



**Grinnell FINANCE COMMITTEE Meeting
MONDAY, AUGUST 17, 2020 AT 8:00 A.M.
IN LARGE CONFERENCE ROOM
2ND FLOOR OF CITY HALL**

PLEASE WEAR A MASK IF ATTENDING

TENTATIVE AGENDA

ROLL CALL: Wray (Chair), White, Bly.

PERFECTING AND APPROVAL OF AGENDA:

COMMITTEE BUSINESS:

A. Report from the Finance Committee Meet at 8:00 a.m.

1. Consider approval of resolution approving and authorizing execution of a consent to change in member ownership of Grinnell Center, LLC (See Resolution No. 2020-133).
2. Consider resolution approving Tax Abatement application for Amendment No. 3 for Roy Huddleston, 1015 Chatterton Street (See Resolution No. 2020-134).
3. Consider resolution for June monthly internal transfers of funds (See Resolution No. 2020-135).
4. Consider resolution for monthly internal transfers of funds (See Resolution No. 2020-136).
5. Consider resolution for monthly transfers of funds for trust and agency (See Resolution No. 2020-137).

INQUIRIES:

ADJOURN:

RESOLUTION NO. 2020-133

RESOLUTION APPROVING AND AUTHORIZING
EXECUTION OF A CONSENT TO CHANGE IN MEMBER
OWNERSHIP OF GRINNELL CENTER, LLC

WHEREAS, the City of Grinnell, Iowa (the “City”) and Grinnell Center, LLC have previously entered into that certain Purchase, Sale, and Development Agreement dated September 6, 2016, by and between the City and Grinnell Center, LLC (the “Agreement”), which Agreement has previously been the subject of a Collateral Assignment dated September 27, 2017, by and between Grinnell Center, LLC and Lincoln Savings Bank; and

WHEREAS, Section 7.1 of the Agreement prohibited the members of Grinnell Center, LLC from disposing of, gifting, terminating, transferring, conveying, or assigning any member’s level of interest in Grinnell Center, LLC without the City’s prior written consent; and

WHEREAS, Grinnell Center, LLC has requested the City provide its consent for the sale and transfer of the ownership Units in Grinnell Center, LLC held by Harry S. Holtze III (aka Steve Holtze) to Catalyst Development, LLC, such that Catalyst Development, LLC would become the sole member of Grinnell Center, LLC pursuant to a Unit Purchase Agreement; and

WHEREAS, City staff has caused the preparation of a Consent of the City of Grinnell, Iowa to Change in Member Ownership of Grinnell Center, LLC (the “Consent”) to document the City’s consent to such sale and transfer of member ownership interests.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRINNELL, IOWA:

Section 1. That the form and content of the Consent, the provisions of which are incorporated herein by reference, be and the same hereby are in all respects authorized, approved and confirmed, and the Mayor and the City Clerk be and they hereby are authorized, empowered and directed to execute, attest, seal and deliver the Consent for and on behalf of the City in substantially the form and content now before this meeting, but with such changes, modifications, additions or deletions therein as shall be approved by such officers.

PASSED AND APPROVED this 17th day of August, 2020.

By: _____
Mayor

ATTEST:

By: _____
City Clerk

**CONSENT OF THE CITY OF GRINNELL, IOWA
TO CHANGE IN MEMBER OWNERSHIP OF GRINNELL CENTER, LLC**

WHEREAS, the City of Grinnell, Iowa (the "City") and Grinnell Center, LLC have previously entered into that certain Purchase, Sale, and Development Agreement dated September 6, 2016, by and between the City and Grinnell Center, LLC (the "Agreement"), which Agreement has previously been the subject of a Collateral Assignment dated September 27, 2017, by and between Grinnell Center, LLC and Lincoln Savings Bank; and

WHEREAS, Section 7.1 of the Agreement prohibited the members of Grinnell Center, LLC from disposing of, gifting, terminating, transferring, conveying, or assigning any member's level of interest in Grinnell Center, LLC without the City's prior written consent; and

WHEREAS, by Resolution No. _____ approved August 17, 2020, the City Council has provided its consent for the sale and transfer of the member ownership Units in Grinnell Center, LLC held by Harry S. Holtze III (aka Steve Holtze) to Catalyst Development, LLC pursuant to a Unit Purchase Agreement and as stated in the Consent to Actions Taken by the Members of Grinnell Center, LLC, the form of which is attached hereto and incorporated herein, such that Catalyst Development, LLC would become the sole member of Grinnell Center, LLC.

NOW THEREFORE, the City of Grinnell, Iowa does hereby provide its consent, in accordance with Section 7.1 of the Agreement, to the sale and transfer of the ownership Units in Grinnell Center, LLC held by Harry S. Holtze III (aka Steve Holtze) to Catalyst Development, LLC as provided herein.

APPROVED this 17th day of August, 2020.

CITY OF GRINNELL, IOWA

By: _____
Dan Agnew, Mayor

By: _____
Ann Wingerter, City Clerk/Finance Director

STATE OF IOWA)
) ss
COUNTY OF POWESHIEK)

On this ____ day of _____, 2020, before me, the undersigned, a Notary Public in the State of Iowa, personally appeared Dan Agnew and Ann Wingerter, to me personally known, and who, being by me duly sworn did state that they are the Mayor and City Clerk/Finance Director respectively, of the City of Grinnell, Iowa, a municipal corporation; that the seal affixed to the foregoing instruction is the corporate seal of the corporation; that the instrument was signed on behalf of City of Grinnell, Iowa, by authority of its City Council, and that such officers acknowledged the execution of the instrument to be the voluntary act and deed of City of Grinnell, Iowa, by it and by them voluntarily executed.

Notary Public in the State of Iowa

CONSENT TO ACTIONS TAKEN BY THE MEMBERS

OF

GRINNELL CENTER, LLC

THE UNDERSIGNED, being all of the Members of Grinnell Center, LLC (the “Company”), a limited liability company duly organized and existing under the laws of the State of Iowa, pursuant to the provisions of the Iowa Revised Uniform Limited Liability Act (the "Act"), do hereby consent, adopt and subscribe to the following resolutions by unanimous written consent, which consent shall have the same force and effect as a unanimous vote by the Members in lieu of holding a special meeting of the Company.

WHEREAS, the current Members of the Company with their respective Units of ownership of the Company are set forth as follows:

<u>Member</u>	<u>Units</u>	<u>Percentage Ownership</u>
Harry S. Holtze III aka Steve Holtze	51	51%
Catalyst Development, LLC	49	49%

WHEREAS, the Members desire the Company to authorize, direct and empower the Manager of the Company to execute and deliver such documents as may be reasonably necessary to complete the sale and transfer of all Units of the Company owned by Steve Holtze (“Holtze”) to Catalyst Development, LLC (“Catalyst”) pursuant to the terms and conditions set forth in that certain Unit Purchase Agreement dated August __, 2020 entered into between Holtze and Catalyst and to document such sale and transfer in the records of the Company.

NOW, THEREFORE, RESOLVED, that Angela Harrington as Manager of the Company is hereby authorized, directed and empowered to execute and deliver such documents as may be reasonably necessary to complete and document the sale and transfer of the Units described above in the records of the Company and to take whatever actions may be deemed necessary to effectuate the transactions described above so that all issued and outstanding Units of the Company shall be owned and evidenced effective August 15, 2020 as follows:

<u>Member</u>	<u>Units</u>	<u>Percentage Ownership</u>
Catalyst Development, LLC	100	100%

FURTHER RESOLVED, that the sale and transfer of Units of ownership in the Company described above is approved by the Company and each Member of the Company for purposes of Section 4.2 of the Operating Agreement.

FURTHER RESOLVED, that Angela Harrington is elected to serve as Manager of the Company until death, resignation or removal as provided in the Operating Agreement of the Company.

FURTHER RESOLVED, that all documents previously executed and all other acts and deeds taken or not taken by the Members and Managers of the Company hereby are ratified, confirmed, and approved in each and every particular as the official action of the Company.

FURTHER RESOLVED, that the individual executing this resolution on behalf of Catalyst hereby represents and warrants that she has the legal capacity with full power and authority to execute this resolution on behalf of the entity Member she represents.

FURTHER RESOLVED, this resolution may be executed in one or more counterparts, each of which when so executed and delivered shall be deemed an original and all of which taken together shall constitute but one and the same instrument. Electronic signatures shall be binding as if original signatures.

DATED August _____, 2020.

MEMBER:

CATALYST DEVELOPMENT, LLC

By: _____
Angela Harrington, Manager

WITHDRAWING MEMBER:

Harry S. Holtze III aka Steve Holtze

RESOLUTION NO. 2020-134

A RESOLUTION TO APPROVE IMPROVEMENT PROJECTS AS SUBMITTED FOR PROPERTY AND REQUEST TAX EXEMPTION FOR THIS IMPROVEMENT ACCORDING TO GRINNELL URBAN REVITALIZATION PLAN – AMENDMENT No. 3 (Roy Huddleston, 1015 Chatterton St).

BE IT RESOLVED by the Grinnell City Council that the improvement project as listed below meets the requirements to qualify for tax exemption as stated in Grinnell Urban Revitalization Plan, and

BE IT FURTHER RESOLVED that tax exemptions are subject to review by the Poweshiek County Assessor and that exemptions are not valid until improvements are completed.

NOW, THEREFORE, BE IT RESOLVED that the Application for Urban Revitalization tax exemption as submitted for the following property is approved by the Grinnell City Council:

Urban Revitalization: (Roy Huddleston, 1015 Chatterton St)

All qualified real estate assessed as abandoned. Declining sliding scale of abatement for 15 years or 100% abatement for 5 years. Improvements must increase the assessed value of the building by a minimum of 10% and be in an amount not less than \$10,000.

PASSED AND APPROVED THIS 17th day of August 2020.

Dan F. Agnew, Mayor

Attest:

Annmarie Wingerter, City Clerk/Finance Director

APPLICATION FOR TAX ABATEMENT UNDER THE
GRINNELL URBAN REVITALIZATION PLAN
FOR GRINNELL, IOWA (as modified by Amendment No. 3 (2014))

Prior Approval for Intended Improvements

Approval of Improvements Completed

FOR PROPERTY TAX EXEMPTION FOR IMPROVEMENTS UNDER THE PROVISIONS OF THE GRINNELL URBAN REVITALIZATION PLAN ADOPTED BY THE CITY COUNCIL OF THE CITY OF GRINNELL, IOWA

The Grinnell Urban Revitalization Plan allows property tax exemptions as follows:

All qualified real estate assessed as residential. 100% abatement on the first \$75,000 for 5 years. Improvements must increase the assessed value of the building by a minimum of 10% and be in an amount not less than \$10,000.

All qualified real estate assessed as commercial. 100% abatement for 3 years. Improvements must increase the assessed value of the building by a minimum of 10% and be in an amount not less than \$10,000. (Does not include commercial used as residential or multi-residential.)

All qualified real estate assessed as abandoned. Declining sliding scale of abatement for 15 years or 100% abatement for 5 years. Improvements must increase the assessed value of the building by a minimum of 10% and be in an amount not less than \$10,000.

In order to be eligible, the property must be located in the Grinnell Urban Revitalization Area.

This application must be filed with the City by February 1 of the assessment year for which the exemption is first claimed, but not later than 2 years after the February 1st following the year that the improvements are first assessed for taxation.*

Address of Property: 1015 Chatterton Street

Legal Description: Leavitts Lot 10 Block 12

Title Holder or Contract Buyer: Roy Huddleston

Address of Owner (if different than above): SAME

Phone Number (to be reached during the day): (719) 505-4270

Is there a Tenant on the Property that will be displaced by the Improvements who has occupied the same dwelling unit continuously for 1 year prior to _____ [insert date of adoption of the Plan]? Yes ___ No

Existing Property Use: Residential ___ Commercial ___ Industrial ___ Vacant

Proposed Property Use: SAME

Nature of Improvements: ___ New Construction ___ Addition General Improvements

Specify: Complete Update Roof, Siding, Most Windows, New Plumbing, Elec, & Mechanical

Permit Number(s) from the City of Grinnell Building Department

Date Permit(s) Issued: 7/24/2020

Permit(s) Valuation: 14,500.00 [Attach approved Building Permit to this application]

Estimated or Actual Date of Completion: August 2, 2020

Estimated or Actual Cost of Improvements: \$35,000⁰⁰

Signature: Roy Huebleston

Name (Printed) Roy Huebleston

Title: Owner

Company: N/A

Date: 8-2-2020

FOR CITY USE

CITY COUNCIL	Application Approved/Disapproved
	Reason (if disapproved) _____
	Date _____ Resolution No. _____
	Attested by the City Clerk _____
ASSESSOR	Present Assessed Value of Structure _____
	Assessed Value with Improvements _____
	Eligible or No eligible for Tax Abatement _____
	Assessor _____ Date _____

* Example: To receive a full exemption on Improvements that were first fully assessed on 1-1-2014, the property owner must file the application with the City no later than 2-1-2016.

This Application is a summary of some of the Plan terms; for complete information, read a copy of the GRINNELL URBAN REVITALIZATION PLAN, available at City Hall.

ATTACHMENTS: ATTACH YOUR APPROVED BUILDING PERMIT TO THIS APPLICATION

This Application is to be forwarded by the City to the County Assessor by March 1.

00960078-1\10542-099



CITY OF GRINNELL

520 4th Avenue
Grinnell, IA 50112-2043
641-236-2600 FAX 641-236-2626

DEMO, DECK, MECHANICAL PERMIT

PERMIT #:	20210034	DATE ISSUED:	7/24/2020
JOB ADDRESS:	1015 CHATTERTON ST	LOT #:	LOT 10
PARCEL ID:	180-0599600	BLK #:	BLOCK 2
ADDITION:	LEAVITTS	ZONING:	R-2
TOWNSHIP:	80	RANGE:	16
SECTION:	9		
ISSUED TO:	ROY & RHONDA HUDDLESTON	CONTRACTOR:	ROY & RHONDA HUDDLESTON
ADDRESS:	1015 CHATTERTON ST	ADDRESS:	1015 CHATTERTON ST
CITY, STATE ZIP:	GRINNELL IA 50112	CITY, STATE ZIP:	GRINNELL IA 50112
PHONE:		PHONE:	
PROP. USE:	SINGLE-FAMILY RESIDENCE	OCCP TYPE:	R-3 ONE/TWO FAMILY
VALUATION:	\$ 500.00	CNST TYPE:	VB
SQ FT:	980.00	OCC LOAD:	BPCOMM#BP110
SCOPE OF WORK: DEMO GARAGE, REPLACE FURNACE AND DECK			

DESCRIPTION	CONTRACTOR	AMOUNT
DECK/PORCH	ROY & RHONDA HUDDLESTON	\$ 60.00
DEMOLITION	ROY & RHONDA HUDDLESTON	\$ 34.14
MECHANICAL	ROY & RHONDA HUDDLESTON	\$ 55.00
TOTAL		\$ 149.14

NOTICE

THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 120 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 6 MONTHS AT ANY TIME AFTER WORK IS STARTED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS DOCUMENT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISION OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

IT SHALL BE THE RESPONSIBILITY OF THE OWNER OR OWNER'S AUTHORIZED AGENT TO CAUSE ANY WORK TO REMAIN ACCESSIBLE AND EXPOSED FOR INSPECTION PURPOSES. INSPECTIONS MUST BE REQUESTED BY THE HOLDER OF THE PERMIT OR THEIR DULY AUTHORIZED AGENT, AND WORK MUST BE APPROVED BY THE BUILDING OFFICIAL BEFORE SUCCESSIVE CONSTRUCTION OCCURS. NO BUILDING OR STRUCTURE SHALL BE OCCUPIED WITHOUT FIRST BEING GRANTED A CERTIFICATE OF OCCUPANCY ISSUED BY THE BUILDING OFFICIAL

THE BELOW SIGNED ACKNOWLEDGES CITY COUNCIL APPROVAL IS NEEDED PRIOR TO CONSTRUCTION FOR ANY URBAN REVITALIZATION TAX EXEMPTION.

(SIGNATURE OF CONTRACTOR OR PROPERTY OWNER/AGENT)

DATE

(APPROVED BY)

07/24/2020
DATE

REC#: 00410054



CITY OF GRINNELL

520 4th Avenue
Grinnell, IA 50112-2043
641-236-2600 FAX 641-236-2626

RESIDENTIAL ACCESSORY BUILDING PERMIT

PERMIT #:	20210046	DATE ISSUED:	8/03/2020
JOB ADDRESS:	1015 CHATTERTON ST	LOT #:	LOT 10
PARCEL ID:	180-0599600	BLK #:	BLOCK 2
ADDITION:	LEAVITTS	ZONING:	R-2
TOWNSHIP:	80	RANGE:	16
SECTION:	9		
ISSUED TO:	ROY & RHONDA HUDDLESTON	CONTRACTOR:	ROY & RHONDA HUDDLESTON
ADDRESS:	1015 CHATTERTON ST	ADDRESS:	1015 CHATTERTON ST
CITY, STATE ZIP:	GRINNELL IA 50112	CITY, STATE ZIP:	GRINNELL IA 50112
PHONE:		PHONE:	
PROP. USE:	SINGLE FAMILY RESIDENCE	OCCP TYPE:	R-3 ONE/TWO FAMILY
VALUATION:	\$ 12,000.00	CNST TYPE:	VB
SQ FT:	576.00	OCC LOAD:	BPCOMM#BP110
SCOPE OF WORK: INSTALLATION OF A 24FT x 24 FT GARAGE.			

DESCRIPTION	CONTRACTOR	AMOUNT
GARAGE	ROY & RHONDA HUDDLESTON	\$ 336.23
TOTAL		\$ 336.23

NOTICE

THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 120 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 6 MONTHS AT ANY TIME AFTER WORK IS STARTED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS DOCUMENT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISION OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

IT SHALL BE THE RESPONSIBILITY OF THE OWNER OR OWNER'S AUTHORIZED AGENT TO CAUSE ANY WORK TO REMAIN ACCESSIBLE AND EXPOSED FOR INSPECTION PURPOSES. INSPECTIONS MUST BE REQUESTED BY THE HOLDER OF THE PERMIT OR THEIR DULY AUTHORIZED AGENT, AND WORK MUST BE APPROVED BY THE BUILDING OFFICIAL BEFORE SUCCESSIVE CONSTRUCTION OCCURS. NO BUILDING OR STRUCTURE SHALL BE OCCUPIED WITHOUT FIRST BEING GRANTED A CERTIFICATE OF OCCUPANCY ISSUED BY THE BUILDING OFFICIAL

THE BELOW SIGNED ACKNOWLEDGES CITY COUNCIL APPROVAL IS NEEDED PRIOR TO CONSTRUCTION FOR ANY URBAN REVITALIZATION TAX EXEMPTION.

(SIGNATURE OF CONTRACTOR OR PROPERTY OWNER/AGENT)

DATE

(APPROVED BY)

08/03/2020
DATE

REC #: 00410055

* From 2017 Nuisance properties list

1015 Chatterton Street



mold/mildew and water issues.

Off for non-payment (\$300+). Lien filed. Taxes not paid. Moved to Jasper County. Contacting the owner to inquire about the future of the property, and potentially going forward with Property Maintenance Violations would be the next step going forward.

Previous Correspondence:

2013: Rental Inspection Program Nuisance for

Tall grass letters sent in 17, 18, +19
city completed mowing in 2019

RESOLUTION NO. 2020-135

RESOLUTION FOR MONTHLY INTERNAL TRANSFER FUNDS

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRINNELL, IOWA:

The following transfer is hereby authorized:

FROM FUND

001.4-950.4.6790 GENERAL - \$ 19,899.25

TO FUND:

003-3.410.3.4790 GENERAL LIBRARY - \$ 19,899.25

PURPOSE OF TRANSFERS

To generate funds for June 2020 expenses incurred by Library per budget as approved by council with city claims for July.

PASSED AND APPROVED this 17th day of August 2020.

Dan F. Agnew, Mayor

Attest:

Annmarie Wingerter, City Clerk/Finance Director

RESOLUTION NO. 2020-136

RESOLUTION FOR MONTHLY INTERNAL TRANSFER FUNDS

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRINNELL, IOWA:

The following transfer is hereby authorized:

FROM FUND

001.4-950.4.6790 GENERAL - \$ 25,224.73

TO FUND:

003-3.410.3.4790 GENERAL LIBRARY - \$ 25,224.73

PURPOSE OF TRANSFERS

To generate funds for July 2020 expenses incurred by Library per budget as approved by council with city claims for August.

PASSED AND APPROVED this 17th day of August 2020.

Dan F. Agnew, Mayor

Attest:

Annmarie Wingerter, City Clerk/Finance Director

RESOLUTION NO. 2020-137

RESOLUTION TO TRANSFER FUNDS MONTHLY

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRINNELL, IOWA:

The following monthly transfer is hereby authorized:

FROM:

112 TRUST & AGENCY	Monthly Transfer	\$ 13,485.92
610 WATER	Monthly Transfer	1,286.32
620 SEWER	Monthly Transfer	1,244.72
630 STORM WATER	Monthly Transfer	179.29
670 SOLID WASTE	Monthly Transfer	1,068.18
		\$ 17,264.43

TO:

138 MEDICAL INSURANCE RESERVE	\$13,605.21
140 HEALTH INSURANCE ESCROW	3,659.22
	\$17,264.43

PURPOSE OF TRANSFERS

For medical insurance reserve and police/fire work comp July monthly transfers as budgeted for FY20.

PASSED AND APPROVED this 17th day of August 2020.

Dan F. Agnew, Mayor

Attest:

Annmarie Wingerter, City Clerk/Finance Director