



CITY OF PELLA

CITY COUNCIL OFFICIAL MINUTES

August 3, 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, Lynn Branderhorst, Calvin Bandstra, Bruce Schiebout, Dave Hopkins. Absent: Liz Sporrer.

City Administrator Mike Nardini and City Clerk Mandy Smith were present.

Six staff members and fifteen members of the general public attended in person.

Two staff members and nine members of the general public attended via conference call.

B. MAYOR'S COMMENTS

1. Approval of Tentative Agenda. Items E-1, E-2, and E-3 were pulled from the agenda.

Branderhorst moved to approve the tentative agenda as amended, seconded by Bandstra.

On roll call the vote was: AYES: 5, NAYS: None. Motion carried.

2. Reappointment of Shelly Rigger to the Community Development Committee.

De Jong moved to approve, seconded by Schiebout.

On roll call the vote was: AYES: 5, NAYS: None. Motion carried.

BACKGROUND: Mayor DeWaard would like to reappoint Shelly Rigger to serve as one of the two Marion County extraterritorial positions on the Community Development Committee (CDC). Shelly was originally appointed to fill a vacancy on the CDC in March of this year. She has attended all of the meetings held since her appointment.

The Marion County Board of Supervisors approved this appointment at their meeting on July 27, 2021.

If also approved by Council, Shelly's new three-year term would expire on August 1, 2024.

ATTACHMENTS:

None

REPORT PREPARED BY:

Planning & Zoning Department

REVIEWED BY:

City Administrator, City Clerk

RECOMMENDATION:

Approve the reappointment

3. Reappointment of Christi Vander Voort to the Community Development Committee.

Hopkins moved to approve, seconded by Bandstra.

On roll call the vote was: AYES: 5, NAYS: None. Motion carried.

BACKGROUND: Mayor DeWaard would like to reappoint Christi Vander Voort to serve as one of the two Marion County extraterritorial positions on the Community Development Committee (CDC). Christi was originally appointed to fill a vacancy on the CDC in March of this year. She has attended all of the meetings held since her appointment.

The Marion County Board of Supervisors approved this appointment at their meeting on July 27, 2021.

If also approved by Council, Christi's new three-year term would expire on August 1, 2024.

ATTACHMENTS:

None

REPORT PREPARED BY:

Planning & Zoning Department

REVIEWED BY:

City Administrator, City Clerk

RECOMMENDATION:

Approve the reappointment

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

No comments were received.

D. APPROVAL OF CONSENT AGENDA

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

On roll call the vote was: AYES: 5, NAYS: None. Motion carried.

The following items were approved:

1. Approval of Minutes

- a. Official Council Minutes for July 20, 2021

2. Report of Committees

- a. Policy and Planning Minutes for July 20, 2021

PRESENT: Mayor Don DeWaard, Mark De Jong, Liz Sporrer, Lynn Branderhorst, Calvin Bandstra, Bruce Schiebout

ABSENT: Dave Hopkins

OTHERS: City staff and visitors

The Policy and Planning meeting began at 7:06 p.m. The first item on the agenda was a discussion regarding a funding request from the Convention and Visitor's Bureau (CVB). Initially, the CVB presented their funding request to Council in early 2021. At that time, Council delayed consideration of the request until all payments to the CVB during the City's fiscal year had been issued, which occurred in June.

Below is a summary of historical financial contributions to the CVB based on the City's fiscal year:

	2016	2017	2018	2019	2020	2021
CVB	\$217,470	\$232,680	\$246,172	\$231,086	\$252,259	\$155,007
City	\$144,980	\$155,120	\$170,087	\$186,465	\$190,301	\$116,935
Total	\$362,450	\$387,800	\$416,259	\$417,551	\$442,559	\$271,942

In addition to the above funding, the CVB received federal assistance of \$46,591. The CVB's March 2021 financial statement shows an increase in cash/liquid assets of approximately \$27,000 when compared to the previous year, which is primarily a result of reduced expenditures.

Now that the financial picture is complete for fiscal year 2021, the CVB is requesting \$40,000 in additional financial support from the City of Pella. At the end of the discussion, staff was directed to proceed with placing the additional \$40,000 of financial support to the CVB on the August 3, 2021 Council agenda for formal consideration.

The next item on the agenda was a request from Wonder Spelen to expand the scope of the Kiwanis Park Improvements project. Council previously approved a partnership agreement with Wonder Spelen to construct an all-inclusive playground, off-street parking, restroom facilities, and sidewalks at Kiwanis Park. As part of this agreement, the City of Pella will construct and own the improvements and provide a financial allocation of \$350,000.

Wonder Spelen is now requesting that the City expands the project scope to add double gates on all fence opening locations, add a shelter house and Yalp Sona arch, and relocate the fence on the north side of the playground. Wonder Spelen is offering to fund the proposed changes and requests that the City covers the engineering expenses associated with the changes, which is estimated at \$11,500.

At the end of the discussion, staff was directed to proceed with the requested project scope expansion as discussed. Staff will place the following items on a future Council agenda for formal consideration:

- Resolution amending the 28E partnership agreement with Wonder Spelen
- Resolution amending the engineering contract with Snyder and Associates
- Resolution approving a change order to add the additional amenities to the project and extend the final contract completion date

The next item on the agenda was a discussion regarding a proposed extension of the Southwest Sanitary Trunk Sewer to serve Prairie Ridge Plat 3. Previous plans for this plat have shown a sanitary sewer extension to the east. The developer and their engineers concluded it would be too difficult and expensive to extend east as previously planned due to the existing 26' foot deep sanitary sewer manhole and multiple utilities in this area.

Due to these difficulties, the developer is requesting the City of Pella considers constructing a 4,900 LF 12-inch sanitary sewer main from just northwest of the Prairie Ridge commercial development to the Southwest Trunk Sewer located north of Dingeman Estates. This extension would serve Prairie Ridge Plat 3, the remaining properties owned by RDP, and other abutting properties in the drainage basin. The proposed project would involve acquiring easements from property owners along the proposed route for the sewer main. If this project is delayed, properties may need to discharge their sanitary sewer waste in the existing sanitary sewer lines which connect to the City's new lift station at the intersection of Fifield and W. 16th Street.

The estimated cost of the project is \$870,000. The developer is proposing to reimburse the City for the first \$900,000 of the project. In the event the actual cost exceeds \$900,000, the parties would work together to address any cost overruns.

Overall, the project aligns with the City's long-term sanitary sewer expansion plans and is needed to serve development west of Prairie Ridge. As a result, staff was directed to proceed with placing the following items on the August 3, 2021 Council agenda for formal consideration:

- Engineering agreement with Veenstra & Kimm
- Project agreement with the developer
- Prairie Ridge Plat 3 final plat

The next agenda item was a discussion regarding intersection improvements at West Washington Street and Fifield Road. During the site plan process for Smash Park, Veenstra & Kimm performed a projected traffic study to determine the effects of the Prairie Ridge Plat 3 commercial development. The study determined a westbound right turn lane and traffic signals would be required with the addition of the proposed uses.

Initially, staff planned to utilize state transportation program (STP) dollars to fund the improvements; however, STP funding cannot be used until the traffic is actually experienced and meeting warrants requiring improvements. As a result, staff recommends proceeding with construction of a right turn lane at this time utilizing other City funding. Staff recommends the remaining items (geometric improvements, eastbound left turn lane, and traffic signals) would not be constructed until the intersection meets warrants to utilize STP funding.

At the end of the discussion, staff was directed to proceed with placing an engineering services agreement addressing the westbound right turn lane on the August 3rd Council agenda for formal consideration. This agreement will include project design, bid letting, contract administration, and construction observation for the westbound right turn lane as well as a full geometric design and layout of the intersection to ensure everything works with the future larger intersection improvements and traffic signal project.

The next agenda item was regarding the inclusion of public measures on the ballot this fall. With municipal elections being held in November, there is an opportunity to place public measures on the ballot. Additionally, per Iowa Code cities must receive the support of City Councils or Boards of Supervisors representing at least 50% of the population of their county to call for a public referendum to renew their local option sales and service tax (LOSST). The cities of Bussey, Melcher-Dallas, and Knoxville have requested resolutions of support to place renewal of their 1% LOSST on the ballot. By approving resolutions of support for these cities, the City of Pella is not required to hold an election regarding renewal of our LOSST which is set to expire in December of 2023. At the end of the discussion, staff was directed to place the resolutions of support for the cities of Bussey, Melcher-Dallas, and Knoxville on the August 3rd Council agenda for formal consideration. Furthermore, no Council members expressed a desire to place public measures on the City of Pella ballot this fall.

The last item on the agenda was a discussion regarding repairs to the Bos Landen Conference Center. This facility sustained significant damage due to a frozen water pipe in early 2020. While repairs were made to restore the facility to an operational status, complete restoration has yet to be accomplished. The City has received the replacement cost value of the facility at the time of loss, less depreciation, which amounts to approximately \$475,000. Nearly \$200,000 has been paid to vendors for disaster recovery services, leaving a balance of approximately \$275,000. Should Council decide to restore the facility to its original or similar condition, the City's insurance policy would cover complete restoration costs less the deductible.

At the end of the discussion, staff was directed to proceed with securing bids for architectural services for the purpose of restoring the Bos Landen Conference Center to its original or similar condition.

The meeting adjourned at 8:11 p.m.

Respectfully submitted:

Mandy Smith
City Clerk

b. Community Development Committee Minutes for April 29, 2021

Chairperson Cody called the Community Development Committee (CDC) to order in the Public Safety Complex at 5:30 p.m. Members present were: Jerry Brummel, Patsy Cody, Linda Groenendyk, Mike Kiser, Shelly Riggen, Wayne Stienstra, Caryn Van Hemert, Dennis Vander Beek, and Christi Vander Voort; absent: Nancy Henry and Lowell Olivier-Shaw. Staff present: City Administrator Mike Nardini, Assistant City Administrator Corey Goodenow, Code Enforcement Officer Jared Parker, Building Official Jerry Byers, 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. No members of the public joined the conference call and one member of the public attended in person.

APPROVAL OF TENTATIVE AGENDA

Motion by Van Hemert, second by Stienstra to approve the tentative agenda. Motion carried 9-0.

APPROVAL OF MINUTES

Motion by Stienstra, second by Groenendyk to approve the minutes from the April 14, 2021 meeting. Motion carried 9-0.

NEW BUSINESS

Consider a Design Permit Application for Smash Park

Smash Park has proposed a 22,026-square-foot facility on Lot 1 of Prairie Ridge Plat 3. The developer consulted with City staff and Cody for the proposed design for the building. Based on the input received from the City of Pella, the developer has taken Smash Park's standard architectural approach and blended the requirements of the City's Design Review District Design Manual (Design Manual) to comply with City Code. Overall, staff believes the proposed building meets the City's design requirements by having a partial brick façade (major element) and mullions (minor element).

The building's proposed materials and colors are the following:

Material/Proposed Colors

Brick/Glen-Gery Klaycoat

Exterior Metal Panels/Firestone Omega VR, Classic Unclad, Metal Cityscape

Prefabricated Metal Panels/Cool Zinc Gray

Exterior Composite Wood/Newtechwood, UltraShield Naturale, Roman Antique

Metal Roof/Galvalume

Exterior Painted Metal/Sherwin-Williams' Rock Bottom SW 7062

These colors appear to meet the Pella Color Palette requirements.

SHYFT Collective Senior Project Designer/Director of Business Development Asa Plum was present to speak in favor of the design permit and to answer questions from the Committee. He indicated that Smash Park plans to open in time for Tulip Time 2022. Material and color samples were passed around for the Committee's review.

Cody explained that the developer originally submitted a design option with a stepped gable but, upon meeting with her and others, it was decided that a gable would not be appropriate on this particular building. She stated this is the reason why she had asked the Committee at the last meeting to review modern Dutch architecture and design. Riggen said that, in her research, the Smash Park design has elements of modern Dutch architecture.

Committee members indicated their desire to maintain the historic look of downtown and agreed that other design standards might be appropriate elsewhere in town. Stienstra said the CDC might need direction from the City Council on this matter. Vander Voort suggested the CDC work on preparing proposed updates to the Design Manual for the City Council's review.

Motion by Vander Beek, second by Brummel to approve the design permit as presented. On roll call the vote was ayes: 8 (Vander Beek, Brummel, Cody, Groenendyk, Kiser, Riggen, Van Hemert, Vander Voort); nays: none; abstain: 1 (Stienstra). Motion carried.

OTHER BUSINESS / PUBLIC FORUM

Cody mentioned that a bakery may have plans to open downtown in Tamory Hall. She asked staff to ensure no signage is posted for the business until a sign permit has been applied for and approved by the Sign Subcommittee. Staff will look into this matter.

Riggen, Vander Beek, Kiser, and Van Hemert were appointed to a Design Manual Subcommittee to review the Design Manual for potential updates. Cody will be in touch with these individuals to arrange a time and place to meet.

Cody reported that Nana's Table Café & Mercantile and a new boutique, Adorn Clothing Co., have recently opened downtown.

Van Hemert told Plum that the Committee would welcome his input on Design Manual revisions.

Next Meeting Date: The next regular meeting is scheduled for May 12, 2021.

Adjourned at 6:19 p.m.

c. Community Services Board Minutes for May 21, 2021

Present: Lauri Amelse, Stephen Fyfe, Nathan Guess, Mike Lyons, Amanda Schwerdtfeger, Glenn Steimling

Absent: Arvin Van Zante

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

12:01pm Community Services Director Jeanette Vaughan called the meeting to order

Minutes - Motion by Steimling, seconded by Amelse to approve the Community Services Board Meeting minutes of February 19, 2021.

Motion carried 5-0

12:05pm Schwerdtfeger joins the meeting

Discussion Items

Summer Pool Information – Meyers reviewed the hours of operations for the 2021 outdoor pool season. Starting Tuesday, June 1 it will be open Monday-Saturday from 1pm-6pm. The facility will be closed on Sundays unless more guards are hired. The outdoor pool hours and programming are subject to change based on staff availability. The indoor pool will continue to have lap swim by reservation, Low Impact Aerobics, and swim lessons. Reservations can be made online with an Aquatic Center Membership or by calling the pool. Meyers stated that we will continue to search for more lifeguards. We will look to add hours and programming, outdoor lap swim and river walking, back in should we be able to hire more lifeguards.

Department Updates:

Aquatics/Alex Meyers

- Staffing levels just over 50% of what we would normally have hired for the summer season.
- Outdoor main pool and river have been sandblasted and painted.
- The new sound system, including new wiring, amplifiers and speakers has been installed.
- New rule and information signage for the outdoor pool has been installed.
- Swim lessons were offered again in May.
- Indoor pool continues to be very busy.

Art & Rec/Brenda Ross

- The annual testing of Fire Alarms, Fire Extinguishers, Sprinkler System and Backflow was checked and passed.
- Union Street Players had 239 attend their show during Tulip Time.
- Pella Area Quilt Guild had 869 attend their quilt show during Tulip Time. This is 194 more than attended in 2019.
- The roof leak over room 307 has been repaired.
- The air conditioning units have been turned on in the Auditorium and on 3rd floor.
- All schedules for Pella Little League and Iowa Rush Soccer have been received and posted to the master calendar.
- This is the 1st year that registration is available on-line for Art Center Classes and it is going really well. Registration can also be completed on-line for athletic programs and shelter rentals.
- This is the last week for after school art center. The fall classes will resume in September, with 20 students per class coming every week on Mondays, Tuesdays, and Wednesdays. Art with Me and Home School classes will also be offered. Registration will start in early August and this will also be on-line.

Golf & Athletic Fields/Kevin Vos

- PSP regular little league and USSSA uses are underway and require daily field prep.
- Baseball tournaments currently scheduled for May 22, June 5/6, 12/13, 19/20 and 26.
- Soccer complex access is challenging due to road closures for the Neil Drive road construction project.
- Men's golf league is scheduled for Tuesday nights from May 11 - Sept 14. 38 players signed up.
- Staff continuing with regular maintenance and performing various grounds work which will improve golf playing surfaces.
- Pella Fiber install starting in the Bos Landen golf course area. They are crossing irrigation lines in several places. Water Department and Golf Staff are assisting in the locates.
- Various golf and athletic facility summer staff are starting June 1.

Parks/Chandler Nunnikhoven

- Tulip Time went well for the Parks Department.
- Tulips are being removed via the public dig that started on May 17th. This year's dig was very messy due to wet conditions. Annual flowers will start being installed the week of May 24th.
- Staff is prepping the outdoor pool facility. Filling is underway.
- Flower pots and baskets are up in the Molengracht plaza area.
- All bathrooms and shelter houses are open and available for use. Trash continues to be high in the city parks.

Other Discussion:

Vaughan reported the Community Center building is tentatively scheduled to be discussed at a June 8 council work session. The new rec center is continuing to move forward. Vaughan believes that City Admin and Finance are looking at options to finance the facility. Board discussed what options may be included in the facility. Steimling and Guess are interested in sitting in on a committee for the design of the new facility should a focus group be created to seek input.

Nunnikhoven updated the Board on the status of the Kiwanis Park Improvements project. Dirt work and underground utility work is underway. Schwerdtfeger asked if greenspace for open play will still be available in the park. Vaughan replied that the area north of the tennis courts will still be greenspace. Schwerdtfeger said that even though the park is under construction it is still busy with tennis and pickleball players and shelter/playground use. Steimling asked when the middle 2 pickleball courts will be fixed. Nunnikhoven stated that staff will start on repairs after the outdoor pool is up and running for the season. Vaughan mentioned that the repairs could be completed by volunteers if anyone was willing to take on the task earlier.

Amelse addressed the lifeguard shortage at the pool and encouraged Meyers and her staff to hang in there! Vaughan agreed and hoped that the public will be understanding as many local businesses are also experiencing the same problem with staffing.

Fyfe asked about the availability of outdoor lap swim. Meyers stated there would be indoor lap swim available and that if lifeguard staffing increased outdoor lap swim could be added back in. Vaughan said one option that was discussed was adding lap swim outside during the open swim time from 5:00pm-6:00pm when attendance is typically low. Amelse requested that we look at opening some lap swim lanes for first come/first serve use verses having all lanes as reservation only. Schwerdtfeger suggested notifying the public of the shortage of lifeguards at the pool prior to opening might forestall issues.

Steimling heard people were blown away by tulip time. Amelse noted the town looked great during tulip time.

Vaughan reported to the Board that while a neutral third party environmental study did not pass at the Council level, Council was supportive of a private group's initiative to conduct a 2 year study in Big Rock Park. This study is being funded through a grant received by the newly formed 501c3, Friends of Big Rock Park. Vaughan reported that any sponsorship funding or donations received for the disc golf course project were returned to businesses and citizens, as the course was not fully constructed. Installed baskets will remain in place for now and uninstalled baskets will remain in storage until a use is determined.

Adjournment: Motion by Schwerdtfeger, seconded by Lyons to adjourn the Community Services Board Meeting. Motion carried 6-0

The next meeting is scheduled for Friday, June 18, 2021 at noon in room 206, in the Community Center.

Meeting adjourned at 12:34 pm.

d. Library Board Minutes for June 8, 2021

I. Call to Order: President Brenda Huisman called the meeting to order at 4:10 p.m. Board members present were: Suzy Card, Nathan Copeland, Darath Fisher, Dayrel Gates, Kristi Leonard, and Kenny Nedder. Library Director Mara Strickler was present. Due to heightened public health risks associated with the COVID-19 pandemic, accommodations were made to broadcast this meeting via Zoom video conference.

II. Recognition of Visitors and Visitor Comments: Matt Van Gelder was present.

III. Approval of Agenda: The June meeting agenda was received by all Board members prior to the meeting.

There were no changes to the agenda. The agenda stood as presented.

IV. Disposition of Minutes: All Board members received the May 2021 meeting minutes prior to the meeting. Brenda moved to approve the May minutes as written. Nathan seconded the motion. The minutes were unanimously approved.

V. Approval of Bills: All Board members received the June list of bills prior to the meeting. After a brief discussion and questions regarding the bills, Kenny moved to approve the June bills. Brenda seconded the motion. The bills were unanimously approved.

VI. Unfinished Business:

Review of COVID-19 Reopening Plan – Mara provided an update on the reopening plan as well as requested feedback on how to proceed with updates to the plan moving forward. The board had discussions around increasing the maximum capacity limits from 25% to 50% and around the use of the plexiglass barriers separating library staff from patrons. The board recommended maintaining the use of the barriers to be consistent with the intent of the overall policy. The board also supported the changes to move from 25% to 50% maximum capacity. The board will plan to review overall criteria for continuing resumption of normal operations during the July board meeting.

VII. New Business:

Recognition of Outgoing Board Member: Kenny Nedder – The Board recognized Kenny for his years of service on the Library Board. His final term is finished this month. He has served for 6 consecutive years.

Orientation for New Board Member: Matt Van Gelder – The Board recognized Matt for his upcoming term on the Library Board that will begin next month. Mara reviewed the topics covered during his recent orientation.

VIII. President's Report and Announcements:

May Boardroom Series – President Brenda reported that Kristi, Mara, and she attended the State Library Boardroom Series event held May 25, 2021. She discussed the importance of advocacy and requested each board member provide her a short statement reflecting why they serve on the library board. This information may be used in promotional materials.

IX. Director's Report:

Grant Updates

The Friends of the Pella Public Library received notification that their application, Bridging the Gap, to the Marion County Community Foundation has been funded in the amount of \$3,000. The funds will be used to purchase additional licenses for Bridges electronic resources. Currently library staff consistently receive 50 -100 patron requests per month specifically for Bridges titles. Our thanks to the Friends of the Pella Public Library and the Marion County Community Foundation for their support!

The Pella Public Library has been approved to receive \$5,000 in grant monies in order to launch an app which help increase digital inclusion. The funds are administered by the State Library of Iowa on behalf of the Institute for the Museum and Library Services. We have seen an increase in requests for an app over the past year due to the pandemic and changing technologies. Our current ILS provides a comprehensive app, BlueCloud Mobile, that will streamline the customer service experience. We hope to have the app available for patron use by the end of the calendar year.

Statistics

Fax24: 1 fax sent in May

Adventure Passes: 24 passes checked out in May (9 to the Blank Park Zoo, 5 to the Botanical Gardens of Des Moines, 2 to Des Moines Children's Museum, 5 to the Pella Historical Society, 3 to the Science Center of Iowa)

Hoopla: 745 total circulations borrowed by 272 unique patrons, average circulation per patron: 2.7, average price per circulation: Not available, total monthly cost: \$1,362.98

Trustee Emails – In accordance with Iowa code 22.7(11) regarding confidential records and based upon guidance from the League of Cities and the State Library, the Library Board of Trustees will begin using @cityofpella email addresses for all Library business beginning in July. This is intended to ensure the confidentiality of all Trustees and ensure that community members may contact Trustees in an appropriate manner.

Upcoming events: See our June calendar: <https://pellalibrary.libcal.com/calendar/main?cid=8842&t=m&d=0000-00-00&cal=8842&inc=0>
Update on Library Survey – Mara informed the Board that she has sent the current survey draft to the state library consultant for additional input. She expects she will have feedback to review with the Board during the July meeting.

X. Trustee training reports:

Mara reviewed the upcoming training opportunity: Marion County Board of Directors Meeting, Thursday, September 9, 2021 from 6:00 – 8:00 pm, CE Provided by State Library Consultant: Maryann Mori

Brenda and Mara discussed additional items from the State Library Boardroom Series event held May 25, 2021. They provided reflections on board privacy standards, the importance of understanding the library's return on investment for the community, and additional ways to provide services for the community.

XI. Committee reports:

Personnel Committee:

Nomination of Officers – Suzy provided an update that the committee has been working to create a recommended slate of candidates and needed more input from the Board. After a discussion of the roles and responsibilities of the open officer positions, the Board finalized a proposed list of candidates. Officer elections will be held during the July Board Meeting.

Director's Performance Evaluation – Suzy provided an update on the progress of the Director's performance evaluation. As of yesterday, the committee has completed this process and has shared the output with Mara and forwarded onto Mike Nardini, the City Administrator.

XII. Adjournment: Prior to adjournment the board discussed returning to in-person meetings starting next week. There was general agreement to hold in-person starting with the July meeting.

President Brenda Huisman adjourned the meeting at 5:35 p.m. The next regularly scheduled Board Meeting is scheduled for July 13, 2021.

3. Petitions and Communications

a. Special Event Permit Request for Friday After Five

BACKGROUND: The Pella Area Community and Economic (PACE) Alliance has requested a special event permit to host a Friday After Five event on August 6, 2021 from 4:30 to 10:00 p.m. Set-up is requested to begin at 1:30 p.m. with take down completed by 10:30 p.m. The event is requested to be held in a fenced location on the Molengracht Plaza, as shown on the attached map.

As background, this is the eleventh year that the PACE Alliance has held Friday After Five events. This year's event is again requested to feature live music and drinks served by Liberty Street Kitchen. The promoter is requesting to restrict attendance to new Pella residents only from 4:30 to 6:00 p.m. After 6:00 p.m., attendance would be opened to all members of the public. Alcoholic beverages would be available for purchase from Liberty Street Kitchen, whose bartenders would ensure patrons purchasing and consuming alcohol are age 21+.

All pertinent City departments have reviewed this application and comments are attached. The fee and insurance certificate have been received. Staff is recommending conditional approval of this special event upon approval of a temporary outdoor service extension for Liberty Street Kitchen's liquor license (agenda item D-3-b).

ATTACHMENTS: Application, Map, Department Comments

REPORT PREPARED BY: City Clerk

REVIEWED BY: City Administrator

RECOMMENDATION: Conditional approval of the special event permit as outlined

b. Temporary Outdoor Service Extension on Class C Liquor License for Liberty Street Kitchen

BACKGROUND: Liberty Street Kitchen, located at 705 E 1st Street, has applied for a temporary outdoor service area extension on their class C liquor license for Friday, August 6, 2021. As background, the Pella Area Community and Economic (PACE) Alliance has requested Liberty Street Kitchen to provide alcoholic beverages for their Friday After Five event on August 6, 2021. This special event application is included as agenda item D-3-a for Council's consideration. In order for Liberty Street Kitchen to provide the alcoholic beverages for this event, the establishment must apply for and obtain a temporary extension of their outdoor service area, as shown on the attached map. If approved, the outdoor service area would be enclosed with a temporary fence, meeting state requirements.

The application has been completed online with the state. Staff is recommending conditional approval of this temporary outdoor service extension upon approval of the special event permit for Friday After Five (agenda item D-3-a).

ATTACHMENTS: Map
REPORT PREPARED BY: City Clerk
REVIEWED BY: City Administrator
RECOMMENDATION: Conditional approval as outlined

c. **Special Event Permit Request for Library Adult Stitch and Chat**

BACKGROUND: The Pella Public Library has requested a special event permit to host an Adult Stitch and Chat program in the West Market Park's south shelter house. If approved, this event would be held on September 13, 2021 from 10:00 to 11:30 a.m.

As background, the library has been offering stitch meditation kits for several months and is now inviting the public to stitch/sew together and share the work they've been doing. Individuals interested in learning about stitch meditation and those who have experience are welcome to participate in this program.

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

ATTACHMENTS: Application, Department Comments
REPORT PREPARED BY: City Clerk
REVIEWED BY: City Administrator
RECOMMENDATION: Approve special event permit

d. **Special Event Permit Request for Central College Scratch Cupcakery Truck**

i. **Resolution No. 6316 entitled, "RESOLUTION TEMPORARILY CLOSING PUBLIC WAYS OR GROUNDS IN CONNECTION WITH A SPECIAL EVENT KNOWN AS CENTRAL COLLEGE SCRATCH CUPCAKERY TRUCK"**

BACKGROUND: Central College has requested a special event permit to host a Scratch Cupcakery truck for the purpose of selling specialty cupcakes from 10:00 a.m. to 2:00 p.m. on Wednesday, September 29, 2021. As background, Central College has hosted a Scratch Cupcakery truck during previous years' homecoming events which have included a picnic dinner and pep rally. Central College has not requested a special event permit to hold a picnic dinner or pep rally this year.

The Scratch Cupcakery Truck is requested to be located in the parking spots on the west side of the 400 block of Broadway Street in front of the Maytag Student Center; this is the same set-up as previous years.

A resolution is included with this request to close the parking spaces as outlined above.

All pertinent City departments have reviewed this application and comments are attached. The fee and insurance certificate have been received, and approval is recommended.

ATTACHMENTS: Resolution, Application, Map, Department Comments
REPORT PREPARED BY: City Clerk
REVIEWED BY: City Administrator
RECOMMENDATION: Approve special event permit and resolution

e. **Special Event Permit Request for Central College Flu Vaccine Clinic**

i. **Resolution No. 6317 entitled, "RESOLUTION TEMPORARILY CLOSING PUBLIC WAYS OR GROUNDS IN CONNECTION WITH A SPECIAL EVENT KNOWN AS CENTRAL COLLEGE FLU VACCINE CLINIC"**

BACKGROUND: Central College has requested a special event permit to host a mobile flu vaccine clinic, which would be available for their students, as well as members of the public, during the following dates and times:

- August 21 through 24, 2021 from noon to 3:00 p.m.

Location: Seven parking spaces in front of the First Baptist Church (east side of the 400 block of Broadway Street), as shown on the attached map

- September 16, 2021 from 10:30 a.m. to 1:30 p.m.

Location: Five parking spaces in front of the Maytag Student Center (west side of the 400 block of Broadway Street), as shown on the attached map

- October 14, 2021 from noon to 3:00 p.m.

Location: Five parking spaces in front of the Kuyper Athletic Complex (north side of the 1200 block of Independence Street), as shown on the attached map

A resolution is included with this request to close the parking spaces as outlined above.

All pertinent City departments have reviewed this application and comments are attached. The fee and insurance certificate have been received, and approval is recommended.

ATTACHMENTS: Resolution, Application, Map, Department Comments
REPORT PREPARED BY: City Clerk
REVIEWED BY: City Administrator
RECOMMENDATION: Approve special event permit and resolution

f. **Special Event Permit Request for Central College Move In/Move Out**

i. **Resolution No. 6318 entitled, "RESOLUTION TEMPORARILY CLOSING PUBLIC WAYS OR GROUNDS IN CONNECTION WITH A SPECIAL EVENT KNOWN AS CENTRAL COLLEGE MOVE IN/MOVE OUT"**

BACKGROUND: Central College has requested a special event permit for their student move in/move out dates. To accommodate the heavy traffic associated with students leaving or returning to campus, Central College is requesting to close Broadway Street, from Peace to University, during the following dates and times:

- August 11, 2021: 8:00 a.m. to 5:00 p.m.
- August 20, 2021: 7:00 a.m. to 10:00 p.m.
- August 21, 2021: 7:00 a.m. to 2:00 p.m.
- August 22, 2021: 8:00 a.m. to 7:00 p.m.
- August 23, 2021: 8:00 a.m. to 7:00 p.m.

- November 8, 2021: 8:00 a.m. to 7:00 p.m.
- December 16, 2021: 8:00 a.m. to 7:00 p.m.
- December 17, 2021: 8:00 a.m. to 2:00 p.m.
- January 16, 2022: 8:00 a.m. to 5:00 p.m.
- March 11, 2022: 8:00 a.m. to 7:00 p.m.
- April 14, 2022: 8:00 a.m. to 7:00 p.m.
- May 12, 2022: 8:00 a.m. to 7:00 p.m.
- May 13, 2022: 8:00 a.m. to 2:00 p.m.

A resolution is included with this request to close the streets as outlined above.

All pertinent City departments have reviewed this application and comments are attached. The fee and insurance certificate have been received, and approval is recommended.

ATTACHMENTS: Resolution, Application, Map, Department Comments
 REPORT PREPARED BY: City Clerk
 REVIEWED BY: City Administrator
 RECOMMENDATION: Approve special event permit and resolution

g. Renewal of Class B Native Wine Permit for Ulrich Meat Market

BACKGROUND: Double Dutch Meat Processing, DBA Ulrich Meat Market at 715 Franklin Street, has applied for renewal of their class B native wine permit. The term of the new license is 12 months and, if approved, would expire on August 14, 2022.

The application has been completed online with the state, and staff is recommending approval.

ATTACHMENTS: None
 REPORT PREPARED BY: City Clerk
 REVIEWED BY: City Administrator
 RECOMMENDATION: Approve renewal

h. Renewal of Class C Liquor License with Sunday Sales Privileges for Dutch 200 Bowl & Grill

BACKGROUND: Dutch 200 Bowl & Grill LLC at 204 SE 9th Street has applied for renewal of their class C liquor license with Sunday sales privileges. The term of the new license is 12 months and, if approved, would expire August 31, 2022.

The application has been completed online with the state, and staff is recommending approval.

ATTACHMENTS: None
 REPORT PREPARED BY: City Clerk
 REVIEWED BY: City Administrator
 RECOMMENDATION: Approve renewal

4. Resolutions

a. Resolution No. 6319 entitled, "RESOLUTION OF AGREEMENT AND SUPPORT OF A SPECIAL ELECTION FOR THE IMPOSITION OF A LOCAL SALES AND SERVICES TAX FOR CITY OF BUSSEY, MARION COUNTY, IOWA"

BACKGROUND: These resolutions are in support of public referendums regarding Local Option Sales and Service Tax (LOSST) in the City of Bussey and City of Knoxville. After discussing these resolutions during the Policy and Planning meeting on July 20, 2021, Council directed staff to place the resolutions on a future agenda for formal consideration.

Per Iowa Code, cities must receive the support of City Councils or Boards of Supervisors representing at least 50% of the population of their county in order to call for a public referendum to renew their LOSST. Requests for resolutions of support have been received from the City of Bussey and City of Knoxville. These cities are requesting the Pella City Council's support to place renewal of their 1% LOSST on the ballot this November. It is important to note that by approving these resolutions of support, the City of Pella is not required to hold an election regarding our LOSST which expires in December of 2023. These resolutions simply allow the City of Bussey and City of Knoxville to conduct their respective elections.

ATTACHMENTS: Resolution No. 6319 (City of Bussey), Resolution No. 6320 (City of Knoxville)
 REPORT PREPARED BY: City Clerk
 REVIEWED BY: City Administrator
 RECOMMENDATION: Approve resolutions

b. Resolution No. 6320 entitled, "RESOLUTION CALLING FOR A PUBLIC REFERENDUM TO AUTHORIZE THE IMPOSITION OF A LOCAL SALES AND SERVICE TAX IN THE CITY OF KNOXVILLE, COUNTY OF MARION, IOWA, AT THE RATE OF 1%"

E. CLOSED SESSION

1. Item pulled from the agenda.
2. Item pulled from the agenda.
3. Item pulled from the agenda.

F. PUBLIC HEARINGS

1a. Public Hearing regarding an Amendment to the Prairie Ridge Planned Unit Development.

No written comments were received. Oral comments were received from Council member Schiebout. De Jong moved to close the public hearing, seconded by Hopkins.

On roll call the vote was: AYES: 5, NAYS: None. Motion carried.

BACKGROUND: This ordinance amends the previously approved Prairie Ridge Planned Unit Development (PUD) (Ordinance 960). As background, in 2019, the City approved a PUD for Prairie Ridge which allowed for a master planned community to be built. Recently, the applicant expressed a desire to adjust the setbacks for the single-family residential properties included in the PUD. Given the change in the proposed development, the original PUD must be amended to accommodate and document this change.

Development: Phases 2 and 3 of the Prairie Ridge residential development are currently under construction and include a mix of one- and two-story single-family residential homes. The original development approval granted zoning requirements to be waived or amended which included the rear yard setbacks. The approved setbacks for Phase 2, Lots 2-21, and Phase 3 were set at 25 feet.

Through the building permit application process, the developer and the City became aware that proposed decks on certain homes would encroach into the previously approved 25-foot rear yard setbacks (see attached building permit exhibits). The solution is to reduce the approved rear yard setbacks from 25 feet to 15 feet. This would allow the construction of decks by the developer and not encroach into the setbacks. This modification will also allow future homeowners the same considerations and use of property.

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 – Ordinance 960: The proposed amended ordinance is not changing any of the restrictions placed on the property; the proposed PUD simply revises the rear property setbacks for Phase 2, Lots 2-21, and Phase 3.

Zoning District Modifications: The proposed ordinance does not change any of the previously approved zoning district modifications included with the original PUD other than what is stated below:

Zoning Requirements Waived or Amended:

2. For property identified as being included in Phase 2, Lots 2-21, and Phase 3:

g. The requirements of Table 165.12-3, Rear Yard, shall be reduced from 25 feet to 15 feet.

Comprehensive Plan: Providing additional housing in the community is a key priority goal of the Comprehensive Plan. The reason the plan stresses the need for additional housing is because it was identified as a primary concern of stakeholders and the general public during the plan's public input phase. This modification to the original Prairie Ridge PUD will not affect the original finding that the Prairie Ridge PUD is compatible with the Comprehensive Plan.

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 proposed ordinance during their meeting on July 26, 2021.

ATTACHMENTS: Ordinance, Letter from Developer, Ordinance 960, Building Permit Exhibits

REPORT PREPARED BY: Planning and Zoning Director

REPORT REVIEWED BY: City Administrator, City Clerk

RECOMMENDATION: Approve ordinance

1b. Ordinance No. 996 entitled, "AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY OF PELLA, IOWA, BY AMENDING THE PUD ORDINANCE FOR THE PROPERTY LOCATED EAST OF HWY 163 AND NORTH OF HWY G-28, CITY OF PELLA, MARION COUNTY, IOWA."

Bandstra moved to place ordinance no. 996 on its first reading, seconded by De Jong.

On roll call the vote was: AYES: 5, NAYS: None. Motion carried.

2a. Public Hearing regarding an Amendment to the South Main Planned Unit Development.

No written comments were received. Oral comments were received from Council member Schiebout.

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

On roll call the vote was: AYES: 5, NAYS: None. Motion carried.

BACKGROUND: This ordinance amends the previously approved South Main Planned Unit Development (PUD). As background, the City Council adopted a PUD ordinance for South Main in 2019. The ordinance is being amended at the request of the developer, RDP Holdings, to accommodate the proposed mixed-use development which is located on approximately 2.89 acres at 403 Main, 413 Main, and 400 Broadway.

Zoning District Modifications: The proposed ordinance requires the development to be in conformance with the base Commercial – Mixed Use Urban Center (CUC) zoning district except for the modifications previously approved as part of the original PUD. Recently, the developer requested to modify the design and layouts for Buildings 4 and 5. Therefore, staff is proposing to amend the previously approved PUD ordinances to include new exhibits, as shown. Additionally, the PUD exhibits show the site plan with the building layout and architectural elevations.

Staff Recommendation: Staff believes the proposed ordinance meets the requirements of the City's zoning code. In addition, staff also believes the proposed ordinance does not impact conformance with the City's Comprehensive Plan. Therefore, staff is recommending approval of the proposed ordinance which would formally amend the development regulations for the proposed development. Finally, it is important to note that the Planning and Zoning Commission unanimously approved this proposed ordinance during their meeting on July 26, 2021.

ATTACHMENTS: Ordinance, Exhibit A, Exhibit B-2-a, Exhibit B-2-b, Ordinance 947, Ordinance 954

REPORT PREPARED BY: Planning and Zoning Director

REPORT REVIEWED BY: City Administrator, City Clerk

RECOMMENDATION: Approve ordinance

2b. Ordinance No. 997 entitled, "AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY OF PELLA, IOWA, BY AMENDING THE PUD PLAN FOR PROPERTY LOCATED AT 413 MAIN STREET, CITY OF PELLA, MARION COUNTY, IOWA."

De Jong moved to place ordinance no. 997 on its first reading, seconded by Hopkins.

On roll call the vote was: AYES: 5, 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: 4 (Bandstra, Hopkins, De Jong, Branderhorst)

NAYS: 1 (Schiebout)

Motion failed.

G. RESOLUTIONS

1. Resolution No. 6322 entitled, "RESOLUTION DETERMINING THE NECESSITY AND SETTING DATES OF A CONSULTATION AND A PUBLIC HEARING ON A PROPOSED PRAIRIE RIDGE COMMERCIAL URBAN RENEWAL PLAN FOR A PROPOSED URBAN RENEWAL AREA IN THE CITY OF PELLA, STATE OF IOWA."

De Jong moved to approve, seconded by Hopkins.

On roll call the vote was: AYES: 5, NAYS: None. Motion carried.

BACKGROUND: This resolution establishes September 7, 2021 as the public hearing date for the proposed Prairie Ridge Commercial Urban Renewal Plan. The proposed plan is intended to stimulate, through public involvement and commitment, private investment in new commercial and industrial development. Included with these strategies is the use of Tax Increment Financing (TIF) to provide economic development incentives to developers. In order for the City of Pella to offer economic development incentives, the City must first approve an urban renewal plan.

The location of the proposed plan is south of Highway 163 on the western portion of the City of Pella's corporate limits. Included in the attached proposed plan is a map of the urban renewal area, which is listed as Exhibit B.

As additional background on this resolution, under Iowa Code the City is required to hold a consultation with all affected taxing entities prior to adopting urban renewal areas. This resolution sets August 12, 2021 as the consultation date for all taxing entities and, furthermore, this resolution establishes September 7, 2021 as the public hearing date for the proposed Prairie Ridge Commercial Urban Renewal Plan.

ATTACHMENTS: Resolution, Prairie Ridge Commercial Urban Renewal Plan

REPORT PREPARED BY: City Administration

REVIEWED BY: City Administrator, City Clerk

RECOMMENDATION: Approve resolution

2. Resolution No. 6323 entitled, "RESOLUTION OF PELLA CITY COUNCIL APPROVING FINAL PLAT."

Schiebout moved to approve, seconded by Branderhorst.

On roll call the vote was: AYES: 5, NAYS: None. Motion carried.

BACKGROUND: RDP Holdings LLC and ATI Group have submitted a final plat for the commercial portion of their development known as the Prairie Ridge subdivision. 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 a 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.

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 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. Economic development is noted as a priority goal in the City's Comprehensive Plan, with the aim to benefit the community and increase Pella's "pull factor" or ability to bring in money from outside the community to commercial establishments. 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. The design and intent for this plat is for commercial development, and because the area's focus has been shifted from industrial to commercial, the proposed development conforms with the Comprehensive Plan's goals. The City Council also determined this during its consideration of the rezoning to PUD.

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

- Roadways: ~600 linear feet
- Sanitary Sewer: ~2,040 linear feet
- Storm Sewer: ~1,360 linear feet
- Water: ~690 linear feet

Summary and Staff Recommendation: In summary, the Prairie Ridge Plat 3 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 during their meeting on July 26, 2021.

ATTACHMENTS: Resolution, Application, Final Plat, Aerial Map

REPORT PREPARED BY: Planning and Zoning Department

REPORT REVIEWED BY: City Administrator, City Clerk

RECOMMENDATION: Approve resolution

3. Resolution No. 6324 entitled, "RESOLUTION APPROVING PROJECT COST SHARING AGREEMENT FOR CONSTRUCTION OF THE SOUTHWEST SANITARY SEWER EXTENSION BY AND BETWEEN THE CITY OF PELLA, IOWA AND RDP HOLDINGS, LLC, AND AUTHORIZING MAYOR AND CITY CLERK TO EXECUTE."

De Jong moved to approve, seconded by Hopkins.

On roll call the vote was: AYES: 5, NAYS: None. Motion carried.

BACKGROUND: This resolution approves a Southwest Sanitary Trunk Sewer Extension Cost Sharing Agreement. The purpose of this project is to extend the City's sanitary sewer system to serve Prairie Ridge Plat 3 and the remaining properties to the west of this location. It is important to note that this particular plat includes the proposed Smash Park recreational center.

As background, previous sanitary sewer plans for Prairie Ridge Plat 3 have shown a sanitary sewer extension to the east connecting to an existing manhole at the north edge of the Washington Street right-of-way. However, after further review, the developer and their engineers concluded it would be too difficult and expensive to extend east as previously planned due to the existing 26' foot deep sanitary sewer manhole and multiple utilities including IRUA water mains, Pella Cooperative Electric lines and switch gear, Alliant Energy gas main, and several communication cables. As a result, the developer requested that the City of Pella consider constructing an additional sanitary sewer main to the west of the development, connecting to the City's Southwest Trunk Sewer. After discussing this item during the Policy and Planning meeting on July 20, 2021, Council directed staff to place this cost sharing agreement on a future agenda for formal consideration.

The total project cost is currently estimated at \$866,432. As part of this cost sharing agreement, RDP Holdings is responsible to pay the total project costs up to \$900,000. In the event the actual cost exceeds \$900,000, the agreement states the parties agree to work together to address the cost overruns.

In summary, staff believes the project aligns with the City's long-term sanitary sewer expansion plans and is needed to serve development west of the current Prairie Ridge development. As a result, staff recommends approval of this resolution and cost sharing agreement with RDP Holdings.

ATTACHMENTS: Resolution, Cost Sharing Agreement
REPORT PREPARED BY: City Administration
REVIEWED BY: City Administrator, City Clerk
RECOMMENDATION: Approve resolution

4. Resolution No. 6325 entitled, "RESOLUTION APPROVING ENGINEERING SERVICES AGREEMENT WITH VEENSTRA & KIMM, INC. FOR THE SOUTHWEST TRUNK SEWER EXTENSION PROJECT."

Bandstra moved to approve, seconded by Hopkins.

On roll call the vote was: AYES: 5, NAYS: None. Motion carried.

BACKGROUND: This resolution approves an engineering services agreement with Veenstra & Kimm (V&K) for the Southwest Trunk Sewer Extension project. The general purpose of this project is to construct a new 12" and 15" sanitary trunk sewer including manholes and all associated appurtenances to serve Prairie Ridge Plat 3, including the proposed Smash Park recreational center, and the remaining properties to the west of this location.

As background, previous sanitary sewer plans for Prairie Ridge Plat 3 have shown a sanitary sewer extension to the east connecting to an existing manhole at the north edge of the Washington Street right-of-way. However, after further review, the developer and their engineers concluded it would be too difficult and expensive to extend east as previously planned due to the existing 26' foot deep sanitary sewer manhole and multiple utilities including IRUA water mains, Pella Cooperative Electric lines and switch gear, Alliant Energy gas main, and several communication cables. As a result, the developer requested that the City of Pella consider constructing an additional sanitary sewer main to the west of the development, connecting to the City's Southwest Trunk Sewer. After discussing this item during the Policy and Planning meeting on July 20, 2021, Council directed staff to place this engineering services agreement on a future agenda for formal consideration.

The following is a summary of the engineering fees for this project:

Design, Plans/Specifications, Permitting/Bidding Services	\$52,100
Construction Administration, Resident Review, Final Review	53,500
Total Engineering Fees (not-to-exceed)	<u>\$105,600</u>

V&K has estimated the construction cost of this project to be approximately \$870,000 which includes the engineering fees. This cost estimate will be further refined as part of this engineering contract. Furthermore, the developer is proposing to reimburse the City for the first \$900,000 of the project, as detailed and included for Council's consideration as agenda item G-3.

In summary, staff is recommending approval of this engineering services agreement with V&K for the Southwest Trunk Sewer Extension project. Finally, it is important to note that the City Attorney has reviewed the engineering services agreement.

ATTACHMENTS: Resolution, Map, Engineering Services Agreement
REPORT PREPARED BY: Public Works Department
REVIEWED BY: City Administrator, City Clerk
RECOMMENDATION: Approve resolution

5. Resolution No. 6326 entitled, "RESOLUTION APPROVING ENGINEERING SERVICES AGREEMENT WITH VEENSTRA & KIMM, INC. FOR THE WEST WASHINGTON STREET AND FIFIELD ROAD INTERSECTION IMPROVEMENTS PROJECT."

Schiebout moved to approve, seconded by De Jong.

On roll call the vote was: AYES: 5, NAYS: None. Motion carried.

BACKGROUND: This resolution approves an engineering services agreement with Veenstra & Kimm (V&K) for the West Washington Street and Fifield Road Intersection Improvements project. After discussing this item during the Policy and Planning meeting on July 20, 2021, Council directed staff to place this engineering services agreement on a future agenda for formal consideration.

As background, V&K performed a projected traffic study during the Smash Park site plan process. The study determined a westbound right turn lane and traffic signals would be required with the addition of the proposed Prairie Ridge commercial uses. Due to the fact that federal state transportation program (STP) dollars are only able to be utilized when the traffic is actually experienced and meeting warrants requiring improvements, staff is recommending proceeding with construction of only the westbound right turn lane at this time utilizing other City funds. Furthermore, staff recommends the remaining items (geometric improvements, eastbound left turn lane, and traffic signals) would not be constructed until the intersection meets warrants to utilize STP funding.

Engineering Agreement: The attached engineering services agreement with V&K, in the amount of \$38,500, includes project design, bid letting, contract administration, and construction observation for the westbound right turn lane at the West Washington Street and Fifield Road intersection. In addition, this agreement includes a full geometric design and layout of the intersection to ensure everything works with the future intersection improvements and traffic signal project.

V&K has estimated the construction cost of the westbound right turn lane project to be approximately \$73,150 in addition to the engineering fees. If approved, construction of the westbound right turn lane is estimated to occur in 2022. Finally, it is important to note that the City Attorney has reviewed the engineering services agreement.

ATTACHMENTS: Resolution, Map, Letter from V&K, Engineering Services Agreement
REPORT PREPARED BY: Public Works Department
REVIEWED BY: City Administrator, City Clerk
RECOMMENDATION: Approve resolution

6. Resolution No. 6327 entitled, "RESOLUTION APPROVING FIRST AMENDMENT TO THE HOTEL/MOTEL DISTRIBUTION AGREEMENT WITH THE PELLA CONVENTION AND VISITORS BUREAU."

Branderhorst moved to approve, seconded by Schiebout.

On roll call the vote was: AYES: 5, NAYS: None. Motion carried.

BACKGROUND: This resolution approves a first amendment to the Hotel/Motel Distribution Agreement with the Pella Convention and Visitors Bureau (CVB). After discussing this item during the Policy and Planning meeting on July 20, 2021, Council directed staff to place this amendment on a future agenda for formal consideration.

As background, on March 19, 2019, the City Council approved a distribution agreement with the CVB, which allocated 57% of the City's collection of hotel/motel taxes received from the Iowa Department of Revenue. The purpose of the agreement was to fund the operations of the CVB so as to provide services to effectively promote and develop all varieties of visitor and convention business to the City of Pella, resulting in the economic benefit of its citizens. The term of the agreement is April 1, 2019 through March 31, 2022.

On July 20, 2021, the CVB indicated that the reduced hotel/motel tax collections resulting from the COVID-19 pandemic had significantly affected their finances. As a result, the CVB is requesting a one-time payment of \$40,000 to support their operations. Based on guidance from the City Council, the attached amendment provides for a one-time payment of \$40,000, matching the request from the CVB.

In summary, the COVID-19 pandemic impacted hotel/motel tax collections, of which 57% of the collections are distributed to the CVB to fund operations. The CVB has indicated that a one-time payment of \$40,000 would provide the necessary resources to continue operations and meet the goals and objectives of the organization. Approval of the first amendment to the distribution agreement would fulfill this request while all other provisions of the agreement would remain in place.

ATTACHMENTS: Resolution, Current Contract, First Amendment
REPORT PREPARED BY: City Administration
REVIEWED BY: City Administrator, City Clerk
RECOMMENDATION: Approve resolution

7. Resolution No. 6328 entitled, "RESOLUTION APPROVING A SECOND AMENDMENT TO THE ORIGINAL PARTNERSHIP AGREEMENT BETWEEN THE CITY OF PELLA AND WONDER SPELEN FOR THE PURPOSE OF CONSTRUCTING PHASE III PLAYGROUND EQUIPMENT AND SHELTER HOUSE FOR THE KIWANIS PARK IMPROVEMENT PROJECT."

Branderhorst moved to approve, seconded by Hopkins.

On roll call the vote was: AYES: 5, NAYS: None. Motion carried.

BACKGROUND: These resolutions approve amendments to previously approved agreements and contracts for the purpose of adjusting the Kiwanis Park Improvements project size and scope as requested by Wonder Spelen. After discussing this request during the Policy and Planning meeting on July 20, 2021, Council directed staff to place these items on a future agenda for formal consideration.

As background, Council previously approved a partnership agreement, including amendment no. 1, with Wonder Spelen to construct an all-inclusive playground, off-street parking, restroom facilities, and sidewalks at Kiwanis Park. As part of this agreement, the City of Pella will construct and own the improvements at Kiwanis Park. In addition, Council previously approved a financial allocation of \$350,000 for the project. Wonder Spelen is now requesting that the City proceed with expanding the project scope to include additional playground equipment, fence alterations, and a shelter house.

In general, phase III includes the addition of double gates to all fence opening locations, relocation of the fence on the north side of the playground to exclude the basketball court, construction of a 16' x 30' shelter house and Yalp Sona Arch including additional surfacing with concrete subgrade and subdrain, additional earthwork, and engineering fees.

The following resolutions are included on the agenda for Council consideration:

Resolution No. 6328 Amending the Partnership Agreement with Wonder Spelen

This resolution approves a second amendment to the original partnership agreement between the City of Pella and Wonder Spelen for construction of Phase III. To assist in funding Phase III, this amendment increases the City's financial contribution from \$350,000 to \$361,500.

Resolution No. 6329 Amending the Engineering Agreement with Snyder & Associates

This resolution approves a second amendment to the engineering agreement with Snyder & Associates for additional engineering including design services and construction administration for Phase III. If approved, the original engineering agreement will be increased by a lump sum of \$11,500 as follows:

Original agreement	\$ 74,900
Amendment no. 1 for Phase II	2,500
Amendment no. 2 for Phase III	<u>11,500</u>
Total revised agreement	<u>\$ 88,900</u>

Resolution No. 6330 Approving Change Order No. 2 with Hooyer Construction

This resolution approves change order no. 2 with Hooyer Construction, in the amount of \$189,173.20, for the following items:

Double gates on fencing	\$14,211.60
Yalp Sona Arch	79,359.15
Picnic shelter	99,833.25
Modify basketball court access	(1,230.80)
Reduce 2" water service to 1"	<u>(3,000.00)</u>
Change order no. 2	<u>\$189,173.20</u>

Furthermore, while the engineer anticipates the original site improvements and concrete work will remain on track with the previously approved substantial completion date of October 31, 2021, the engineer recommends extending the contract completion date to May 1, 2022 to allow time for the manufacturing, delivery, and installation of the new shelter house and Yalp Sona Arch. This contract completion date change is reflected within change order no. 2.

If approved, listed below is the updated contract summary:

Original contract	\$ 1,182,072.25
Change order no. 1	134,426.72
Change order no. 2	<u>189,173.20</u>
Total revised contract	<u>\$ 1,505,672.17</u>

In summary, staff is recommending approval of the three resolutions on the agenda for Council consideration. These resolutions approve amendments to previously approved agreements and contracts for the purpose of adjusting the Kiwanis Park Improvements project size and scope as requested by Wonder Spelen.

ATTACHMENTS: Resolution No. 6328, Current Agreement, Second Amendment, Wonder Spelen Letter of Support, Resolution No. 6329, Engineering Agreement Amendment, Resolution No. 6330, Engineer's Letter, Change Order No. 2

REPORT PREPARED BY: Community Services Director
REPORT REVIEWED BY: City Administrator, City Clerk
RECOMMENDED ACTION: Approve resolutions

8. Resolution No. 6329 entitled, "RESOLUTION APPROVING AMENDMENT NO. 2 TO THE PROFESSIONAL SERVICES AGREEMENT WITH SNYDER & ASSOCIATES FOR ENGINEERING SERVICES ASSOCIATED WITH THE KIWANIS PARK IMPROVEMENTS PROJECT."
Hopkins moved to approve, seconded by De Jong.
On roll call the vote was: AYES: 5, NAYS: None. Motion carried.
9. Resolution No. 6330 entitled, "RESOLUTION APPROVING CHANGE ORDER NO. 2 WITH HOOYER CONSTRUCTION FOR THE KIWANIS PARK IMPROVEMENTS PROJECT."
Schiebout moved to approve, seconded by Bandstra.
On roll call the vote was: AYES: 5, NAYS: None. Motion carried.

H. CLAIMS

1. Abstract of Bills No. 2084.
Branderhorst moved to approve, seconded by Schiebout.
On roll call the vote was: AYES: 5, NAYS: None. Motion carried.

I. POLICY AND PLANNING

1. At 7:02 p.m., Council went into the Policy and Planning meeting to hold a discussion regarding local streets, ending at 7:12 p.m.

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

Comments were received and addressed.

K. ADJOURNMENT

There being no further business claiming their attention, Bandstra moved to adjourn, seconded by Hopkins.
On roll call the vote was: AYES: 5, NAYS: None. Motion carried.

Meeting adjourned at 7:17 p.m.