



CITY OF PELLA

CITY COUNCIL OFFICIAL MINUTES

March 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 six 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. One staff member and thirteen members of the general public attended the conference call.

B. MAYOR'S COMMENTS

1. Announce no Policy and Planning meeting will follow the regular Council meeting.

2. Approval of Tentative Agenda.

Bandstra moved to approve, seconded by Sporrer.

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

3. Appointment of Kristi Kious to the Board of Adjustment.

Branderhorst moved to approve, seconded by Hopkins.

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

BACKGROUND: Mayor DeWaard would like to appoint Kristi Kious to fill a vacancy on the Board of Adjustment. As an attorney, Kristi handles tax related legislation and analysis on a statewide basis. Kristi currently resides at 812 East Independence in Pella. If approved, Kristi's new five-year term would expire on January 1, 2026.

ATTACHMENTS: None

REPORT PREPARED BY: City Clerk

REVIEWED BY: City Administrator

RECOMMENDATION: Approve the appointment

4. Appointment of Christi Vander Voort to the Community Development Committee.

Bandstra moved to approve, seconded by Hopkins.

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

BACKGROUND: Mayor DeWaard would like to appoint Christi Vander Voort to serve as one of the two Marion County extraterritorial positions on the Community Development Committee. Christi grew up in Pella, serving on the 1983 Tulip Court. Christi and her husband relocated to Pella in 2019 after living in Orange City for 27 years. Christi states that her desire to serve on this committee stems from her belief that Pella is a one-of-a-kind community with a charm that must be maintained while we continue to grow and attract new residents, vibrant businesses, and unique experiences. Christi works as the Communications & Member Relations Director at the Pella Area Community & Economic Alliance. She resides at 2109 Idaho Drive. The Marion County Board of Supervisors approved this appointment at their meeting on February 23. If also approved by Council, Christi would complete the remainder of the term for this vacancy, which expires on August 1, 2021. At that time, Christi would be eligible for re-election to a new three-year term.

ATTACHMENTS: None

REPORT PREPARED BY: City Clerk

REVIEWED BY: City Administrator

RECOMMENDATION: Approve the appointment

5. 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

De Jong moved to approve the consent agenda, seconded by Branderhorst.

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 February 15, 2021

b. Official Council Minutes for February 16, 2021

2. Report of Committees

a. Community Services Board Minutes for January 15, 2021

Present: Lauri Amelse, Stephen Fyfe, Nathan Guess, Mike Lyons, Arvin Van Zante

Absent: Amanda Schwerdtfeger, Glenn Steimling

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 Lyons, seconded by Van Zante to approve the Community Services Board Meeting minutes of November 20, 2020.

Motion carried 5-0.

Discussion Items

Lease Agreements – Ross outlined the submitted 2021 user agreements. 10 total agreements including 7 USSSA Teams, Pella Tennis Association, Pella Soccer Club and Pella Little League. All user fees stayed the same as last year. The only change was requiring that each group provide a copy of their organization's COVID-19 policy that they will follow while at our facilities.

Motion by Fyfe, second by Lyons to approve lease agreements from 7 USSSA Teams, Pella Soccer Club, Pella Tennis Association, and Pella Little League. Motion carried 5-0

Budget Update – Staff met with City Administration on January 11th to review the draft of the proposed budget. Vaughan reported that City Administration reviewed all requested CIP projects during the meeting. Vaughan added that as expected not all projects will be funded. Staff is providing additional follow up information to City Finance. Vaughan reported the salary increase request for seasonal and part-time workers was not approved but submitted to HR for vetting. Community Center Renovation and proposed Recreation Center were submitted as place holders in the budget but no decisions have been made. Vaughan stated that the Council budget work sessions will be held on February 8th and 9th. Vaughan invited the CS Board members to call in if they are available.

Van Zante asked for a Memorial Building update. Vaughan reported that City Administration asked staff to investigate costs associated with converting the restrooms in the Memorial Building into public restrooms. Guess requested an update on the proposed recreation center building concepts stating that it has not yet been discussed at Council. Vaughan replied that it was included on an agenda in December however it was pulled. Vaughan expects the item to be discussed at the budget work sessions.

Department Updates:

Parks/Chandler Nunnikhoven

- Annual Flowers for 2021 Bid Packet has been sent out
- Staff is repairing some snow equipment and our new machine working great
- Craig Qualls last day was 1.7.21. The replacement for the position will hopefully be starting February 1st.
- Staff keeping up with ice on sidewalks every morning
- Building heaters all working well
- Ice Rink – We are watching temps and are ready to go but it has been too warm to start the icing process on the concrete. Other groups that use ballfields have opened already because the ground doesn't hold heat like concrete. That is why they have been able to open already.

Aquatics/Alex Meyers

- Swim Lessons for Spring starts in March. Will have a trial run in February to test Covid safety rules and guidelines.
- Training for Managers-CPO and Ellis Training
- Hiring and Recruitment for Summer has started.

Art & Rec/Brenda Ross

- There are currently 9 tournaments booked for this summer at the Pella Sports Park. First tournament in March and weekends in the month of June are filled.
- Art Center classes start next week with classes on Monday and Wednesday. Each class can have up to 16 kids.
- Online registrations have been added for Park Rentals, Art Classes and will use for Soccer & Football later this year.
- Updating SDS manuals.
- Attended webinar classes regarding our Safety Training Program.
- Art Instructors are working on summer art classes.

Golf & Athletic Fields/Kevin Vos

Pella Sports Park

- Planning for 2021 season – maintenance schedule, employee recruitment & additional tournaments
- Equipment cleaning and annual maintenance
- Batters boxes and pitching mound areas, leveling infields completed in November.
- Assisting with snow removal
- Attending virtual Sports Turf conference education seminars

Pella Soccer Complex

- Equipment cleaning and annual maintenance

Bos Landen Golf Course

- Planning with MK Golf for 2021 season.
- Revising maintenance schedule for 2021.
- Started removal of 1 small bunker on greenside hole #7. It will be a grass bunker established in 2021.
- Continuing working on clearing understory invasive species removal and disease or dying trees.

Amelse asked if there would be employment available for weekends hours to help limit overtime of regular staff as it might be a good fit for college students. Vos replied that we are looking for employees to work weekend and some night hours to reduce overtime with tournaments. Vaughan stated that Vos has prepared a flyer with employment opportunities and that it would be sent out to the Board to share. Vaughan reported that we did receive permission to add seasonal staff to help support the tournaments and that the tournament revenues will help cover the cost. Vaughan said that the boost to the local economy and the hotel/motel tax from these tournaments is exciting for our community.

Adjournment: Motion by Amelse, seconded by Van Zante to adjourn the Community Services Board Meeting. Motion carried 5-0

The next meeting is scheduled for Friday, February 19, 2021 at noon in room 206, in the Community Center.

Meeting adjourned at 12:20 pm.

Respectfully submitted: Dyan Parker

b. **Planning and Zoning Commission Minutes for January 25, 2021**

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, Cathy Haustein (via phone), Kisha Jahner (via phone), Tom Johnson (via phone), Dave Landon (via phone), Robin Pfalzgraf, (via phone), and Teri Vos (via phone); absent: Julio Chiarella, Mark Groenendyk, Julie Heerema Mueller, and Ann Visser. Staff present: City Administrator Mike Nardini, Code Enforcement Officer Jared Parker (via phone), 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. Eleven members of the public joined the conference call.

APPROVAL OF TENTATIVE AGENDA

Motion by Haustein, second by Pfalzgraf to approve the tentative agenda. On roll call the vote was ayes: Haustein, Pfalzgraf, Canfield, Jahner, Johnson, Vos; nays: none; no response: Landon. Motion carried 6-0.

APPROVAL OF MINUTES

Motion by Jahner, second by Pfalzgraf to approve the minutes of the November 23, 2020 meeting. On roll call the vote was ayes: Jahner, Pfalzgraf, Canfield, Haustein, Johnson, Vos; nays: none; no response: Landon. Motion carried 6-0.

PUBLIC HEARINGS

Consider a Rezoning Application to Change the Conditions of a Previously Approved Planned Unit Development for the Development Project Known as Genlink

The proposed ordinance would change the terms of a previously established Planned Unit Development (PUD) located at and around 969 211th Street. As background, in 2018, the City approved a PUD for Genlink which allowed for a convention center 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.

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 the 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 and will not be occupied full time by any staff and provides no residential sleeping quarters.

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

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.

Staff believes the proposed ordinance meets the requirements of the City's zoning code. In addition, staff also believes the proposed ordinance is consistent and in conformance with the City's Comprehensive Plan. Therefore, staff is recommending approval of the proposed ordinance.

Convened Public Hearing on the proposed ordinance. No written comments were received.

Motion by Johnson, second by Landon to close the public hearing as no further comments were received. Motion carried 7-0.

Motion by Vos, second by Landon to approve the ordinance as submitted. Motion carried 7-0.

Consider an Application to Form the Collegiate Neighborhood Historic District

Don André, 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 City Historic District Overlay Zone Ordinance, Chapter 165.13.5, requires the Planning and Zoning Commission to review the proposed districts for compliance with the City's comprehensive plan, prior to consideration by the Pella City Council.

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.

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.

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.

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. The proposed Historic District has been reviewed and recommended for approval by the City's Historic Preservation Commission. The application meets the minimum application 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.

Convened Public Hearing on the proposed ordinance. No written comments were received.

Jahner stated the historic designation of the former Veterans Administration Hospital campus in Knoxville, Iowa has made it difficult for Marion County to proceed with plans for the property. She said she wanted the City to be aware that the formation of the Collegiate Neighborhood Historic District could potentially cause some difficulties for the City in the future.

In answer to a question from Pfalzgraf, City Administrator Mike Nardini confirmed that homeowners within the proposed historic district will have the ability to speak during the public hearing at the City Council meeting scheduled for February 2, 2021.

Jahner asked about tax credits that may be available for homeowners residing within a historic district. Nardini stated that those tax credits would be handled at the state and federal levels.

A question was received from an unidentified citizen in the chat function of the electronic meeting platform asking what the historic district designation would mean for current structures. Nardini explained that if the historic district were approved, only additions or demolition to existing structures within the district would require approval by the HPC.

Motion by Jahner, second by Pfalzgraf to close the public hearing as no further comments were received. Motion carried 7-0.

Motion by Hausteine, second by Pfalzgraf to approve the historic district ordinance as submitted. Motion carried 7-0.

OTHER BUSINESS / PUBLIC FORUM

Work Session Regarding a Proposed Planning and Zoning Commission Procedural Rules Change

The purpose of this work session is to review a proposed change to the Planning and Zoning Commission Procedural Rules. As background, the purpose of these rules is to establish guidelines for conducting Commission meetings that are efficient yet allow for orderly participation and sharing of ideas and opinions. In addition, the rules set the regular Planning and Zoning Commission meeting dates and times, which is currently 7:00 p.m. on the fourth Monday of every month.

Recently, City Council agreed to begin its meetings one hour earlier, at 6:00 p.m., on the first and third Tuesday of every month. As a result, staff is seeking the Commission's direction on a proposal to change the start time of Commission meetings to 6:00 p.m., in order to better align with Council's and other Planning and Zoning board meeting start times. If this proposal has the Commission's support, this item would be presented for formal Commission consideration at a future meeting.

After discussion by the members, the Commission decided to keep the meeting start times at 7:00 p.m.

Next Meeting Date: The next Planning and Zoning Commission meeting is scheduled for February 22, 2021.

Adjourned at 7:37 p.m.

D. *PUBLIC HEARINGS

1a. Public Hearing regarding the Fiscal Year 2022 Maximum Property Tax Dollars.

No written or oral comments were received.

De Jong 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 the fiscal year (FY) 2022 maximum property tax dollars. As background, Iowa Code 384.15A requires cities to hold a public hearing regarding the maximum property tax dollars on an annual basis. Additionally, because the proposed budget includes tax revenues which exceed 102% of the current year collections, the proposed resolution must be approved by a 2/3 majority of the Council.

The proposed budget includes maximum property tax collection of \$6,198,162, which is 2.41% higher than the collection in the current FY. This notice sets the maximum tax rate as \$10.01175 per \$1,000 of assessed valuation for all non-debt service-related levies. Inclusion of the debt service levy of .18825, to support the airport wildlife fence and the improvements to 218th Avenue, brings the total levy amount to \$10.20, which would continue this levy rate for the 20th consecutive year.

As discussed during recent budget work sessions, the FY 2022 total property tax levy will remain at \$10.20 for the 20th straight year. The public hearing on the proposed budget is scheduled for March 16.

ATTACHMENTS: Resolution, Max Levy Notice

REPORT PREPARED BY: Finance Department

REPORT REVIEWED BY: City Administrator, City Clerk

RECOMMENDED ACTION: Approve resolution

1b. Resolution No. 6247 entitled, "RESOLUTION APPROVING FISCAL YEAR 2022 MAXIMUM PROPERTY TAX DOLLARS."

Schiebout moved to approve, seconded by De Jong.

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

2a. Public Hearing on the Proposed Amendment No. 1 to the Lely Urban Renewal Plan.

No written or oral comments were received.

De Jong moved to close the public hearing, seconded by Branderhorst.

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

BACKGROUND: This resolution adopts the proposed Amendment No. 1 to the Lely Urban Renewal Plan (URP). As background, in 2019, Council adopted the Lely URP for the purpose of stimulating, through public involvement and commitment, private investment in new commercial and industrial development. The initial development included in the URP is a 65-acre industrial park, which would be home to Lely's new North American headquarters. Lely North America is a subsidiary of Lely Industries (Maaslui, Netherlands) and is a world leader in robotic milking systems. Overall, the Lely corporate framework encompasses activity in more than 40 countries and employs 1,300 people worldwide, including 53 employees within our community.

As further background, Lely is planning on constructing a 100,000 square-foot facility to accommodate additional manufacturing, office, and training space. The cost of the development is expected to be approximately \$22 million and will allow Lely to provide 15 new jobs within our community.

Since the URP was approved in 2019, the project has progressed, presenting more precise timing to construct the \$8 million of minimum improvements and updated cost estimates for public improvements. As a result, this proposed amendment makes the following changes to the estimated public improvement costs:

	Original URP	Amendment No. 1
Sanitary sewer improvements	\$ 750,000	\$ 850,000
Water main improvements	370,000	800,000
Rural road upgrade	400,000	450,000
Total	\$ 1,520,000	\$ 2,100,000

Additionally, this amendment extends the completion date for the required minimum improvements from May 31, 2021 to December 31, 2021 to more closely align with the construction schedule.

Iowa Code requires the City to hold a consultation with all affected taxing entities prior to adopting or amending urban renewal areas. This consultation was held on February 11, 2021, and no oral or written comments were received from the affected taxing entities. A consultation report is also included as a memo attachment.

In summary, staff is recommending approval of this resolution adopting amendment no. 1 to the Lely Urban Renewal Plan.

ATTACHMENTS: Resolution, Amendment No. 1, Consultation Report
 REPORT PREPARED BY: Finance Director
 REVIEWED BY: City Administrator, City Clerk
 RECOMMENDATION: Approve resolution

- 2b. Resolution No. 6248 entitled, "RESOLUTION DETERMINING AN AREA OF THE CITY TO BE AN ECONOMIC DEVELOPMENT AREA, AND THAT THE REHABILITATION, CONSERVATION, REDEVELOPMENT, DEVELOPMENT, OR A COMBINATION THEREOF, OF SUCH AREA IS NECESSARY IN THE INTEREST OF THE PUBLIC HEALTH, SAFETY OR WELFARE OF THE RESIDENTS OF THE CITY; DESIGNATING SUCH AREA AS APPROPRIATE FOR URBAN RENEWAL PROJECTS; AND ADOPTING AMENDMENT NO. 1 TO THE LELY URBAN RENEWAL PLAN."

Schiebout moved to approve, seconded by De Jong.

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

- 3a. Public Hearing on the Kiwanis Park Phase I Site Improvements Project Bids.

No written comments were received.

Oral comments were received in support of awarding alternate 1 to provide six additional parking spaces. Fred Kreykes, Wonder Spelen representative, requested placement of signage in the parking spaces recommending the spots are for use by playground users. Kreykes expressed understanding that the parking cannot be legally enforced should patrons utilizing other features of Kiwanis Park use these parking spaces.

De Jong 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 the plans, specifications, form of contract, estimate of costs, accepts bids, and awards the contract for the Kiwanis Park Phase I Site Improvements project. As background, this project consists of all labor, material, and equipment to construct an all-inclusive playground, off-street parking, restroom facilities, fencing, sanitary sewer, water service, electrical service, storm sewer, planting beds, earthwork, sidewalks, and site restoration at Kiwanis Park.

Council approved a partnership agreement with Wonder Spelen on September 17, 2019 that states the improvements will be constructed, owned, and maintained by the City with the City contributing \$320,000 to the project and Wonder Spelen funding the remaining cost of the project. Attached for Council's review is a letter from Wonder Spelen agreeing to fund their share of the projected construction cost for the project.

The bid opening for the project was held on February 17, 2021; three total bids were received:

Contractor	Base Bid	Alternate 1	Alternate 2	Total
Hooyer Construction, Pella, IA	\$1,177,072.20	\$3,000.00	\$2,000.05	\$1,182,072.25
Joiner Construction, Plano, IA	\$1,239,755.00	\$12,500.00	\$4,550.00	\$1,256,805.00
Lansink Construction, Johnston, IA	\$1,291,340.00	\$5,400.00	\$3,250.00	\$1,299,990.00

After reviewing the bid proposals, Snyder & Associates, the project engineer, recommends awarding the contract to the lowest responsive, responsible bidder, Hooyer Construction, in the total amount of \$1,177,072.20. The engineer's opinion of probable costs for this project was \$1,007,763. Staff is in agreement with the engineer's recommendation.

If approved, below is an overview of the timeline for this project:

Notice to proceed issued March 15, 2021
 Final completion October 31, 2021

In summary, staff is recommending approval of this resolution which approves the plans, specifications, form of contract, estimate of costs, accepts bids, and awards the contract for the above referenced project to Hooyer Construction in the total amount of \$1,177,072.20. The resolution also gives the Community Services Director authorization to issue the notice to proceed once the contract, bonds, insurance certificates, and appropriate permits are in proper order and fully executed.

ATTACHMENTS: Resolution, Engineer's Recommendation, Bid Tabulation, Phased Master Plan, Letter from Wonder Spelen
 REPORT PREPARED BY: Community Services Department
 REVIEWED BY: City Administrator, City Clerk
 RECOMMENDATION: Approve resolution

3b. Resolution No. 6249 entitled, "RESOLUTION APPROVING PLANS, SPECIFICATIONS, FORM OF CONTRACT, ESTIMATE OF COSTS, RECEIVING OF BIDS, AND MAKING AWARD OF CONTRACT FOR THE KIWANIS PARK PHASE I SITE IMPROVEMENTS PROJECT."

Branderhorst moved to approve the resolution as amended, awarding the base bid, alternate 1, and alternate 2 in the total amount of \$1,182,072.25, seconded by Schiebout.

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

E. PETITIONS & COMMUNICATIONS

1a. Special Event Permit Request for Drive-In Story Time at the Pella Public Library.

Hopkins moved to approve, seconded by Bandstra.

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

BACKGROUND: The Pella Public Library has requested a special event permit to host two drive-in story times from 10:30 to 11:00 a.m. on Saturday, March 6, 2021 and Saturday, March 27, 2021. If approved, participants would park in reserved spaces and remain in their vehicles as Miss Katie tells stories utilizing a FM transmitter.

A resolution is included with this request closing 23 parking spaces on the northern portion of the library parking lot for these events, as outlined on the attached map.

All pertinent City departments have reviewed this application and comments are attached. Staff is recommending approval of this special event and accompanying resolution.

ATTACHMENTS: Resolution, Application with Map, Department Comments

REPORT PREPARED BY: City Clerk

REVIEWED BY: City Administrator

RECOMMENDATION: Approve resolution

1b. Resolution No. 6250 entitled, "RESOLUTION TEMPORARILY CLOSING PUBLIC WAYS OR GROUNDS IN CONNECTION WITH A SPECIAL EVENT KNOWN AS DRIVE-IN STORY TIME."

De Jong moved to approve, seconded by Sporrer.

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

F. PLANNING & ZONING ITEMS – None

G. ADMINISTRATION REPORTS

1. Requesting Council to set the Public Hearing for Approval of the FY 21-22 Annual Budget.

Schiebout moved to set the public hearing date for this item as March 16, 2021, seconded by Hopkins.

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

BACKGROUND: Staff requests permission to set March 16, 2021 as the public hearing date for approval of the FY 21-22 budget.

ATTACHMENTS: None

REPORT PREPARED BY: Finance

REVIEWED BY: City Administrator, City Clerk

RECOMMENDATION: Approve public hearing date as outlined above

H. RESOLUTIONS

1. Resolution No. 6251 entitled, "RESOLUTION FIXING DATE FOR A MEETING ON THE AUTHORIZATION OF A LOAN AGREEMENT AND THE ISSUANCE OF NOT TO EXCEED \$2,300,000 GENERAL OBLIGATION URBAN RENEWAL CAPITAL LOAN NOTES OF THE CITY OF PELLA, STATE OF IOWA (FOR ESSENTIAL CORPORATE URBAN RENEWAL PURPOSES), AND PROVIDING FOR PUBLICATION OF NOTICE THEREOF."

Bandstra moved to approve, seconded by Hopkins.

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

BACKGROUND: This resolution sets March 16, 2021 as the public hearing date for the authorization of a loan agreement and the issuance of a maximum not-to-exceed \$2,300,000 in Tax Exempt General Obligation Capital Loan Notes for the purpose of constructing the necessary infrastructure to support the Lely North American Headquarters development. It is important to note that the proceeds authorize up to \$2,300,000 although current project estimates are likely closer to \$2,100,000 as a result of grant funding through the Department of Transportation's Revitalize Iowa's Sound Economy (RISE) program. The increased amount is a result of the City using the larger value to be conservative due to the processing time for preparing the proceedings ahead of bonding, which is common and recommended by the City's financial advisor. In addition, the required proceeds will be sized appropriately in the final proceedings.

In summary, staff is recommending approval of this resolution which sets March 16, 2021 as the public hearing date for this item.

ATTACHMENTS: Resolution

REPORT PREPARED BY: City Administration

REPORT REVIEWED BY: City Administrator, City Clerk

RECOMMENDED ACTION: Approve resolution

2. Resolution No. 6252 entitled, "RESOLUTION FIXING DATE FOR A MEETING ON THE AUTHORIZATION OF A LOAN AGREEMENT AND THE ISSUANCE OF NOT TO EXCEED \$1,900,000 GENERAL OBLIGATION CAPITAL LOAN NOTES OF THE CITY OF PELLA, STATE OF IOWA (FOR ESSENTIAL CORPORATE PURPOSES), AND PROVIDING FOR PUBLICATION OF NOTICE THEREOF."

Hopkins moved to approve, seconded by De Jong.

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

BACKGROUND: This resolution sets March 16, 2021 as the public hearing date for the authorization of a loan agreement and the issuance of a maximum not-to-exceed \$1,900,000 in Tax Exempt General Obligation Capital Loan Notes for the purpose of making improvements to 218th Avenue and Neil Drive.

In summary, staff is recommending approval of this resolution which sets March 16, 2021 as the public hearing date for this item.

ATTACHMENTS: Resolution
REPORT PREPARED BY: City Administration
REPORT REVIEWED BY: City Administrator, City Clerk
RECOMMENDED ACTION: Approve resolution

3. Resolution No. 6253 entitled, "RESOLUTION APPROVING ORDERING THE PREPARATION OF PLANS AND SPECIFICATIONS, FORM OF CONTRACT, NOTICE OF HEARING AND NOTICE OF LETTING, SETTING DATE FOR PUBLIC HEARING, AUTHORIZING THE TAKING OF BIDS, AND AUTHORIZING BID OPENING FOR THE 218TH AVENUE AND NEIL DRIVE RECONSTRUCTION PROJECT."

Hopkins moved to approve, seconded by De Jong.

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

BACKGROUND: This resolution establishes April 6, 2021 as the public hearing date and authorizes staff to seek bids for the 218th Avenue and Neil Drive Reconstruction project. This project starts at Idaho Drive and continues approximately 2,300 LF ending at 200 LF south of Shady Brook Lane. This project consists of all labor, material, and equipment to construct a 31-foot (back of curb to back of curb) 8" concrete road with load transfer baskets. The project also includes grading, storm sewer, culverts, subdrains, intakes, sidewalks, and associated improvements. The City's engineer on this project, Garden & Associates, will handle the bid process and provide construction phase services. The engineer's opinion of probable costs for this project is \$1,498,166.50.

If approved, the project's critical dates are:

March 26, 2021	Bid letting
April 6, 2021	Public hearing to receive bids and award of contract
May 3, 2021	Notice to proceed (no later)
November 1, 2021	Final completion (80 working days)

Contract documents are on file in the Public Works office.

ATTACHMENTS: Resolution, Notice of Hearing, Notice to Bidders, Engineer's Estimate, Map
REPORT PREPARED BY: Public Works Department
REVIEWED BY: City Administrator, City Clerk
RECOMMENDATION: Approve resolution

4. Resolution No. 6254 entitled, "RESOLUTION OF THE PELLA CITY COUNCIL APPROVING FINAL PLAT."

Branderhorst moved to approve, seconded by Hopkins.

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

BACKGROUND: PR Dev, LLC. has submitted a final plat for phase three of their development known as Prairie Ridge Plat 2. The subject property is located north of Washington Street/Highway G28, north of the Fifield Road intersection. Plat 2 includes 74 lots and various outlots. As background, this property was rezoned to a Planned Unit Development (PUD) on July 16, 2019. Subsequently, Council approved the preliminary plat for this project on July 7, 2020.

Pella City Code Requirements for Subdivision Plats

The subdivision ordinance states that the City Council shall review the final plat for conformance with the Comprehensive Plan, zoning ordinance, and subdivision ordinance, and shall consider the recommendations of reviewing parties.

Final Plat

The final plat is the legal document that is recorded with the Marion County Recorder. The sale of subdivided lots can only proceed after this recording. The primary purpose of the final plat is to delineate property boundaries and to describe and dedicate rights-of-way and easements. The final plat must conform with the approved preliminary plat. Staff believes the final plat meets the requirements as shown in the approved preliminary plat. Any modifications or conditions approved during consideration of the preliminary plat should be continued to consideration of the final plat.

Comprehensive Plan

City Code requires the City Council 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 considered as a cohesive whole when determining a proposed project's conformity. As the need for additional and various housing options is featured 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 made this determination during consideration of the PUD rezoning in 2019.

Public Infrastructure

Acceptance of the public infrastructure involved as part of this final plat is on the agenda for Council consideration separately, as agenda item H-5.

In summary, the Prairie Ridge Plat 2 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 City's zoning and subdivision ordinances and conforms to the City's Comprehensive Plan; therefore, staff is recommending approval. Finally, it is important to note that the Planning and Zoning Commission unanimously approved this final plat at their meeting on February 22, 2021.

ATTACHMENTS: Resolution, Aerial Map, Final Plat
REPORT PREPARED BY: Planning and Zoning Department
REPORT REVIEWED BY: City Administrator, City Clerk
RECOMMENDATION: Approve resolution

5. Resolution No. 6255 entitled, "RESOLUTION ACCEPTING PUBLIC IMPROVEMENTS FOR PRAIRIE RIDGE PLAT 2."

De Jong moved to approve, seconded by Hopkins.

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

BACKGROUND: This resolution accepts the public improvements for Prairie Ridge Plat 2, which is being developed by PR Dev, LLC. As background, Klingner & Associates, Engineers and Surveyors, has certified that the public improvements are substantially complete and comply with the approved plans and the City's standards for public infrastructure, as shown on the attached letter. The developer has provided a performance bond in the amount of \$650,000 for the remaining work to be completed on the sanitary lift station and any other punch list items remaining to be completed.

If approved, the following improvements will be added to the City's infrastructure assets:

- 2,873 LF of street network
- 2,347 LF of 8" sanitary sewer, twelve manholes and seals
- 1,399 LF of storm sewers with diameters varying from 15" to 30", 21 intakes/manholes
- 1,560 LF of 8" secondary storm sewers

Staff is recommending conditional approval of this resolution subject to approval of the final plat by the City Council; this item is included as agenda item H-4.

ATTACHMENTS: Resolution, Engineer's Letter of Certification
REPORT PREPARED BY: Public Works Department
REPORT REVIEWED BY: City Administration, City Clerk
RECOMMENDATION: Approve resolution conditional upon approval of the final plat

6. Resolution No. 6256 entitled, "RESOLUTION APPROVING TRANSFER OF ENTITLEMENTS FROM PELLA MUNICIPAL AIRPORT TO SOUTH CENTRAL REGIONAL AIRPORT."

Schiebout moved to approve, seconded by De Jong.

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

BACKGROUND: This resolution approves the transfer of entitlement funds from the Pella Municipal Airport to the South Central Regional Airport. As background, the Federal Aviation Administration (FAA) maintains the National Plan of Integrated Airport Systems (NPIAS) and uses it to estimate airport development costs over the ensuing five years to support the present and future needs of civil aviation. Pella, as an airport in the NPIAS, is required to submit an annual capital improvement plan (ACIP) to the FAA for consideration of possible grant and entitlement funds. The FAA utilizes the ACIP from all airports to systematically identify, prioritize, and assign funds to critical airport developments and capital improvements.

Each year the City accrues \$150,000 in entitlement funds from the FAA with a maximum accrual of \$600,000. In federal fiscal year 2021 (October 1, 2020 through September 30, 2021), the City accrued an additional \$150,000, which has not been authorized or designated by the FAA. As Council is aware, the FAA will only allow the City of Pella to use its entitlement funds on safety related items at the Pella Municipal Airport. Recently, the FAA requested we transfer the fiscal year 2021 funds to the South Central Regional Airport to assist with land acquisition grants. Based on the FAA's request, staff recommends approval of this resolution transferring \$150,000 in funding, as suggested by the FAA, which will keep the funding in our region and support the continued development of the South Central Regional Airport.

ATTACHMENTS: Resolution, Agreement
REPORT PREPARED BY: City Administration
REPORT REVIEWED BY: City Administrator, City Clerk
RECOMMENDED ACTION: Approve resolution

7. Resolution No. 6257 entitled, "RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF GRANT AGREEMENT NO. 2021-R-006 WITH THE IOWA DEPARTMENT OF TRANSPORTATION FOR A REVITALIZE IOWA'S SOUND ECONOMY (RISE) PROGRAM PROJECT."

Bandstra moved to approve, seconded by Hopkins.

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

BACKGROUND: This resolution approves and authorizes execution of a grant agreement with the Iowa Department of Transportation (IDOT) under the Revitalize Iowa's Sound Economy (RISE) program. As Council is aware, in January, staff submitted a RISE grant application for improvements to 250th Avenue related to the construction of the Lely North American Headquarters; this grant was approved by the IDOT in February.

Lely North American Headquarters

As background, Lely North America, a world leader in robotic milking systems, is a subsidiary of Lely Industries (Maasluis, Netherlands). Overall, the Lely corporate framework encompasses activity in more than 40 countries and employs 1,300 people worldwide, including 55 employees within our community. In 2019, Council approved an Urban Renewal Plan and development agreement to encourage Lely to build its North American headquarters in Pella; this expansion would result in 15 new jobs. The location of the proposed headquarters is at the southwest corner of the Highway 163 and 250th Avenue interchange.

Paving of 250th Avenue

In support of the Lely North American Headquarters project, the City hired Veenstra & Kimm to plan, design, advertise for bidding, administer, and inspect the construction project paving 250th Avenue from the end of the existing pavement to the Lely site, as outlined on the attached map. The project consists of approximately 600 linear feet of 24-foot-wide, eight-inch thick rural cross section roadway with six-foot gravel shoulders, including grading and drainage improvements.

RISE Program Grant
 If approved, the RISE grant will provide the following project funding:

City RISE Funds	\$ 122,300
County RISE Funds	122,300
Pella Local Contribution	61,150
Project Total	\$ 305,750

In summary, staff is recommending approval of this resolution which approves and authorizes execution of a RISE grant agreement with the IDOT. The grant funding will assist with roadway improvements to 250th Avenue in connection with the Lely North American Headquarters project.

ATTACHMENTS: Resolution, Grant Agreement, Project Site Map
 REPORT PREPARED BY: City Administration
 REVIEWED BY: City Administrator, City Clerk
 RECOMMENDATION: Approve resolution

I. ORDINANCES

1. Ordinance No. 989 entitled, "AN ORDINANCE AMENDING THE CITY CODE OF THE CITY OF PELLA, IOWA CHAPTER 65.01, STOP INTERSECTIONS."

De Jong moved to place ordinance no. 989 on its first reading, seconded by Sporrer.

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 Hopkins.

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

Branderhorst moved that ordinance no. 989 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 proposed ordinance updates the City Code to reference stop signs within or near the following new developments in our community: Bos Ridge, Prairie Ridge, and Vintage Estates. The impacted stop intersections included in this ordinance are outlined below.

Bos Ridge Development:

BOS RIDGE ROAD and Aspen Circle (south entrance); Hickory Circle (east entrance); Willow Lane (west entrance)
 HIGHWAY T15 and Bos Ridge Road (east entrance); Willow Lane (east entrance)

Prairie Ridge Development:

BLUEBELL LANE and Fifield Road (north and south entrance); Foxglove Road (south entrance); Primrose Lane (north entrance)
 FIFIELD ROAD and Goldenrod Court (east entrance); Washington Street (north entrance)
 INDIGO LANE and Bluebell Lane (south entrance); Fifield Road (west entrance); Foxglove Road (north entrance)

The Estates of Pella / Vintage Cooperative:

VINTAGE LANE and Bos Landen Drive (south entrance); Harvest Road (west entrance)

In summary, staff is recommending approval of this proposed ordinance updating City Code to reference stop signs within or near new developments within our community.

ATTACHMENTS: Ordinance, Maps
 REPORT PREPARED BY: Police Department
 REVIEWED BY: City Administrator, City Clerk
 RECOMMENDATION: Approve ordinance

J. CLAIMS

1. Abstract of Bills No. 2074.

Branderhorst moved to approve, seconded by Hopkins.

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

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

No comments were received.

L. CLOSED SESSION

1. At 7:14 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 Sporrer.

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

At 8:16 p.m., Bandstra moved to reconvene to regular session, seconded by Sporrer.
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, De Jong moved to adjourn, seconded by Hopkins.
On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

Meeting adjourned at 8:17 p.m.