



CITY OF PELLA

CITY COUNCIL OFFICIAL MINUTES

September 19, 2023

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, Dr. Spencer Carlstone, Dave Hopkins. Absent: Liz Sporrer. City Administrator Mike Nardini and City Clerk Mandy Smith were present. Nine staff members and twenty-eight members of the general public attended in person. Two staff members and eight members of the general public attended via conference call.

B. MAYOR'S COMMENTS

1. Approval of Tentative Agenda.
Bandstra moved to approve, seconded by Branderhorst.
On roll call the vote was: AYES: 5, NAYS: None. Motion carried.

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

No comments were received.

D. 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 5, 2023
2. Report of Committees
 - a. Policy and Planning Minutes for September 5, 2023

PRESENT: Mayor Don DeWaard, Mark De Jong, Lynn Branderhorst, Calvin Bandstra, Dr. Spencer Carlstone, Dave Hopkins

ABSENT: Liz Sporrer

OTHERS: City staff and visitors

The Policy and Planning meeting began at 6:35 p.m. The only agenda item was a discussion regarding the City of Pella's section of the drafted Marion County Multi-Jurisdictional Multi-Hazard Mitigation Plan. The plan identifies hazards, assesses vulnerability, and identifies actions to reduce risk. Plan development is a requirement for certain Federal Emergency Management Agency (FEMA) benefits.

The Marion County Emergency Management Commission hired JEO Consulting Group to assist in the planning and composition of the plan which covers the entirety of Marion County. The plan provides an individual assessment for each represented jurisdiction. By adoption of the proposed document, the City of Pella is not obligated to perform under another jurisdiction's plan or overall strategy. The program is tailored to encourage local jurisdictions to plan to lessen disaster damage.

At the end of the discussion, staff was directed to proceed with placing the drafted plan, as presented, on a future Council agenda for formal consideration.

The meeting adjourned at 6:43 p.m.

Respectfully submitted:

Mandy Smith

City Clerk

- b. Planning and Zoning Commission Minutes for July 24, 2023

Chairperson Teri Vos called the Planning and Zoning Commission to order at 6:00 p.m. in the Public Safety Complex. Members present were: Sarah Buchheit, Joe Canfield, Julio Chiarella, Cathy Hausteine, Tom Johnson, Bob Smith, Marc Vande Noord, and Teri Vos; absent: none. Staff present: Planning and Zoning Director Gerald Buydos, Zoning Analyst Jared Parker, Local Programming Coordinator Monte Goodyk, and the Deputy City Clerk. One member of the public attended the meeting.

APPROVAL OF TENTATIVE AGENDA: Motion by Smith, second by Canfield to approve the tentative agenda. Motion carried 8-0.

APPROVAL OF MINUTES: Motion by Vande Noord, second by Smith to approve the minutes of the June 26, 2023 meeting. Motion carried 8-0.

NEW BUSINESS PROPOSED:

Consider a Modification to a Previously Approved Site Plan for 1301 W. 12th St., as Submitted by Dingeman Concrete Inc.

Jeff Dingeman submitted a site plan modification request to move the westerly building located at 1301 W. 12th St. north a distance of 36 feet off the south property line. In addition, four parking spaces will be added south of the building. The western building will also be downsized to 14,336 square feet from approximately 15,360 square feet. The eastern building was constructed at approximately 13,440 square feet.

According to the Zoning Ordinance, the proposed land use is classified as Warehousing (Enclosed), which is defined as "uses including storage, distribution and handling of goods and materials within enclosed structures. Typical uses include wholesale distributors, storage warehouses and van and storage companies." This land use is permitted by right in the City's M1 zoning district.

Chapter 165.36(F)(3) requires the proposed site plan to conform to the City's Comprehensive Plan. The Future Land Use Map of the Comprehensive Plan identifies this site for "General Industrial" land uses. Staff believes the proposal meets this description in the Comprehensive Plan, along with providing more industrial acres, which is noted as a need in the Comprehensive Plan.

Staff believes the revised site plan meets the requirements of the City's zoning code and is consistent with the City's Comprehensive Plan. Staff recommended the revised site plan be approved.

The applicant, Jeff Dingeman, was present to speak in favor of the site plan modification and to answer questions from the Commission. Motion by Canfield, second by Johnson to approve the site plan modification as submitted. Motion carried 8-0.

OTHER BUSINESS / WORK SESSION

Work Session to Discuss Updates to the Comprehensive Plan, Zoning Code, and Subdivision Code

At the June 26, 2023 meeting, the Planning and Zoning Commission held a work session to review the general outline of the process the City of Pella will be going through with updates to the Comprehensive Plan, Zoning Code and Subdivision Ordinance. While staff did not currently have further updates on this item, this was an opportunity for the Commission to have further discussion if they so desired.

The City of Pella's Comprehensive Plan was last updated in 2014. Normal updates can be anywhere from seven to 10 years in length, but some can push the vision out 20 years. One of the major determinations is growth. The City of Pella is experiencing growth and therefore the Comprehensive Plan should be looked at and updated. The Zoning Code dates to the 1970s, with a major update in the 1980s, and modifications almost every year since. This document needs a comprehensive rewrite to bring it up-to-date and into conformance with the new Comprehensive Plan. The Subdivision Ordinance also should have a comprehensive rewrite to bring it into conformance with the goals and policies of the updated Comprehensive Plan.

The proposed consultant hiring process will be as follows: The City will issue a Request for Proposals (RFP) on the items. This may include only one, or possibly all three. A Review Committee of staff and Planning and Zoning Commission members will review the proposals and rank them. Presentations may be requested of the top firms to the Review Committee. A final consultant will be recommended by the Review Committee to the City Council to retain.

The Comprehensive Plan update process proposed may be as follows: The consultant will propose a timeline and general details for the process. A Technical Advisory Committee (TAC) will work in conjunction with the consultant and staff to create the document. The TAC will be made up of citizens, Planning and Zoning Commission members, and potentially City Council members and/or other Board and Committee members of the City. The TAC will recommend the final product to the Planning and Zoning Commission for hearing and ultimately to the City Council for approval.

Planning and Zoning Director Gerald Buydos explained the current code requirements for site plan review. Currently, 180 days after a site plan has been approved, staff can no longer approve minor site plan modifications for the developer; the modifications must be considered by the full Commission. This was true for Dingeman's site plan modification, as the site plan had been approved more than 180 days ago. This is an example of something that might be looked at during the Zoning Code update process.

Next Meeting Date: the next regular Planning and Zoning Commission meeting is scheduled for August 28, 2023.

Adjourned at 6:19 p.m.

3. Petitions and Communications

a. Special Event Permit Request for the Pella Historic Downtown Retail Group Wine Walk

BACKGROUND: The Pella Historic Downtown Retail Group has requested a special event permit for their annual Wine Walk on Friday, October 6, 2023, from 4:00 to 8:00 p.m. Set-up is requested to begin at 2:15 p.m. with take down complete by 8:00 p.m.

This annual event provides an evening of extended shopping hours and wine tasting opportunities in downtown Pella. Participants will be required to check-in at a table placed near the Information Windmill to obtain tickets and wristbands for the purpose of ensuring participants are age 21 or older. Throughout the evening, participants will have the opportunity to stop at different wine tasting stations set-up inside a variety of downtown storefronts.

All pertinent city departments have reviewed this application and comments are attached. The fee has been received. At the time of Council packet publication, the insurance certificate was still pending. Staff is recommending conditional approval of this special event permit pending receipt of the insurance certificate.

ATTACHMENTS: Application/Map, Department Comments
REPORT PREPARED BY: City Clerk
REVIEWED BY: City Administrator
RECOMMENDATION: Conditional approval pending receipt of the insurance certificate

b. Special Event Permit Request for Drive By Coats and Coffee

i. Resolution No. 6615 entitled, "RESOLUTION TEMPORARILY CLOSING PUBLIC WAYS OR GROUNDS IN CONNECTION WITH A SPECIAL EVENT KNOWN AS DRIVE BY COATS AND COFFEE"

BACKGROUND: Crossroads of Pella has requested a special event permit to host Drive By Coats and Coffee, a coat donation event, on the south side of the Community Center at 712 Union Street. The event is requested to be held on Tuesday, October 3, 2023, from 7:30 to 9:30 a.m. If approved, set-up would begin at 6:45 a.m. with take down complete by 10:00 a.m.

During this event, the promoter is requesting to close 13 parking spaces on the north side of Union Street, south of the Community Center, as shown on the attached map.

All pertinent city departments have reviewed this application and comments are attached. The fee and insurance certificate have been received. Staff is recommending approval of this special event permit and resolution.

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

E. RESOLUTIONS

1. Resolution No. 6616 entitled, "RESOLUTION ADOPTING THE MARION COUNTY MULTI-JURISDICTIONAL MULTI-HAZARD MITIGATION PLAN OF 2023."

De Jong moved to approve, seconded by Branderhorst.

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

BACKGROUND: This resolution adopts the 2023 Marion County Hazard Mitigation Plan. Council discussed this item during the Policy and Planning meeting on September 5, 2023, directing staff to proceed with placing this resolution on a future Council agenda. As background, a hazard mitigation plan identifies the hazards a community or region faces, assesses its vulnerability to the hazards, and identifies specific actions that can be taken to reduce risk. The Federal Disaster Mitigation Act of 2000 (DMA 2000) outlines a process which cities, counties, and special districts may follow to develop a local hazard mitigation plan. Under DMA 2000, development of this plan is a requirement for certain benefits from the Federal Emergency Management Agency (FEMA). The Marion County Emergency Management Commission hired JEO Consulting Group Incorporated to assist in the planning process and composition of the mitigation plan. All plans must be reviewed and approved by FEMA. The city is covered under the FEMA-approved version of the plan which is anticipated to be approved in September 2023.

The plan covers the entirety of Marion County with the following jurisdictions formally a part of this plan: Marion County, City of Bussey, City of Harvey, City of Knoxville, City of Melcher-Dallas, City of Pella, City of Pleasantville, Knoxville Community School District (CSD), Melcher-Dallas CSD, Pella CSD, Pella Christian Schools, and Twin Cedars CSD. With a mitigation plan in place, participating jurisdictions become eligible for FEMA grants.

Highlights of the completed Marion County Hazard Mitigation Plan include:

- Provides a comprehensive hazard analysis/risk assessment that best defines the hazards most likely to impact Marion County, Iowa, and its municipalities.
- Identifies a proactive strategy for the implementation of hazard mitigation projects that would allay the effects of a natural or manmade disaster.

The Marion County Hazard Mitigation Plan provides an individual assessment for each represented jurisdiction. By adoption of the proposed document, the City of Pella is not under obligation to perform under another jurisdiction's plan, or as part of an overarching strategy. Simply stated, the hazard mitigation program is tailored to encourage local jurisdictions to intelligently plan to lessen disaster damage. It is hoped that FEMA's support of local pre-disaster planning will lead to greatly reduced post disaster claims.

In preparing the plan, JEO retrieved statistical data from varied resources, the intention being to provide both background and supporting information within the report. The accuracy or validity of the information is not guaranteed and is dependent on the data sources. The information represents only what was reported, as opposed to what actually happened. Plans should be revisited every year by local jurisdictions and at a minimum every five years by the plan participants as a body.

ATTACHMENTS: Resolution, Pella's Section of Mitigation Plan (full plan on file at City Hall)
REPORT PREPARED BY: Police Department
REVIEWED BY: City Administrator, City Clerk
RECOMMENDATION: Approve resolution

2. Resolution No. 6617 entitled, "RESOLUTION APPROVING CONTRACT FOR PROFESSIONAL AUDIT SERVICES." Bandstra moved to approve, seconded by De Jong.

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

BACKGROUND: This resolution approves a three-year contract for professional auditing services with Bergan KDV. The City's previous auditing firm, Van Maanen, Sietstra, Meyer & Nikkel, PC, notified the City in July that they would be unable to perform the annual financial audit for Fiscal Year ending June 30, 2023. Finance staff contacted seven auditing firms to determine availability for conducting the audit. Three of the firms had no availability for this year, two firms did not respond to messages left, and the remaining two firms gave a quote for services. Of those two, only one firm supplied a formal bid document.

The two proposals received included Bergan KDV of Urbandale and Eide Bailly of Dubuque. During discussions with staff, both firms indicated that a three- to five-year agreement would be desirable due to the amount of time and effort it takes to perform a first-year audit and the need to become familiar with the City, its overall operations, and accounting structure.

The price quoted from Bergan KDV is as follows:

FY 23 \$38,050
FY 24 \$40,715
FY 25 \$43,150

The cost of a single audit, as may be required by the receipt of Federal money, would be in the range of \$4,000 to \$6,000 per major Federal Program.

Eide Bailly quoted a range for services of \$55,000 to \$70,000 to perform the audit along with a three-year agreement.

Based upon conversations with Bergan KDV, reference checks of current clients, and pricing, staff feels that the proposal from Bergan KDV is the best option for the City to pursue at this time.

In summary, staff is recommending approval of this resolution which approves a three-year contract for professional auditing services with Bergan KDV.

ATTACHMENTS: Resolution, Bergan KDV Proposal for Audit Services
REPORT PREPARED BY: Finance Department
REVIEWED BY: City Administrator, City Clerk
RECOMMENDATION: Approve resolution

F. CLAIMS

1. Abstract of Bills No. 2135.

De Jong moved to approve, seconded by Hopkins.

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

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

Three comments were received.

H. POLICY AND PLANNING

From 6:17 p.m. to 7:46 p.m., Council adjourned to the Policy and Planning meeting to hold a discussion regarding the following items, with no formal Council action taken:

1. St. Mary's Catholic Church Request Regarding the Upgrade of 218th Place
2. Discussion Regarding Regulations for Signs in the Public Right-of-Way (ROW)
3. Proposal to Nominate the Historic Fire Station to the National Register of Historic Places
4. Drafted Downtown Sound System Use Agreement
5. Remodeling of the former Pella Early Learning Center at 215 Main Street

I. ADJOURNMENT

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

Meeting adjourned at 7:47 p.m.