



CITY OF PELLA

CITY COUNCIL OFFICIAL MINUTES

July 19, 2022

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.

Twelve staff members and thirty-nine members of the general public attended in person. One staff member and twelve members of the general public attended via conference call.

B. MAYOR'S COMMENTS

1. Approval of Tentative Agenda.

Branderhorst moved to approve, seconded by De Jong.

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

2. Acceptance of Civil Service Commission Certified Police Officer List.

De Jong moved to approve, seconded by Branderhorst.

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

BACKGROUND: The Pella Civil Service Commission has certified the following candidate for the position of Police Officer: Mitchell Monarchino Newton, Iowa

ATTACHMENTS: None

REPORT PREPARED BY: Marcia Slycord, Clerk of the Pella Civil Service Commission

REVIEWED BY: City Administrator, City Clerk

RECOMMENDATION: Accept the Pella Civil Service Commission's certified list

3. Appointment of Larry Lautenbach to the Board of Adjustment.

Branderhorst moved to approve, seconded by Hopkins.

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

BACKGROUND: Mayor DeWaard would like to appoint Larry Lautenbach to fill a vacancy on the Board of Adjustment created as a result of new requirements associated with the recently signed Senate File 2285 regarding county representatives appointed as part of the extraterritorial zoning jurisdiction area. The Marion County Board of Supervisors approved this appointment on June 28, 2022. If approved by the City Council, Larry would assume the remainder of the vacant term which is set to expire on May 1, 2023.

ATTACHMENTS: None

REPORT PREPARED BY: Planning and Zoning Director

REVIEWED BY: City Administrator, City Clerk

RECOMMENDATION: Approve the appointment

4. Appointment of Marc Vande Noord to the Planning and Zoning Commission.

Branderhorst moved to approve, seconded by Hopkins.

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

BACKGROUND: Mayor DeWaard would like to appoint Marc Vande Noord to fill a vacancy on the Planning and Zoning Commission created as a result of new requirements associated with the recently signed Senate File 2285 regarding county representatives appointed as part of the extraterritorial zoning jurisdiction area. The Marion County Board of Supervisors approved this appointment on June 28, 2022. If approved by the City Council, Marc would assume the remainder of the vacant term which is set to expire on May 1, 2023.

ATTACHMENTS: None

REPORT PREPARED BY: Planning and Zoning Director

REVIEWED BY: City Administrator, City Clerk

RECOMMENDATION: Approve the appointment

5. Reappointment of Patsy Cody to the Community Development Committee.

Bandstra moved to approve, seconded by De Jong.

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

BACKGROUND: Mayor DeWaard would like to reappoint Patsy Cody to serve another term on the Community Development Committee. Patsy has served on this committee since 2003. She attended 26 of the 29 meetings held during her current term. Patsy has been an active member in the Pella business community, including serving as past President of the Chamber of Commerce. If approved, Patsy's new three-year term would expire on August 1, 2025.

ATTACHMENTS: None

REPORT PREPARED BY: Planning and Zoning Director

REVIEWED BY: City Administrator, City Clerk

RECOMMENDATION: Approve the reappointment

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

Comments were received and addressed.

D. APPROVAL OF CONSENT AGENDA

Branderhorst 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 July 5, 2022
2. Report of Committees
 - a. Policy and Planning Minutes for July 5, 2022

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

ABSENT: Dr. Spencer Carlstone

OTHERS: City staff and visitors

The Policy and Planning meeting began at 6:49 p.m.

The first agenda item was a discussion regarding residential parking requirements in the Central Business District (CBD). The following requirements are currently in place:

- Off-street parking must be provided for new construction, new uses, conversions of existing buildings, and enlargements of existing structures.

- Any use in the CBD, except for residential, is exempt from off-street parking requirements.

Scott and Jena Sales have requested a zoning change to allow them to reside on the third floor of their business at 717 Main Street. According to City Code, a renovation to include living quarters in the CBD must provide two on-site parking spaces. The building at 717 Main Street does not have on-site parking.

During the meeting, Council discussed the following options:

- Eliminate the requirement for residential units in the CBD to provide on-site parking.
- Allow residential units to lease an off-site parking space if on-site parking is unavailable.

Council member Bandstra inquired whether a specified number of parking spaces in current public lots could be set aside for residents to lease. City Administrator Nardini responded that if parking spaces were made available to lease, it would need to be on a first-come-first-served basis rather than only offered to residential property owners.

After discussion, all Council members present were in favor of proceeding with eliminating the City Code requirement for residential units in the CBD to provide on-site parking. Planning and Zoning Director Gerald Buydos clarified that, if approved, this change would only apply to existing buildings; new construction in the CBD must include on-site parking. Mayor DeWaard informed Council that there could be opposition to this proposed change from the retail community. Council member Bandstra asked staff to inform the PACE Alliance and Downtown Pella District about this proposed change, so they can attend a future meeting to voice any concerns. Staff was directed to proceed with placing Council's recommendation on a future Planning and Zoning Commission agenda for their consideration.

The next agenda item was a discussion regarding the placement of private signage in the public right-of-way (ROW). A conflict currently exists between the zoning ordinance, which identifies a process to allow private signs in the ROW, and a resolution which states no private signs may be placed in the ROW. To-date, staff has been operating in alignment with the resolution which Council adopted in 2003.

Public Works Director Denny Buyert informed Council that the city receives federal funds from the Surface Transportation Program (STP) which prevents placement of private signage in the ROW of federal aid routes unless a wayfinding signage policy is in place. Wayfinding signage policies must identify allowable and consistent signage sizes, fonts, colors, and specify which entities are allowed to place the signage. If a wayfinding signage policy does not exist and private signage is placed in the ROW of federal aid routes, the city could be at risk of losing their STP funds.

Bob Zylstra was in attendance to speak on behalf of the Historic Pella Trust who is requesting to place two directional wayfinding signs in the ROW along northbound and southbound Main Street to assist with locating the Tuttle Cabin. Per the previously referenced resolution, which was adopted by Council in 2003, this type of sign is not allowed in the public ROW.

At the end of the discussion, Council requested that the Planning and Zoning Commission reviews this issue and provides a recommendation to Council for their consideration at a future meeting.

The next agenda item was a discussion regarding a request from the city's Board of Adjustment (BOA) to amend City Code to administratively approve residential roof-mounted solar energy systems not located in either a design review or historic preservation district. Currently, residential roof-mounted solar energy systems with arrays greater than 100 square feet must apply for a special use permit (SUP) from the BOA. As the push for renewable energy increases, solar systems are becoming more prevalent and the SUP requirements for each system can be very time intensive. Council was in favor of proceeding with this amendment; therefore, staff was directed to refer this item to the Planning and Zoning Commission for review prior to formal consideration.

The last item on the agenda was a discussion regarding renewal of the city's dental plan. After reviewing industry trends and utilization patterns, Delta Dental is proposing a 5% increase to premiums. If approved, monthly premiums for single coverage would increase from \$25.34 to \$26.62 and monthly premiums for family coverage would increase from \$92.38 to \$97.00. Employees are responsible for 100% of the dental premium. At the end of the discussion, Council directed staff to proceed with placing a resolution approving the dental care premiums, as discussed, on a future agenda for formal consideration.

The meeting adjourned at 7:30 p.m.

Respectfully submitted:

Mandy Smith

City Clerk

b. Library Board Minutes for May 10, 2022

I. Call To Order: President Brenda Huisman called the meeting to order at 4:00 p.m. Board members present: Brenda Huisman, Dayrel Gates, Matt Van Gelder, Suzy Card, Darath Fisher, Kristi Leonard. Board member not present, with notice: Nathan Copeland. Library Director Mara Strickler was present.

II. Recognition of Visitors and Visitor Comments: Assistant Director, Chris Brown was present.

III. Approval of Agenda: There were no changes to the agenda. The agenda stood as approved. Kristi motioned, Darath seconded.

IV. Disposition of Minutes: All Board members received the May minutes prior to the meeting. Dayrel moved to approve the minutes as presented; Matt seconded the motion. The minutes were unanimously approved.

V. Approval of Bills: All Board members received the May 2022 list of bills prior to the meeting. After some general discussion and questions regarding the monthly bills, particularly a minor issue with the Pella Fiber bill is now resolved. Brenda moved to approve the May bills. Kristi seconded the motion. The bills were unanimously approved.

VI. Unfinished Business: Library services, staffing and Covid-19- numbers are remaining low, state is on the rise, but not in Marion County. Book Nook open, will begin putting more seating out and open story time room, shields removed.

VII. New Business:

- a. Strategic Plan-sent out draft plan from feedback, discussion about concern about timelines. Mara went through details, make it not a burden to staff and identify pieces they are doing. Discussion about the conversational Spanish program. Mara will take feedback and make revisions and address questions. Will bring it back to be approved before the fiscal year.
- b. FY22/23 Board committee- Confirmed that the first term of 2 Trustees is up this year (Daryel and Suzy) this is an agenda item for the next City Council meeting. Trustees will remain on the same committees (policy and personnel) in FY22/23. Evaluation for Library Director is next due month. Officers for the next fiscal year was discussed.
- c. State Funding-See 2022 State Funding handout, in line with past practices of spending, can't be used in place of municipal or county funding.

VIII. President's Report and Announcements:

Library Board Members attending City Council meetings: Darath - May 17, Daryel - June 7, Nathan - June 21, Brenda on vacation, deferred to Suzy with approval - June 1st through the 12th.

Three discussion documents to get finalized by July 1, 2022

Thursdays in Pella-June 16th is "nonprofit night"-coordinate with Janece Schmitz of Friends of Pella Library, Suzy will coordinate. Get a list of when Library staff will also be present

IX. Staff Report:

- a. Director's Report: IDH nasal spray kits (Naloxone)-requested 2 kits, awaiting guidance on training of all staff.
- b. RFID tagging collection continues - volunteer shifts available
- c. Statistics review-discussion about Adventure Passes - need to promote with community
- d. K9 dog, Ellie - asked if they could use the Library outside of hours to train the dog
- e. IMLS Grant-Chris Brown presented-history, see Pella Community Memory Database handout (www.pellacmd.com) Additional grant from Vermeer, teaching other libraries how to do this, presenting at the library conference. Still more pictures/documents to digitize and incorporate. Project will continue but will become static due to the management limitations.

X. Trustee training reports

- a. Marion County Trustees Annual Meeting-Thursday, 9/8/2022 at the Knoxville Public Library, 6-7:30 pm

XI. Committee reports:

a. Policy Review

1.2 General Policy Statement-Retain policy as written, Brenda moves to retain policy as review, Kristi seconds

4.7 Unscheduled Closings Policy-Retained with revision: deletion on fines and add social media in the third paragraph; Kristi moves to retain with the amendment, Matt seconds

4.8 Photo Release Policy-Retain policy as written, Brenda moves to retain, Kristi seconded

5.2 Displays Policy-recommending policy be revised in November/December, no action recommended at this time.

XI. Adjournment: President Brenda Husiman adjourned the meeting at 5:15 p.m. The next regularly scheduled Board Meeting is scheduled for June 14, 2022.

c. Board of Adjustment Minutes for May 16, 2022

Chairperson Westra called the Board of Adjustment to order at 6:00 p.m. in the Public Safety Complex. Members present were: Kristi Kious, Vince Nossaman, Jaci Nunnikhoven, Susan Reiter, Lyle Vander Meiden, and Corey Westra; absent: Merlan Rolffs and Mike Vander Wert. Staff present: Planning and Zoning Director Gerald Buydos, Zoning Analyst Jared Parker, and Deputy City Clerk Cynthia Vaske. One member of the public attended the meeting.

CHAIRPERSON'S COMMENTS:

Approval of the Tentative Agenda. Motion by Reiter, second by Nunnikhoven to approve the tentative agenda. Motion carried 6-0.

APPROVAL OF MINUTES: Motion by Vander Meiden, second by Reiter to approve the amended April 18, 2022 minutes. Motion carried 6-0.

PUBLIC HEARINGS

Consider a Variance Request from Brett Nossaman to Construct an Accessory Structure in the Front Yard of the Property Located at 962 218th Ave.

V. Nossaman stated he would be abstaining from discussion as a Board member on this item, due to his familial relationship with the applicant.

Brett Nossaman submitted a variance application for his property located at 962 218th Ave. The applicant requested a variance to permit a detached garage in the front yard when City Code Sections 165.30.3 (A) and (B) require that all accessory structures be placed in the rear yard. Convened Public Hearing on the variance request. No written comments were received.

B. Nossaman, the applicant, spoke in favor of the variance and answered questions from the Board. He explained that he bought the property prior to it being included in the City's extraterritorial jurisdiction. He stated that a concrete pad was poured years ago, with the intent of placing a detached garage in the proposed front yard location. He also explained that a large, old oak tree on the property also limits where the garage can be placed, as he would like to preserve the tree. The topography of the lot also presents issues with where the structure could be placed.

V. Nossaman also spoke in favor of the variance. He echoed B. Nossaman's statements and stated that the Board has approved variances for other properties with similar issues in the past.

Motion by Reiter, second by Nunnikhoven to close the Public Hearing as no further comments were received. On roll call, the vote was: ayes: Reiter, Nunnikhoven, Kious, Vander Meiden, Westra; nays: none; abstain: V. Nossaman. Motion carried 5-0-1.

Motion by Vander Meiden, second by Kious to approve the variance request as submitted, due to the property survey provided and the fact that the property was purchased with the intent to build a detached garage in the front yard prior to the change in extraterritorial zoning. On roll call, the vote was: ayes: Vander Meiden, Kious, Nunnikhoven, Reiter, Westra; nays: none; abstain: V. Nossaman. Motion carried 5-0-1.

OTHER BUSINESS: Next Meeting Date: The next meeting is scheduled for June 20, 2022. Planning and Zoning Director Gerald Buydos informed the Board that another SUP for a roof-mounted solar panel array, as well as a possible appeal of staff's decision, will be on the agenda for the next meeting.

Adjourned at 6:24 p.m.

d. Planning and Zoning Commission Minutes for May 23, 2022

Chairperson Vos called the Planning and Zoning Commission to order at 7:00 p.m. in the Public Safety Complex. Members present were: Sarah Buchheit, Joe Canfield, Cathy Hausteine, Kisha Jahner, Tom Johnson, Ann Visser, and Teri Vos; absent: Julio Chiarella, Mark Groenendyk, and Robin Pfalzgraf. Staff present: City Administrator Mike Nardini, Planning and Zoning Director Gerald Buydos, Zoning Analyst Jared Parker, Local Programming Coordinator Monte Goodyk, and the Deputy City Clerk. Eleven members of the public were present.

APPROVAL OF TENTATIVE AGENDA: Motion by Visser, second by Jahner to approve the tentative agenda. Motion carried 7-0.

PUBLIC FORUM

Ann Summitt was present to comment on the proposed preliminary plat for Timberview. She stated that the proposed road connecting the development to Main Street should be completed prior to constructing the housing. She stated that the City of Pella website is difficult to navigate to locate agendas. She said she also serves on the Big Rock Park Board and the rarest ecosystem in North America, called the Bur Oak Savanna, is located in Big Rock Park. There is timber in the area where the Timberview development would be located that she believes could

also be a Bur Oak Savanna that houses endangered species. She said the City needs to be cautious about this. She stated the need for environmental studies and the Iowa Department of Natural Resources to be consulted on removing timber. Summitt said the economy has taken a downturn and that she does not want the Timberview development to turn into another Prairie Ridge. She stated that she discovered that many of the lots in Prairie Ridge have not been sold to homeowners, but rather developers. She asked the Commission to carefully consider this before approving the preliminary plat.

APPROVAL OF MINUTES: Motion by Canfield, second by Visser to approve the minutes of the May 11, 2022 meeting. Motion carried 7-0.

NEW BUSINESS PROPOSED

Consider a Site Plan for 909 Roosevelt Rd., Submitted by Gary Willemsen, to Construct Two New Warehouses and an Office Space Gary Willemsen submitted a site plan application to construct two warehouses with office space at 909 Roosevelt Rd. One of the proposed buildings will be approximately 19,008 square feet and the other one will be approximately 15,360 square feet. There will be approximately 39,684 square feet of paved parking.

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 "Civic and Public" land uses. Staff believes the proposal meets the community's goals listed in the Comprehensive Plan due to the area noted as being adjacent to a preferred industrial growth area, along with providing more industrial acres, which are noted as a need in the Comprehensive Plan.

Staff believes the proposed site plan meets the requirements of the City's zoning code and is consistent with the City's Comprehensive Plan. Therefore, staff recommended the site plan be approved as submitted.

In response to question from Hausteiner regarding "Civic and Public" land uses, staff explained that a City substation and Pella Christian High School are located near the proposed site, which might explain why the site is identified as that land use on the Future Land Use Map. Additionally, the zoning ordinance takes precedence over the Future Land Use Map.

The applicant, Gary Willemsen, answered a question from Jahner about the location of the office.

Motion by Canfield, second by Jahner to approve the site plan as submitted. Motion carried 7-0.

Consider a Revised Site Plan for 431 SE 14th St., Submitted by B&D Endeavors, LLC, to Construct a Warehouse/Shop and Associated Improvements

B&D Endeavors, LLC proposed building an additional structure on the property located at 431 SE 14th Street. The proposed structure shall be 14,256 square feet and will be used as a warehouse/shop space. This is an addition to the site plan the Planning and Zoning Commission approved on February 22, 2021.

Chapter 165.36(F)(3) requires the proposed site plan to conform to the City's Comprehensive Plan. The Comprehensive Plan's Future Land Use Map identifies this site as General Industrial. The proposed use aligns with this designation.

The proposed site plan satisfies pertinent City Code and is consistent with the Comprehensive Plan. Staff recommended approval of the site plan as submitted.

Motion by Jahner, second by Johnson to approve the site plan as submitted. Motion carried 7-0.

Consider a Site Plan for 1050 E. University St., Submitted by Pella Community School District, to Construct an Early Childhood Center and Associated Improvements

Pella Community School District proposed building an Early Childhood Center adjacent to Madison Elementary at 1050 E. University St. The proposed building will total 34,167 square feet with approximately 95,000 square feet of new pavement.

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 "School/Central" land uses. Staff believes the proposal meets the community's goals listed in the Comprehensive Plan and complies with the Future Land Use Map.

Staff believes the proposed site plan meets the requirements of the City's zoning code and is consistent with the City's Comprehensive Plan. Therefore, staff recommended the site plan be approved as submitted.

Pella Community School District Superintendent Greg Ebeling was present to answer questions from the Commission. He explained the proposed parking layout as well as plans to construct 10 classrooms. The maximum capacity of the four-year-old classrooms is 20 children each and the maximum capacity of the three-year old classrooms is 18 children each. Overall, the number of children served would be approximately 196. There will also be the potential to offer wraparound care for children before and after class. This project was included in the bond, which was passed by voters in November 2021. A future connection between Jefferson Intermediate School and Pella Middle School is also planned.

Motion by Johnson, second by Canfield to approve the site plan as submitted. Motion carried 7-0.

Consider a Preliminary Plat for the Timberview Subdivision, Located at the Northern Terminus of Hazel Street and Country Club Drive ATI Group, LLC submitted a preliminary plat identified as Timberview Preliminary Plat 1 to subdivide one parcel (approximately 46.16 acres) into 95 buildable lots and one city park. The subject property is located at the terminus of Hazel Street and Country Club Drive. Previously, both the Planning and Zoning Commission and City Council have approved a zone change from Low-Density Single-Family Residential (R1) and Agricultural (A1) to Moderate-Density Single-Family Residential (RIA) on the property known as the Timberview Development.

The property is zoned R1A. This district is intended to provide for moderate-density residential neighborhoods, characterized by single-family dwellings on moderately large lots with supporting community facilities and urban services. Its regulations are intended to minimize traffic congestion and to assure that density is consistent with the carrying capacity of infrastructure.

The proposed development is intended to be a market rate residential development with single-family attached (SFA) and single-family detached (SFD) products. The development would consist of 58 SFA units and 37 SFD units in addition to a 1.25-acre parcel dedicated to being a future park at the intersection of Hazel Street and E. Park Lane through 4 phases:

Phase 1: 21.46 acres including 10 SFA and 27 SFD units

Phase 2: 10.40 acres including 8 SFA and 6 SFD units

Phase 3: 8.11 acres including 24 SFA and 0 SFD units

Phase 4: 6.10 acres including 16 SFA and 4 SFD units

The SFA product identified for specific lots will be sold separately. The SFD product would consist of developer-built houses and for sale lots.

In addition, the SFA development will contain houses that are akin to patio homes, with no basement and no steps, to be marketed to an audience that would find these features attractive. The product will not be age restricted.

The developer has indicated an intent to subdivide the parcel into 95 individual lots and one park site. Staff reviewed the proposed subdivision and confirmed that the proposed lots meet all minimum lot requirements for the R1A zone. The minimum lot width is 65 feet and the minimum lot area is 8,500 square feet.

Additional housing is noted as a key priority goal in the City's Comprehensive Plan. The City's Comprehensive Plan identified a shortage of housing and housing types in the community. The Comprehensive Plan identified five residential growth areas: Far Northwest, Northwest, Airport area, Northeast, Southeast, East and Far East. Timberview is in the Northeast identified area.

The Future Land Use Map of the Comprehensive Plan targets the proposed area for Low-Density Residential. The Comprehensive Plan also identifies the need to provide a mix of housing types, which are identified as SFD, SFA, and multi-family. Timberview provides SFA and SFD products.

Staff believes the proposed Timberview development aligns strongly with the Comprehensive Plan. In addition, staff believes it will help address the shortage of residential housing in Pella.

In determining conformance with the Comprehensive Plan, it is important to review the document as a whole, including the text, exhibits, and maps. Based on staff's analysis, it is believed the proposed development is in conformance and aligns with the Comprehensive Plan. The Transportation Element of the Comprehensive Plan plans out future road connectivity as growth and development occurs in Pella. In the northern section of the City, a linkage that connects Hazel Street and Country Club Lane is shown to connect to Main Street and 240th Place for future circulation needs. The Timberview Development provides the connections as required in the Transportation Element of the Comprehensive Plan. Hazel Street and Country Club Drive are connected to through streets. The Hazel Street extension will provide for future linkages to both Main Street and 240th Place.

Staff finds the preliminary plat meets the minimum requirements of the zoning ordinance and subdivision ordinance, while also conforming to the City's Comprehensive Plan. Based upon the findings, staff recommended the preliminary plat be approved as submitted.

Summit stated that Hazel Street cannot handle the level of traffic this development will have without the construction of a street linkage to Main Street first. She said she is not objecting the subdivision; she is objecting to the construction of homes prior to the connection to Main Street. She also asked that this item be tabled by the Commission, due to her difficulty locating the meeting agenda on the City's website.

Planning and Zoning Director Gerald Buydos stated that the first phase would be comprised of 37 housing units. The second phase would include extending Hazel Street to the end of the property. Buydos also explained that this agenda item does not have a public hearing, so the City is not required to notify neighboring property owners. The meeting agendas are available on the City's website. Staff will review how difficult it is to navigate the website.

City Administrator Mike Nardini stated that, based on staff and the City's engineering consultant's review, it appears that the existing streets would be able to handle the additional traffic that would come with phase one of the development. The City will need to determine when the linkage to Main Street is necessary. This could be developer driven; it could also be a City Council-initiated project as well.

ATI Realty Partner and Chief Operating Officer Casey Schafbuch explained that renderings of the homes that will be built are not available yet. Buydos said that providing renderings during the preliminary plat process is not a code requirement.

Haustein said that she believes with this subdivision Hazel Street will get quite busy, especially as this street passes by Pella Regional Health Center.

Nardini explained that at least two property owners could be involved in the connection to Main Street, as the potential street could cross their properties. The City does not currently have right-of-way for that street. The proposed location of the connection to Main Street is currently conceptual.

Haustein asked about the proposed homes without basements. She asked whether those homeowners would have an option for shelter during tornados. Schafbuch explained that, if the homeowner would choose, they could construct a basement. They would not be prohibited from having a basement.

Buydos explained that when this property was rezoned, it went through the public hearing process with the Commission and City Council.

Following the zoning change, the next step in development of a subdivision is the preliminary plat, which is currently being considered by the Commission. The preliminary plat is a conceptual design that shows the layout of roads, infrastructure, lot sizes, and the configuration of lots. After consideration by the Commission, the preliminary plat would be considered by the City Council. Following approval, the applicant would submit a final plat for consideration that would create legal lots. Then, the lots will be recorded with the Marion County Recorder's Office and the lots can be sold.

Summit stated that the City of Winterset gives tax abatements to homeowners to install tornado safe rooms. She also urged the City to conduct an environmental study of the forested land where the subdivision will be located. Buydos stated that the requirements for environmental studies in Iowa are not as strict as other states. Nardini explained that there are certain actions that the State of Iowa legislates versus the City of Pella.

Wayne Stienstra asked whether the future road connecting the subdivision to Main Street would be paid by the adjacent landowners. He said the road would cross the corner of his property. Buydos explained that the alignment of the road shown on the preliminary plat is just an approximation and may not end up crossing Stienstra's property. He said if WesleyLife were to develop their property, they would be responsible for constructing the road. The responsibility could also potentially fall to the City.

Summit said the Endangered Species Act is a federal law. Buydos said it is left up to agencies at the state and local level to implement. It is his understanding that there is no requirement for the City to review the Endangered Species Act.

Jahner said Prairie Ridge has 22 homes started in the development out of a 74-lot development. She said 10 homes are complete. She asked Schafbuch whether the proposed home for Timberview will be in line with the homes at Bos Ridge and Fountain Hills. Schafbuch responded yes; most of the lots for Timberview are twice the size of those at Prairie Ridge. They will be a higher price point and a different product altogether. Jahner asked whether Schafbuch is concerned with the economy being the way it is. Schafbuch said ATI still feels good about the market and there is still a market for lots and new homes.

Motion by Johnson, second by Canfield to approve the preliminary plat as submitted. Motion carried 7-0.

OTHER BUSINESS / WORK SESSION

Work Session to Discuss the Timberview Urban Renewal Plan

The purpose of this work session was to discuss the proposed Timberview Urban Renewal Plan (URP). This work session highlighted the development that is located north of Hazel Street.

The developer is proposing to construct a new neighborhood in Pella called Timberview. This new neighborhood is intended to provide housing opportunities to existing and new residents of Pella. The Phase 1 portion development will provide approximately 37 lots split between a detached and an attached product over multiple phases. The breakdown is approximately 10 attached units and 27 detached units. The proposed development will include a mix of product type from zero threshold patio type attached homes to standard market rate detached dwelling units and lots.

To support the development, the developer will be required to construct all on-site public infrastructure improvements including all streets, water, sewers, storms drain, curbs, gutters, sidewalks, retention ponds, electric, and fiber optic connections for the new residential lots. The estimated cost of this public infrastructure is \$2,400,000 for Phase 1.

The City's Comprehensive Plan identified a shortage of housing and housing types in the community. The Comprehensive Plan identified five residential growth areas: Far Northwest, Northwest, Airport area, Northeast, Southeast, East, and Far East. Timberview is in the Northeast identified area.

The Comprehensive Plan also identifies the need to provide a mix of housing types, which are identified as SFD, SFA, and multi-family.

Timberview will provide SFA and SFD products.

Staff believes the proposed Timberview development aligns strongly with the Comprehensive Plan. In addition, staff believes it will help address the shortage of residential housing in Pella.

As part of the site planning process for the proposed Timberview development, the City's Public Works Department reviewed the development plan. Based upon their review and other City departments, staff is recommending that Hazel Street veer toward the east in the development to ultimately have a connection point on Main Street. The proposed alignment of Hazel Street will allow the City in the future to determine the best intersection point with Main Street. In addition, improvements to E. Park Lane will be considered in front of the proposed new park.

The URP contains potential economic development incentives which may be awarded by the Pella City Council. It is important to note that any incentives awarded by the City Council will be considered on a case-by-case basis. In addition, the plan contains lump sum budget amounts to reflect the total amount of incentives which may be awarded over the life of the URP.

In summary, staff believes the proposed development addresses a critical shortage in the community of residential development. Staff believes the proposed URP aligns and is in conformance with the City's Comprehensive Plan. Staff sought the Commission's input regarding this URP before it is formally considered at an upcoming Planning and Zoning Commission meeting. Jahner asked how many feet of road will be constructed for \$2.4 million. Nardini replied it is approximately 1,700 linear feet for phase one. Haustein asked about the proposed park. Nardini said the City is still in negotiations with the developer, but the park land would be available to the City when the City is ready to build a park. Prior to building a park, the City would likely seek public input regarding the type of amenities needed. Staff wants to ensure there is green space planned for the development. Jahner asked whether approval of the URP would allow for the developer to access tax increment financing (TIF). Nardini said before entering into a development agreement or offer TIF for improvements, the City must first approve a URP. Nardini said if the Commission would like to have another work session on this item, they can. Otherwise, the Commission can contact staff with any questions or concerns that need addressed prior to a formal vote at the next meeting. Jahner asked Nardini to provide the Commission with the number of projects with a URP that receive TIF. Canfield asked Nardini whether phases two through four would also have URPs. Nardini said potentially. Jahner asked whether the City is looking at other things than TIF. Nardini said generally, the City can only reimburse developers for public infrastructure, and usually in those circumstances TIF is involved. Next Meeting Date: The next Planning and Zoning Commission meeting is scheduled for June 27, 2022. Adjourned at 8:13 p.m.

e. Civil Service Commission Minutes for June 2, 2022

Present: Marty Racheter, Commission Chair; Curtis Baugh, Commission Member; Nathan Wolff, Commission Member; Stacey Bone, City of Pella Human Resources Director; Marcia Slycord, Secretary to the Commission and Police Administrative Services Manager; Shane McSheehy, Pella Police Department Chief; Paul Haase, Pella Police Department Captain; Aaron Hilligas, Ahlers and Cooney Law Firm Attorney. The meeting was called to order at 6:33 p.m. by Commission Chair Racheter. Baugh moved to accept the June 2, 2022, agenda as presented, seconded by Wolff. Motion approved. Wolff moved to accept the February 28, 2022, minutes as presented, seconded by Wolff. Motion approved. Wolff moved to accept the April 27, 2022, minutes as presented, seconded by Baugh. Motion approved. A work session was held to finalize the City of Pella Civil Service Commission Rules and Regulations document. Baugh moved to approve the document with minor changes made during the meeting, seconded by Wolff. Motion approved. There being no further business to come before the commission, the meeting adjourned at 7:33 p.m. Respectfully submitted, Marcia Slycord, Secretary to the Commission

f. Board of Adjustment Minutes for June 20, 2022

Chairperson Westra called the Board of Adjustment to order at 6:00 p.m. in the Public Safety Complex. Members present were: Vince Nossaman, Jaci Nunnikhoven, Lyle Vander Meiden, Mike Vander Wert, and Corey Westra; absent: Kristi Kiouss, Susan Reiter, and Merlan Rolffs. Staff present: Planning and Zoning Director Gerald Buydos, City Attorney Maria Brownell, Zoning Analyst Jared Parker, and the Deputy City Clerk. Fifty-nine members of the public attended the meeting.

CHAIRPERSON'S COMMENTS

Approval of the Tentative Agenda: Motion by Nunnikhoven, second by Nossaman to approve the tentative agenda. Motion carried 5-0.

APPROVAL OF MINUTES: Motion by Vander Wert, second by Nossman to approve the May 16, 2022 minutes. Motion carried 5-0.

PUBLIC HEARINGS

Consider an Appeal from Dody Boat Concerning the Zoning Administrator's Decision that Having a Recreational Vehicle Stored at 1358 Northwest Dr. is not a Violation of City Code

On May 13, 2022, Dody Boat submitted a request to appeal the decision of the Zoning Administrator regarding storage of Recreational Vehicles (RV) on residential properties in the City of Pella. A complaint had been submitted regarding parking of an RV at 1358 Northwest Drive. Staff inspected the property and made the determination, based on City Code, that the RV met all applicable rules for storage of an RV on residential property. The applicant was informed in writing of the decision. The applicant appealed that decision to the Board of Adjustment.

RECREATIONAL VEHICLE PARKING AND STORAGE RULES:

Section 165.32.12 of the Pella Municipal Code deals with off-street parking requirements for personal vehicles.

12. Parking for Personal Vehicles. This section permits the parking of personal vehicles on a single lot in a residential district subject to specific conditions. Personal vehicles include: passenger cars; vans; pick-up trucks; camper shells, toppers and other similar appurtenances intended for attachment to a personal vehicle; trailers under 25 feet in length, and boats under 25 feet in length. The maximum height of any personal vehicle shall be eight feet from grade. Trucks, tractor cab units, trailers, recreational vehicles, boats over 25 feet in length and vehicles over ten tons gross empty weight shall be defined as heavy commercial vehicles.

A. Definitions for Residential Parking. The following definitions shall govern the interpretation of this section.

(1) "Parking" means the placement on a residential lot of a vehicle for any substantially uninterrupted period of time not exceeding forty-eight (48) hours. All parking areas except for residential lots in the A1 and RR Districts are required to be paved or permanently surfaced with concrete.

(2) "Storage" means the substantially uninterrupted placement on a residential lot of any vehicle for any consecutive period of time exceeding forty-eight (48) hours.

B. Location of Parking.

(1) Parking is permitted within any enclosed structure when such structure conforms to the regulations of its zoning district.

(2) Parking of personal vehicles is permitted on a paved driveway (outside of an enclosed structure) within the front yard setback, but shall in no case encroach upon the public right-of-way.

(3) Parking of personal vehicles may occur in the rear yard setback (outside of an enclosed structure and not on the front yard paved driveway) if the Zoning Administrator determines that such parking conforms to the provisions of the Zoning Ordinance, under the following condition: The parking space is provided on a paved surface connected by a paved surface to a dedicated public right-of-way and/or alley. Residential lots in the A1 or RR Districts are exempt from the paving requirements of this section.

(4) Parking of trucks, other than panel or pickup trucks of less than one ton capacity is prohibited in residential areas except to load or unload. Heavy commercial vehicles, including tractor cab units rated at more than one-ton capacity, and recreational vehicles shall not be parked at any time within the business district of Pella or on any lot within residential zoning districts for a period exceeding forty-eight (48) hours.

C. Special Provisions for Storage of Recreational Vehicles and Boats. Storage of recreational vehicles and boats within residential districts is subject to the following conditions:

(1) Recreational vehicles and boats must be maintained in a clean, well-kept state.

(2) Recreational vehicles and boats equipped with liquefied petroleum gas containers must ensure that such containers meet the current standards of the Interstate Commerce Commission, the United States Department of Transportation, or the American Society of Mechanical Engineers. Any valves must be closed at all times that the vehicle is not in preparation for immediate use. Leaks in containers must be repaired immediately.

(3) Recreational vehicles may be used as temporary parking by non-paying guests for a maximum of seven consecutive days or fourteen days total during any calendar year. Cooking in the recreational vehicle is prohibited at all times.

(4) Recreational vehicles and boats may not be permanently connected to utility lines.

(5) Recreational vehicles and boats may not be used for the storage of goods, materials, or equipment other than those items which pertain to the use of the vehicle.

(6) Storage Location for Recreational Vehicles and Boats. No recreational vehicle or boat shall be stored in the front yard of a residential lot except for the following:

a. Where it is determined by the Zoning Administrator that the side or rear yard is not reasonably accessible, then not more than one (1) vehicle may be stored in the front yard.

b. Where the residential lot is located in a RR or A1 District.

In no case, however, shall the storage in the front yard encroach on any public right-of-way.

(7) Rear Yard Storage Required, If Accessible. All recreational vehicles and boats shall be stored only in the rear yard, where one exists, except that where no rear yard exists, or where the Zoning Administrator determines that an existing rear yard is not reasonably accessible, then not more than one (1) vehicle shall be stored in a side yard, provided that no part of such vehicle may be stored closer than three feet (3') to any side or rear property line. Residences in the RR and A1 Districts shall be exempt from this provision.

The Zoning Administrator reviewed the code and determined that storage of the RV at 1358 Northwest Drive is allowed under Section 165.32.12 (C) "Special Provisions for Storage of Recreational Vehicles and Boats" above and based on the following determining factors:

1. The property is zoned Low-Density Single-Family Residential (R1).

2. The RV is stored on the property as allowed by code and defined by 165.12.A(2) "Storage" means the substantially uninterrupted placement on a residential lot of any vehicle for any consecutive period of time exceeding forty-eight (48) hours.

3. The RV is stored in the side yard setback and not within 3' of the property line.

4. The RV is clean and in a well-kept state.

5. The RV is not connected permanently to utility lines.

Included in the powers and duties of the Board of Adjustment is the ability "to hear and decide appeals where it is alleged there is error in any order, requirement, decision, or determination made by the Zoning Administrator in the enforcement of this Zoning Ordinance." The appellant requested that the Board of Adjustment classify RVs over 25 feet in length as heavy commercial vehicles and under Section 165.32.12 (B)(4) that they not be allowed to be parked in residential neighborhoods. The appellant's reasoning for this was provided as an appeal attachment in the meeting packet.

The Board of Adjustment had the following options in this matter:

1. Uphold staff's decision that the RV is stored in accordance with Pella Municipal Code.

2. Reverse or modify the decision of the Zoning Administrator.

The concurring vote of a majority of the entire Board was required to reverse or modify the decision of the Zoning Administrator.

Convened Public Hearing on the appeal. Three written comments were received and were read aloud by the Chairperson.

Motion by Nunnikhoven, second by Vander Meiden to enter the written comments into the public record. Motion carried 5-0.

The appellant's attorney, Alex Johnson, with BrownWinick Law, spoke in favor of the appeal. He stated that his client does not want City Code to change, but would like to see that the current code regarding RV storage is followed.

Shane Mc Sheehy, owner of 1358 Northwest Dr., read aloud a statement from his wife. He said Dody Boat sent them a note and approached them at their home to demand that they remove their RV from their property. Mc Sheehy stated Boat has also petitioned the Mc Sheehys' neighbors. He said the City Attorney has given her opinion on the matter and deemed that the RV is stored on their property lawfully. He said that if the opinion is overturned, it would not only affect him, but also many others who have RVs and boats parked outside their homes.

Robin Pfalzgraf stated that when she moved to Pella, she was told by a City employee that her motor home would have to be moved from her driveway and she now pays \$225.00 each month to keep it in storage.

Curtis Carrington spoke in favor of upholding the Zoning Administrator's decision that the RV is stored in accordance with City Code. He said he spent \$10,000 to pave an area to park his boat, as it cannot be stored on gravel.

The appellant, Dody Boat, stated that she did send the Mc Sheehys a note but denied that it was mean. She said she approached Councilmember Mark De Jong regarding the RV and said it is an eyesore.

Keith Hoksbergen said that RVs and other vehicles have increased in size over the years but should not be considered heavy commercial vehicles.

Reid German said that Pella citizens take pride in their city and he does not know of any RVs or boats in town that are eyesores. He does not believe visible RVs decrease property values.

Mike Van Steenwyk stated that in 2009 or 2010, the ladder on the back of his RV was deemed to overlap the public sidewalk, so he removed three feet from the front of his garage in order to be able to continue storing his RV in his driveway. He said nearly all RVs built in the last 20 years have air conditioners on top that are 18 inches tall, which would cause them to exceed the eight-foot height limitation.

Jerry Aalbers stated that he has a concrete pad on his property that he poured to store his fifth wheel RV and boat. He questioned whether he would have to tear the pad up if the City deems he is unable to park his RV and boat on it.

Motion by Nossaman, second by Nunnikhoven to close the Public Hearing as no further comments were received. Motion carried 5-0.

Vander Meiden noted that the Board of Adjustment is quasi-judicial and prohibited from discussing agenda items prior to the meeting. He said that it would appear that the current City Code is antiquated.

Motion by Vander Meiden, second by Nossaman to uphold staff's decision that the RV at 1358 Northwest Dr. is stored in accordance with Pella City Code. Motion carried 5-0.

OTHER BUSINESS

Work Session to Discuss Board Membership Eligibility

On April 21, 2022, Governor Reynolds signed Senate File 2285 into law. As a result, two notable changes to city zoning administration under Iowa Code Section 414.23 will be effective July 1, 2022. First, the bill changes the manner in which the Planning and Zoning Commission and Board of Adjustment membership is comprised for cities exercising extraterritorial zoning jurisdiction under Iowa Code Section 414.23. Board of Supervisor representatives on the commission or board must reside in the area outside the city limits over which the zoning jurisdiction is extended. In addition, at least one additional member of the Planning and Zoning Commission and Board of Adjustment must own land actively used for agricultural purposes, unless there is no eligible and willing appointee who would meet the requirement.

This was an informational item for the Board and no action was taken. Any members of the Board affected by this change will be contacted by either the Marion or Mahaska County Board of Supervisors.

Next Meeting Date: A special meeting is scheduled for July 6, 2022. The next regular meeting is scheduled for July 18, 2022.

Other: Vander Meiden requested that City Council look at updating City Code in regard to permitted sizes of RVs and boats, as many of those that are typically sold in today's market exceed eight feet in height and 25 feet in length.

Adjourned at 7:27 p.m.

g. Civil Service Commission Minutes for June 29, 2022

Present: Marty Racheter, Commission Chair; Curtis Baugh, Commission Member; Nathan Wolff, Commission Member; Stacey Bone, City of Pella Human Resources Director; Marcia Slycord, Secretary to the Commission and Police Administrative Services Manager; Shane McSheehy, Pella Police Department Chief; Paul Haase, Pella Police Department Captain.

The meeting was called to order at 6:29 p.m. by Commission Chair Racheter.

Wolff moved to accept the June 29, 2022, agenda as presented, seconded by Baugh. Motion approved.

Baugh moved to accept the June 2, 2022, minutes as presented, seconded by Wolff. Motion approved.

Commission Chair Racheter presented attendees with the following letter and Baugh moved to accept the letter into the official meeting, seconded by Wolff. Motion approved.

"Regarding the Civil Service procedural document adopted June 2, 2022.

It is unfortunate but by no means catastrophic that the June 2022 police selection process began in the middle of instead of the end of a procedural change, and so a hiccup or two is to be expected.

Once the Commission adopted its procedure, some of the wording of the online advertisement and the invitation were no longer applicable.

The online job description stated that The National Police Officer Selection Test (called POST) is used as an entry-level written test to gauge mental skills, basic intelligence, and education level in police applicants. The POST is a crucial step in the police officer selection and a score of 70% on each section is required according to Iowa Law Enforcement Academy standards. Applicants who are ILES certified are not required to take the POST and will be awarded 100 points in lieu of taking the exam. A study guide for the POST exam may be found at:

<https://www.applytoserve.com/Study/>

Recognizing that the candidates themselves were not at fault and should not be disqualified for assuming they did not have to take the POST, the Commission Chairman suggested that for this selection process those candidates who were not scheduled to or expecting to take the POST on the day of testing in Pella would be accommodated until they could do so. I do not know whether or not this offer was, has been, or will be conveyed to the one surviving candidate.

The police selection procedure was adopted by this commission at a meeting on June 2, 2022, where all affected parties were in attendance and had the opportunity to participate. That adopted document was provided to all relevant parties. The language being questioned states: All qualified Police applicants will take the Police Officer Selection Test (POST), the Iowa Law Enforcement Academy pass/fail physical fitness test, the Police Panel Staff interview, and the Civil Service Commission interview.

The wording of that sentence was carefully and specifically intended to convey that every candidate who met the department's qualifications would take the POST, that every such candidate would take the PE test, that every such candidate would undergo a staff interview, and that every such candidate would undergo a Civil Service interview.

The chief's memo argues for accepting prior POST scores. The POST, as their advertisement states, is an entry level test covering basic math skills, reading comprehension, grammar, and writing skills. It cost \$14. It takes 1.25 hours. All arrangements are made by the department in advance so it is given the same day as other tests.

The department called it "crucial to the process." The Commission agrees.

The POST is not unduly difficult, it is not expensive, it doesn't take much time, and it is not inconvenient. No candidate receives the unfair advantage of being granted a perfect score, and there is no need to discuss the appropriateness of a prior score's age. The entire series of selection tests, all done "in house," with all the candidates at the same time is a clean, current, and nondiscriminatory process.

Both the department and the Commission working together are dedicated to finding and hiring the best possible police officers. The Commission recognizes and is sympathetic to the difficulties of the current job market. The Commission feels our written police hiring process is clear, unambiguous, and fair to all candidates, and we stand by it as written."

The purpose of the meeting was to discuss the contents of a memorandum to the Commission from Chief McSheehy regarding interpretation of the City of Pella Civil Service Commission Rules and Regulations specific to police officer candidates being required to take the police officer selection test. There was lengthy discussion to provide direction for police staff and the police officer testing process. The conversation concluded and an agreement made by the entire Commission that TEMPORARILY:

a. Candidates who do not have a police officer selection test (POST) score on file, will be required to take the POST.

b. Candidates who have a passing POST score (each section score at least 70% or above) on file within one year of the testing date(s) may have scores transferred to Pella Police Department.

c. Iowa Law Enforcement Academy certified police officer candidates are not required to take the POST test and scores, previously attained, per Iowa Administrative Code, Chapter 2, Section 501, subsection 2.2(7) c "Certified law enforcement officers. Law enforcement officers certified through training by the Iowa law enforcement academy are not required to take a cognitive test but may be required to do so at the discretion of the employing agency" will be obtained from Stanard and Associates and used for scoring purposes.

Chief McSheehy inquired with the Commission about offering two testing dates for police officer candidates. The Commission agreed that candidates may attend either testing date, or both, but if the candidate fails to pass the POST or the physical agility by or on the second testing date, they will be disqualified from the process.

The Commission was notified there is one candidate for them to interview. The interview is scheduled for Thursday, July 7, 2022, at 10:00 a.m. There being no further business to come before the commission, the meeting adjourned at 7:40 p.m.

Respectfully submitted, Marcia Slycord, Secretary to the Commission

3. Petitions and Communications

a. Renewal of Special Class C Liquor License (Beer/Wine) with Sunday Sales for Tamory Hall

BACKGROUND: Tamory Hall, at 616 Franklin Street, Suite 201, has applied for renewal of their special class C liquor license (beer/wine) with Sunday sales privileges. The term of the new license is 12 months and, if approved, would expire on August 31, 2023.

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 of this renewal pending the receipt of dram shop certification.

ATTACHMENTS: None

REPORT PREPARED BY: City Clerk

REVIEWED BY: City Administrator

RECOMMENDATION: Conditional approval of renewal pending receipt of dram shop certification

b. Special Event Permit Request for Red Rock Threshers Oats Threshing Day

BACKGROUND: The Red Rock Threshers have applied for a special event permit to host an Oats Threshing Day on Saturday, July 30, 2022, from 7:00 a.m. to 6:00 p.m. Rain dates of August 6th, 13th, and 20th are also included with this request. The event is requested to be held on city property located east of Geetings near the intersection of South Prairie Street and Truman Road, as shown on the attached map. This location is consistent with where the Red Rock Threshers' annual tractor pull is held. Set-up is requested to begin at 2:00 p.m. the day prior to the event with take down complete by 7:00 p.m. after the event. No road or parking space closures are involved with this special event permit. As further background, during this event a threshing machine would be set up and oat bundles brought in to be threshed. Additionally, oats straw would be bailed. Members of the public would be invited to attend to observe and learn how harvest was done in the past.

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

E. RESOLUTIONS

1. Resolution No. 6470 entitled, "RESOLUTION ADOPTING DENTAL PLAN PREMIUMS."

Branderhorst moved to approve, seconded by Carlstone.

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

BACKGROUND: This resolution adopts dental plan premiums for fiscal year (FY) 22-23. As background, Council discussed this request during the Policy and Planning meeting on July 5th, directing staff to proceed with placing this resolution on a future agenda for formal consideration.

As background, over the past few months, staff has been working on reviewing dental benefits, rates, and plan alternatives. While the city typically has a renewal date of July 1st, Delta Dental agreed to extend the current rates one additional month while the city considered the plan renewal. Currently, the city offers its employees the option to elect dental coverage through Delta Dental. After Delta Dental analyzed industry trends and utilization patterns, they established the FY 22-23 renewal rates with a 5% increase. As a result, our insurance broker, Cottingham & Butler, reviewed plan design and considered alternatives but ultimately recommended renewing the plan as offered by Delta Dental.

If approved, the following rate increases would be in effect as of August 1, 2022:

- Single coverage: increase from \$25.34/month to \$26.62/month
- Family coverage: increase from \$92.38/month to \$97.00/month

It is important to note that employees are responsible for 100% of the dental premium. Furthermore, currently 67% of eligible full-time employees have elected coverage under the city's dental plan.

Summary: In summary, staff recommends approval of this resolution adopting the FY 22-23 dental plan premiums reflecting a 5% rate increase effective August 1, 2022.

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

2. Resolution No. 6471 entitled, "RESOLUTION APPROVING ARCHITECTURAL AND ENGINEERING SERVICES AGREEMENT FOR THE PELLA INDOOR RECREATION CENTER PROJECT."

De Jong moved to approve, seconded by Hopkins.

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

BACKGROUND: This resolution approves an architectural and engineering services agreement with Shive-Hattery for the proposed Pella Indoor Recreation Center project. As background, in April of this year, Council directed staff to proceed with the long-term facility plan, which included an indoor recreation center and improvements to the existing Community Center. Subsequently, Council appointed a twelve-member ad-hoc committee to assist with the design, facility components, and operations of the proposed indoor recreation center. Staff solicited proposals for architectural and engineering services and received ten proposals in response. After evaluation by the committee, the top four firms were invited to conduct in-house presentations. Ultimately, the sub-committee recommended proceeding with Shive-Hattery. Shive-Hattery is the same firm which designed the MidAmerican Energy Company RecPlex in West Des Moines.

Listed below, and on the following page, is a brief overview of the proposed contract.

Base Project: The proposed architectural contract includes design, bid, and construction observation services for a 90,000 square foot recreation facility which includes the following components: three full sized gymnasiums; indoor walking track; workout areas; competition swimming pool; recreational swimming pool; meeting spaces and kitchen/concessions to support events held at the venue; specialty feature such as a rock-climbing wall. It is important to note that the size and scale of the facility is entirely dependent on fundraising. As a result, the facility size may be adjusted, and additional components added.

Scope of Services and Fees

Shive-Hattery's proposed scope of basic services includes the following: project design; public input meeting; site selection and evaluation; assist with the development of funding promotion materials; geotechnical services; civil, structural, mechanical, and electrical engineering; landscape architecture; aquatics design; bidding services; construction administration.

Shive-Hattery's fees for the basic services outlined on the previous page is 7.25% of construction costs with a not-to-exceed amount of \$2,750,000. In addition to the basic services, costs for supplemental services are identified as follows:

Facility operation evaluation \$59,000
Fixture furnishing and equipment design \$49,000
Kitchen/concession equipment design \$45,000
Building signage and site wayfinding design \$59,000
Mechanical and electrical commissioning \$75,000
Other reimbursable expense estimated at \$50,000

Timeline: If approved, the project's estimated timeline from the date of agreement approval will be as follows:

Pre-design 60-90 days, funding verification 30 days, schematic design 60 days, design development 90 days, construction package 90 days, bidding 30 days, construction 18-24 months. Based on the above schedule, the new Indoor Recreation Center would open in the summer of 2025; however, in order to maintain this schedule, we need to initiate architectural services for the project.

Funding: Staff is proposing the initial design services for this agreement be funded by the existing local option sales and services tax (LOSST) fund which is estimated to have an unobligated balance of \$985,000 when it expires on December 31, 2023. Fees above the unobligated balance would be funded through the new LOSST, which is scheduled for consideration by Pella citizens on September 13, 2022. If the new LOSST is approved, it would begin on January 1, 2024, and extend for a period of 20 years. If the new LOSST is not approved, the city would have the ability to terminate this agreement by providing Shive-Hattery with a seven-day notice.

In summary, staff solicited proposals for architectural and engineering services for the proposed Indoor Recreation Center project. A sub-committee of the City Council appointed ad hoc Indoor Recreation Committee conducted interviews of the top four proposals received, ultimately recommending that the city proceeds with Shive-Hattery for this project. As a result, this resolution approves an agreement with Shive-Hattery to conduct architectural and engineering services for the Indoor Recreation Center project.

Finally, please note that staff and the City Attorney are still working with Shive-Hattery on making final adjustments to the liability sections of the agreement; therefore, this resolution authorizes the Mayor to sign the agreement after the City Attorney reviews and approves the agreement language.

ATTACHMENTS: Resolution, Architectural and Engineering Services Agreement
REPORT PREPARED BY: Community Services Director
REVIEWED BY: City Administrator, City Clerk
RECOMMENDATION: Approve resolution

F. CLAIMS

1. Abstract of Bills No. 2107.
Branderhorst moved to approve, seconded by Bandstra.
On roll call the vote was: AYES: 5, NAYS: None. Motion carried.

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

No comments were received.

H. POLICY AND PLANNING

From 6:28 p.m. to 7:29 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. Discussion regarding Spirit of Pella request for additional holiday lights in the Central Business District
2. Discussion regarding proposed Timberview Development
3. Discussion regarding proposed revisions to the policy for renaming city-owned land and facilities
4. Discussion regarding annual Personnel Policy Manual updates

I. 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 7:30 p.m.