



CITY COUNCIL WORKSESSION NOTICE

TUESDAY SEPTEMBER 7, 2021 6:00 P.M.

AGENDA

1. ROLL CALL

2. DISCUSSION/REVIEW ITEMS/DIRECTION TO STAFF

- a. Draft FY 22 CIP and Overview/Update of Long-Range CIP
- b. Water Expansion Project Update/Debt Obligations Review
- c. Draft Incentive Program for Building Rehabilitation
- d. Annexation Map and Council Phasing Priorities
- e. Story County Plat of Survey

3. ADJOURNMENT

UPCOMING WORK SESSION TOPICS

Personnel Committee Priorities and Organizational Chart

Derecho Event Fiscal Update

Other Topics of Interest to Mayor and Council

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

COUNCIL COMMUNICATION

AGENDA HEADING:

Worksession Items September 7

SUBMITTED BY:

Rita Conner, City Administrator

SYNOPSIS:

The information below summarizes the items for September 7, 2021 that staff requests Council direction on.

Capital Improvement Plan

The FY21, FY 22 and Long-Range CIP tables are included. Fundamentals of the CIP include:

- Presenting plans that reflect goals and priorities of Council
- Staff evaluation of proposed public improvement projects, facilities and equipment to reflect needs of the community and prudent use of fiscal resources
- Balancing public service needs for all departments and reflecting community growth
- Presenting plans that work in conjunction to balance Council debt reduction strategy, maintenance of tax levy, maximization of outside resources, and growing/maintaining the community at the same time.
- Growth contributing to/paying for itself by contributing to public improvements including streets, utilities, parks and trails.
- Long range plan projects are fluid and will change as projects are programmed into current year and updated for future years. Sheets are included for areas that need additional evaluation and project development.

Water Expansion Project Update

Continued updates of the process, particularly as we incorporate CIP proposals and determination of Council priorities and financing preferences, along with continued debt reduction strategy.

Draft Incentive Program for Building Rehabilitation

Included in the meeting materials is a rough draft of a possible framework for development incentives for commercial building rehabilitation. Adapted for Huxley from the City of Des Moines' Neighborhood Commercial Revitalization Program, the draft includes Council suggestions from meetings and discussions over the last year+.

Annexation Map, Council Phasing Priorities and Story County Plat of Survey

V & K will provide an updated link to the draft annexation map for the meeting, staff will review utilities and recent sanitary sewer study as well as proposed plat of survey on 560th. We will also cover Council annexation priority areas and potential for graduated tax abatement and utility connections.

COUNCIL GOAL SETTING 2021 PRIORITIES

High

Status

COUNCIL COMMUNICATION

- Sidewalk infill Sept 21&23
- Increase transparency-Council Chambers media, newsletter Near completion
- Development agreement structures, TIF analysis and policy actions4 EDC-Council
- Update Land Use and Zoning Maps Completed
- Facility and space needs analysis RFP in development
- Comprehensive Plan RFP in development
- Centennial and Larson Park improvements FY 22 and LR CIP

Moderate

- Plan for new business attraction completed HDC Strategic Plan
- Plan for development/landowners-utilities Sewer service/annex. study

FY 2021 Capital Improvement Plan

(Year ended June 30, 2021)

		Cost Estimate	Funding Source
Public Works-Streets			
North 4th Avenue (4"water)		\$187,871.00	Road Use Tax
East 4th Street from Highway 69 to North 2nd Ave. and water main		\$390,356.00	Water/WW Enterprise Fund
Cypress		\$89,076.00	
Total		\$667,303.00	
Sidewalk Infill		\$50,000.00	Potential public assess bond/TIF/LMI
Public Works-Water			
Water Plant Expansion/Well Field Expansion			
Engineering		\$450,000.00	Water Enterprise Fund
Total		\$450,000.00	
Public Works-Wastewater			
Diesel Mower		\$20,000.00	WW Enterprise Fund
Upgrade UV Bulbs and Quartz Jackets		\$15,000.00	WW Enterprise Fund
Line Sanitary Main on West 3rd		\$35,000.00	WW Enterprise Fund
Manhole rehab		\$20,000.00	WW Enterprise Fund
Camera trailer		\$187,500.00	WW Enterprise Fund
Total		\$277,500.00	
Parks & Recreation			
FY 2021 was a repair year			
			Insurance proceeds
			Grant applications
Police			
Patrol Vehicle		\$65,500.00	General Fund
Radar Units		\$3,000.00	General Fund
Patrol Cameras		\$10,000.00	General Fund
Body cameras		\$5,600.00	General Fund
Tasers		\$4,800.00	General Fund
AEDs		\$2,000.00	Grant funds
Total		\$90,900.00	
Fire-EMS			
Generator		\$15,000.00	General Fund
Knox Keyhole		\$5,000.00	General Fund
Expansion Design		\$18,000.00	General Fund
Total		\$38,000.00	
Administration/3C's Building			
HVAC Controls		\$25,565.00	General Fund
New roof		\$205,407.00	Insurance-Derecho
Total		\$230,972.00	

Assumptions

Street projects will include evaluation of underground utilities and sidewalk install

Total projects

\$1,804,675.00

FY 2022 Capital Improvement Plan

(Year began July 1, 2021)

	Cost Estimate	Funding Source
Public Works-Streets		
East 1st Street Rehabilitation (1500' x 28'=4667 Sq. Yds.)(1500'x28' = 4667 S.Y.)		CIRPTA Grants
		Spring 2020 Bond Issuance
Total	\$621,536.00	
Mill and 2" Overlay		
East 3rd Street from Highway 69 to North 3rd Ave. (1856' x 26' = 5362 Sq. Yds.)	\$139,412.00	Road Use Tax
North 2nd Avenue from East 5th Street to Cul-de-sac (800' x 26' = 2311 Sq. Yds.)	\$60,000.00	Road Use Tax
East 5th from Highway 69 to Preston Drive (677' x 26' = 1965 Sq. Yds.)	\$51,090.00	Road Use Tax
North 3rd Ave. from West 1st Street to West 3rd Street (754' x 26' = 2178 Sq. Yds.)	\$56,526.00	Road Use Tax
Cedar Lane	\$127,015.00	Road Use Tax
East 5th from Parkridge Avenue to Berhow Park	\$76,139.00	Road Use Tax
Total	\$510,182.00	Water/Wastewater Enterprise Fund
Storm Sewer		Evaluation of stormwater utility
Sidewalk Infill	\$100,000.00	Evaluation of assessment, TIF, LMI
Public Works-Water		
Water Plant Expansion/Well Field Expansion	\$10,300,000.00	Summer 2021 Bond Issuance, GO/ TIF, ARA
Secondary Water Service Connection-IRUA /Xenia	TBD	Water Enterprise Fund
Abandon 4" Main E 1st , re-tap to 12" (N side)	\$90,000.00	Possible ARA?
Update & Replace 4" main on E 4th from HWY 69-N 2nd	\$300,000.00	Possible ARA?
Connect Water Main Circle Drive to N 2nd	\$135,000.00	Possible ARA?
Replace 4" asbestos main on N 2nd	\$195,000.00	Possible ARA?
Extend & loop main on E5th to Timberlane	\$110,000.00	Possible ARA?
Replace 4" Main on E 3rd from HWY 69 to N 2nd	\$300,000.00	Possible ARA?
Blast & Repaint Water Tower	\$260,000.00	Possible ARA?
Blast & Repaint Ground Storage Tank	\$80,000.00	Possible ARA?
Total	\$11,770,000.00	
Public Works-Wastewater		
Concrete Driveway in Between Buildings	\$40,000.00	WW Enterprise Fund
Jetter	\$120,000.00	WW Enterprise Fund
Lining and lateral launching	\$80,000.00	Possible ARA?
Manhole Rehab	\$20,000.00	Possible ARA?
Barnacle removal and main lining under 69 on E 5th to Timberlane	\$30,000.00	Possible ARA?
Upgrade 2500 Utility Truck	\$60,000.00	WW Enterprise Fund
Design Work New Public Works Facility	\$25,000.00	W/WW Enterprise Fund
Total	\$375,000.00	
Police		
Patrol Vehicle	\$48,374.00	General Fund
Drone	\$7,500.00	Community Donations
Total	\$55,874.00	
Parks & Recreation		
Splash Pad Planning, Design, Construction after January 1, 2021	\$340,000.00	Kreg Donation, General Fund, TIF
Additional Field at Centennial	\$35,000.00	Possible Community Time/Labor
HWY 69 Trail	\$978,702.85	Seek Grant Funding/Matching Funds

Sewer and Drainage-Berhow Park	\$85,000.00	WW Enterprise Fund
Larson Restroom	\$57,000.00	General Fund/WW Enterprise Fund
Centennial Sewer	\$75,000.00	WW Enterprise Fund
Total	\$1,570,702.85	General Fund

Fire-EMS

Replace 2002 Ford 606 Attack Truck	\$150,000.00	General Fund
EMS Vending Machine-Medical Supplies	\$15,000.00	General Fund
Total	\$165,000.00	

Administration/3C's Building/Library

Analyze for remodeling and office space needs, Library, PD, Rec Center/HFR	\$45,000.00	General Fund
Comprehensive Plan/Update	\$32,000.00	General Fund
Office space reconfiguration, break area plumbing, additional restroom	\$45,000.00	General Fund/Evaluate Potential Sources
Total	\$122,000.00	

TOTAL \$15,290,294.85

City of Huxley Capital Improvement Plan-Streets
Jul-21

ITEM	Fund	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY2024-2025	FY2025-2026	FY2026-2027	FY 2027-2028	FY2028-2029	FY2029-2030
TOTAL											\$4,523,135.00
		\$1,012,841.00	\$1,230,868.00	\$795,100.00	\$691,826.00	\$792,500.00	\$455,776.00	\$1,350,000.00			
1	North 4th Avenue										
	24" PCC Curb Remove and Replace										
	4" HMA Patching										
	1" HMA Leveling/2" HMA Surfacing										
	Manhole Reconstruction										
	Traffic Control /Mobilization										
	Replacement of Water Main Under Water Expenses to be included										
	Total	\$187,841.00									
2	Streets to be milled and a 2"overlay (Engineering and Contingency Included)										
	East 4th Street from Highway 69 to North 2nd Ave. (1117' x 27'=3227 Sq. Yds.)										
	Update & Replace 4" Water Main on East 4th Street										
	Cedar Lane (1700' x 24' = 4533 Sq. Yds.)										
	East 5th from Parkridge Avenue to Berhow Park (677' x 26' = 1956 Sq. Yds.)										
	Cypress Drive (242' x 26' = 700 Sq. Yds.)										
	Total	\$0.00									
4	East 1st Street Rehabilitation (1500' x 28'=4667 Sq. Yds.)(1500'x28' = 4667 S.Y.)										
	Remove and Replace a portion of East 1st street			\$586,770.00							
	Contingency			\$71,070.00							
	Engineering Construction Services			\$54,000.00							
	Design			\$48,000.00							
	Legal and Admin			\$22,000.00							
	Testing Services			\$14,000.00							
	CIRPTA Grants			125,000							
				\$240,000.00							
	Total			\$795,840.00							
5	New Public Works Building (80'x200'x18')/PW Relocation					\$550,000.00					
	Engineering / Design					\$25,000.00					
	Paving					\$250,000.00					
	Total					\$825,000.00					
6	Mill and 2" Overlay										
	East 3rd Street from Highway 69 to North 3rd Ave. (1856' x 26' = 5362 Sq. Yds.)			\$139,412.00							
	North 2nd Avenue from East 5th Street to Cul-de-sac (800' x 26' = 2311 Sq. Yds.)			\$60,000.00							
	East 5th from Highway 69 to Preston Drive (677' x 26' = 1965 Sq. Yds.)			\$51,090.00							

	North 3rd Ave. from West 1st Street to West 3rd Street (754' x 26' = 2178 Sq. Yds.)			\$56,526.00									
	Engineering (Included in prices above)												
	Contingency (included in the prices above)			\$15,000.00									
			Total	\$322,028.00									
7	Storm Sewer Rehabilitation or Replacement under Oak Blvd.												
	Spray on fiber-reinforced cementitious liner			\$35,000.00									
	Complete removal, replacement and rehab.			\$105,000.00									
	Engineering			\$8,000.00									
			Complete Removal and Replacement	Total	\$113,000.00								
8	Update 2004 CAT 232 Skid Loader				\$65,000.00								
			Total		\$65,000.00								
9	Replace and update Skid loader trailer												
			Total		\$6,000.00								
10	Replace and update 2003 Chevy 3/4 ton and plow												
			Total		\$75,000.00								
11	Mill and 2" Overlay												
	Porchlight Drive 943' x 24' = 2515 Sq. Yds)				\$65,390.00								
	Sycamore Blvd. 1050' x 26' = 3033 Sq. Yds)				\$78,858.00								
	Timberlane from highway 69 to Oak Blvd. (1703' x 26' = 4731 Sq. Yds.)				\$123,006.00								
	Crestwood Drive (890' x 26' = 2571 Sq. Yds.)				\$66,846.00								
	Engineering				\$15,000.00								
	Contingency (Included above)												
			Total		\$349,100.00								
12	Replace and Update Street Sweeper				\$250,000.00								
			Total		\$250,000.00								
13	Replace and Update Tar Kettle				\$50,000.00								
			Total		\$50,000.00								
14	Mill and 2" overlay												
	Preston Drive (1358' x 26' = 3923 Sq. Yds)					\$101,998.00							
	Majestic Oak (432' x 24' = 1152 Sq. Yds.)					\$29,952.00							
	Parkridge Avenue (1756'x26' = 5073 Sq. Yds.)					\$131,898.00							

**City of Huxley Capital Improvement Plan-Wastewater
Jul-21**

ITEM		Fund	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 23- FY24
			\$290,000.00	\$90,000.00	\$120,000.00	\$220,000.00
1	New Diesel Mower for Plant		\$20,000.00			
	Total		\$20,000.00			
2	Upgrade UV Bulbs and Quartz Jackets		\$15,000.00			
	Total		\$15,000.00			
3	Line Sanitary Main on West 3rd (550' x 8")		\$35,000.00			
	Total		\$35,000.00			
4	Manhole rehab		\$20,000.00			
	Total		\$20,000.00			
5	Camera Trailer					
	Total		\$200,000.00			
6	Concrete Driveway in Between Buildings			\$40,000.00		
	Total			\$40,000.00		
7	Jetter			\$120,000.00		
				\$120,000.00		

Total

8	Lining and lateral launching			\$40,000.00	
	Total			\$40,000.00	

	Barnacle Removal and lining of Sanitary Main under Highway 69 on east 5th to Timberlane			\$30,000.00	
9					
	Total			\$30,000.00	

	Manhole Rehab			\$20,000.00	
10					
	Total			\$20,000.00	

	Lining and lateral launching			\$40,000.00	
11					
	Total			\$40,000.00	

	Manhole Rehab			\$20,000.00	
12					
	Total			\$20,000.00	

	Upgrade the 2500 utility Truck			\$60,000.00	
13					
	Total			\$60,000.00	

	Lining and Lateral launching				\$40,000.00
14					
	Total				\$40,000.00

	Manhole rehab.				\$20,000.00
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15						
						\$20,000.00
16	Concrete Driveway					\$100,000.00
						\$100,000.00
17	Lining and Lateral launching					\$20,000.00
						\$20,000.00
18	Replace Backhoe					\$40,000.00
						\$40,000.00
19	Lateral launching and CIPP Lining					
20	Manhole Rehab					
21	Demolition of old wastewater treatment facility					
22	Replace Water Van					

City of Huxley Capital Improvement Plan-Park & Recreation
Jul-21

ITEM	Fund	FY 2020-2021	FY 2021-2022
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P & R

		\$0.00	\$101,000.00
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1	Centennial Park		
	Sewer hookup		\$75,000.00
	Parking lot off Timberlane		
	4th Baseball Diamond		
	Splash Pad		
	Shelter/Restroom/Concession Building		
	Parking Lot off North Park		
	Additional Playground (west side)		
	Pool		
	Finish south side trail		
	Dog Park		

2	Berhow Park		
	New roof at structure		\$15,000.00
	Sewer		\$75,000.00
	Drainage		\$10,000.00
	Total		\$100,000.00

3	Railroad Park		
	New roof at structure		\$11,000.00
	Dog Park		
	Total		\$211,000.00

4	Trails and Sidewalk Infill Master Plan Phases		
	Lynwood/Ballard Trail N 5th to N Main		
	HWY 69 Corridor to 1st		
	City /School Trail		
	Trail Section by Lilypad		

6	WVH	WestView Hts		

Parking lot

		Playground		
		Benches		
		Swings		
		Shade Structure/table		

7		Larson		
		24x24 Restroom		
		Shelter		
		Utilities		

8		Meadow Lane		
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FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026
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\$731,071.00	\$2,661,000.00	\$550,000.00	\$575,000.00
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\$290,000.00			
\$340,000.00			
		\$200,000.00	
	\$2,156,000.00		
		\$150,000.00	
			\$300,000

\$50,000.00			

\$275,471.00			
	\$500,000.00		
		\$400,000.00	
			\$275,000
	\$135,000.00		

\$50,000.00

\$15,000.00			
\$600.00			
	\$3,500.00		
	\$5,000.00		

\$57,000.00			
\$43,000.00			
\$100,000.00			

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City of Huxley Capital Improvement Plan-Police Department
 Jul-21

ITEM	Fund	FY 2020-2021
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Police

	\$75,300.00
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1	Patrol Vehicle	\$65,500.00
	Total	\$65,000.00

2	Radar Units	\$3,000.00
	Total	\$3,000.00

3	Patrol Cameras	
	Total	

4	Body cameras	
	Total	

5	Tasers	\$4,800.00
	Total	\$4,800.00

6	AEDs		\$2,000
	Total		\$2,000

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FY 2021-2022	FY 2022-2023	FY 2023-2024
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\$65,000.00	\$65,000.00	\$65,000.00
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\$65,500.00	\$65,500.00	\$65,500.00
\$65,500.00	\$65,000.00	\$65,000.00

FY 2024- 2025	FY 2025- FY2026	FY2026-FY2027
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\$0.00	\$0.00	\$95,900.00
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\$367,200.00

		65,500
		65,500

		\$5,000.00
		\$5,000.00

		\$10,000.00
		\$10,000.00

		\$5,600.00
		\$5,600.00

		\$4,800.00
		\$4,800.00

		\$5,000
		\$5,000

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City of Huxley Capital Improvement Plan-Fire/EMS Department
Jul-21

ITEM	Fund	FY 2020-2021	FY 2021-2022	FY 2022-2023
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Fire/EMS

		\$38,000.00	\$0.00	\$150,000.00
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1	Land Acquisition			
	Building			
	Generator	\$15,000.00		
	Knox Keyhole	\$5,000.00		
	Expansion Design	\$18,000.00		
	Total	\$38,000.00		

2	Pave west parking lot			
	Total			

3	Replace 2002 Ford 606 Attack Truck			\$150,000.00
	Total			\$150,000.00

4	Replace 1999 Toyne 206 Engine			
	Total			

Administration
Jul-21

ITEM	Fund	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024
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		\$205,407.00	\$0.00	\$0.00	\$0.00
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1	Administration/3 Cs				
	Total				

2	Financial Software				
			\$40,000.00		
	Total		\$40,000.00		

3	New roof		\$205,407.00		
	Total		\$205,407.00		

4	Additional restroom, break/file room plumbing, office reconfiguration				

5	Servers and computers				

Library
Jul-21

ITEM	Fund	FY 2020-2021	FY 2021-2022	FY 2022-2023
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	\$0.00	\$0.00	\$0.00
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1				
	Total			

2				
	Total			

3				
	Total			

4				

	Total				

5					
	Total				

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**City of Huxley Capital Improvement Plan-Stormwater
Jul-21**

ITEM	Fund	FY 2020-2021	FY 2021-2022
1			
2			
3			
4			
5			
6			
7			
8			
9			

Community Development/Development Services
 CIP Draft July 2021

ITEM	Fund	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024
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	\$0.00	\$0.00	\$0.00	\$0.00
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1					
	Total				

2					
	Total				

3					
	Total				

4					

**DRAFT CITY OF HUXLEY
COMMERCIAL REVITALIZATION PROGRAM**

The intent of the City of Huxley Commercial Revitalization program is to promote reinvestment in existing buildings generally located in neighborhood commercial nodes and primary corridors across the city. Grants and/or rebates awarded by the City of Huxley pursuant to this program will provide financial assistance to property owners and businesses in the renovation and upgrade of commercial, office, and mixed-use properties.

**ELIGIBILITY
REQUIREMENTS**

- Applicant must be the property owner
- Projects with a non-City investment of less than 50% are NOT eligible.
- Business types within stand-alone (single commercial tenant) buildings that are discouraged from applying include: liquor and tobacco stores; adult entertainment and product stores; pawnshops, check cashing/payday loans; car dealerships; and gas stations.
 - *Multi-tenant buildings that include any of these business types are subject to additional review
- Applicant must agree to create or retain jobs in relation to the project.
- Projects must begin within one year of the approval of the agreement.
- Property taxes, assessments, and outstanding judgments held by the City of Huxley for the subject property must be paid in full at the time of grant approval.
- Applicant shall disclose any other public/private liens (except mortgage) or claims or pending legal action.
- Primarily residential properties are NOT eligible for funding under this program
- Properties owned or operated by individuals and private entities are eligible.
- Property must be in compliance with City of Huxley Municipal Code. If the property is not in compliance at the time of grant approval, the project must bring the property into compliance with applicable City codes.
- A Pre-Application meeting is advised unless a determination is made by the City Administrator or a designee that one would not be necessary. This is typically dependent upon the scale of the proposed project and history of building permits for the property.

ELIGIBLE PROJECTS:

This grant is intended to enhance the exterior appearance of existing commercial properties and/or assist with the redevelopment of commercial, office, and mixed-use properties to ensure occupancy and Huxley Municipal Code compliance, as well as to improve the appearance of the area. Eligible projects include façade renovations and exterior site improvements, building stabilization, roof repair, installation of a fat, oil, grease (FOG) interceptor, installation of energy-efficient HVAC systems, fire sprinkler systems, electrical updates, and plumbing updates. Parking lot improvements are only eligible if there is also a building improvement as part of the overall project. Reimbursement will not be issued for self-performed work (“sweat equity”). Projects must be eligible for funding, as determined by the City in its sole discretion, pursuant to requirements of Iowa Code Chapters 403 and/or 15A as applicable.

PROGRAM FUNDING:

Grants will be paid as a reimbursement.
Grants are provided at a graduated rate as follows:

Project Costs	TIF Grant Match

AWARDS:

- The award of funds under the program , if urban renewal /tax increment financing (TIF) funds are utilized, will be structured under a development agreement between the City of Huxley and the applicant.
- Use of urban renewal /TIF requires that the project be located within an approved urban renewal plan boundary/TIF District.
- Buildings older than 45 years, properties located within a corridor prioritized for re-investment by the Huxley City Council and projects that can demonstrate either an a) projected increase in taxable valuation over --%) projects that have a transformative impact on the community or a combination of these factors are preferred.

DRAFT