



CITY OF PELLA

CITY COUNCIL OFFICIAL MINUTES

February 2, 2021

A. CALL TO ORDER BY MAYOR AND ROLL CALL

The City Council of the City of Pella, Iowa, met in regular session at the Public Safety Complex (614 Main Street) at 6:00 p.m., Mayor Don DeWaard presiding. Council members present were: Mark De Jong, Liz Sporrer, Lynn Branderhorst, Calvin Bandstra, Bruce Schiebout, Dave Hopkins. Absent: None.

City Administrator Mike Nardini, City Clerk Mandy Smith, and four additional staff members were present in person. Due to heightened public health risks associated with the COVID-19 pandemic, this meeting was broadcast via conference call. Two staff members and six members of the general public attended the conference call.

B. MAYOR'S COMMENTS

1. Announce the Policy and Planning meeting will be held before the closed session to discuss:
 - a. Funding of the Convention and Visitors Bureau
 - b. Fiscal Year 21/22 Budget Overview
2. Approval of Tentative Agenda.
Branderhorst moved to approve, seconded by Hopkins.
On roll call the vote was: AYES: 6, NAYS: None. Motion carried.
3. Announce closed session pursuant to Iowa Code Chapter 388.9(1) to discuss marketing and pricing strategies or proprietary information of a city utility if its competitive position would be harmed by public disclosure not required of potential or actual competitors, and if no public purpose would be served by such disclosure.

***PUBLIC FORUM (for anyone wishing to address Council regarding agenda items)**

No comments were received.

C. APPROVAL OF CONSENT AGENDA

Bandstra moved to approve the consent agenda, seconded by Sporrer.

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

The following items were approved:

1. Approval of Minutes
 - a. Official Council Minutes for January 19, 2021
2. Report of Committees
 - a. Historic Preservation Commission Minutes for October 12, 2020

Chairperson Kermode called the Historic Preservation Commission to order in the City Hall Conference Room at 5:00 p.m. Members present were: Don André, Bruce Boertje, Rhonda Kermode, Chris Meyers, and Lila Turnbull. Staff present: Finance Director and Assistant City Administrator Corey Goodenow. One member of the public was present.

APPROVAL OF TENTATIVE AGENDA

Motion by Meyers, second by André to approve the tentative agenda. Motion carried 5-0.

APPROVAL OF MINUTES

Motion by Boertje, second by André to approve the minutes from the July 13, 2020 meeting. Motion carried 5-0.

OTHER BUSINESS/WORK SESSION

Historic District Update and Status

Goodenow stated that it appears the proposed historic district meets the minimum parcel number and street frontage requirements. Upon review by Paula Mohr with the State Historical Society of Iowa, it meets the requirements for a historical district. Next steps would be to hold public hearings with the Historic Preservation Commission (the Commission), the Planning and Zoning Commission, and the City Council. Goodenow told the Commission he would double-check the minimum requirements have been met before moving forward with the public hearings. He shared that staff will be updating the City Council at a future Policy and Planning meeting.

Consider a Resolution in Support of the Friends of the Pella Community Center

Boertje offered to draft a resolution in support of the Friends of the Pella Community Center and that group's efforts to preserve the Pella Community Center. Meyers stated he does not agree with the group's proposed plans for renovation, as he feels they do not fit what Pella needs in a community center. He said he can support efforts to preserve the building and add it to the National Register of Historic Places. Kermode said her concern is not with the building's current or future use, but that it is properly preserved by a historic architectural firm. Boertje's offered to draft the resolution, which Corey will send out to the Commission for comments.

Pella Fire Station Update and Status

Kermode read her response from Mohr to the Commission, who recommends that the City apply for a field services visit by a historian or architectural historian to document the Pella Fire Station and complete an Iowa Site Inventory Form to pull together the history of the building. Turnbull asked if the field services visit has a fee associated with it. Kermode said no, it is free.

Motion by Kermode, second by Boertje to apply for the field services visit. Motion carried 5-0. Kermode will apply for the field services visit and will forward the link to the Commission.

Historic Preservation and Earth Day Planning

Kermode suggested that the Commission host an Earth Day event annually, with panel discussions on historic preservation topics. Boertje suggested Kermode contact Jim Nieboer with Pella Corporation. Meyers suggested the Commission partner with the Historic Pella Trust for the event. Goodenow said the City could add the event to the City's online calendar once details of the event have been decided.

Adjourned at 6:14 p.m.

b. Community Services Board Minutes for November 20, 2020

Present: Stephen Fyfe, Nathan Guess, Mike Lyons, Glenn Steimling, Amanda Schwerdtfeger, Arvin Van Zante

Absent: Lauri Amelse

Staff: Jeanette Vaughan, Alex Meyers, Chandler Nunnikhoven, Dyan Parker, Brenda Ross, Kevin Vos

12:02pm Community Services Director Jeanette Vaughan called the meeting to order

Minutes - Motion by Van Zante, seconded by Fyfe to approve the Community Services Board Meeting minutes of September 20, 2020. Motion carried 6-0

Registration Policy for Programs - Motion by Lyons, seconded by Van Zante to approve the revised policy as of November 20, 2020. Motion carried 6-0

Discussion Items

Current Capital Improvement Project List - Vaughan reviewed the provided list of upcoming projects currently included in the five-year capital improvement projects (CIP). Schwerdtfeger stated her concerns about having adequate off-street parking for the new Kiwanis Park Wonder Spelen project. Vaughan noted there is a meeting to review plans on December 8th but that she requested that the full parking lot be included in phase one. The Board did not have any suggested changes to the projects currently included in the five-year CIP.

Vaughan also reported that there are no significant changes being planned for the operating budget. However, Vaughan stated that staff is working with HR in an effort to increase the pay for seasonal workers and lifeguards.

Newly Proposed CIP

Vaughan reviewed the provided list of upcoming CIP proposed projects for the FY 2021-2025 budget. The following newly proposed items were discussed:

Aquatics -

Indoor Pool Basin - replace substrate of the indoor pool basin. Estimate Cost: \$120,000 Proposed FY 22-23

Pool Vacuum - purchase an industrial water vacuum for use in both the indoor and outdoor pool. Estimate Cost: \$14,000 Proposed FY 21-22

Concession Stand AC - add air conditioning unit to the outdoor concession stand. Estimate Cost: \$12,000 Proposed FY 22-23

River Tubes - Replace entire inventory of river and slide tubes with additional backups to be kept in storage. Estimate Cost: \$10,000 Proposed FY 22-23

Indoor Pool Lights - replace the indoor pool lights with LED fixtures. Estimated Cost: \$10,000 Proposed FY 22-23

Slide Maintenance - restoration of the body-slides and associated stairs/platforms. Estimated Cost: \$45,000 Proposed FY 25/26

After further discussion the Board did not have any suggested changes to the new CIP projects as presented for the aquatic center.

Community Center and Recreation Facility -

Community Center - no proposed items - pending council discussion on status of the building moving forward.

Recreation Facility - the potential for a separate recreational facility to be discussed at the Council level.

Guess asked what was being discussed and who would be presenting the recreational facility at the council level. Vaughan replied that it was an initiative by the Mayor and expected to be discussed in December. Vaughan would let the Board know when it is scheduled.

Memorial Building -

Vaughan stated Klingner & Associates conducted an evaluation of the facility on April 20, 2020 and staff used their report for the recommended repairs.

Roof Replacement - replace existing roof to include flashing, vents, wood soffit and parapet caps. Estimated Costs: \$50,000 Proposed FY 21-22

Door Replacements - replace front and rear doors with more energy efficient ones, including sills. Existing front door is broken, and the lock doesn't function well. Estimated Costs: \$15,000 Proposed FY 22-23

Exterior & Interior Improvements - remove chimney, repair east brick wall with wall anchors at the 2nd floor level to tie brick wall back to the second-floor framing and complete necessary tuck pointing. Replace existing aluminum clad windows that are at the end of their life cycle. Install adequate framing to support large crowds on the 2nd floor. Currently the second floor is not available to rent due to the current poor condition of the flooring, steep stairway and lack of ADA accessibility.

Interior Finishes - repair or replace existing damaged ceiling tiles, floor tiles, plaster and drywall. Replace interior lights with LED fixtures. Staff recommends combining into one large renovation project with the exterior and interior improvements listed above.

Vaughan stated that it is likely a \$500,000 project to complete the exterior and interior improvements but that an engineer would need to be brought on board should Council decide to renovate the facility.

Parks -

Rotary Infield Renovation - Renovate infield area of Rotary field by removing existing surfacing and replacing with a sand layer to aid in drainage and new top field material in order to improve safety for patron usage. Estimated Costs: \$60,000 Proposed FY 22-23

Sunken Irrigation - Add water hook ups in Sunken Gardens Park. Estimated Costs: \$15,000 Proposed FY 23-24

West Market Park North Shelter House - Replace the north shelter house and concrete pad. Posts are deteriorating at the bottom and the concrete is failing. Estimated costs: \$50,000 Proposed FY 24-25

Klokkenspel Renovation - Full renovation of the plaza to include brick replacement, new concrete banding/walkway, drainage improvements, repairs to the fountain, repairs to the tile wall, relocation of the water pit, new seating, additional flower beds, wall mural and enhanced/upgraded lighting. Estimated Costs: \$100,000 Proposed FY 22-23

Tulip Chairs - purchase two tulip chairs and matching garbage can for installation at Sunken Gardens Park. Estimated Costs: \$5,000 Proposed FY 21-22

Ice Rink Chiller System - purchase and installation of a chiller system for the Caldwell Park Ice Rink. Estimated costs: \$350,000 Proposed FY 25-26

Pickleball Court Lights - light the pickleball courts at Caldwell Park to allow for evening play. Estimated Costs: \$50,000 Proposed FY 24-25

Kiwanis Pickleball - crack repair and paint additional lines for use with portable nets. Cost unknown. Proposed FY 21-22

Steimling noted Musco Lighting's LED knowledge for parks and pickleball courts lighting needs. Steimling stated that sponsorships would be beneficial for the ice rink chiller system project. Schwerdtfeger commented that she felt that the tulip chairs were too modern in appearance

and do not fit the current feel of our parks. After further discussion the Board did not have any suggested changes to the new CIP projects as presented for the Parks.

Athletic Fields –

Ball Field Gate Replacement – replace single infield gates with double gates on fields 1-5 at PSP. Estimate Cost: \$8,000. Proposed FY 22-23

Commodity Bins – Replace current, failing commodity bins at the PSP with more structurally sound bins. Estimated Cost: \$12,000 Proposed FY 23-24

Golf Course –

Irrigation System Renovations - replacement of remaining original 1994 tee/fairway/rough sprinkler heads (719 of the 813 total) and isolation valves (54 of the 60 total). Estimated Cost: 5-year phased project \$69,000, \$71,000, \$75,000, \$80,000, \$85,000.

Bunker Renovations - Repairs and improvements to the golf courses existing bunkers which are original construction in 1994. Estimated Cost: 5-year phased project - \$25,000, \$25,000, \$25,000, \$30,000, \$30,000

Clubhouse Improvements - Repair of clubhouse building soffit, siding, flashing & masonry and exterior drainage to prevent water damage to main clubhouse area and basement. Estimate Costs: \$17,000 Proposed FY 21-22

Clubhouse Basement Improvements - For repairs in the clubhouse basement cart storage area to allow storage up to 25 carts for daily usage. Estimated Costs: \$25,000 Proposed FY 21-22

Commodity Bins – Construct 3 new commodity bins at Bos. Estimated Cost: \$12,000 Proposed FY 23-24

Golf Equipment - Purchase maintenance equipment in order to be able to maintain steep slope native areas, remove snow, conduct in-house construction on projects. Equipment would be shared with Parks and Athletic Fields operations.

FY21/22 - Native area/snow removal mower/attachments \$60,000, 3/4 heavy duty truck \$55,000, Heavy duty trailer \$10,000; FY22/23 - Tractor \$55,000, Aerifier \$45,000, rotary mower \$60,000;

FY23/24 - Equipment lift -\$10,000, Larger area sprayer \$5,000, Utility Material Wagon \$15,000;

FY 24/25 - Topdresser \$27,000, Utility Machine \$20,000; FY25/26 - Seeder \$15,000, Sodcutter \$5,000

Hole 18 Improvement Project - Renovation of storm water drainage, fairway playing surface, pond dredging, irrigation, cart path and rough areas. Estimated Costs: \$400,000 Proposed FY 21-22

Golf Grounds Repair - Renovation and repair of green, tee and fairway drainage, green's surrounds erosion, tee complex leveling/resurfacing and cart path repairs. Estimated Costs: 5 Year phased plan, \$15,000, \$15,000, \$20,000, \$20,000, \$25,000

Golf Pesticide Storage - Construction of proper pesticide storage according to the Iowa Department of Agriculture & Land Stewardship (IDALS) for golf courses. Estimated Costs: \$20,000 Proposed FY 22-23

On-Course Seasonal Restroom - Construction of on-course seasonal restrooms with cement pads and privacy fencing. Estimated Costs: \$10,000 Proposed FY 22-23

Tee Sign Replacement – current tee signs are deteriorated and need to be updated for hole layout and yardage. Estimated Cost: \$6,000 Proposed FY 22-23

Golf Fuel Tanks - Replacement of diesel and gas fuel tanks with containment & equipment wash pad. Estimated Costs: \$18,000 Proposed FY 23-24

Conference Center Restoration - Restoration of the conference center, restrooms and utility rooms. Estimated Cost: \$300,000 Proposed FY 22-23

Hole 17 Improvement Project – Renovation of drainage area throughout the fairway, storm water piping, realignment of cart path and increasing the size of the fairway playing surface. Estimated Costs: \$125,000 Proposed FY 25-26

Hole 10 Improvement Project - Renovation of creek along left side of the hole and re-establishing the original fairway and rough playing surface area. Estimated Costs: \$ 100,000 Proposed FY 23-24

Creek Bank Bridge Stabilization - Renovation of eroding five creek banks and stabilization of four bridge foundations. Estimated Costs: 3-year phased project FY 23-24 \$15000, FY 24-25 \$15000, FY 25-26 \$25,000

Irrigation Pond Bank – Re-establish the eroded pond bank by holes 12 and 13. Estimated Costs: \$300,000 Proposed FY 24-25

Driving Range Improvements - Repairs to eroded drainage area and re-grading of land to maximize usage of the driving range. Estimated Costs: 50,000 Proposed FY 24-25

Steimling asked about possible replacements for the restaurant at Bos Landen. Vaughan reported that she was contacted about opening an Italian restaurant at the Bos Landen clubhouse. However, the city is currently under contract with MK Golf for management of the clubhouse and that the restaurant space is included in that agreement. Changes or additions would need to be ran through them.

Van Zante pointed out that the total for Bos Landen improvements over the next five years is \$2.4 million. Vos stated Bos is 26 years old and since the City of Pella has now taken over maintaining the facilities, there are multiple items that need to be addressed. Van Zante questioned how projects are chosen with limited funding. Vaughan detailed the process of departments sending requests to City Admin and Finance at the start of the budget process. From there Finance determines available funding and City Admin then works with Staff to prioritize and select project to present to Council. Vaughan stated that it is very unlikely that the majority of the projects for Bos will be funded. Van Zante asked which projects were a priority. Vaughan stated that the irrigation systems, bunker and clubhouse improvements were at the top of the list. The hole 18 project is important however at \$400,000 will likely not be funded.

Schwerdtfeger asked whether operational funding was provided for the Memorial Building and the Golf Course. Vaughan replied that yes, operational funds are in place for these two facilities.

After further discussion the Board did not have any suggested changes to the new CIP projects as presented for the Golf and Athletic Fields.

Other Business

- Van Zante asked about the status of the Big Rock Park study. Vaughan reported that the resolution to award the environmental study did not pass at Council. Steimling stated that William Penn has developed a solid Ecology program and suggested a low cost, joint Penn-Central student assessment of Big Rock to start the process.

- Steimling asked for an update of the Modular Soccer Field System/Kick It Forward. Vaughan stated the group is partnering Pella School District and sponsors to build a field at Lincoln School.

Guess exited the meeting at 12:45pm.

Adjournment

Motion by Lyons, seconded by Schwerdtfeger to adjourn the Community Services Board Meeting. Motion carried 5-0

The next meeting is scheduled for Friday, January 15, 2021 at noon by Microsoft Teams video conference.

Meeting adjourned at 1:02 pm.

c. Planning and Zoning Commission Minutes for November 23, 2020

Chairperson Canfield called the Planning and Zoning Commission to order at 7:00 p.m. in the Public Safety Complex. Members present were: Joe Canfield, Julio Chiarella (via phone), Cathy Haustein (via phone), Julie Heerema Mueller, Kisha Jahner (via phone), Tom Johnson (via phone), Dave Landon (via phone), Robin Pfalzgraf, Ann Visser (via phone), and Teri Vos (via phone); absent: Mark Groenendyk. Staff present: City Administrator Mike Nardini and the Deputy City Clerk. Due to heightened public health risks associated with the COVID-19 pandemic,

accommodations were made to broadcast this meeting via conference call and the meeting was closed to the public. Three members of the public joined the conference call.

Canfield welcomed Johnson to the Planning and Zoning Commission.

APPROVAL OF TENTATIVE AGENDA

Motion by Pfalzgraf, second by Chiarella to approve the tentative agenda. Motion carried 10-0.

APPROVAL OF MINUTES

Motion by Heerema Mueller, second by Landon to approve the minutes of the October 26, 2020 meeting. Motion carried 10-0.

NEW BUSINESS PROPOSED

Consider a Final Plat for Phase I of the Prairie Ridge Subdivision

RDP Holdings, LLC and ATI Group have submitted a final plat for phase one of their development known as Prairie Ridge Plat 1. The subject property is located north of Washington Street/Highway G28, north of the Fifield Road intersection. On July 16, 2019, the City Council approved an ordinance to rezone this property to Planned Unit Development (PUD). The Planning and Zoning Commission approved the preliminary plat for this project on June 22, 2020 and the City Council approved it on July 7, 2020. Please note that Plat 1 includes 21 lots and various outlots.

Chapter 170.08.2 requires the Planning and Zoning Commission to review the final plat for conformance with the Comprehensive Plan, including the Future Land Use Map.

Housing options are noted as a priority goal in the City's Comprehensive Plan, with the aim to "provide a range of housing types at a variety of prices, to accommodate workers and residents at all stages of life." The Comprehensive Plan's text and Future Land Use Map are to be construed as a cohesive whole when determining a proposed project's conformity. As the impetus for additional and various housing options features prominently in the plan, and because the area's focus has been shifted from industrial to medium-density and multiple-family residential, the proposed development conforms with the Comprehensive Plan's goals. The City Council also determined this during its consideration of the rezoning to PUD, which was approved on July 16, 2019.

The developer has submitted the necessary performance bonds for the public infrastructure which will be completed as a part of this final plat. Once the infrastructure is constructed, it will be dedicated to the City of Pella

The proposed final plat has been submitted to reflect City of Pella staff and consultant comments. Staff finds the final plat meets the minimum requirements of the zoning ordinance and subdivision ordinance. Additionally, staff finds the development conforms to the City's Comprehensive Plan. Based upon the findings, staff recommends approval of the final plat.

Chiarella stated concerns with the intersection of Fifield Road and Highway G28 and its ability to handle the amount of traffic the development would have. Nardini said Fifield Road is wide enough to be a three-lane road and could support a turn lane from Highway G28 to Fifield Road in the future.

Motion by Chiarella, second by Pfalzgraf to approve the final plat as submitted. Motion carried 10-0.

OTHER BUSINESS / PUBLIC FORUM

Next Meeting Date

The next Planning and Zoning Commission meeting is scheduled for December 28, 2020. Jahner inquired about the search for a new Planning and Zoning Director. Nardini reported that the search to fill that job vacancy is ongoing.

Adjourned at 7:19 p.m.

D. *PUBLIC HEARINGS

1a. Public Hearing regarding Planned Unit Development Amendment for Genlink.

No written or oral comments were received.

Bandstra moved to close the public hearing, seconded by Hopkins.

On roll call the vote was: **AYES: 6, NAYS: None. Motion carried.**

BACKGROUND: This proposed ordinance would change the terms of a previously approved Planned Unit Development (PUD) located at and around 969 211th Street. As background, in 2019, the City approved a PUD for Genlink which allowed for a private conference, dining, and recreational facility to be built. Recently, the applicant expressed a desire to adjust the lot lines of the property included in the PUD. Given the change in the proposed development, the original PUD must be amended to accommodate the change.

Proposed Development

The proposed development, which was recently constructed, includes a 7,000-square foot private event space and activity center for the extended family who own Pella Corporation. The primary purpose of this building is to provide a venue for the annual board meeting/family reunion. The facility will be used semi-regularly, will not be occupied full-time by staff, and does not include residential sleeping quarters.

Planned Unit Development (PUD)

A PUD is designed to allow for comprehensively planned projects which provide for innovative and imaginative approaches to urban design and land development. A PUD is a negotiated contract for land development between the private developer and the public governmental entity. This differs from the traditional approach to land development wherein the developer develops land pursuant to minimum standards previously adopted by the government. A PUD permits flexible variation from established land regulations as contained in zoning districts and in platting and subdivision requirements. The developer, with City staff guidance, Planning and Zoning Commission review, and Council approval, may develop its own guidelines for the best development of the land in question.

Key Requirements of the Proposed Ordinance

Exhibit A

The proposed development is not changing any of the restrictions placed on the property. The proposed PUD simply revises the property lot lines.

Zoning District Modifications

The proposed ordinance does not change any of the zoning district modifications included with the original PUD. The original PUD required conformance with all applicable zoning districts except for the following modifications:

Zoning Requirements Waived or Amended:

1. The requirements of Table 165.12-3, Front Yard, shall be reduced from 25 feet to 15 feet.
2. The requirements of Table 165.12-3, Floor Area Ratio, shall be reduced from 1.0 to zero.
3. The landscaping and screening requirements of Section 165.31 shall be waived upon the submission of a landscaping plan identifying all existing trees and those planned to be removed upon development. The plan shall be submitted at or before final site plan approval. This waiver shall not apply to the screening of dumpster enclosures.

Use Restrictions:

1. For the property identified as Community Commercial: the property shall be used for a private conferencing/dining and recreational facility only. This is considered a social club use under the Pella Zoning Ordinance.
2. For the property with a base zoning of Rural Residential: the property shall be used for single-family residential uses only.

Comprehensive Plan

The Future Land Use Map of the Comprehensive Plan targets the proposed site for Agricultural and Low- Density Residential developments. Due to the commercial aspects of the proposed conference center, the Comprehensive Plan recommends a PUD to mitigate potential land use conflicts. In this particular case, the proposed PUD identifies the proposed conference center as the only use for the area with a base zoning of Community Commercial (CC). In addition, the Rural Residential portion of the property is still bound by the same restrictions to its base district, which would mean no denser residential uses than single-family housing. These restrictions will limit the density of the development and assist in mitigating any potential land use conflicts with neighboring properties. Furthermore, there is a significant distance of natural barriers (i.e. trees) between the conference center and the nearest residential property. Based on staff’s analysis, we believe any potential land use conflicts have been addressed in the proposed PUD.

Summary and Staff Recommendation

Staff believes the proposed ordinance meets the requirements of the City’s zoning code. In addition, staff believes the proposed ordinance is consistent and in conformance with the City’s Comprehensive Plan; therefore, staff is recommending approval of the proposed ordinance. Finally, it is important to note that the Planning and Zoning Commission unanimously approved this ordinance at their meeting on January 25, 2021.

ATTACHMENTS: Ordinance with Exhibits, Application, Aerial Map, Future Land Use Map
REPORT PREPARED BY: Code Enforcement Officer
REPORT REVIEWED BY: City Administrator, City Clerk
RECOMMENDATION: Approve ordinance

1b. Ordinance No. 986 entitled, “AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY OF PELLA, IOWA, BY AMENDING THE PUD ORDINANCE FOR PROPERTY LOCATED AT OR NEAR 2110 IDAHO DRIVE, MARION COUNTY, IOWA.”

De Jong moved to place ordinance no. 986 on its first reading, seconded by Branderhorst.
On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

2a. Public Hearing on the Proposal to Convey an Access Easement to Tree Haus, LLC.

No written or oral comments were received.

Bandstra moved to close the public hearing, seconded by Hopkins.

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

BACKGROUND: This resolution approves and authorizes the conveyance of an access easement to Tree Haus, LLC. As background, in 2014 the City purchased land for construction of the Jordan Well, as shown on the attached map. Within the purchase agreement for this property, the City was responsible to provide paved access through the Jordan Well site to serve the property located behind the well. The access was agreed to be constructed to public street standards in the event a subdivision was built in this area. Since that time, the site in question was purchased by Genlink. Furthermore, in 2019, Council approved an ordinance rezoning this land to a Planned Unit Development to allow construction of a 7,000 square-foot private conference, dining, and recreational facility.

Now that the recreational facility has been constructed, an access easement is necessary to provide the property owner with unrestricted access to their facility utilizing City-owned property. It is important to note that maintenance of the easement property will continue to be the City of Pella’s responsibility.

In summary, staff is recommending approval of this resolution which approves and authorizes the conveyance of a 30-foot-wide access easement to Tree Haus, LLC. Furthermore, approval of the access easement is subject to the approval and recording of the revised plat as well as approval of the planned unit development agreement for this property, which is included on the agenda as item D-1.

ATTACHMENTS: Resolution, Map, Access Easement
REPORT PREPARED BY: City Administration
REVIEWED BY: City Administrator, City Clerk
RECOMMENDATION: Approve resolution

2b. Resolution No. 6239 entitled, “RESOLUTION APPROVING AND AUTHORIZING THE CONVEYANCE OF AN ACCESS EASEMENT TO TREE HAUS, LLC.”

Hopkins moved to approve, seconded by Sporrer.
On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

3a. Public Hearing regarding an application to form the Collegiate Neighborhood Historic District Overlay Zone.
No written or oral comments were received.

Branderhorst moved to close the public hearing, seconded by Schiebout.

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

BACKGROUND: This proposed ordinance establishes the Collegiate Neighborhood Historic District. As background, Don André, at 601 W. 1st Street, with the support of Historic Preservation Commission (HPC) members, has submitted an application to form a historic district. The name of the proposed district is the Collegiate Neighborhood Historic District, which generally includes properties between Main Street and W. Second Street as the east/west border and properties between Liberty Street and Independence Street as the north/south border. The exact borders of the district are included as a memo attachment. The City Historic District Overlay Zone Ordinance, Chapter 165.13.5, requires the Planning and Zoning Commission to review the proposed districts for compliance with City’s Comprehensive Plan prior to consideration by the City Council; this occurred during their meeting on January 25, 2021.

Purpose of the Proposed Historic District

As background, historic district overlay zones are geographically cohesive areas with significant concentrations of buildings and other resources that possess a high degree of historical integrity and convey a distinct sense of time and place and that have been designated as a historic district by the City Council pursuant to this ordinance. To qualify for designation as a historic district, the subject area must contain abutting pieces of property under diverse ownership that meet the following approval criteria:

- 1. Are significant in American history, architecture, archaeology, and culture; and
- 2. Possess integrity of location, design, setting, materials, workmanship, feeling, and association; and
- 3. Are associated with events that have been a significant contribution to the patterns of our history; or
- 4. Are associated with the lives of persons significant in our past; or

5. Embody the distinctive characteristics of a type, period, or method of construction, or represent the work of a master, or possess high artistic values, or represent a significant and distinguishable entity whose components may lack individual distinction;
6. Have yielded or may be likely to yield information important in prehistory or history.

Requirements to Form a Historic District

Chapter 165.13.5 of the Pella City Code specifies the requirements to form a historic district. In order for the City to consider an application for a historic district, the application must contain the following;

1. Signatures of the owners of at least 50% of the total number of parcels of real estate within the proposed district, excluding parcels owned by government bodies.
2. Signatures of the owners of at least 50% of the total public street frontage area within the proposed district, excluding public street frontage abutting government property.

3. Supporting documentation so that the Commission can evaluate whether the application to form a historic district meets the ordinance criteria. As currently submitted, the application includes the support of 20 of 34 (59%) property owners included in the proposed district, which consists of 2,664 feet of the 4,079 feet (61%) of the street frontage in the proposed district. In addition to meeting the owner signature requirement, the application included a comprehensive study of the Collegiate Neighborhood Historic District completed by Will Page, which was nominated by the State Historical Society of Iowa to the National Register of Historic Places on June 9, 2017, and subsequently approved by the National Park Service. Design Review Requirements for a Historic District Overlay Zone

If the Collegiate Neighborhood Historic District is approved and formally established, the following activities would be subject to design review standards:

1. New construction of single or two-family homes or new accessory buildings for any single family or two-family homes in the historic districts.
2. Additions to existing structures in the historic districts which require a building permit.
3. Alterations to existing structures in the historic districts which require a building permit or demolition permit.
4. Alterations to existing structures in the historic districts which do not require a building permit or demolition permit but are visible from a public street or front of the structure do not require historic review; however, voluntary historic review is encouraged for such alterations. These types of alterations are also exempt from the certificate of appropriateness requirements. Other alterations not visible from the public street or front of the structure, and which do not otherwise need a building permit, shall be exempt from historic review.

For properties with base zoning which permits multi-family, commercial, or other non-residential uses, design review would then be conducted by the Community Development Committee first and then these same properties would also be subject to design review under the proposed historic district overlay zone.

Design Review Standards

If approved, City Code requires the HPC to use the "Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings" for contributing structures within the historic district overlay zone. For non-contributing structures, the HPC would utilize the "Dutch Residential Design Review District Guidelines." These guidelines are currently used for new single and two-family homes constructed within the City's commercial corridors. Furthermore, these guidelines place a heavy emphasis on requiring the new structure to "fit in with the existing neighborhood." Also, they provide flexibility for developers constructing new homes.

It is important to point out the City Code provides a process for appeal. Any person aggrieved by any decision of the HPC regarding an application for historic review in a historic district may appeal the action to the City Council.

Zoning

The proposed historic district is primarily composed of single-family residences, many of which are considered contributing historic structures. The primary zone district in the proposed district is R2 or Two-Family Residential District. This district is intended to provide locations for medium density residential areas for single-family and two-family use with supporting and appropriate community facilities. Its regulations are intended to minimize traffic congestion and to assure that density is consistent with the carrying capacity of infrastructure.

Comprehensive Plan

The City's future land use map identifies the district as primarily Low-Density Residential. The land use characteristics of this category typically include restrictive land uses, emphasizing single-family detached development. Density is typically one to four units per acre, although these areas may include some single-family attached projects with densities up to six units per acre in small areas. Based on the expected continued use of properties included in the proposed district, staff believes the proposed historic district would be in compliance with the City's Comprehensive Plan.

Summary and Staff Recommendation

The proposed Historic District has been reviewed and recommended for approval by the City's Historic Preservation Commission and Planning and Zoning Commission. The application meets the minimum requirements for consideration and has been approved by the appropriate parties at the State of Iowa. Staff also believes the proposed district would be in compliance with the City's zoning code and Comprehensive Plan. Given this information, staff recommends approval of the ordinance establishing the Collegiate Neighborhood Historic District.

ATTACHMENTS: Ordinance, Map, City Code Chapter 165.13.5

REPORT PREPARED BY: City Administration

REVIEWED BY: City Administrator, City Clerk

RECOMMENDATION: Approve ordinance

- 3b. Ordinance No. 987 entitled, "AN ORDINANCE DESIGNATING THE COLLEGIATE NEIGHBORHOOD AS A HISTORIC DISTRICT OVERLAY ZONE UNDER THE JURISDICTION OF THE CITY OF PELLA, MARION COUNTY, IOWA."

Schiebout moved to place ordinance no. 987 on its first reading, seconded by Branderhorst.

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

E. PETITIONS & COMMUNICATIONS – None

F. PLANNING & ZONING ITEMS – None

G. ADMINISTRATION REPORTS – None

H. RESOLUTIONS

1. Resolution No. 6240 entitled, "RESOLUTION CERTIFYING THE POPULATION OF RECENTLY ANNEXED TERRITORY TO THE CITY OF PELLA."

Schiebout moved to approve, seconded by Hopkins.

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

BACKGROUND: This resolution certifies the population of recently annexed territory to the City of Pella. As background, on October 20, 2020, Council approved the annexation of approximately 93 acres of land known as the Lely area annexation, as shown on the attached map. On January 14, 2021, the Secretary of State informed the City Clerk that the annexation was considered filed. One of the final steps in this process, which is outlined in Iowa Code 312.3(4), requires the Mayor and City Council to certify the population of any annexed territory to the treasurer of the state for correct apportionment of street construction funds. This resolution completes that step by certifying that the population of the previously referenced annexed territory is zero.

ATTACHMENTS: Resolution, Map, Letter from the Secretary of State
REPORT PREPARED BY: City Clerk
REVIEWED BY: City Administrator
RECOMMENDATION: Approve resolution

2. Resolution No. 6241 entitled, "RESOLUTION APPROVING CHANGE ORDER NO. 2 WITH WRH INC. FOR CONSTRUCTION OF THE WASTEWATER TREATMENT PLANT 2019 UPGRADES."

De Jong moved to approve, seconded by Hopkins.

On roll call the vote was:

AYES: 5 (De Jong, Hopkins, Sporrer, Branderhorst, Bandstra)

NAYS: None

ABSTAIN due to a conflict of interest: 1 (Schiebout)

Motion carried.

BACKGROUND: This resolution approves change order #2 in the amount of \$21,594.17 for the City's construction contract with WRH Inc. for improvements to the City's Wastewater Treatment Plant. As background, Council awarded this contract to WRH on February 4, 2020. The improvements involved in this project are necessary to meet the new Iowa Department of Natural Resources permit and schedule.

Due to the age of the treatment plant, and the significant electrical modifications, several necessary changes were unable to be identified prior to the start of construction. As a result, change order #2 under consideration includes the following items:

1. Mechanical screen electrical changes – add \$16,727.22
2. Pull wires through new conduit added by change order #1 – add \$36,209.72
3. Ultraviolet (UV) light treatment structure electrical changes and additional equipment – add \$8,994.66
4. Remove sludge hauling and disposal that was handled by City staff – deduct \$48,000.00
5. Mechanical opening fill-in around air conditioning unit – add \$773.26
6. EQ Basin magnetic flow meter – add \$533.28
7. Replace corroded conduit by UV treatment structure and pull new wires – add \$6,356.03

If approved, listed below is the updated contract summary:

Original contract	\$ 5,998,000.00
Change order #1	49,930.57
Change order #2	<u>21,594.17</u>
Total revised contract	<u>\$ 6,069,524.74</u>

In summary, staff is recommending approval of change order #2 in the amount of \$21,594.17. Change order #2 does not change the project's substantial completion date of November 8, 2021.

ATTACHMENTS: Resolution, Change Order #2
REPORT PREPARED BY: Public Works Director
REVIEWED BY: City Administrator, City Clerk
RECOMMENDATION: Approve resolution

I. ORDINANCES

1. Ordinance No. 988 entitled, "AN ORDINANCE AMENDING SECTION 3.03, PRECINCTS, OF THE CITY CODE OF THE CITY OF PELLA, IOWA, FOR THE PURPOSE OF REVISING THE BOUNDARIES FOR PRECINCT 1."

Schiebout moved to place ordinance no. 988 on its first reading, seconded by De Jong.

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

It was moved by Bandstra that the statutory rule requiring said ordinance to be considered and voted on for passage at two Council meetings prior to the meeting at which it is to be finally passed be suspended, seconded by De Jong.

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

Branderhorst moved that ordinance no. 988 be adopted, seconded by De Jong.

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

Mayor DeWaard declared the ordinance duly passed and adopted.

BACKGROUND: This ordinance amends the City Code to revise the boundaries for Precinct/Ward 1. As background, on October 20, 2020, Council approved the annexation of approximately 93 acres of land known as the Lely area annexation, as shown on the attached map. On January 14, 2021, the Secretary of State informed the City Clerk that the annexation was considered filed. It is now necessary to revise the City's precinct ordinance to assign the recently annexed property to the correct election precinct.

In addition, during the drafting of this ordinance to account for the recently annexed territory, the City Attorney discovered that an area of land east of Vermeer that was previously annexed was not accounted for in the precinct ordinance. This area has been included within this proposed ordinance to fully update the precinct ordinance accounting for all annexed territory.

In summary, staff is recommending approval of this ordinance, which was drafted by the City Attorney, to include annexed territory within Precinct/Ward 1.

ATTACHMENTS: Ordinance, Annexation Map, Ward Map, Letter from the Secretary of State
REPORT PREPARED BY: City Clerk
REVIEWED BY: City Administrator
RECOMMENDATION: Approve ordinance

I. CLAIMS

1. Abstract of Bills No. 2072.

De Jong moved to approve, seconded by Hopkins.

On roll call the vote was:

AYES: 5 (De Jong, Hopkins, Sporrer, Branderhorst, Bandstra)

NAYS: None

ABSTAIN due to a conflict of interest: 1 (Schiebout)

Motion carried.

K. OTHER BUSINESS / *PUBLIC FORUM (any additional comments from the public)

No comments were received.

At 6:42 p.m., Council went into the Policy and Planning meeting, ending at 7:38 p.m.

L. CLOSED SESSION

1. At 7:39 p.m., Branderhorst moved to enter into closed session pursuant to Iowa Code Chapter 388.9(1) to discuss marketing and pricing strategies or proprietary information of a city utility if its competitive position would be harmed by public disclosure not required of potential or actual competitors, and if no public purpose would be served by such disclosure, seconded by Hopkins.

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

At 8:18 p.m., De Jong moved to reconvene to regular session, seconded by Schiebout.

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

No action was taken regarding this closed session.

M. ADJOURNMENT

There being no further business claiming their attention, Bandstra moved to adjourn, seconded by Sporrer.

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

Meeting adjourned at 8:19 p.m.