



CITY OF PELLA

CITY COUNCIL OFFICIAL MINUTES

September 15, 2020

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 7:00 p.m., Mayor Don DeWaard presiding. Council members present were: Liz Sporrer, Lynn Branderhorst, Calvin Bandstra, Bruce Schiebout, Dave Hopkins. Absent: Mark De Jong.

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

Five staff members and fifteen members of the general public attended the meeting.

Due to heightened public health risks associated with the COVID-19 pandemic, accommodations were made to broadcast this meeting via conference call. One staff member and one member of the general public attended the conference call.

B. MAYOR'S COMMENTS

1. Announce Policy and Planning meeting following the regular Council meeting to discuss:
 - a. Police Department Revised Organizational Structure Proposal
 - b. Fixed Base Operator Financial Reimbursement Request
 - c. Proposed Amendment to the 28E Planning and Zoning Agreement with Marion County

2. Approval of Tentative Agenda.

Schiebout moved to approve, seconded by Branderhorst.

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

3. Appointment of Dayrel Gates to the Library Board of Trustees.

Branderhorst moved to approve, seconded by Sporrer.

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

BACKGROUND: Mayor DeWaard would like to appoint Dayrel Gates to fill a vacancy on the Library Board of Trustees due to the resignation of Dinakar Kesavapillai. Dayrel previously served on the Library Board of Trustees from July of 2002 to June of 2008. Dayrel has lived in Pella for over 20 years. He currently resides at 1207 Shadow Lane Drive. If approved, Dayrel would serve the remainder of Dinakar's term which expires on June 30, 2022. At that time, he would be eligible to serve a second term.

ATTACHMENTS: None
REPORT PREPARED BY: Library Director
REVIEWED BY: City Administrator, City Clerk
RECOMMENDATION: Approve the appointment

4. Oath of Office for New Police Officer Bryce Doane.

BACKGROUND: Bryce Doane has accepted a position as a sworn full-time police officer with the City of Pella. Mr. Doane consistently excelled in the competitive police officer testing process at the Pella Police Department. Mr. Doane was raised in the Grinnell area and graduated from Lynnville-Sully High School. He earned a B.A. at Iowa State University and was hired as a Grinnell Police Officer in December 2014.

ATTACHMENTS: Oath of Office
REPORT PREPARED BY: Shane McSheehy, Chief of Police
REVIEWED BY: City Administrator, City Clerk
RECOMMENDATION: Administer Oath of Office

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

No comments were received.

C. APPROVAL OF CONSENT AGENDA

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

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 September 1, 2020

2. Report of Committees

a. Policy and Planning Minutes for September 1, 2020

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

ABSENT: None

OTHERS: City staff and visitors

The Policy and Planning meeting began at 9:01 p.m. The purpose of the meeting was to continue discussion regarding Big Rock Park. As background, Council received a presentation regarding the Old Growth Forest Network on July 21, 2020. Inclusion in this network would require Council to formally approve some type of conservation easement, deed restriction, change in law, or adoption of administrative rules that would protect Big Rock Park from commercial logging activities.

During previous meetings, Council also discussed the possibility of conducting an environmental assessment to assist when determining what activities should be allowed to take place in Big Rock Park.

The following are potential components of an environmental assessment:

- Evaluation of threatened and endangered plant and animal species (est. \$8,000-\$10,000)
- Incorporation of passive and active recreation into the park (est. \$15,000-\$17,000)
- Survey park boundaries (est. \$9,000-\$11,000)

The above phases would take in excess of one year to complete as some species are only evident during certain seasons of the year.

At the end of the discussion, staff was directed to proceed with obtaining proposals to conduct an environmental assessment at Big Rock Park. After the assessment is complete, Council will have further discussions regarding the Old Growth Forest Network and what uses should be allowed within the park.

The meeting adjourned at 9:37 p.m.

Respectfully submitted:

Mandy Smith

City Clerk

3. Petitions and Communications

a. Special Event Permit Request for the Race to END AHC: One Million Steps to a Cure 5K

BACKGROUND: Rachel Van Maanen is requesting a special event permit to host a 5K Race to END AHC: One Million Steps to a Cure on Sunday, October 4, 2020. The promoter is proposing to set aside a two-hour time window, from 1:00 to 3:00 p.m., for participants to complete the 5K on their own time. The route is proposed to begin and end at the Pella Christian High School, as outlined on the attached map. All pertinent City departments have reviewed this application and comments are attached. Staff is recommending conditional approval of this special event pending receipt of the fee and insurance certificate.

ATTACHMENTS: Application, Map, Department Comments

REPORT PREPARED BY: City Clerk

REVIEWED BY: City Administrator

RECOMMENDATION: Conditionally approve special event permit pending receipt of fee and insurance

D. *PUBLIC HEARINGS – None

E. PETITIONS & COMMUNICATIONS – None

F. PLANNING & ZONING ITEMS – None

G. ADMINISTRATION REPORTS – None

H. RESOLUTIONS

1. Resolution No. 6193 entitled, “RESOLUTION APPROVING THE STREET FINANCE REPORT FOR FISCAL YEAR ENDING JUNE 30, 2020.”

Schiebout moved to approve, seconded by Hopkins.

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

BACKGROUND: This resolution approves the City’s street finance report for the fiscal year (FY) ending on June 30, 2020. In summary, FY 19/20 revenues total \$2,427,960 and expenditures total \$2,191,370.

As background, according to Iowa Code, cities are required to file an annual street finance report with the Iowa Department of Transportation in order to receive road use tax funds.

Listed below is a breakdown of the revenues and expenditures:

Summary	Special Revenues		Capital Projects (300)	Grand Total
	Road Use (110)	Other		
Beginning Balance	\$1,155,668			\$1,155,668
Expense	\$1,098,147	\$482,841	\$610,382	\$2,191,370
Revenue	\$1,334,737	\$482,841	\$610,382	\$2,427,960
Ending Balance	\$1,392,258			\$1,392,258

ATTACHMENTS: Resolution, Street Finance Report

REPORT PREPARED BY: Finance Director

REVIEWED BY: City Administrator, City Clerk

RECOMMENDATION: Approve resolution

2. Resolution No. 6194 entitled, “RESOLUTION APPROVING AN APPLICATION AND AGREEMENT FOR FEDERAL ASSISTANCE, GRANT NO. PEA-CEG-3-19-0112-012-2020.”

Branderhorst moved to approve, seconded by Schiebout.

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

BACKGROUND: This resolution approves a grant application and agreement for federal assistance in support of the Pella Municipal Airport Runway 16/34 Rehabilitation project. As background, Council awarded a contract for this project to Wicks Construction on May 19, 2020. This project consists of replacement of concrete surfacing and cement treated subgrade over approximately one-third of runway 16/34 and the connecting taxiway at the airport. As part of the project, the Federal Aviation Administration has agreed to fund 100% of the project in the total amount of \$1,620,818.

In summary, staff is recommending approval of this resolution formally approving the grant application and agreement and authorizing the Finance Director to administer the grant. Additionally, the resolution authorizes the Finance Director to sign any documents related to the grant on behalf of the City of Pella.

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

3. Resolution No. 6195 entitled, “RESOLUTION APPROVING PRELIMINARY PLAT FOR THE LELY INNOVATION PARK.”

Bandstra moved to approve, seconded by Hopkins.

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

BACKGROUND: This resolution approves a preliminary plat for the Lely Innovation Park subdivision. As background, Lely North America, a world leader in robotic milking systems, is a subsidiary of Lely Industries (Maaslui, 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 (URP) and Development Agreement (DA) to encourage Lely to build its North American headquarters in Pella; this expansion would result in 15 new jobs within our community. The Lely Innovation Park subdivision under consideration with this resolution is located at 775 250th Avenue at the southwest corner of the Highway 163 and 250th Avenue interchange. The currently undeveloped 60.73-acre site is zoned M2 (Heavy Industrial).

CITY CODE REQUIREMENTS FOR PRELIMINARY PLATS

Per City Code, the City Council shall review the preliminary plat for conformance with the Comprehensive Plan, Zoning Ordinance, and Subdivision Ordinance. In addition, Council shall consider the recommendations of reviewing parties. Review of a preliminary plat allows the Council to examine the overall layout as well as ensure compliance with all applicable City infrastructure and code requirements.

ZONING CLASSIFICATION

The property is zoned M2 (Heavy Industrial). This district is intended to accommodate a wide variety of industrial uses, some of which may have significant external effects. These uses may have operating characteristics that create conflicts with lower intensity surrounding land uses. The district provides the reservation of land for these activities and includes buffering requirements to reduce incompatibility.

PROPOSED DEVELOPMENT

The proposed development would be the site of the Lely North American headquarters. The applicant proposes offices (21,887 sq. ft.), manufacturing (26,796 sq. ft.), training (9,960 sq. ft.), and warehouse space (50,177 sq. ft.). The site also includes stormwater, parking, loading, and a mowed path.

LOT REQUIREMENTS

The proposed lot meets all M2 zoning district minimum requirements.

REQUIRED IMPROVEMENTS

The developer is required to make and install all public improvements identified in Chapter 170.13.

The following is a review of those requirements:

Streets: The subdivider shall grade and improve all new streets between the property lines, within the subdivide area. The paving on such new streets shall be built according to the Design Standards.

STAFF COMMENT: *The site would be served by a private drive from 250th Avenue.*

Storm Sewer and Drainage: The subdivider shall construct all storm water management structures, including but not limited to: storm sewers, drains, inlets, manholes, and drainage conveyances, to provide for the adequate removal of all surface drainage according to the Design Standards and Standard Specifications. Engineering calculations, including references to support all assumptions and recommendations, shall accompany all storm water management systems designs.

STAFF COMMENT: *The City's engineering consultant and Public Works Director have had the opportunity to review and approve the development's storm water management plan and drainage calculations. The engineering consultant noted no issues with the proposed system.*

Secondary Storm Sewer: Subdividers must provide a secondary storm sewer system with access to the system from all lots in a subdivision. The City's engineer may grant a waiver to this requirement based on the zoning of the subdivision or the topography or other site characteristics of each lot. Proposed secondary storm sewer system designs, including locations of conduit, grading, drainageways, and outlets, must be shown on the preliminary plat.

STAFF COMMENT: *The site consists of one lot. The City's engineering consultant and Public Works Director have had the opportunity to review and approve the development's storm water management plan and drainage calculations.*

Sanitary Sewer: The subdivider shall construct sanitary sewers in conformance with the Design Standards and Standard Specifications. The subdivider shall provide a connection for each lot to the sanitary sewer. The sanitary sewer shall be in operation prior to occupancy of any building.

STAFF COMMENT: *The site will be connected to the public sanitary sewer. The City's engineering consultant and Public Works Director have had the opportunity to review and approve the development's sanitary sewer plan.*

Water Mains and Fire Hydrants: The subdivider shall install water mains and fire hydrants in the subdivided area. The installation of water mains and fire hydrants shall be made prior to the street pavement construction and shall be in conformance with the Design Standards and Standard Specifications.

STAFF COMMENT: *The site is served by a 12-inch water line that connects to a 12-inch public water main running north-south along 250th Avenue. The Fire Chief has reviewed and approved the hydrant locations along an eight-inch line running north-south on the west side of the proposed building and access drive.*

Sidewalks: Property owners shall install a four-foot wide concrete sidewalk along each lot frontage prior to the issuance of an occupancy permit for the structure on the lot. Sidewalks shall be installed in accordance with the Design Standards and Standard Specifications.

STAFF COMMENT: No sidewalk is proposed, as there are no sidewalks proximate to the site.

Erosion Control Measures: The subdivider shall construct and maintain erosion and sediment control measures in accordance with the Design Standards.

STAFF COMMENT: The City's engineering consultant and Public Works Director have reviewed the preliminary plat and expressed no concerns with the site's erosion control measures.

COMPREHENSIVE PLAN

City Code requires the City Council to review the proposed preliminary plat for conformance with the Comprehensive Plan. The Comprehensive Plan's Future Land Use Map identifies this site as General Industrial. The proposed use conforms with this designation.

STAFF RECOMMENDATION

In summary, the proposed preliminary plat satisfies pertinent City Code and is consistent with the Comprehensive Plan. While no sidewalk is proposed, there is none adjacent to the property and the closest sidewalk is at the Pella Sports Park located more than 3,500 feet away to the northwest. Staff recommends approval of the preliminary plat as submitted. Finally, it is important to note that the Planning and Zoning Commission unanimously approved the preliminary plat on August 24, 2020.

ATTACHMENTS: Resolution, Aerial Map, Application, Preliminary Plat

REPORT PREPARED BY: Planning and Zoning Director

REPORT REVIEWED BY: City Administrator, City Clerk

RECOMMENDED ACTION: Approve resolution

4. Resolution No. 6196 entitled, "RESOLUTION APPROVING ENGAGEMENT AGREEMENT WITH AHLERS AND COONEY, P.C. TO REPRESENT THE CITY OF PELLA IN CONNECTION WITH THE LELY AREA 100% VOLUNTARY ANNEXATION."

Schiebout moved to approve, seconded by Branderhorst.

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

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.

As background, Council approved an Urban Renewal Plan (URP) and Development Agreement (DA) in 2019 to encourage Lely to build its North American headquarters in Pella; this expansion would result in 15 new jobs within our community. The proposed location for the new facility is a 65-acre site located southwest of exit 44 on Highway 163. Currently, this location is outside of the City's corporate limits; however, the City has received written applications to voluntarily annex this land, and surrounding land, into the City limits.

Two resolutions are on the agenda for Council consideration related to this matter:

1. Resolution No. 6196

This resolution approves an engagement agreement with Ahlers and Cooney to represent the City of Pella in connection with this voluntary annexation. Ahlers and Cooney has assisted the City with prior annexation matters; therefore, staff recommends approval of this engagement agreement for legal services associated with the Lely area voluntary annexation. The fees charged will be based on hourly rates; the firm estimates that their legal fees will not exceed \$3,000.

2. Resolution No. 6197

This resolution accepts written applications for voluntary annexation of land to the City of Pella. Applications have been received from Grace Fellowship Church, the Iowa Department of Transportation, and 163 Properties Corp. to seek voluntary annexation of approximately 93 acres of land located southeast of the existing Pella corporate limits, as shown on the attached map.

In addition, this resolution establishes October 20, 2020 as the public hearing date to take action on the annexation applications and directs the City Clerk to mail copies of the applications and this resolution to the Marion County Board of Supervisors.

In summary, staff recommends approval of both resolutions relating to this voluntary annexation.

ATTACHMENTS: Resolution No. 6196, Engagement Letter, Resolution No. 6197, Map, Annexation Applications

REPORT PREPARED BY: City Administration

REVIEWED BY: City Administrator, City Clerk

RECOMMENDATION: Approve resolutions

5. Resolution No. 6197 entitled, "RESOLUTION FIXING DATE FOR A PUBLIC HEARING ON THE ANNEXATION OF CERTAIN LAND TO THE CITY OF PELLA, AND ACCEPTING FOR FILING APPLICATIONS FOR VOLUNTARY ANNEXATION OF CERTAIN LAND TO THE CITY OF PELLA AND PROVIDING FOR NOTICE OF CITY COUNCIL ACTION."

Branderhorst moved to approve, seconded by Hopkins.

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

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ATTACHMENTS:	Resolution No. 6196, Engagement Letter, Resolution No. 6197, Map, Annexation Applications
REPORT PREPARED BY:	City Administration
REVIEWED BY:	City Administrator, City Clerk
RECOMMENDATION:	Approve resolutions

I. ORDINANCES – None

J. CLAIMS

1. Abstract of Bills No. 2063.

Schiebout moved to approve, seconded by Branderhorst.

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

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

No comments were received.

L. CLOSED SESSION – None

M. ADJOURNMENT

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

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

Meeting adjourned at 7:20 p.m.