



H U X L E Y
— HEART OF THE PRAIRIE —

CITY COUNCIL SPECIAL MEETING/WORK SESSION NOTICE
TUESDAY OCTOBER 4, 6:00 P.M.

CITY COUNCIL CHAMBERS

SPECIAL COUNCIL MEETING AGENDA

- a) **Call to Order Special Council Meeting: Roll Call**
- b) **Approve Agenda as Presented and/or Amended**
- c) **Resolution No. 22-081 to Approve Offer of Employment and Starting Salary for Deputy City Clerk**

WORK SESSION

Splash Pad

Safe Building Report – 115 S. Main Avenue Building Permit Status

Appraisal of Real Estate Owned by City of Huxley
and Being Part of Lot 25 Railroad Subdivision 2

Jensen Grant Request

120 South Development Agreement

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.

DEPUTY CITY CLERK

COUNCIL COMMUNICATION

AGENDA HEADING:

Approval of Deputy City Clerk Employment Offer

SUBMITTED BY: Jolene Lettow, City Clerk/Finance Officer

SYNOPSIS:

Recommend approving offer of employment for Deputy City Clerk

FISCAL IMPACT: YES

Amount: \$55,00 plus two weeks vacation

Funding Source: FY 23 City of Huxley Budget, General Fund

ADDITIONAL INFORMATION: YES

- Applications taken, interviews conducted and background checks completed
- Suzette Bartleson recommended for the position

PREVIOUS COUNCIL ACTION(S): YES

- Administrative office lost staff member to resignation in 2022
- Position essential for ongoing management of City fiduciary responsibilities, records management, funding and budget administration, human resources and organizational succession planning

BOARD/COMMISSION ACTION(S): NONE

CITY ADMINISTRATOR RECOMMENDATION: APPROVAL

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:

- Formal acceptance of offer and set date of beginning full time employment: October 17, 2022

RESOLUTION NO. 22-081

RESOLUTION APPROVING DEPUTY CITY CLERK EMPLOYMENT AND SETTING SALARY

WHEREAS, a process has been conducted to hire a Deputy City Clerk for the City of Huxley's Administration Office and;

WHEREAS, the position will be offered to Suzette Bartleson with a starting salary of \$26.45/hour.

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

The offer of employment and salary are hereby approved.

RESOLUTION APPROVING EMPLOYMENT AND SETTING SALARY

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

PASSED, ADOPTED AND APPROVED this 4th day of October 2022.

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 22-081** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this 4th day of October 2022.

Kevin Deaton, Mayor

ATTEST:

Jolene R. Lettow, City Clerk

SPLASH PAD

9/14/2022

**HUXLEY SPLASHPAD
NORD KALSEM PARK
COST ESTIMATE**

Equipment	
Splashpad Equipment	\$300,000
Splashpad Equipment Installation	\$150,000
Concrete Work	
Sidewalk	\$5,000
Splashpad Concrete Deck	\$24,000
Control Building	
Control Building	\$100,000
General Conditions	
Earthwork	\$15,000
Surface Restoration	\$5,000
Utilities	
Water Main	\$4,000
Power	\$20,000
Sanitary Sewer	\$8,000
Mobilization	\$26,000
Contingency	\$56,000
Engineering, Legal, Admin.	\$90,000
ESTIMATED PROJECT COST	\$700,000



Site Plan
Nord-Kalsem Park Splash Pad - Huxley, Iowa





Splash Pad Entrance
Nord-Kalsem Park Splash Pad - Huxley, Iowa

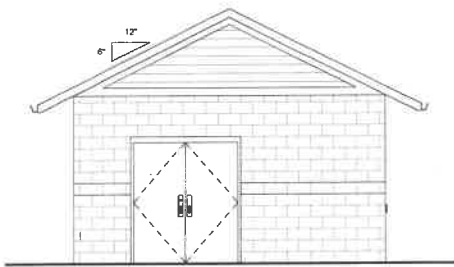




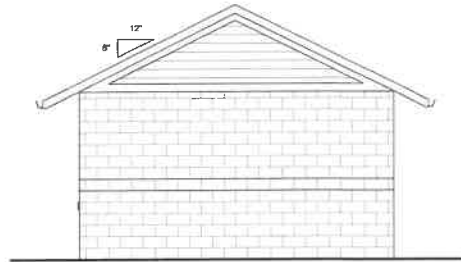
Northeast View
Nord-Kalsem Park Splash Pad - Huxley, Iowa



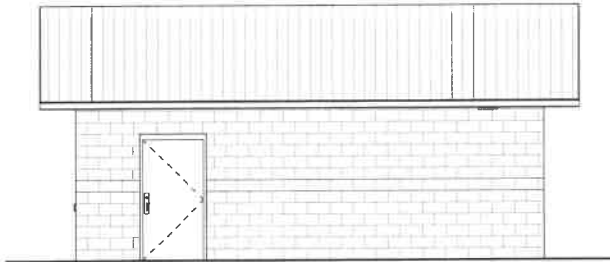
PLOTTED: 06/02/21 11:08 AM



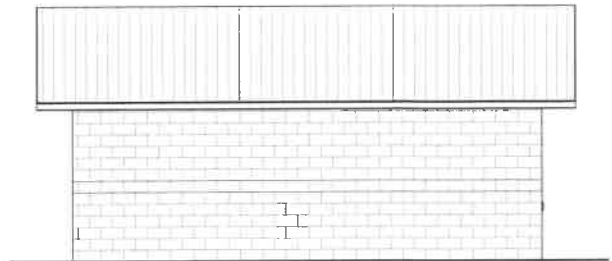
EAST ELEVATION
3/16" = 1'-0"



WEST ELEVATION
3/16" = 1'-0"



NORTH ELEVATION
3/16" = 1'-0"



SOUTH ELEVATION
3/16" = 1'-0"

FILE PATH: Z:\July 2021\Linton Park Improvements\Design\0202\Architect\Restroom Public Improvements.dwg

DATE	REVISIONS

NO.	DATE	BY	CHKD.



NORD-KALSEM PARK SPLASH PAD
HUXLEY, IOWA

5000 Westown Parkway • West Des Moines, Iowa 50266-1320
515-255-9000 • 515-255-7989 FAX • 800-241-8000 (VA118)

RESTROOM BUILDING ELEVATIONS

DWG. NO.	A-102
PROJECT	2 OF 2
	4873

JENSEN GRANT REQUEST

Jolene Lettow

From: David Jensen <djensenhuxley@gmail.com>
Sent: Wednesday, September 7, 2022 7:52 AM
To: Jolene Lettow
Subject: Re: 103 W. First Street

Jolene,

After I wrote that email last night, I thought about some other things that I should have added to the email. I am asking for the request now, but plans are still evolving. Right now, we are going to demo the bad stuff(i.e. the entire front of the building). The bad stuff has to be removed in layers and I don't exactly know what I am going to do until I know what I can save. The basic design will include a glass/brick front to the building. The South side will have some openings closed and others opened up to make it more functional. The roof will be redone with a new rubber roof. Interior finishes and design will be finalized once the demo is completed.

I am estimating that the project may cost around \$250,000. That number could fluctuate depending on how much is discovered with the demo. It is difficult to get firm estimates at this stage.

I am asking for this money at this time because I think that it may be the appropriate time. I am just starting and have some vision for the project but not into the project where the City may think I should have requested the money earlier.

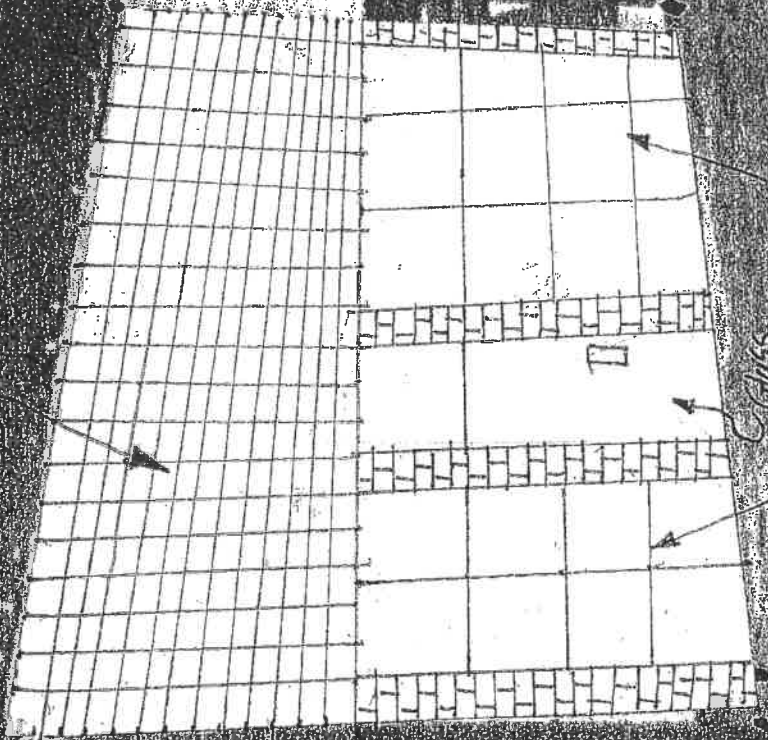
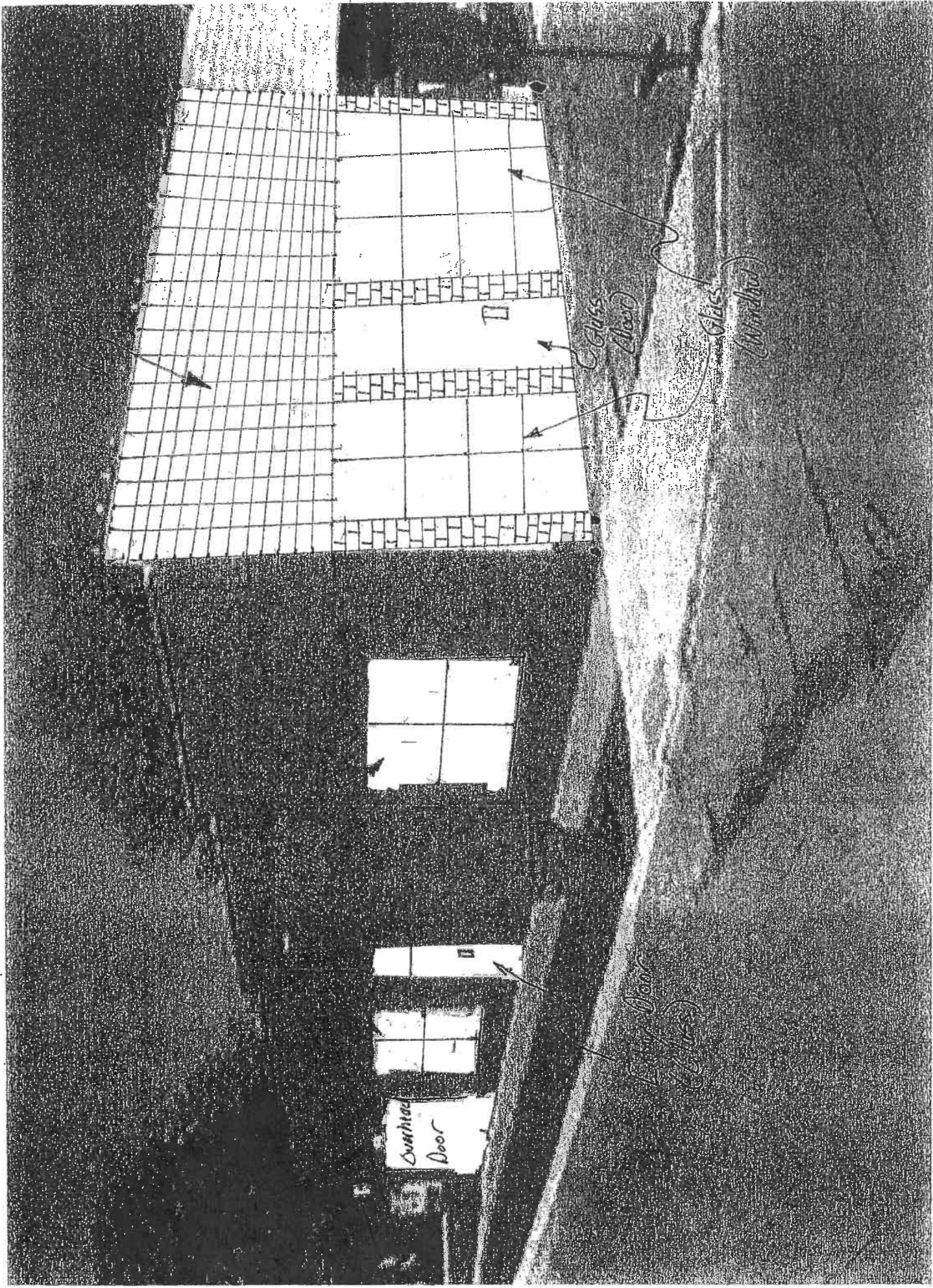
I hope this fills some of the gaps I should have given you last night.
Let me know if you need anything else.

Thanks

Dave

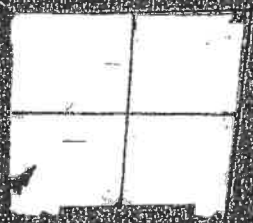
On Tue, Sep 6, 2022 at 8:05 PM David Jensen <djensenhuxley@gmail.com> wrote:

>
> Jolene,
>
> As discussed this evening, the council asked that I send in a request
> for some assistance in the remodel of the building. I am asking for a
> grant of \$40,000 for exterior renovations. There has been much
> discussion, committees set up, and design considerations for that
> area. Fenceline received a similar grant of \$60,000 a few years ago.
>
> I feel that I can make the building functional and aesthetically
> pleasing. I am asking for this to be consistent with past actions and
> what I perceive the council would like to see.
>
> I feel as if I am meeting your deadline of Wednesday noon to be on the agenda.
>
> Based on what I heard the council say, they want me to bring it to
> council so that there is a vote on it. I am asking that it would be
> in a resolution form so that it can be voted on(I would like a vote
> and not put on a worksession because it was discussed tonight at the
> worksession).



Glass (Wood)

Glass (Window)



Bay Door (Glass)

Overhead Door

120 SOUTH DEVELOPMENT AGREEMENT

Jolene Lettow

From: Haaland, Ryan <RHaaland@fredlaw.com>
Sent: Friday, September 30, 2022 12:54 PM
To: Jolene Lettow; Amy Beattie
Cc: chris@bellahomesiowa.com
Subject: Huxley Development Agreement

Good afternoon, Jolene. Wanted to send out a quick note at the end of the week to say thank you for your working moving along the annexation and rezone on the development Chris Gardner is working on. Also, I know it's a bit cart before the horse, but we have a somewhat small window we're working with on the acquisition so I was hoping we'd be able to start the process of drafting the development agreement. Would you and Amy be available for a quick call next week to see if we can kick this off?

Ryan L. Haaland
Shareholder
Fredrikson & Byron P.A.
1601 Golden Aspen Dr., Ste. 108
Ames, Iowa 50010
515-242-8969 (direct)
515-441-0223 (cell)
515-242-8950 (fax)
rhaaland@fredlaw.com



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8/3/2022

Chris Gardner
506 East 1st Street
Huxley, Iowa 50124

RE: MEMORANDUM OF UNDERSTANDING: 120 SOUTH LLC DEVELOPMENT

On August 2, 2022 the Huxley City Council met in worksession to discuss the proposed acquisition and development of an estimated 120 acres located on the southwest side of Huxley, in the vicinity of Highway 69 and S. Main Avenue.

120 South, LLC (Chris Gardner 506 East 1st Street, Huxley, Iowa 50124) presented a development concept to City Council for the property. The intention is to develop a mixed-use district that would include new commercial, light industrial and other business uses, as well as incorporating a variety of multi-family housing products (collectively, the Project). Initial development infrastructure costs were summarized and general timelines for starting the Project were introduced by 120 South, LLC to City Council.

This Memorandum of Understanding provides for the following to be recognized between the City of Huxley and 120 South in furtherance of the Project as follows:

- Huxley City Council is in agreement that development of the 120-acre property by 120 South, LLC would be of benefit to the City.
- The development proposal appears to be in general alignment with the City's Comprehensive Plan and land use goals from the conceptual plans provided, which will be further evaluated as the project moves forward.
- City will work with 120 South, LLC to move forward on procedural steps required to prepare the property for development.
- Voluntary annexation of an estimated 82 acres that are currently classified as unincorporated Story County will be required to occur with this project. This is a 100% voluntary annexation that the City Council agrees to move forward in process according to Iowa Code Chapter 368 Section 7 with all required publications, public hearings, and public notices. Estimated timeframe for this action step is 45-60 days.
- The 120-acre property is currently zoned with approximately 38 acres as incorporated agricultural land, and approximately 82 acres zoned as unincorporated agricultural land. Rezoning of the property will be required to occur with this project. City Council agrees to move forward in process

according to Huxley Code of Ordinances Chapter 165 with all required publications, public hearings, and public notices. Process includes Planning & Zoning Commission review and Ordinance reading (3 readings) by City Council. Estimated timeframe for this action step is 30-45 days, initiated following the annexation of the approximately 82 acres.

- Preliminary Plat/Master Development Plan can be provided for City of Huxley review in conjunction with the annexation and rezoning process steps.
 - The materials will be used subsequently for the land subdivision, public improvements, and site plan review processes. City Council agrees to move forward in process with these individual steps for the construction of public improvements, commercial, light industrial and multifamily housing. Timetables for these actions are based on what and where the developer elects to initiate work on the 120 acres, but City Council agrees to work with 120 South, LLC wherever possible to conduct concurrent and parallel processes.
- Economic development financial assistance, if requested for the project, will undergo financial review including but not limited to the project's construction and development costs, financing gap, risk profile, current as well as future taxable valuation of the project, and developer/City return on investment. Project generated tax increment in rebate form is generally the preference of City Council.

The City of Huxley is excited for the potential news investment in the community and City Council looks forward to working on this project.

Sincerely,

Kevin Deaton
Mayor

Rita Conner
City Administrator