



## **CITY COUNCIL SPECIAL MEETING NOTICE**

**MONDAY MAY 17, 2021 3:30 P.M.**

**ZOOM MEETING INFORMATION BELOW**

### **AGENDA**

- 1. ROLL CALL**
- 2. APPROVE AGENDA AS PRESENTED AND/OR AMENDED**
- 3. PUBLIC COMMENT (5 MINUTE TIME LIMIT FOR ITEMS NOT ON THIS AGENDA)**
- 4. BUSINESS ITEMS**
  - a. Approve Resolution No. 21-046 Covid 19 Relief Recreational Trails Program Application
- 5. ADJOURNMENT**

Join Zoom Meeting

<https://zoom.us/j/96491446569>

Meeting ID: 964 9144 6569

One tap mobile

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+US (Chicago)

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.

## RESOLUTION NO. 21-046

### RESOLUTION APPROVING APPLICATION TO THE COVID 19 RELIEF RECREATIONAL TRAIL FUND AND ONGOING OWNERSHIP AND MAINTENANCE OF THE HEART OF THE PRAIRIE TRAIL

WHEREAS, the City of Huxley has identified priorities for connecting the community through both recreational trail projects and sidewalk infill programs and;

WHEREAS, a Master Trails Conceptual Plan has been developed that connects the community in an estimated 14 phases of work over time at an estimated cost of \$2M and;

WHEREAS, a one-time funding opportunity has emerged for trail projects titled the Covid 19 Relief Recreational Trail Fund with applications due May 17, 2021 by 5 pm and;

WHEREAS, application has been prepared for the Heart of Iowa Trail project, which will be constructed along the west side of Highway 69 from East 1<sup>st</sup> Street to the north Huxley city limits at an estimated cost of \$787,876.50.

**NOW, THEREFORE, IT IS RESOLVED by the City Council of the City of Huxley, Iowa, as follows:**  
Approval of the submittal of application for the Covid 19 Relief Recreational Trail Fund and the ongoing ownership and maintenance of the Heart of the Prairie Trail.

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

***PASSED, ADOPTED AND APPROVED*** this 17<sup>th</sup> day of May 2021.

#### **APPROVAL BY MAYOR**

I hereby approve the foregoing **Resolution No. 21-046** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this 17<sup>th</sup> day of May 2021.

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

ATTEST:

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



## COVID-19 Relief Recreational Trails Program

### Grant Application

Email complete applications to [scott.flagg@iowadot.us](mailto:scott.flagg@iowadot.us) by May 17, 2021, by 5:00 p.m. CST

A complete application includes all of the following: 1) This completed application form (Word); 2) a signed Part F – Certification (scanned PDF); and all of the other required items listed on Part F. No modifications shall be made to this application form and no additional formatting or unique styles shall be applied including covers, title pages, section separators, etc. Please review the program guidance before completing this application.

#### PART A – APPLICANT INFORMATION

<b>Eligible Applicant:</b>	City of Huxley				
<b>Contact Name:</b>	Rita Conner		<b>Contact Title:</b>	City Administrator	
<b>Email Address:</b>	rconner@huxleyiowa.org				
<b>Street Address:</b>	515 N. Main Ave				
<b>City:</b>	Huxley	<b>Zip Code:</b>	50124	<b>Phone Number:</b>	515-597-2561
<i>If applicable, complete the information below for an in-eligible co-sponsor information. If not applicable, leave blank.</i>					
<b>In-eligible Co-Sponsor:</b>					
<b>Contact Name:</b>			<b>Contact Title:</b>		
<b>Email Address:</b>					
<b>Street Address:</b>					
<b>City:</b>		<b>Zip Code:</b>		<b>Phone Number:</b>	

#### PART B – PROJECT INFORMATION

<b>Project Title:</b> In no more than 15 words, provide a short project title that includes the trail corridor or system, phasing, or termini such as Rabbit Trail Phase 2, Workman Trail Extension from Main Street to Soldier Park, etc.  Heart of the Prairie Trail: Heart of Iowa Trail HWY 69 / East 1 <sup>st</sup> St.-Centennial								
<b>Project Description:</b> In no more than 50 words, describe the project including termini and length. Remember to <u>only</u> provide information for the project intended to be funded under this application. Do not provide details of completed or future phases of a project. Heart of the Prairie Trail will connect local/regional trail users from Heart of Iowa Trail through Huxley approximately ¾ of a mile to the north city limits. It will be adjacent to services including grocery / convenience and restaurants, and also provide important proximate connectivity to recreational services, library and schools								
<b>Associated Trail Corridor:</b> Identify the specific trail corridor or system name that this project would most closely be identified with such as Raccoon River Valley Trail, Hoover Nature Trail, Iowa Great Lakes Trail, etc. More than one may be identified. Heart of Iowa Nature Trail								
<b>Reimbursement Costs:</b> Identify the project activities below for which you intend to seek federal reimbursement of costs. <table><tr><td><input checked="" type="checkbox"/> Construction of a new trail (does not currently exist)</td><td><input checked="" type="checkbox"/> Preliminary Engineering (design)</td></tr><tr><td><input type="checkbox"/> Rehabilitation of an existing trail surface</td><td><input checked="" type="checkbox"/> Construction Engineering (inspection)</td></tr><tr><td><input checked="" type="checkbox"/> Paving an existing unpaved trail</td><td><input checked="" type="checkbox"/> Right-of Way Acquisition (including easements)</td></tr><tr><td><input type="checkbox"/> Other:</td><td></td></tr></table>	<input checked="" type="checkbox"/> Construction of a new trail (does not currently exist)	<input checked="" type="checkbox"/> Preliminary Engineering (design)	<input type="checkbox"/> Rehabilitation of an existing trail surface	<input checked="" type="checkbox"/> Construction Engineering (inspection)	<input checked="" type="checkbox"/> Paving an existing unpaved trail	<input checked="" type="checkbox"/> Right-of Way Acquisition (including easements)	<input type="checkbox"/> Other:	
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<input checked="" type="checkbox"/> Paving an existing unpaved trail	<input checked="" type="checkbox"/> Right-of Way Acquisition (including easements)							
<input type="checkbox"/> Other:								

**PART C – PROJECT COSTS**

**An itemized breakdown of total estimated project costs is required to be submitted along with this application (See description of this item at the end of this form).** The itemized breakdown should include all project costs. Transfer the total estimated project costs to the space provided below and enter the COVID-19 Relief Recreational Trails program funds you are requesting. Remember, the minimum request is \$500,000 and the maximum request is \$1,250,000. Calculate the total project costs to be provided with funds other than COVID-19 Relief Recreational Trails program funds ( $C=A-B$ ). Calculate the percent of program participation in project costs ( $D=B$  divided by  $A$  multiplied by 100). Calculate the percent of project costs to be provided by other funding ( $E=C$  divided by  $A$  multiplied by 100).

- A. TOTAL ESTIMATED PROJECT COST: \$787,876.50**
- B. COVID-19 RELIEF RECREATIONAL TRAILS PROGRAM FUNDS REQUESTED: \$687,876.50**
- C. NON-PROGRAM FUNDS (Other federal, state, public, private) (A-B): \$100,000**
- D. Funds Requested as a percent of Total Estimated Project Cost ( $B/A \times 100$ ): 87.3%**
- E. Non-program funds as a percent of Total Estimated Project Cost ( $C/A \times 100$ ): 12.7%**

**Document the degree to which the project will use program grant funds to leverage other public or private investments. Remember to provide funding information for only the project scope that is the subject of the funding request. Do not provide funding for completed or future phases of a project. (10 points)**

**Are any federal, state, or other funds whether public or private and external to the applicant involved in this project?**

☒ Yes

☐ No

Please explain each source of funds, whether the funds are secured or anticipated (and when), and any conditions placed on the funds in the space provided below. Follow these examples:

- *\$110,000 REAP grant. Awarded January 2020. Project must be completed by September 2022.*
- *\$25,000 grant from Kerner Foundation, a local non-profit, anticipated May 2021. Restricted to trail amenities such as benches, trash receptacles, etc. Must be spent within 1 year.*
- *\$350,000 budgeted FY2022 CIP funds. Secured.*

City of Huxley \$100,000

**PART D – PROJECT TIMELINE**

**The current status of the project toward the required National Environmental Policy Act (NEPA) compliance and project readiness for development. (20 points)**

**Please provide a project timeline below and list any progress toward NEPA compliance.** At a minimum, please list an estimate (month and year) of when the following will be completed:

- Preliminary Design
- Environmental Clearance (NEPA cleared)
- Right-of-way Acquisition
- Final Design
- Bid Letting
- Construction
- Project Closure

In addition, if you have completed any work toward the required NEPA compliance such as specific environmental studies, archaeological surveys, etc. please list these items as well as the date they were (or will be) completed. Projects will be required to be completed within two years of funds being awarded to the project. Upon award and execution of a project funding agreement, projects that fail to make satisfactory progress may be terminated by the Iowa Department of Transportation.

DATE	PROJECT DEVELOPMENT PHASE OR NEPA COMPLIANCE STUDY/SURVEY

### PART E – NARRATIVE QUESTIONS

Please provide a narrative response to each question in the space provided for each question below. For all responses, please remember to provide information for only the project scope that is the subject of the funding request. Do not provide information of completed or future phases of a project other than by reference.

**BE AS CONCISE AS POSSIBLE**

- 1. Detailed Description of the Project.** Provide a clear description of the concept of the proposed project that is no more than 1 page in length. Include such information as project termini, existing site conditions, trail length, number/acreage of parcels to be acquired, general construction activities planned, etc.

Attached

- 2. Trail Linkages.** Describe how the project contributes toward the completion of a trail linkage or a connection between two trails that eliminates an existing gap. (40 Points)

Attached

- 3. Alignment with Trail Plans.** Describe how the project aligns with various state, regional, or local trail plans such as the [Iowa Bicycle and Pedestrian Long Range Plan](#), your MPO or RPA regional trail plan, or your local city or county trail plan. Please be specific, identify each plan, and provide a website link (if available) to any regional or local plans. Please discuss if the trail is consistent with a plan's purpose and general direction. If this particular trail segment is identified by name or location as a plan priority in the plan, provide a page or section number from the plan for reference. If the plan is not published online, provide contact information that we may use if we determine it is necessary to review the plan. (20 points)

Attached

**4. Commitment to Maintenance.** Describe your organization's commitment to continued operation and maintenance of the project after the project is constructed. For example, what plans have you made for seasonal or long-term maintenance? Have you established a fund for maintenance? (10 points)

City of Huxley personnel will maintain the Heart of the Prairie Trail

**5. Citizen Involvement.** Describe how citizens were involved in the developing the proposed project. Did the project idea originate with trail users or a community group? What public input process was followed? How have adjacent property owners and others been informed of the propose project and how has the project been accepted?

The City of Huxley has worked with City Council and the Parks and Recreation Board to plan for trail connectivity through the community as a priority. A public involvement process will be conducted later this year.

### ADDITIONAL ITEMS REQUIRED TO BE SUBMITTED

In addition to completion of the above application form, your submittal will also require the following in order to be considered for funding. Please see Part F – Certification for a checklist of items.

1. Signed **PART F – CERTIFICATION**
2. **A DETAILED MAP** identifying the location of the project. The project scope should be clearly identified and the map may also include other important information referred to in the narrative such as important trail linkages, completed or future project phases, etc. More than one map may be submitted if the scope of the project is such that the desired detail is not feasible to be included on just one map. If the map is unclear, incomplete, or reviewers can't understand the map, your application will likely not score well. Limit map sizes to no larger than 8.5-by-11-inches.
3. **A SKETCH PLAN** of the project, including cross section for bicycle or pedestrian facilities. If the cross section of your facility varies across the project (width, number of lanes, etc.) include a cross section for each situation and identify its location.
4. **DIGITAL PHOTOGRAPHS** (limited to five) that will help to explain the existing site conditions of the proposed trail. It is not necessary to include photographs of all aspects or the entire route of a project. Photos submitted should be representative of the project as a whole or should support any particularly compelling or complex description included in the narrative provided in Part E above.
5. **AN ITEMIZED BREAKDOWN OF TOTAL PROJECT COSTS.** This documentation does not need to be a detailed line-item estimate or formal engineer's opinion of probable cost. However, it must accomplish two objectives: 1) it must show the method by which the cost estimate was prepared; and 2) it must enable a reviewer to determine if the cost estimate is reasonable. The manner in which these objectives are achieved may vary widely depending on the type, scope, and complexity of the project. Absent a fully itemized list of costs, some general guidelines for possible methods of estimating each type of project cost:
  - Construction costs: Historical averages for projects of similar size and scope.
  - Design costs: 8-10% of the construction estimate
  - Inspection costs: 12-15% of the construction estimate
6. **AN OFFICIAL ENDORSEMENT (RESOLUTION)** of the project from the authority to be responsible for the project's maintenance and operation. The authority must provide written assurance it will adequately maintain the completed project for its intended public use following project completion. For most construction projects, this will be a minimum of 20 years. The endorsement must also acknowledge the intent of the authority to provide the match funds required for the project. For cities, counties, or other political subdivisions, this should be in the form of a fully executed resolution by the elected body or board, as applicable.
7. **AN IOWA DOT DISTRICT OFFICE LETTER OF SUPPORT** is required if the project will include construction within Iowa DOT right-of-way.
8. **MINORITY IMPACT STATEMENT**

## **COVID 19 RELIEF RECREATIONAL TRAILS PROGRAM APPLICATION: CITY OF HUXLEY**

### **NARRATIVE RESPONSES 1, 2 AND 3**

The Heart of the Prairie Trail project was developed after extensive study of the existing gaps in the City's recreational trail and sidewalk network, and the strong interest to connect the community, both locally and to the broader region. The project proposes installation of a 10' recreational trail along the west side of Highway 69 from the current location of the Heart of Iowa Nature Trail at East 1<sup>st</sup> Street, north to the Huxley City limits. The project is seen as an exciting opportunity to invite regional HOINT travelers to "head north" to enjoy Huxley businesses and services along Highway 69, and to provide access to a trail feature to multiple neighborhoods along the ¾ mile route of the project. Currently, many residents are using the incomplete existing sidewalk network, walking in the streets, or driving to reach the HOINT. The Heart of the Prairie Trail will provide a connection for walking and biking that truly links the community.

The accompanying maps demonstrate the current conditions along the planned route of the Heart of the Prairie Trail. At the south end, at East 1<sup>st</sup> Street and Highway 69, there is an existing traffic signal to guide pedestrians and bicyclists to the north. An existing paved section runs along the west side of Highway 69, adjacent to existing residential and commercial uses. The project will require movement of light poles, extension of an existing culvert and the addition of a retaining wall between the current end of pavement and East 3<sup>rd</sup> Street. Moving north, property acquisition of an estimated 7-10' will be necessary at East 3<sup>rd</sup> Street and Highway 69 due to an existing fence. Continuing north and curving to the west, additional culvert extension and retaining wall will be necessary to construct the trail. An existing paved section is in place from North Main Avenue to the Fareway grocery store on Highway 69. North Main Avenue to the west contains the city administrative offices, police station, recreational center and gym, the city library and the Ballard Community Middle School, all housed in the same building. Development of a retail building including a restaurant is currently under city review at the vacant site next to Fareway, which will be an amenity for users of the trail. The trail will continue along Highway 69 to the new Westview Heights neighborhood, a residential development under construction that has opened up more than 200 lots for new housing. West Centennial Drive connects to Ballard Drive, home to Ballard Community High School.

The Heart of the Prairie Trail provides linkage to the south from the Heart of Iowa Trail, an east-west trail that runs approximately 28 miles from Rhodes to Slater, where the 25 mile High Trestle Trail can be accessed. The High Trestle Trail runs through Polk, Story, Boone and Dallas Counties. To the north, the Heart of the Prairie Trail is planned to extend to the north City limits and the Ballard Creek subwatershed, with the potential to connect through unincorporated Story County to Ken Maril Road in the City of Ames, where a recreational trail was constructed on the east side of Highway 69 in 2019. This linkage could be an important step to goals set by the City of Ames for Central Iowa trails connectivity.

The Heart of the Prairie Trail is in alignment with the planning goals of the Central Iowa Regional Transportation Planning Alliance (CIRTPA) and the Iowa Department of Transportation.

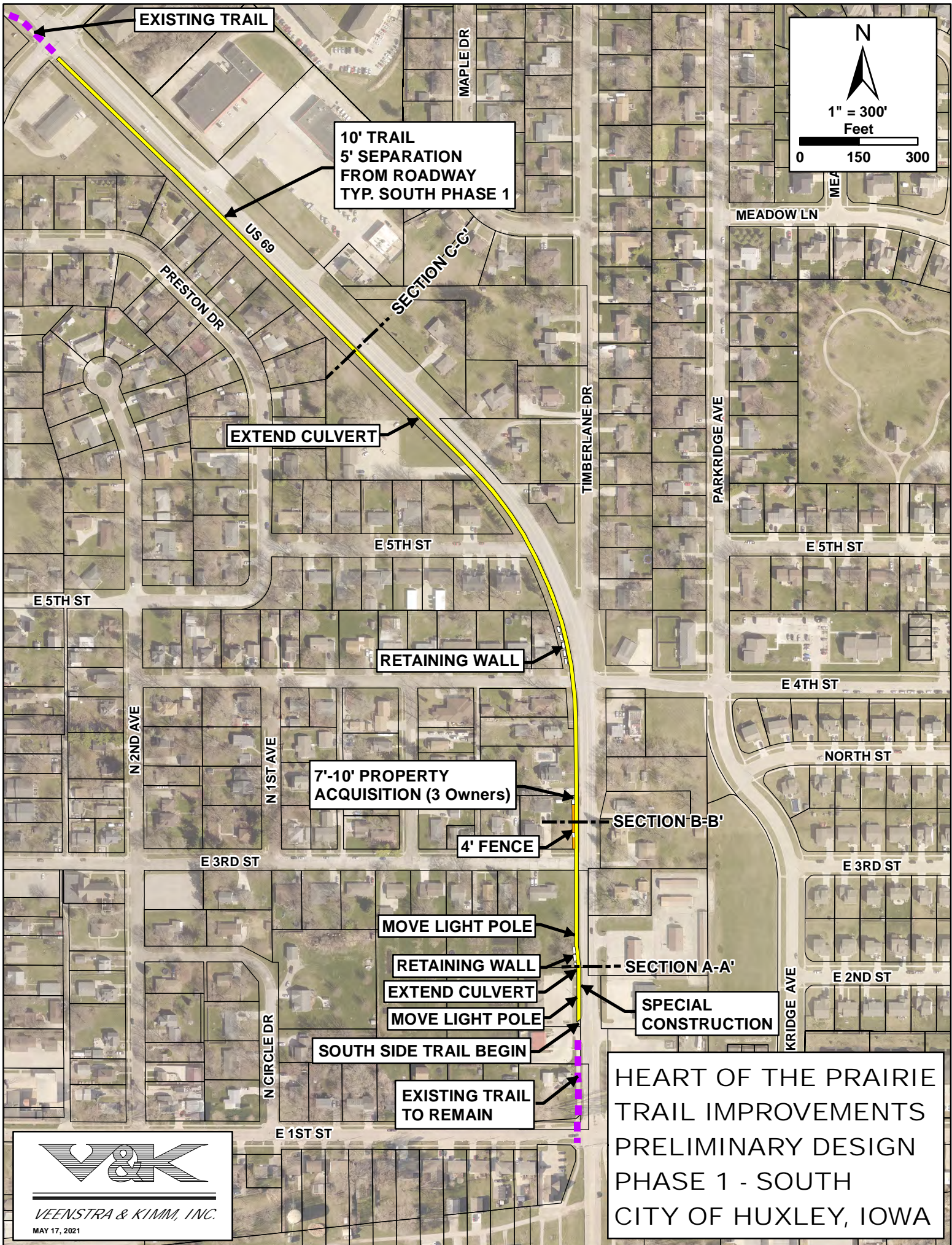
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<https://iowadot.gov/iowabikes/bikemap/home.aspx>

**Engineers Preliminary Estimate of Probable Cost**

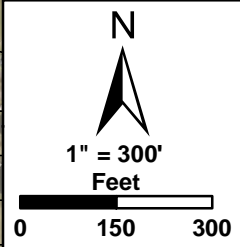
<b>Heart of the Prairie Trail Improvements</b>					14-May-21
<b>Phase 1</b>					
<b>Huxley , Iowa</b>					Proj # 45265
ITEM	DESCRIPTION	UNIT	UNIT PRICE	QUANTITY	VALUE
1	Property Acquisition	LS	\$ 40,000.00	1	\$ 40,000.00
2	Construction Staking	LS	\$ 10,000.00	1	\$ 10,000.00
3	Mobilization	LS	\$ 40,000.00	1	\$ 40,000.00
4	Traffic Control	LS	\$ 15,000.00	1	\$ 15,000.00
5	Class 10 Excavation	LS	\$ 65,000.00	1	\$ 65,000.00
6	10' Wide PCC Trail	SY	\$ 55.00	5000	\$ 275,000.00
7	Truncated Domes	SF	\$ 100.00	70	\$ 7,000.00
8	PCC Drive	SY	\$ 60.00	100	\$ 6,000.00
9	Storm Sewer Work	LS	\$ 40,000.00	1	\$ 40,000.00
10	Retaining Wall	LS	\$ 13,000.00	1	\$ 13,000.00
11	Residential Wood Fence	LS	\$ 5,000.00	1	\$ 5,000.00
12	Seeding	AC	\$ 4,000.00	4	\$ 16,000.00
13	Erosion Control	LS	\$ 10,000.00	1	\$ 10,000.00
14	Clearing and Grubbing	LS	\$ 15,000.00	1	\$ 15,000.00
15	MISC. 15%	LS	\$ 83,550.00	1	\$ 83,550.00
				<b>Total</b>	\$ 640,550.00
	Engineering Design and Easement Acquisitions			10%	\$ 64,055.00
	Construction Admin. and Res. Review			13%	\$ 83,271.50
				<b>Grand Total</b>	<b>\$ 787,876.50</b>





EXISTING TRAIL

10' TRAIL  
5' SEPARATION  
FROM ROADWAY  
TYP. SOUTH PHASE 1



SECTION C-C'

EXTEND CULVERT

RETAINING WALL

7'-10' PROPERTY  
ACQUISITION (3 Owners)

4' FENCE

SECTION B-B'

MOVE LIGHT POLE

RETAINING WALL

EXTEND CULVERT

MOVE LIGHT POLE

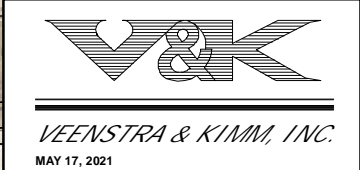
SECTION A-A'

SPECIAL  
CONSTRUCTION

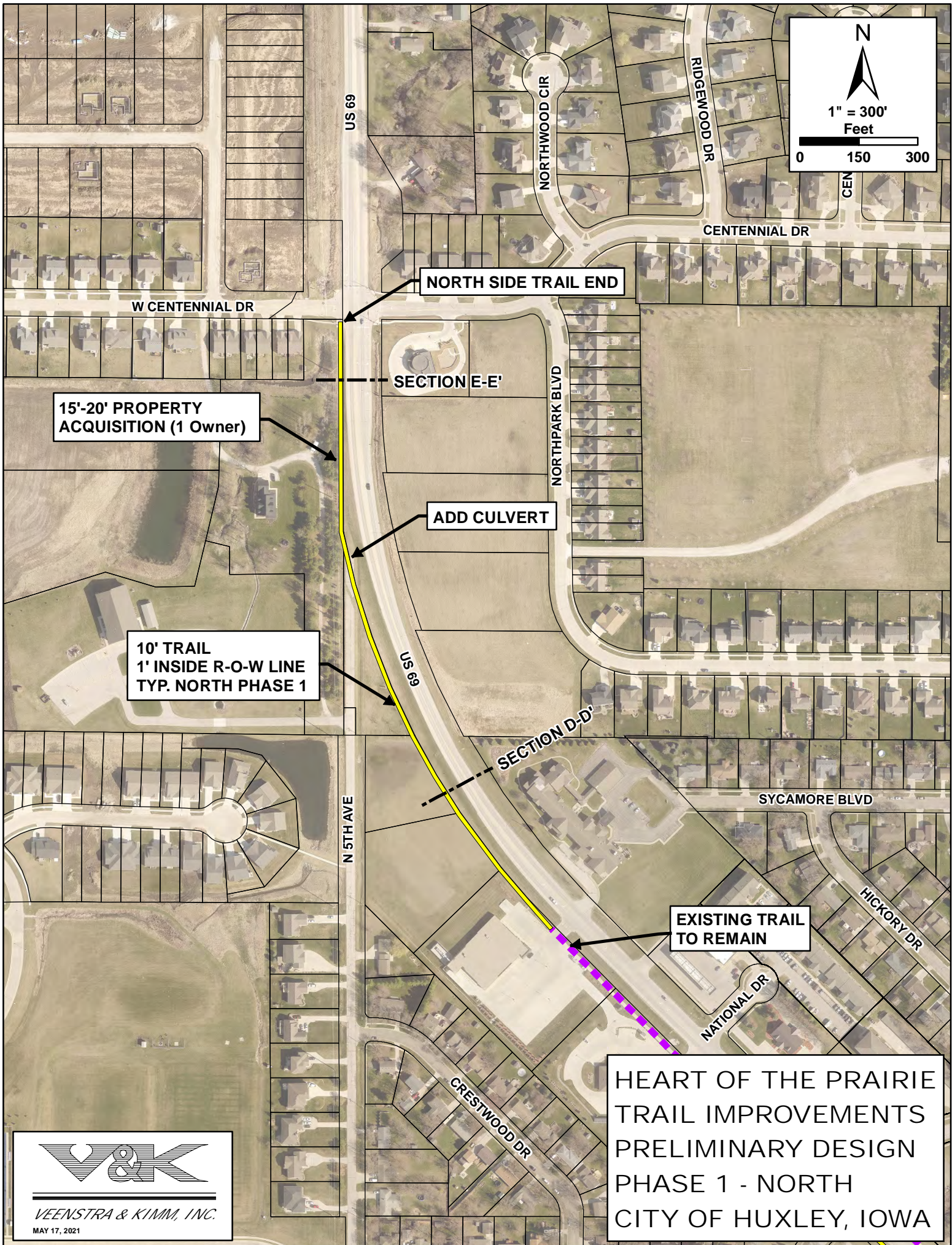
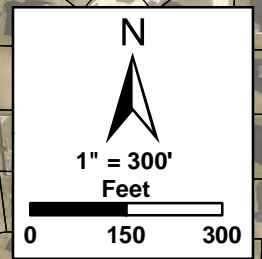
SOUTH SIDE TRAIL BEGIN

EXISTING TRAIL  
TO REMAIN

HEART OF THE PRAIRIE  
TRAIL IMPROVEMENTS  
PRELIMINARY DESIGN  
PHASE 1 - SOUTH  
CITY OF HUXLEY, IOWA

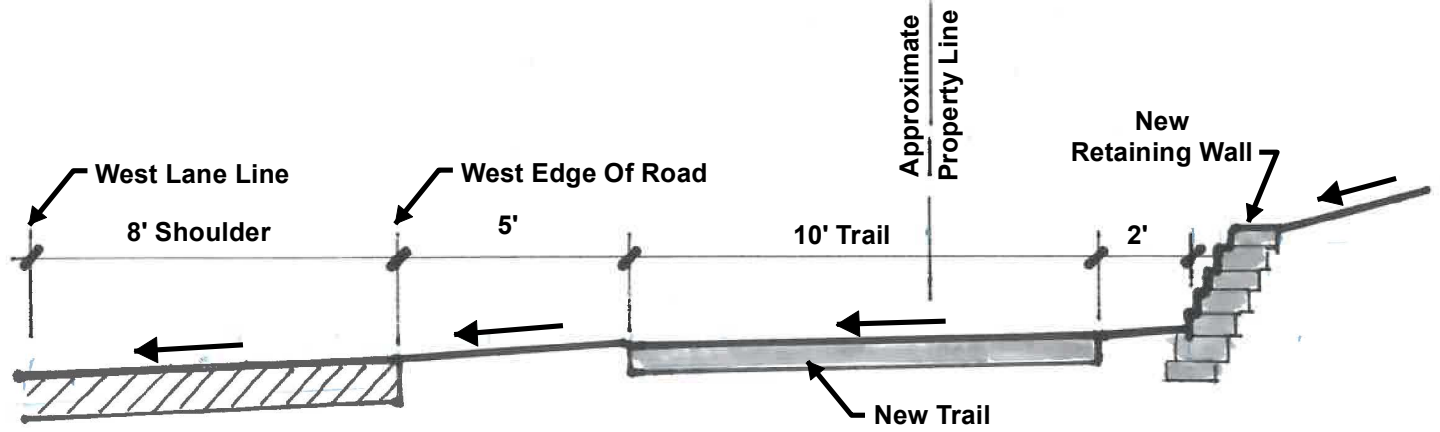




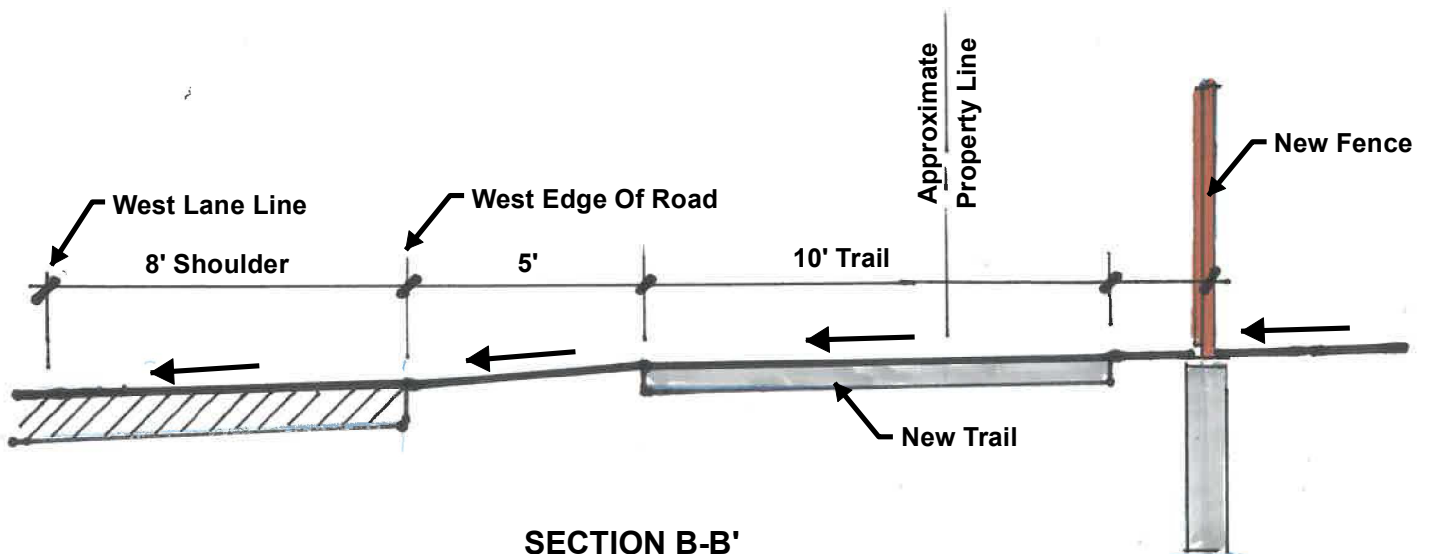


HEART OF THE PRAIRIE  
TRAIL IMPROVEMENTS  
PRELIMINARY DESIGN  
PHASE 1 - NORTH  
CITY OF HUXLEY, IOWA

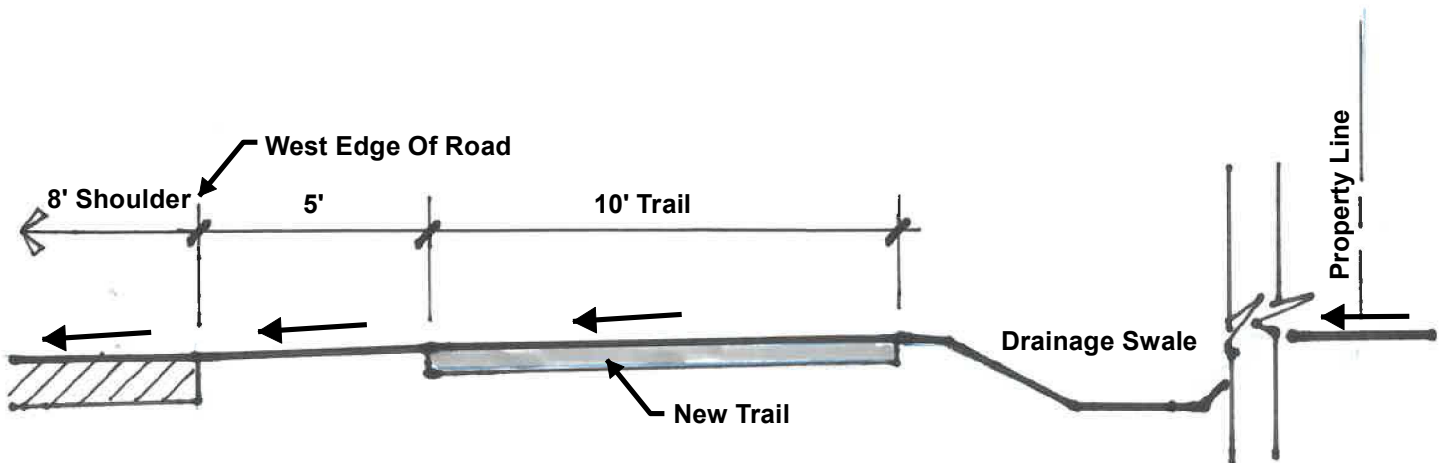




SECTION A-A'



SECTION B-B'



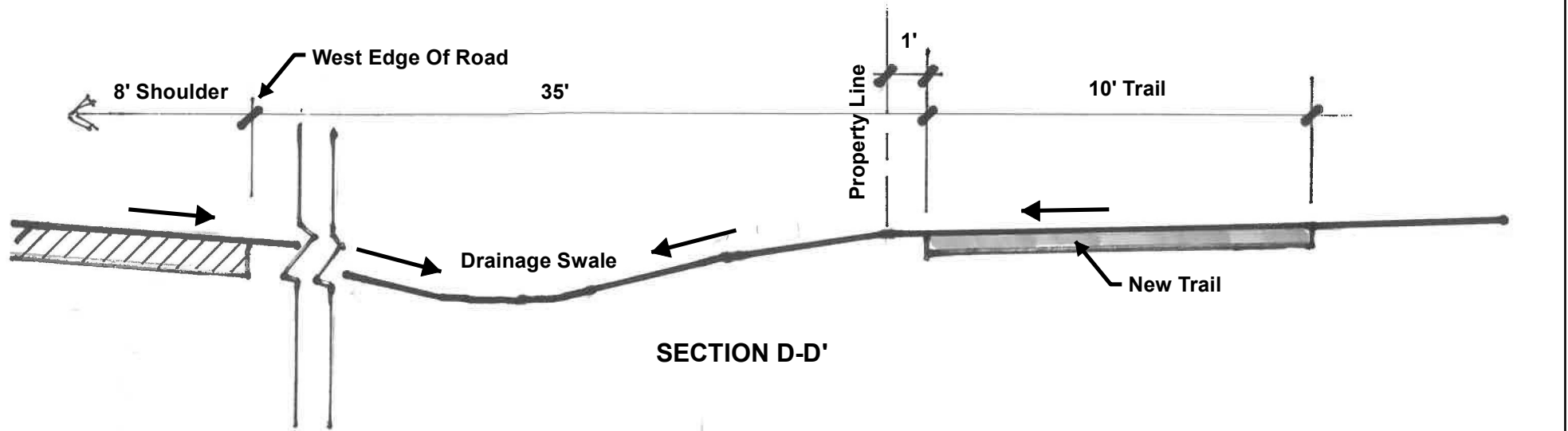
SECTION C-C'

**HEART OF THE PRAIRIE  
TRAIL IMPROVEMENTS  
PRELIMINARY DESIGN  
PHASE 1 - SOUTH  
CITY OF HUXLEY, IOWA**

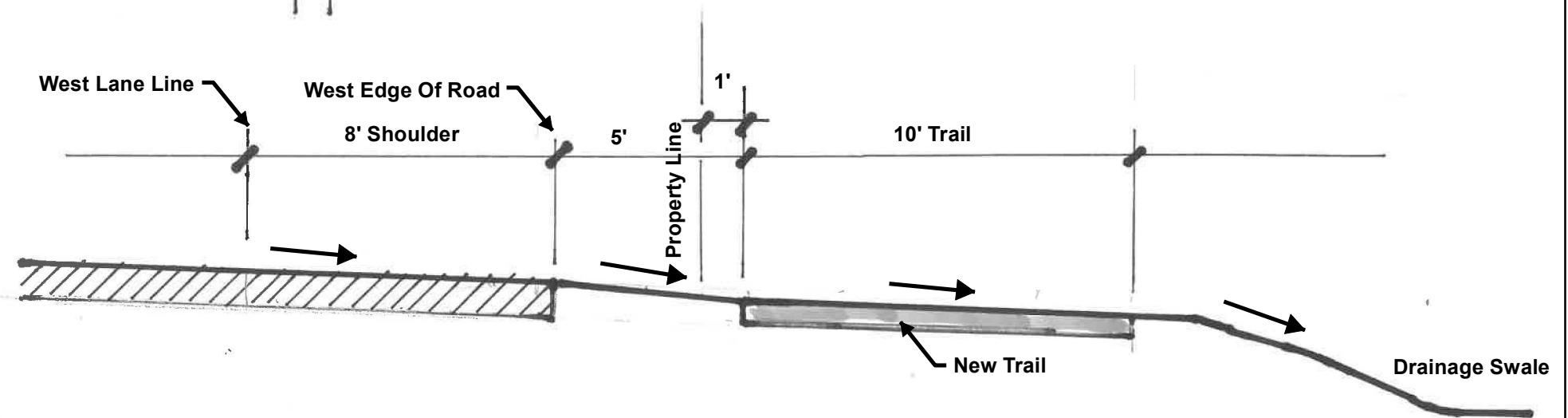


**VEENSTRA & KIMM, INC.**

MAY 17, 2021



SECTION D-D'



SECTION E-E''

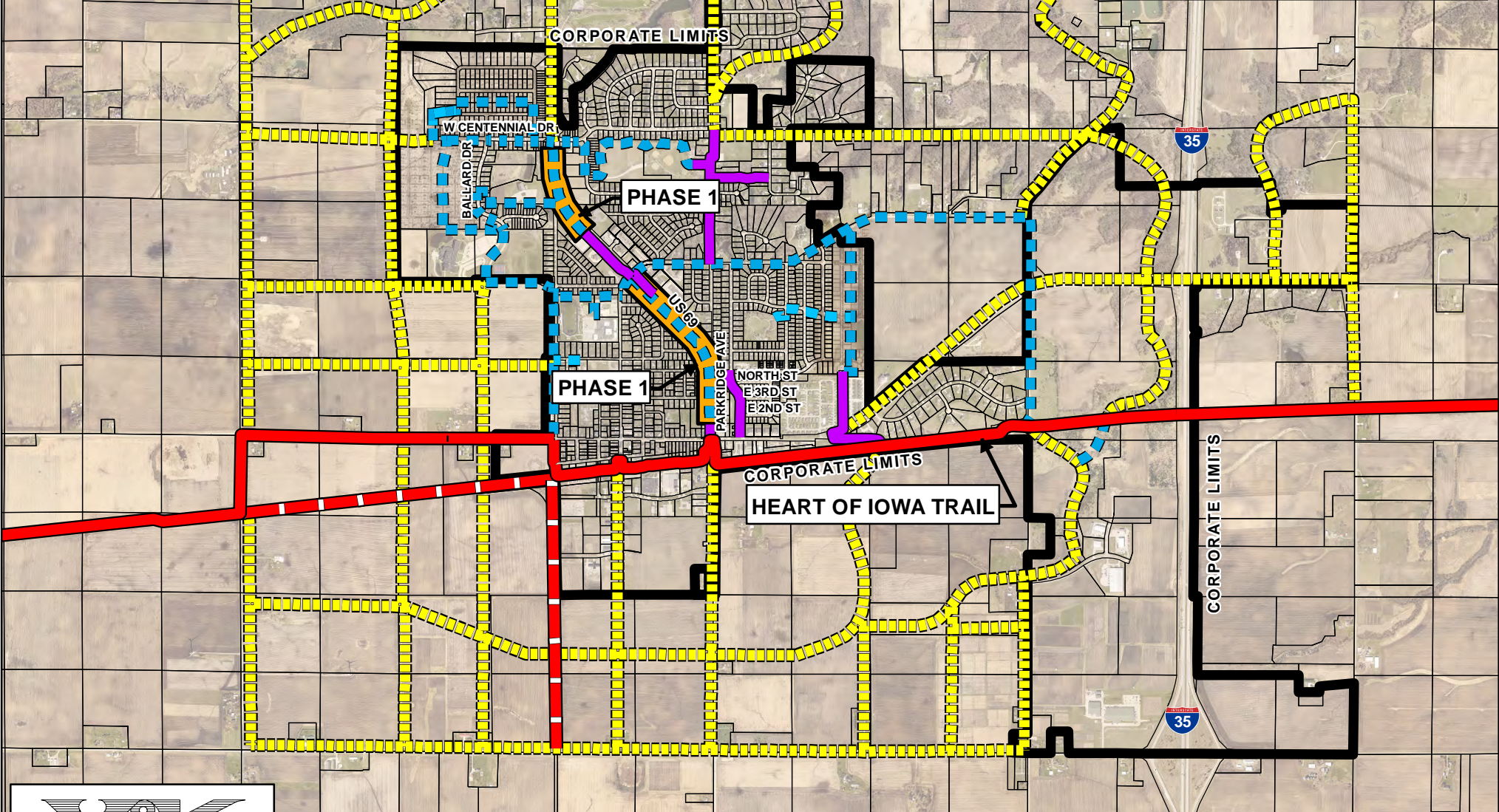
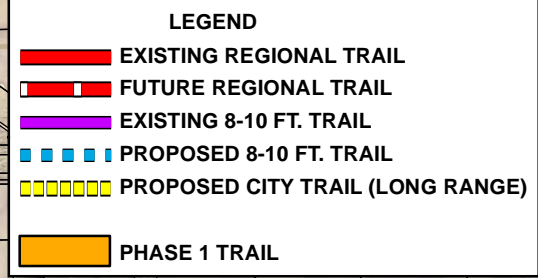
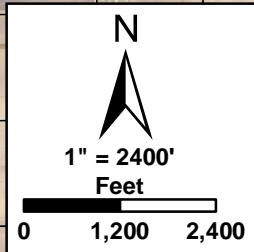
**HEART OF THE PRAIRIE  
TRAIL IMPROVEMENTS  
PRELIMINARY DESIGN  
PHASE 1 - NORTH  
CITY OF HUXLEY, IOWA**



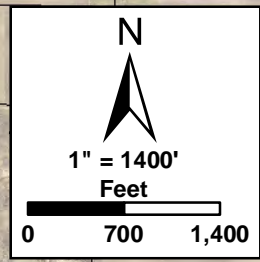
**VEENSTRA & KIMM, INC.**

MAY 17, 2021









**LEGEND**

- EXISTING REGIONAL TRAIL
- FUTURE REGIONAL TRAIL
- EXISTING 8-10 FT. TRAIL
- EXISTING 4-5 FT. TRAIL
- PROPOSED 8-10 FT. TRAIL

