



CITY OF PELLA

CITY COUNCIL OFFICIAL MINUTES

March 7, 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. Absent: Liz Sporrer, Dave Hopkins.

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

Twelve staff members and thirty-five members of the general public attended in person.

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

B. MAYOR'S COMMENTS

1. Approval of Tentative Agenda.

Bandstra moved to approve, seconded by Carlstone.

On roll call the vote was: AYES: 4, NAYS: None. Motion carried.

2. Appointment of Robert Smith to the Planning and Zoning Commission.

De Jong moved to approve, seconded by Branderhorst.

On roll call the vote was: AYES: 4, NAYS: None. Motion carried.

BACKGROUND: Mayor DeWaard would like to appoint Robert Smith to fill a vacancy on the Planning and Zoning Commission. Robert previously served on this Commission from 2001 to 2016. He is a retired attorney and believes his legal training and experience will provide an informed review of the matters facing our growing community. If approved, Robert's term would expire on May 1, 2025.

ATTACHMENTS: None

REPORT PREPARED BY: Deputy City Clerk

REVIEWED BY: City Administrator, City Clerk

RECOMMENDATION: Approve the appointment

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

No comments were received.

D. APPROVAL OF CONSENT AGENDA

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

On roll call the vote was: AYES: 4, NAYS: None. Motion carried.

The following items were approved:

1. Approval of Minutes
 - a. Official Council Minutes for February 21, 2023
2. Report of Committees
 - a. Policy and Planning Minutes for February 21, 2023

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

ABSENT: None

OTHERS: City staff and visitors

The Policy and Planning meeting began at 6:27 p.m. The first agenda item was a discussion regarding the revised Design Review District Design Manual (Manual), which has been renamed the Architectural Design Guidelines (Guidelines). In November of 2021, Council approved an agreement with SHYFT Collective to work with the city's Community Development Committee (CDC) to revise and update the Manual. Kurt Hagge with SHYFT was in attendance to present the revised Guidelines to Council.

The revised Guidelines apply to the existing design review districts, which are geographically defined within City Code. The districts work in alignment with commercial zoning districts. Institutionally zoned districts currently do not fall under our existing design review districts. City Administrator Mike Nardini clarified that the revised Guidelines do not expand the CDC's purview; instead, three districts were created to determine the level of design standards based on the location:

District I – Historic Dutch

District II – Transitional

District III – Contemporary

A map is included in the revised Guidelines that show where these districts are located. In general, the Central Business District (CBD) and main corridors fall under District I – Historic Dutch while areas located further away from the CBD are under District II – Transitional or District III – Contemporary.

In response to a question from Council member Branderhorst, Hagge confirmed that existing buildings are grandfathered in; therefore, not required to bring their buildings up to compliance with the revised Guidelines until substantial changes are made to the appearance of an existing building.

Mayor DeWaard asked Branderhorst if she had any concerns with District I – Historic District stretching down Oskaloosa Street. In response, Branderhorst confirmed she has no concerns with this proposal as long as existing buildings are grandfathered in.

Council member Carlstone noted that the eastern entrance is not included in District II – Transitional whereas the western and southern entrances are. Nardini responded that the purpose was to allow the eastern entrance to be more contemporary. Hagge added that the Guidelines are intended to be an evolving document that can be minimally tweaked to meet the city's needs as growth occurs.

While the revised guidelines do not geographically expand the city's existing design review districts, the CDC has requested to discuss requiring design permits for M-1 zoning districts located in an existing design review district, due to the visibility from the city's major corridors. Nardini informed Council that this type of change would require an ordinance which would be considered by the CDC followed by public hearings at the Planning and Zoning Commission and City Council levels. Nardini added that should Council wish to consider this change it should be scheduled for a future Policy and Planning meeting to allow additional dialogue.

At the end of the discussion, staff was directed to proceed with placing a resolution on a future Council agenda to adopt the revised Architectural Design Guidelines as presented, which will not expand the CDC's purview beyond the current design districts which are geographically defined within City Code.

The next item on the agenda was an update regarding the sidewalk inspection and repair program. In 2018, Council initiated a sidewalk inspection and repair program which divided the city into quadrants, allowing for a complete sidewalk inspection every four years. The 2022 quadrant affects properties south of Washington Street and west of Main Street. In September of 2022, staff notified affected property owners of the requirement to make repairs to defective panels by December 27, 2022. After this deadline, 438 panels remained unrepaired. Consistent with previous years, staff recommends issuing a Request for Quotes (RFQ) for a contractor to perform the required repairs, assessing the cost to the property owner.

At the end of the discussion, staff was directed to proceed with issuing the drafted RFQ and continuing with the proposed timeline for this project as outlined below:

- March 2023: issue RFQ/bid project based on cost per square foot.
- September 1, 2023: contractor completes repairs to remaining defective sidewalk panels.
- September 19, 2023: Council sets the amount to be assessed against each property by resolution. Council may allow assessments greater than \$500 to be paid in up to 10 annual installments.
- September 25, 2023: notice of assessment sent to each property owner, providing time for the property owner to pay the city directly prior to being assessed through property taxes.
- October 25, 2023: County Treasurer notified of unpaid amounts which will be assessed through property taxes.

The meeting adjourned at 7:07 p.m.

Respectfully submitted:

Mandy Smith
City Clerk

b. Airport Committee Minutes for November 18, 2022

Members Present: Matt Hutchinson, Rick Gritters, Jeff Bollard, Joel Weiler, Ted Zylstra, Eric Recker, Trevor Nikkel

Members Absent: None

Others Present: Shane Vande Voort, Denny Buyert, Jon Erickson

Approval of Minutes: September 16, minutes reviewed. Motion to approve Weiler, support Recker. Passed unanimously.

Report from Matt that \$295K per year for 5 years from bi-lateral infrastructure bill is available for improvement to PEA in addition to the normal \$150K FAA annual funding. There was much discussion about how this money could/should be used and what priorities are.

Motion by Gritters to request a work session between the airport committee and the engineer to discuss planning and priorities of PEA.

Support Recker. Passed unanimously.

Airport managers' report to the committee as reported by Shane Vande Voort:

Equipment Update: The equipment is prepped for snow removal and has had a small test run. We have a new walk behind snow blower purchased from the minor equipment budget. We finished the season using a rental riding mower and need a replacement as soon as possible.

FBO operations: Classic Aviation remains busy and staffing is still an issue. We have reduced staffing hours at Oskaloosa to help with this problem. The new ramp is in use and working wonderfully. I can't tell you what a relief it is to not have to worry about having a person available who is able to move a jet on the ramp at any time.

Hangar and ramp space: The new ramp is working wonderfully. We have been able to tie down aircraft multiple nights so far in heavy wind conditions. It has been noted the ramp could use some lighting and our corporate tenants are working to put there outside lights on photocells to help with the issue. We are still very short on hangar space, especially shop space. It is very frustrating to enter yet another winter with a lack of heated shop space, an issue that we have been working on since 2008 and before.

Special Events: Planning should begin after the first of the year for the annual Tulip Time Flight breakfast with an emphasis on auto parking issues that occurred last year.

Project and focus on improvement: Two new couches have improved the appearance of the terminal building but carpet and additional furniture is still needed. Ongoing consideration of remodeling of the terminal including windows, carpet, and furniture is important.

Iowa Economic Impact study: A draft report of the new Iowa aviation economic impact study has been released and we are excited to use it to show the value of general aviation in our community. The Draft shows that PEA contributes \$7million in total economic activity, has 23 on airport jobs, 60 job impacts, and 2455 visitors per year.

Adjourn: Motion by Zylstra, support Gritters. Passed unanimously.

Next regular meeting will take place on December 30th, 2022 7am

c. Library Board Minutes for January 10, 2023

I. Call To Order: President Brenda Huisman called the meeting to order at 4:03 p.m. Board members present were: Suzy Card, Nathan Copeland, Darath Fisher, Dayrel Gates, Kristi Leonard, and Matt Van Gelder. Library Director Mara Strickler was present.

II. Recognition of Visitors and Visitor Comments: There were 2 visitors or guests present.

Comments/Questions: Mentioned: Book looks (booklooks.org) as a site to be used by staff for book reviews.

III. Approval of Agenda: The agenda was received by all Board members prior to the meeting. Kristi presented a motion to accept the agenda as presented, Suzy seconded. Motion was unanimously approved.

IV. Disposition of Minutes: All Board members received the previous months minutes prior to the meeting. Nathan moved to approve the minutes as presented; Darath seconded the motion. Motion was unanimously approved.

V. Approval of Bills: All Board members received the current month list of bills prior to the meeting. After discussion and questions regarding the monthly bills, Dayrel motioned to approve the current month's bills. Matt seconded the motion. Motion was unanimously approved.

Discussion around the dumbwaiter lifecycle.

VI. Unfinished Business:

2023/2024 budget update

County Distribution Model. Mara will present later in January to the Board of Supervisors. Ongoing challenges amongst library directors on an agreed upon distribution model. City funding review still in process. Typically, a budget would be submitted by this time.

VII. President's Report and Announcements: The president did not have a report or document report.

Discussed progress on community center committee.

Discussed City Council attendance schedule: Brenda: January 17th; Kristi: February 7th; Nathan: February 21st.

VIII. Director's Report: highlights from Director's Report

Pella Community Foundation Grant: Book repair and binding machine.

Friends of the Library: BIG THANKS! Supported funding for new online resource.
WorldBook Online – eBook collection, Spanish language resources and educator tools.
IX. Trustee Training report

Review: In Service to Iowa – Section 1 Library Governance. Discussed hard copy of Library Governance documents availability upon request.
25 minutes of training collected during this session.

ILOC Update: session Available Jan. 26th 6-7pm: evening keynote.

X. Committee reports: There were no committee reports.

XI. Adjournment: President Brenda Huisman adjourned the meeting at 5:21 p.m. The next regularly scheduled Board Meeting is scheduled for February 14, 2023, located in the Library's meeting room.

d. Community Services Board Minutes for January 20, 2023

Present: Stephen Fyfe, Nathan Guess, Mike Lyons, Amanda Schwerdtfeger, Kayla Stehlik, Arvin Van Zante. Absent: Glenn Steimling,
Staff: Jeanette Vaughan, Chandler Nunnikhoven, Dyan Parker, Kevin Vos

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

Minutes - Motion by Van Zante, seconded by Schwerdtfeger to approve the Community Services Board Meeting minutes of November 18, 2022. Motion carried 6-0.

Discussion Items

Lease Agreements – Vaughan outlined the submitted 2023 user agreements. 10 total agreements including 9 USSSA Teams and Pella Soccer Club. All user fees remained the same as last year. Pella Little has yet to submit their signed agreement. They asked the city to consider lowering their user fee rate. Vaughan stated that as their rates for rookies and above have remained the same since 2016 that we would like for them to provide research on what other little league organizations pay to lease field space. Vaughan asked if they would consider providing field maintenance or taking over concessions operations to help offset costs. No response has been received.

Motion by Fyfe, second by Guess to approve lease agreements from 9 USSSA Teams and Pella Soccer Club. Motion carried 6-0

New Board Member – Vaughan welcomed Kayla Stehlik as the newest board member.

Recreation Center Update – Vaughan discussed the public input session and presentation held on January 11. There was mixed feedback from the attendees but overall, a lot of good comments and suggestions. The design is about 20% design complete. Next step will be working on building materials and site work. Phase 2 drawings are due February 14th after which time Council will discuss the project timeline and funding. Guess mentioned that overflow areas for participants and spectator for larger events would be important. Vaughan reported that a fundraising committee lead by the mayor is working on creating a brochure and will be out asking for donations soon.

Community Center Building Update – Vaughan noted an ad hoc committee has been formed. Schwerdtfeger and Van Zante are on the committee representing the board. Group meetings are every other Thursday. Proposals were received from 5 firms with the two top firms being interviewed by a sub-committee. A decision has not yet been made on the firm.

Open Discussion:

Guess wanted to thank everyone in Community Services Department for the work that has been put into all the various projects that are going. Van Zante reminded everyone to stop by and look at the new south entrance doors on the Community Center. The Friends of the Community Center received a \$3,500 grant from Pella Community Foundation to help with the \$7,000 cost of the door restoration.

Department Updates:

Parks/Chandler Nunnikhoven

- Bids were sent out for the annuals flower program. Planting marigolds in the roadside street beds this year. The parks such as Central Park and Sunken Gardens will remain with multiple plant varieties. Schwerdtfeger asked if fact sheets could be published about the marigolds to increase interest in them.
- Bids were sent out for West Market South shelter repairs. Repair and seal basement of south shelter.
- Will be painting in the Community Center last week of January.
- Annual organization and cleaning at the Parks Shop is underway.
- Emma Hannigan from the Iowa DNR was in Pella on 1.18.23 for tree risk assessment. This is usually done every other year.
- Staff is helping with the repairs at the Bos Landen Club House.
- Repairs on seasonal equipment
- Annual equipment inventory has been completed. The items covered are trucks all the way down to string trimmers.

Golf & Athletic Fields/Kevin Vos

- Equipment and building maintenance/repair underway. Great teamwork with Parks employees helping.
- Staff open positions & hiring underway.
- Golf conference center project has begun. Demolition in kitchen has started and elevator work will begin next.

Aquatics/Jeanette Vaughan for Meyers

- Still dealing with HVAC issues. We are waiting for bearings for the main motor.
- Indoor pool remains busy with swim team, swim lessons, open swim, lap swim and aerobics.
- Early Bird summer passes are currently available for residents until February 28.
- Already offering training classes for Summer Pool Season. Lifeguards are still needed.
- Currently discussing pool booklets as an option again this year.

Art & Rec/ Jeanette Vaughan for Brenda Ross

- Art classes will begin the week of Monday, January 23. We have added an afterschool class on Thursdays. The three art teachers are sharing the teaching of the Thursday class.
- Art Instructors are working on summer art classes.
- There were 17 skate rentals during the cold weather in December. Hoping to build ice soon. Schwerdtfeger asked about a chiller system in the future. Vaughan noted that it is in the future budget options but has not been chosen to be in our current budget.
- The draw for fields times for USSSA teams is on Tuesday, January 24th.

Adjournment

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

The next meeting is scheduled for Friday, February 17, 2023 at noon in room 204, in the Community Center.

Meeting adjourned at 12:44 pm.

Respectfully submitted:

Dyan Parker

January 20, 2023

3. Petitions and Communications

a. Special Event Permit Request for the Roubaix Spring Classic

i. Resolution No. 6554 entitled, "RESOLUTION TEMPORARILY CLOSING PUBLIC WAYS OR GROUNDS IN CONNECTION WITH A SPECIAL EVENT KNOWN AS ROUBAIX SPRING CLASSIC"

BACKGROUND: Zealous Racing is requesting a special event permit to host the Roubaix Spring Classic, a bicycle race, on Saturday, April 22, 2023, from 9:30 a.m. to 4:00 p.m. Set-up is requested to begin at 8:00 a.m. with take down complete by 4:00 p.m. The promoter is requesting to start and finish the race at Trinity Reformed Church on Franklin Street. The full race route is a distance of 100km and extends outside of the Pella city limits. The portion of the race route which is inside city limits is included as a memo attachment. Also included with this request is a resolution closing two parking spaces in front of Iowa Bike Co. on Franklin Street, as outlined on the attached map. No street closures have been requested.

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

b. Special Event Permit Request for the Southern Iowa Mustang Car Show

i. Resolution No. 6555 entitled, "RESOLUTION TEMPORARILY CLOSING PUBLIC WAYS OR GROUNDS IN CONNECTION WITH A SPECIAL EVENT KNOWN AS SOUTHERN IOWA MUSTANG CAR SHOW"

BACKGROUND: The Southern Iowa Mustang Club has applied for a special event permit for their annual car show. The event is scheduled on Saturday, June 17, 2023, from 8:00 a.m. to 4:00 p.m. If approved, set-up would begin at 7:00 a.m. with take down complete by 5:00 p.m. As background, the Southern Iowa Mustang Club promotes the appreciation of classic cars via car shows, picnics, cruises, tours, and other public activities. They are requesting to hold their 28th annual car show in Pella to allow their attendees the opportunity to attend a car show in a picturesque setting and enjoy shopping at area businesses. The promoter anticipates having 80 cars and at least 200 people attend the event.

As part of their application, the promoter has requested closure of the following street segments between 7:00 a.m. and 5:00 p.m. the day of the event:

- Broadway Street between Washington Street and Franklin Street
- Broadway Street between Franklin Street and Liberty Street

The promoter is recommending keeping the intersection of Broadway/Franklin open during the event to minimize any traffic disruptions. 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

c. Special Event Permit Request for the Resurrected Tin Car Show

i. Resolution No. 6556 entitled, "RESOLUTION TEMPORARILY CLOSING PUBLIC WAYS OR GROUNDS IN CONNECTION WITH A SPECIAL EVENT KNOWN AS RESURRECTED TIN CAR SHOW"

BACKGROUND: The Resurrected Tin Car Club has requested a special event permit for their 43rd annual car show. The event is requested to be held on Saturday, July 8, 2023 from 7:00 a.m. to 4:00 p.m. with set-up starting at 6:00 a.m. and take down ending at 4:00 p.m.

As part of this event, the promoter has requested closure of the following street segments between 6:00 a.m. and 4:00 p.m. the day of the event:

- Franklin Street from Broadway Street to East 1st Street
- Main Street from Washington Street to Liberty Street

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

d. Special Event Permit Request for the Kiwanis Easter Egg Hunt

i. Resolution No. 6557 entitled, "RESOLUTION TEMPORARILY CLOSING PUBLIC WAYS OR GROUNDS IN CONNECTION WITH A SPECIAL EVENT KNOWN AS KIWANIS EASTER EGG HUNT"

BACKGROUND: The Kiwanis Club of Pella has requested a special event permit to host an easter egg hunt on Saturday, April 1, 2023, with a rain date of Saturday, April 8, 2023. The event is requested to start at 10:30 a.m. with set-up beginning at 8:30 a.m. and take down ending at 11:15 a.m. A resolution is included with this request closing four parking spaces on the north side of Franklin Street, in front of the Tulip Toren, during the event, as shown on the attached map.

The event will take place in the grassy areas on the south side of Central Park near the Tulip Toren. In past years, 300 to 400 children have participated in the event.

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

ATTACHMENTS: Resolution, Application/Map, Department Comments
REPORT PREPARED BY: City Clerk
REVIEWED BY: City Administrator
RECOMMENDATION: Conditional approval of special event permit and resolution pending receipt of special event permit fee

e. **Renewal of Class C Retail Alcohol License with Outdoor Service and Catering for Pella Entertainment Group DBA Smash Park**

BACKGROUND: Pella Entertainment Group (DBA Smash Park) at 1000 Fifield Road has applied for renewal of their class C retail alcohol license with outdoor service and catering privileges. The term of the new license is 12 months and, if approved, would expire March 31, 2024. The application has been completed online with the state and, at the time of packet publication, is pending dram shop certification. Staff is recommending conditional approval pending the receipt of dram shop certification.

ATTACHMENTS: None
REPORT PREPARED BY: City Clerk
REVIEWED BY: City Administrator
RECOMMENDATION: Approve renewal pending dram shop certification

4. **Resolution No. 6558 entitled, "RESOLUTION AUTHORIZING PARTICIPATION IN NATIONAL OPIOID SETTLEMENTS"**

BACKGROUND: This resolution authorizes the City of Pella's participation in five additional proposed nationwide opioid settlements with Teva, Allergan, CVS, Walgreens, and Walmart. As background, on December 21, 2021, the City Council approved participation in opioid settlements through a Memorandum of Understanding with the Iowa Attorney General. The five additional settlements under consideration would be allocated under the existing Memorandum of Understanding.

The purpose of these settlements is to provide state funding, depending on participation levels reached, for abatement of the opioid epidemic. In 2022, Iowa subdivisions achieved a 100% participation rate. The Attorney General's office, as shown in the attached correspondence, is encouraging all cities and counties to authorize participation in these new settlements as the funding is again dependent upon the rate of participation by cities and counties.

Finally, it is important to note that the City Attorney has reviewed the attached settlements. Staff is recommending approval of this resolution.

ATTACHMENTS: Resolution, Iowa Assistant Attorney General Correspondence, Settlement Forms
REPORT PREPARED BY: City Clerk
REPORT REVIEWED BY: City Administrator
RECOMMENDED ACTION: Approve resolution

5. **Resolution No. 6559 entitled, "RESOLUTION APPROVING A LEASE AGREEMENT WITH LIBERTY STREET KITCHEN FOR THE RENTAL OF 1,179 SQUARE FEET OF THE MOLENGRACHT PLAZA FOR OUTDOOR DINING"**

BACKGROUND: This resolution approves a lease agreement with Liberty Street Kitchen (LSK) for rental of a portion of the Molengracht Plaza for outdoor dining. As background, staff received a request from LSK, located in the Molengracht Plaza, to continue to lease 1,179 square feet outside of their establishment for two separate outdoor dining areas connected by a walkway. It is important to note, we have leased a portion of this space for this same purpose since 2011.

Below are highlights of the lease agreement:

- LSK will pay \$589.50 (\$0.50 per square foot for 1,179 square feet).
- The term of the lease is from April 1, 2023 to October 31, 2023.
- Hours of operation are limited to between 6:00 a.m. and midnight.
- LSK may play quiet music which does not disturb those utilizing adjoining publicly owned space. The purpose of playing the music is to add to the atmosphere, and the same music that is played inside the restaurant is played in the outdoor space. This arrangement was in place during previous leases in this location with no complaints reported since this item was added in 2012.
- The city has the authority to utilize the space for special events or other city functions during the contract period.

There are no changes to the layout, furniture, or railings from the previous year. The previously approved seating plan, identifying the outdoor area layout, is summarized below:

- Patio Dining Area: approximately 8 ft. x 54 ft.
 - This is the same general area utilized from 2011 to 2018 under a previous lease agreement.
 - Fenced-in area with one main path of entry, 5 tables, and seating for 20.
- Patio Lounge Area: approximately 16 ft. x 26 ft.
 - Fenced-in area with two paths of entry, lounge couches/chairs, and seating for 12-14.
- Walkway: approximately 10 ft. x 26 ft.
 - This area will not be fenced, allowing public foot traffic from the north and south.

In summary, staff is recommending approval of this lease agreement with LSK for rental of a portion of the Molengracht Plaza for outdoor dining.

ATTACHMENTS: Resolution, Lease Agreement with Map
REPORT PREPARED BY: Community Services Department
REVIEWED BY: City Administrator, City Clerk
RECOMMENDATION: Approve resolution

E. PUBLIC HEARINGS

1a. **Public Hearing regarding Monroe Street improvements project bids.**

No written comments were received.

Carlstone asked if a sidewalk could be added to this section of Monroe Street. Public Works Director Denny Buyert responded that additional public right-of-way would need to be acquired and a large switch gear would need to be relocated to add a sidewalk. Nardini stated that since right-of-way acquisition would be necessary, it is recommended that this would be treated as a separate project at a later time.

No additional oral comments were received.

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

On roll call the vote was: AYES: 4, NAYS: None. Motion carried.

BACKGROUND: This resolution approves the plans, specifications, form of contract, estimate of costs, accepts bids, and awards the contract for the Monroe Street Improvements project. As background, this road segment begins at W. 3rd Street, extending west approximately 340' LF to Oakwood Drive. This roadway is currently a rural section gravel road with ditches. The reconstruction will include new storm sewer and intakes and the new pavement will be 25' wide, 7" thick concrete curb and gutter.

The bid opening for the project was held on February 22, 2023, with five bids received:

Contractor	Bid
Blommers Construction	\$174,854.00
TK Concrete	\$190,940.00
Pella Concrete	\$212,788.75
J&K Contracting	\$214,000.00
All Star Concrete	\$234,040.00

The engineer's opinion of probable costs was \$175,990.

After reviewing the bid proposal and checking references, Garden & Associates, the project engineer, recommends awarding the contract to the lowest responsive responsible bidder, Blommers Construction, in the total amount of \$174,854. Staff is in agreement with the engineer's recommendation.

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

- Notice to proceed issued No later than May 3, 2023
- Final completion 20 working days from written notice to proceed

In summary, staff is recommending approval of this resolution which approves the plans, specifications, form of contract, estimate of costs, accepts bids, and awards the contract for the above referenced project to Blommers Construction in the total amount of \$174,854.

ATTACHMENTS: Resolution, Engineer's Recommendation, Bid Tabulation, Project Map

REPORT PREPARED BY: Public Works Department

REVIEWED BY: City Administrator, City Clerk

RECOMMENDATION: Approve resolution

1b. Resolution No. 6560 entitled, "RESOLUTION APPROVING PLANS, SPECIFICATIONS, FORM OF CONTRACT, ESTIMATE OF COSTS, RECEIVING OF BIDS, AND MAKING AWARD OF CONTRACT FOR THE MONROE STREET IMPROVEMENTS PROJECT."

Bandstra moved to approve, seconded by Branderhorst.

On roll call the vote was: AYES: 4, NAYS: None. Motion carried.

F. RESOLUTIONS

1. Resolution No. 6561 entitled, "RESOLUTION ADOPTING THE ARCHITECTURAL DESIGN GUIDELINES 4TH EDITION."

De Jong moved to approve, seconded by Branderhorst.

On roll call the vote was: AYES: 4, NAYS: None. Motion carried.

BACKGROUND: This resolution adopts the Architectural Design Guidelines 4th Edition, as presented to Council on February 21, 2023. As background, in November of 2021, Council approved an agreement with SHYFT Collective to work with the Community Development Committee (CDC) to revise and update the Design Review District Design Manual 3rd Edition.

Current Design Guidelines

Currently, a design permit is required for new commercial buildings located in a design review district. In addition, existing commercial buildings located in a design review district which are proposing architectural modifications to their exterior (i.e., building addition, changes to the façade, etc.) are required to obtain a design permit. Residential properties which abut major corridors or are located in proximity to the city's downtown are also subject to design requirements. The city's design review districts largely mirror existing commercial zoning districts and are depicted in the Exhibits which are attached to this memo.

Design Review District Design Manual Update Process

The CDC requested to update the Manual for the purpose of reflecting the growth and distinct needs of various parts of Pella while still encouraging a homogenous theme in the Central Business District (CBD). The CDC stated various reasons for proposing a revised version of the Manual, including that it has not been revised in a substantial capacity since the addition of 360-degree review of a building, which occurred over a decade ago.

Additionally, the CDC noted the need for more context sensitivity regarding design requirements. For example, the CDC believes that a property built on the outskirts of Pella should not be held to the same standard as a building in the CBD. In addition, the CDC desired for the Manual to show more examples than gables as major design elements to satisfy the code requirements.

The CDC and SHYFT have spent the previous 12 months working on revising the Manual, including hosting an open house on August 24, 2022. During this open house, the community was invited to watch a presentation, review the proposed changes, and ask questions. On December 14, 2022, the CDC approved the Architectural Design Guidelines 4th Edition, recommending that the document be presented to Council for consideration and approval.

Revised Architectural Design Guidelines 4th Edition

The revised Guidelines are intended to apply to the existing design review districts and commercial zoning districts. The Guidelines utilize the following districts to determine the level of architectural standards for the design permit:

- District I – Historic Dutch
- District II – Transitional
- District III – Contemporary

The districts are depicted on pages 20 and 21 of the Guidelines. The entire City of Pella is delineated in the coverage map to prepare for future developments as they materialize. During the development process, the city can condition future developments to abide by the Architectural Design Guidelines, which will already have criteria established for those areas.

In summary, staff is recommending approval of this resolution which adopts the Architectural Design Guidelines 4th Edition as revised by SHYFT Collective and the Community Development Committee.

ATTACHMENTS: Resolution, Architectural Design Guidelines 4th Edition, Exhibit A: Design Review District, Exhibit B: Gateway Corridor District, Map of Design Overlay Districts

REPORT PREPARED BY: Planning and Zoning Department

REVIEWED BY: City Administrator, City Clerk

RECOMMENDATION: Approve resolution

G. CLAIMS

1. Abstract of Bills No. 2122.
Branderhorst moved to approve, seconded by Bandstra.
On roll call the vote was: AYES: 4, NAYS: None. Motion carried.

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

One comment was received and addressed.

I. POLICY AND PLANNING

From 6:41 p.m. to 7:44 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. Request from Pella Historical to replace the Central Business District Speaker System
2. Discussion regarding the Long-Term Facilities Plan
3. Indoor Recreation Center Schematic Design Review
4. Proposed Engineering Services Agreements for the University Street and Baseline Drive Extensions and Sanitary Sewer Improvements related to the Pella Rec Center

J. ADJOURNMENT

There being no further business claiming their attention, Bandstra moved to adjourn, seconded by De Jong.
On roll call the vote was: AYES: 4, NAYS: None. Motion carried.

Meeting adjourned at 7:45 p.m.