The final plat for Westview Heights Plat 3 is approved with resolution of the completion of walk through cleanup items as listed in the communication from Veenstra and Kimm, Inc dated August 28, 2020.

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

***PASSED, ADOPTED AND APPROVED*** this 1<sup>st</sup> day of September, 2020

### **APPROVAL BY MAYOR**

I hereby approve the foregoing **Resolution No. 20-081** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this 1<sup>st</sup> day of September, 2020.

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Kevin Deaton, Mayor

ATTEST:

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Jolene Lettow, City Clerk



**RESOLUTION NO. 20-082**

WHEREAS, the City of Huxley has received request for the approval and acceptance of Westview Heights subdivision Plat 3 public improvements and;

WHEREAS, a walk -through inspection of the public improvements has been conducted by Veenstra & Kimm, Inc. with the developer, contractors and City staff and;

WHEREAS, the walk through resulted in a list of cleanup items that must be addressed prior to Certificate of Completion being issued by Veenstra & Kimm, Inc and;

WHEREAS, a recommendation to the Council to approve and accept the public improvements subject to the cleanup list being completed has been provided by Veenstra and Kimm, Inc. and;

WHEREAS, Once the cleanup list has been completed, Veenstra & Kimm, Inc will then issue the certificate of completion.

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

The public improvements for Westview Heights Plat 3 are hereby accepted and approved contingent upon the completion of the project walk through clean-up list by the developer of Westview Heights Plat 3.

| <b>Roll Call</b> | <b>Aye</b> | <b>Nay</b> | <b>Absent</b> |
|------------------|------------|------------|---------------|
| Nick Easter      | _____      | _____      | _____         |
| David Kuhn       | _____      | _____      | _____         |
| Greg Mulder      | _____      | _____      | _____         |
| Rick Peterson    | _____      | _____      | _____         |
| Tracey Roberts   | _____      | _____      | _____         |

***PASSED, ADOPTED AND APPROVED*** this 1st day of September 2020.

**APPROVAL BY MAYOR**

I hereby approve the foregoing **Resolution No. 20-2082** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this 1<sup>st</sup> day of September 2020.

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

ATTEST:

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





August 28, 2020

Todd Petersen  
(e-mail)

CITY OF HUXLEY, IOWA  
WESTVIEW HEIGHTS PLAT 3  
UPDATED CLEANUP LIST

Below is the updated cleanup list for Westview Heights Plat 3 from the project walkthrough on August 28, 2020.

1. Start up lift station.
2. Raise ground up north of lift station for better park use.
3. Terminate the tracer wire at the lift station wet well in a tracer wire box.
4. Install pavement for the trail along Outlot Z.
5. Install concrete driveway at the lift station.
6. Sweep dirt and debris off of the pavement for the full length and width of Centennial.
7. Backfill the sidewalk on the north side of Centennial at F Street.
8. Install threaded caps on storm cleanouts on north and south side of Centennial at Sta. 109+00.
9. Reinstall street sign at Ballard and Centennial with new post.
10. Repair the broken curb located five panels south of ST-8.
11. Repair the broken curb located on south side of ST-8.
12. Grade the swale between ST-6 and ST-5 for overland drainage emergency overflow.

13. Install rest of silt fence at top of slope at ST-2.
14. Replace broken curb located four panels east of ST-26.
15. Regrade the entire swale running east and west, north of Westwood, paying attention to overflow and high point elevations.
16. Check overflow elevation west of ST-14.
17. Install rest of silt fence along the top of the berm at ST-32.
18. Clean out the storm outlet of the northeast detention basin. Remove the silt in the basin. Regrade to drain. Verify detention basin volume.
19. Clean out the silt in the north detention basin. Regrade to drain. Verify detention basin volume.
20. Clean out the silt in the east detention basin. Regrade to drain. Verify detention basin volume.
21. Sweep streets of dirt and debris.
22. Stabilize the soils along the back of curbs to keep soils from washing into the street.
23. Straighten water valve box at Lots 80/81. Valve doesn't turn and wrench hits the side wall of the valve box.

Todd Petersen  
August 28, 2020  
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If you have any questions or comments, please contact us at 225-8000.

VEENSTRA & KIMM, INC.



Forrest S. Aldrich

FSA:kld  
45266

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)  
A.J. Stumpfer, City of Huxley (e-mail)  
Erin Ollendike, Civil Design Advantage LLC (e-mail)  
Chris Burkhardt, The Underground (e-mail)  
Doug Waite, Con-Struct (e-mail)  
Rick Alexander, V&K (e-mail)  
Grant Reimers, Woodruff (e-mail)  
Sean Strovers, The Underground (e-mail)