



# CITY OF PELLA

## CITY COUNCIL OFFICIAL MINUTES

September 7, 2021

### **A. CALL TO ORDER BY MAYOR AND ROLL CALL**

The City Council of the City of Pella, Iowa, met in regular session at the Public Safety Complex (614 Main Street) at 6:00 p.m., Mayor Don DeWaard presiding. Council members present were: Mark De Jong, Liz Sporrer, Lynn Branderhorst, Calvin Bandstra, Bruce Schiebout, Dave Hopkins. Absent: None.

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

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

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

### **B. MAYOR'S COMMENTS**

1. Approval of Tentative Agenda.

Bandstra moved to approve, seconded by Schiebout.

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

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

Comments were received and addressed.

### **D. APPROVAL OF CONSENT AGENDA**

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

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

The following items were approved:

1. Approval of Minutes
  - a. Official Council Minutes for August 17, 2021
2. Report of Committees
  - a. Policy and Planning Minutes for August 17, 2021

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

ABSENT: None

OTHERS: City staff and visitors

The Policy and Planning meeting began at 7:02 p.m.

The first agenda item was a discussion regarding a request from the Spirit of Pella to add holiday lighting in Central Park. The Spirit of Pella is requesting to use the City's current lighting vendor, Wright Outdoor Solutions, to install and maintain the lighting. The estimated cost is \$62,000 for the equipment and \$28,000 per year to install and maintain the equipment. Over a three-year period, this equates to approximately \$147,000, which the Spirit of Pella is proposing to fully fund.

The Spirit of Pella is requesting the City of Pella to be responsible for the following items:

1. Installing outlets on various structures within Central Park.
2. Administering the contract with Wright Outdoor Solutions.
3. Initial funding of the equipment deposit, which would be reimbursed by the Spirit of Pella.

At the end of the discussion, staff was directed to proceed with formal consideration of a partnership agreement with the Spirit of Pella and a three-year contract with Wright Outdoor Solutions at the next Council meeting.

The next item on the agenda was a discussion regarding long-term facility needs. The 2019 long-term facilities plan proposed a combined community center/recreation center without a dedicated auditorium; however, elected officials have since expressed a desire to construct a standalone indoor recreation center. At the end of the discussion, staff was directed to proceed with conducting further research regarding two separate facilities: an indoor recreation center and a community center. Furthermore, Council directed staff to utilize a consultant to obtain cost estimates for building a new community center to compare to cost estimates for updating the existing Community Center facility. As part of this work, staff anticipates further meetings and/or focus groups will be held to assist with determining the necessary components of a community center facility. Finally, staff will work with the City's bond consultant to obtain details regarding the financial impact of these items. The findings of these items will be discussed at a future Council meeting.

The last agenda item was a review of American Rescue Plan funding. The City of Pella has been allotted \$1,525,555.23 under the American Rescue Plan Act to respond to the impacts of the COVID-19 pandemic. These funds will be paid in two equally divided tranches in August of 2021 and July of 2022.

The US Treasury has provided categories of eligible uses that have broad flexibility to decide how to best use the funding to meet the needs of communities. Eligible categories include the following:

- Support public health expenditures by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff.
- Address negative economic impacts caused by the public health emergency including economic harms to workers, households, small businesses, impacted industries, and the public sector.
- Replace lost public sector revenue using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic.
- Provide premium pay for essential workers offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors.

- Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

The purpose of this agenda item was to hold a preliminary discussion of potential uses of these funds with Council. Once all potential projects have been compiled, future work sessions will be held to prioritize projects and determine funding allocation.

The meeting adjourned at 8:10 p.m.

Respectfully submitted:

Mandy Smith

City Clerk

## b. Airport Committee Minutes for June 25, 2021

Members Present: Rick Gritters, Ted Zylstra, Eric Recker, Matt Hutchinson, Jeff Bollard

Members Absent: Tom Vander Linden

Others Present: Shane Vande Voort, Denny Buyert

Gritters acting as chair

Approval of Minutes: April 30, 2021 minutes reviewed. Motion to approve Zylstra, support Recker, motion passed unanimously.

Welcome Jeff Bollard was welcomed as a new member to the airport committee.

Election of New Airport Committee Chair: Tom Vander Linden has announced that he will be resigning from the airport committee so we need to elect a new chair person. Motion was made by Zylstra to nominate Matt Hutchinson, support Gritters, motion passed unanimously. With Hutchinson being elected chair, need to fill the secretary position. Motion was made by Zylstra to nominate Eric Recker, support Gritters. Recker reported that his schedule would make it difficult to do this at least the next 6 months. Friendly amendment was made to have Bollard and Recker share this position with Bollard taking responsibility until the first of the year and then working it out after that. Motion with amendment passed unanimously.

Regional Airport Update: With recent resignations we no longer have a representative from the Airport Committee on the Regional Airport Committee. We will pursue one of the Pella representatives to the Regional Airport Committee filling one of our vacancies or at least have one of them attend are meetings to give a report. Also, we will request written reports from Mike Nardini.

Airport Managers report to the committee-Shane Vande Voort:

Equipment Update: All mowing equipment is working well with the exception of the Cub Cadet mower that needs to be replaced.

FBO operations: The shop continues to be busy with 7 full-time mechanics between the two locations (normally 4 at PEA). We currently have four full-time flight instructors. We are training a number of new line service employees.

Project Updates: The AWOS continues to be unreliable, especially the wind speed. Operators will need to be aware that the new AWOS construction window will be 30 days and there may be a delay for certification after that.

Hangar and ramp space: As stated before we are still short on ramp space, hangar space and all weather tiedowns. The construction of an additional corporate hangar will increase congestion on the corporate ramp. With the construction of the new corporate hangar have lost at least 2 transient aircraft parking spots. We are excited about the new hangar construction and the coming insulation and heating of the storage hangar.

Parking Lot Capacity Concerns: The additional gravel parking is helping and we are having fewer days when the lot is completely full.

Annual Flight Breakfast: We felt the breakfast was a success with about 50% of a record airplane crowd and 60-70% of a record people crowd. We, of course, recommend continuing the event next year.

Motion by Zylstra to continue Annual Flight Breakfast for Tulip Time 2022 coordinated with Methodist Church, second by Gritters.

Adjourn: Motion by Zylstra, support by Bollard, passed unanimously

Next regular meeting will take place on August 27, 2021 7:00 a.m.

## c. Community Development Committee Minutes for July 14, 2021

Chairperson Cody called the Community Development Committee (CDC) to order in the Public Safety Complex at 5:30 p.m. Members present were: Patsy Cody, Linda Groenendyk, Nancy Henry, Shelly Rigger, Wayne Stienstra, and Christi Vander Voort; absent: Jerry Brummel, Mike Kiser, Lowell Olivier-Shaw, Caryn Van Hemert, and Dennis Vander Beek. Staff present: City Planner Gerald Buydos, Code Enforcement Officer Jared Parker, and the Deputy City Clerk. Two members of the public attended were in attendance.

APPROVAL OF TENTATIVE AGENDA: Motion by Groenendyk, second by Stienstra to approve the tentative agenda. Motion carried 6-0.

APPROVAL OF MINUTES: Motion by Rigger, second by Vander Voort to approve the minutes from the April 29, 2021 meeting. Motion carried 6-0.

NEW BUSINESS:

Consider a Design Permit Application for Tropical Sno Located at 227 Oskaloosa St. Tropical Sno proposed a new, temporary building at 227 Oskaloosa St. The building has been used at previous Tulip Time Festivals and the applicant, Dan Schakel, must have design approval as part of the peddler permit process since the business intends to operate for longer than 30 days.

The building is predominantly white with light blue as an accent color. These colors appear to be similar to those found in the Pella Color Palette. The building's design includes a gable and a set of faux shutters. In evaluating this design application, staff found the proposed application met the requirements listed in the Design Review District Design Manual. Therefore, staff recommended the application be approved as submitted.

The applicant, Dan Schakel, and his wife, Kelly Schakel, were present to speak in favor of the design permit and answer questions from the CDC. It was suggested by the Committee that the rope lighting around the edge of the gable be secured tightly to prevent gaps between the lighting and the gable.

Motion by Henry, second by Stienstra to approve the design permit as presented. Motion carried 6-0.

Consider Sign Permit Applications for Tropical Sno Located at 227 Oskaloosa St.: Tropical Sno applied for sign permits for their location at 227 Oskaloosa St. The applicant proposed a wall sign and a banner. As the sign application was submitted shortly before the CDC meeting, and the fact that it is integral to the overall design of the structure, the signs were brought to the full CDC for consideration. The Tropical Sno stand and wall sign have been used at previous Tulip Time Festivals in the community.

After evaluating this permit application, staff found that the proposed signs comply with the dimensional regulations in the Zoning Ordinance. As a result, staff recommended approval of one banner sign and the wall sign. Code Enforcement Officer Jared Parker noted that the banner sign is classified as temporary signage, so it can only be posted for 30 days at a time. Upon the expiration of the 30 days, the Sign Subcommittee can approve an additional 30 days.

D. and K. Schakel were present to speak in favor of the sign permits and answer questions from the CDC. The Committee discussed the lighting around the edge of the wall sign and whether it would be classified as neon lighting, which is prohibited. The lighting was ultimately determined to not be classified as neon.

Motion by Rigger, second by Henry to approve the sign permits as presented. Motion carried 6-0.

K. Schakel asked the Committee for opinions on a lighting idea she had for the wall sign that she may look to implement in 2022. Cody explained that the design manual will soon be going through an update process that will shape how the Committee considers design permit

applications in the future. She suggested that the Schakels approach the Committee with their plans next year, with the hope that the design manual will have gone through the revision process and the Committee will be better able to direct the Schakels at that time.

#### OTHER BUSINESS / PUBLIC FORUM

Work Session to Discuss Proposed Design Review District Design Manual Updates: On April 29, 2021, the CDC appointed four committee members (Kiser, Riggen, Vander Beek, and Van Hemert) to a subcommittee to review the Design Review District Design Manual for potential updates. The purpose of this work session was to give direction to the subcommittee as they begin their work revising the manual. The City Council will need to approve the proposed updates to the manual prior to implementation.

The Committee proposed looking into setting separate design standards for different zones in the community, with the most stringent standards focused downtown. The Committee also proposed including more photographs of examples and definitions of design elements in the manual, as well as including design resources to assist individuals during the design permit process. Additionally, the Committee made the recommendation to include a zoning map in the manual. Staff will also provide the Committee with a zoning map for their reference. Henry was added as a member to the subcommittee.

City Planner Gerald Buydos explained that the next step will be to look into hiring a consultant to work alongside staff and the subcommittee on updating the manual.

Cody and Vander Voort left at 6:26 p.m.

Buydos shared with the Committee a potential branding concept called "Pella Distinct."

Next Meeting Date: The next regular meeting is scheduled for August 11, 2021.

Adjourned at 6:45 p.m.

#### d. Community Services Board Minutes for July 16, 2021

Present: Stephen Fyfe, Nathan Guess, Amanda Schwerdtfeger, Glenn Steimling, Arvin Van Zante

Staff: Jeanette Vaughan, Chandler Nunnikhoven, Dyan Parker, Brenda Ross

Absent: Lauri Amelse, Mike Lyons, Alex Meyers, Kevin Vos

12:05pm Community Services Director Jeanette Vaughan called the meeting to order

Minutes - Motion by Fyfe, seconded by Guess to approve the Community Services Board Meeting minutes of May 21, 2021. Motion carried 5-0

Discussion Items

Department Updates:

Art & Rec/Brenda Ross

- We are in the final couple of weeks of registration for Flag Football and Soccer. July 11 was the beginning of the \$25 late fee. Final day to register is July 31st at 11:59pm online.
- We are looking for officials for both football and soccer. Those interested can apply on our website.
- A small water line leak in the art room will be fixed August 2nd, after the final summer art classes.
- We are in the process of interviewing for the open art center instructor position. We hope to have it filled by August 1st.
- USP performances of Mama Mia will begin on July 29th.

Parks/Chandler Nunnikhoven

- All annuals flowers are planted.
- Mowing has picked back up.
- Three new playground features installed at West Market Park playground.
- Kiwanis playground build is coming along nicely. Playground equipment is on site for install.

Golf & Athletic Fields/ Jeanette Vaughan for Kevin Vos

Pella Sports Park

- Lake Red Rock Balloon fest July 10 scheduled at the Pella Sports Park was cancelled due to weather.
- Ball field maintenance - clay repair in the pitching mound and batter's box areas, edging clay/grass lines, warning track weed removal and aerifying outfields.
- On July 9th approximately 15 Vermeer volunteers spread mulch in landscape areas at the Sports Park.

Bos Landen Golf Course

- CIP equipment purchase- John Deere 4066R tractor delivered with loader/forks and box blade - to be used at the golf course, sports park and parks.
- Staff continuing with irrigation repair of broken sprinkler head casings and pipe fittings, replacing failed sprinkler drives/nozzles.
- Spraying weeds in rough and native areas.
- Mowing certain native areas to control woody plants and removal of invasive plants & seed heads.
- Planning for bunker renovation on holes 4 & 6 later in July with work finishing late August.

Aquatics/ Jeanette Vaughan for Alex Meyers

- Staff received an Exceeds Expectations on their Ellis audit in July.
- July swim lesson classes filled quickly. Private and Semi-Private lessons are now offered through the aquatic center and we have received positive feedback on these.
- Aerobics has been very popular with 20 or more patrons regularly attending.
- Indoor pool will be closed July 30-August 15 for annual maintenance and cleaning.
- Outdoor pool last day open will be August 14 depending on staffing.
- Indoor Lap swim was changed to 2 lanes being able to be reserved and the rest at first come, first served. Outdoor lap swim all first come, first served.

Other Discussion: Nunnikhoven reviewed the updates to the West Market Park playground equipment which included replacing 2 slides and a spiral climber. Staff also removed a couple wood balance beams which will be replaced with a like item as budget allows us to process through the inspection form. New items are metal composite however where chosen based on a nature theme to coordinate with wooden play features - balance beams that look like a log, mushroom seats, etc.

Nunnikhoven noted the construction is coming along nicely. They are working on the bathroom, pouring concrete and they have playground equipment on site. Wonder Spelen is requesting to expand the project scope to add a shelter house, a Yalp Sona Play Arch, which will be discussed at council with Wonder Spelen offering to pay \$200,000 for equipment with city to pay approximately \$11,000 for engineering.

Board held a discussion regarding swim attire at the aquatic center. Vaughan stated that the City issued a statement regarding the recent situation. Vaughan reported that due to continued harassing calls the phone at the pool is not being answered however all voicemails with legitimate business questions are returned. Vaughan reported that the Mayor authorized prorated refunds of pool passes to anyone requesting them. Guess inquired about number of refund requests to date. Vaughan explained we have 500+ active annual/summer passes, currently less than 30 refunds were being processed. Vaughan also reported that an updated swim attire policy was put into effect at the aquatic center to provide further information on unacceptable swim wear. Discussion was held on the availability of locker/restroom facilities at the pool. Vaughan informed the Board that in addition to men's and women's restrooms, a family/single user restroom is

available at both the indoor and outdoor facility for any patrons use. Fyfe inquired about the morale of the pool staff and Steimling asked Vaughan to relay to staff the Board's support. Van Zante agreed. Steimling requested new pickleball court squeezees as the current ones no longer function well. Nunnikhoven will look into ordering new ones. Adjournment: Motion by Van Zante, seconded by Schwerdtfeger to adjourn the Community Services Board Meeting. Motion carried 5-0. The next meeting is scheduled for Friday, August 20, 2021 at noon in room 206, in the Community Center. Meeting adjourned at 12:36 p.m.

#### e. Planning and Zoning Commission Minutes for July 26, 2021

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

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

APPROVAL OF MINUTES: Motion by Pfalzgraf, second by Johnson to approve the minutes of the June 28, 2021 meeting. Motion carried 8-0. PUBLIC HEARINGS:

Consider a Planned Unit Development (PUD) Amendment for Prairie Ridge: The proposed ordinance changes certain terms of a previously established PUD (Ordinance 960) known as Prairie Ridge. In 2019, the City approved a PUD for Prairie Ridge which allowed for a master planned community to be built. Recently, the applicant expressed a desire to adjust the setbacks for the single-family residential properties included in the PUD. Given the change in the proposed development, the original PUD must be amended to accommodate and document this change.

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

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

Staff believes the proposed ordinance meets the requirements of the City's zoning code. In addition, staff also believes the proposed ordinance is consistent and in conformance with the City's Comprehensive Plan. Staff recommended approval of the proposed ordinance. Convened Public Hearing on the proposed ordinance. No written comments were received.

Staff clarified that the proposed reduction in rear yard setbacks from 25 feet to 15 feet would not be limited to the construction of decks. Motion by Johnson, second by Visser to close the public hearing as no further comments were received. Motion carried 8-0.

Motion by Vos, second by Johnson to approve the ordinance as submitted. Motion carried 8-0.

Consider a PUD Amendment for South Main: This proposed ordinance would amend the zoning regulations established by the PUD previously approved by the Planning and Zoning Commission and subsequently adopted by the City Council on February 5, 2019. The PUD ordinance is being amended at the request of the developer, RDP Holdings, to accommodate the proposed mixed-use development which is located on approximately 2.89 acres at 403 Main St., 413 Main St., and 400 Broadway St.

Recently, the developer requested to modify the design and layouts for Buildings 4 and 5. Therefore, staff proposed amending the previously approved PUD ordinances to include new exhibits. Additionally, the PUD exhibits show the site plan with the building layout and architectural elevations.

Staff believes the proposed ordinance meets the requirements of the City's zoning code. Staff also believes the proposed ordinance does not impact conformance with the City's Comprehensive Plan. Staff recommended approval of the proposed ordinance which would formally amend the development regulations for the proposed development.

Convened Public Hearing on the proposed ordinance. No written comments were received.

It was explained that there is a slight reduction in the number of housing units being proposed; however, the valuation will be similar.

Motion by Jahner, second by Vos to close the public hearing as no further comments were received. Motion carried 8-0.

Motion by Visser, second by Johnson to approve the ordinance as submitted. Motion carried 8-0.

#### NEW BUSINESS PROPOSED

Consider a Site Plan for a Vermeer Corporation Parking Lot Expansion: Vermeer Corporation proposed a new parking lot to serve Plant 48 at 1210 Vermeer Rd. It contains 51 parking stalls, two of which are motorcycle parking stalls. It shall consist of 19,883 square feet of parking spaces and drive lanes that were previously gravel. The parking lot will be located in the middle of the Vermeer Corporation campus and will not be immediately adjacent to a public street.

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 Pfalzgraf, second by Chiarella to approve the site plan as submitted. Motion carried 8-0.

Consider a Site Plan for the New Vermeer Corporation Parts Distribution Center: Vermeer Corporation submitted a site plan application to construct a new 324,000-square-foot Parts Distribution Center. The proposed location is currently grass surfaced and will include a 197,210-square-foot parking area.

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

Motion by Jahner, second by Chiarella to approve the site plan as submitted. Motion carried 8-0.

City Administrator Mike Nardini thanked Vermeer Corporation for its continued investment in Pella.

Consider a Final Plat Amendment for the Subdivision Known as Prairie Ridge Plat 3: RDP Holdings, LLC and ATI Group requested to amend the final plat for the commercial portion of their development known as the Prairie Ridge subdivision. The subject property is located north of Washington Street/Highway G28, north of the Fifield Road intersection. On July 16, 2019, the City Council approved an ordinance to rezone this property to PUD. The Commission approved the original final plat for this project on April 26, 2021. This item has not yet gone before City Council for approval. The proposed final plat includes three lots. The requested amendment is in regard to a sewer easement only as the final sewer location has changed.

The proposed final plat was submitted to reflect City of Pella staff and consultant comments. Staff found the final plat meets the minimum requirements of the zoning ordinance and subdivision ordinance. Additionally, staff found the development conforms to the City's Comprehensive Plan. Based upon the findings, staff recommended approval of the final plat.

Chiarella expressed his concerns about the "Preliminary" stamp on the final plat. McClure Project Manager Trent Smith explained that the document is marked as preliminary until it is approved by the City Council. At that point, the document is signed. Planning and Zoning Director Gerald Buydos stated that staff will research whether the word "preliminary" or a different phrase is used by other jurisdictions.

Motion by Pfalzgraf, second by Visser to approve the final plat as submitted. Motion carried 8-0.

OTHER BUSINESS / PUBLIC FORUM / WORK SESSION

Nardini reported that staff will be in touch with the Commission to schedule a joint meeting with the City Council once a date has been determined. A work session will be scheduled for the next Commission meeting to follow up on some items the Commission had questions on at their last meeting.

Next Meeting Date: The next regular Planning and Zoning Commission meeting is scheduled for August 23, 2021.

Adjourned at 7:39 p.m.

3. Petitions and Communications

a. Special Event Permit Request for Pella High School Fortè Pancake Breakfast

BACKGROUND: The Pella High School Fortè Dance Team has requested a special event permit to host a freewill donation pancake breakfast on Saturday, September 11, 2021 from 7:00 to 10:00 a.m. The event is requested to be held in the Caldwell Park shelter house, which the promoter has rented through the Community Services Department. Set-up is requested to begin at 6:00 a.m. with take down complete by 2:00 p.m.

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

ATTACHMENTS: Application, Department Comments

REPORT PREPARED BY: City Clerk

REVIEWED BY: City Administrator

RECOMMENDATION: Approve special event permit

b. Special Event Permit Request for the Pella Wine Walk

BACKGROUND: The Pella Historical Downtown Retail Group has requested a special event permit for their annual Wine Walk on Friday, October 1, 2021 from 4:00 to 8:00 p.m. Set-up is requested to begin at 2:00 p.m. with take down complete by 8:30 p.m.

This annual event provides an evening of extended shopping hours and wine tasting opportunities in downtown Pella. Participants will be required to check-in at a table placed near the Information Windmill to obtain tickets and wristbands for the purpose of ensuring participants are age 21 or older. Throughout the evening, participants will have the opportunity to stop at different wine tasting stations set up inside a variety of downtown storefronts. In addition, the promoter is requesting to host a vendor booth underneath the Klokkenspel including fall merchandise sold by De Bloemen Hof.

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

ATTACHMENTS: Application/Map, Department Comments

REPORT PREPARED BY: City Clerk

REVIEWED BY: City Administrator

RECOMMENDATION: Approve special event permit

c. Special Event Permit Request for Early Literacy Mentoring Association (ELMA) Book Bash

BACKGROUND: The Pella Public Library has requested a special event permit to host an Early Literacy Mentoring Association (ELMA) Book Bash on Saturday, October 2, 2021, from 10:00 to 11:30 a.m., in the West Market Park's south shelter house. If approved, the event would be geared towards families with children up to age five. The purpose of the event is to host activities themed around nursery rhymes.

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

ATTACHMENTS: Application, Department Comments

REPORT PREPARED BY: City Clerk

REVIEWED BY: City Administrator

RECOMMENDATION: Approve special event permit

d. Special Event Permit Request for Conversations in Spanish

BACKGROUND: The Pella Public Library has requested to amend their previously approved Conversations in Spanish special event permit to include additional events in the West Market Park's south shelter house.

If approved, the following dates would be added to this permit:

- September 28, 2021 from 6:30 to 7:30 p.m.
- October 12, 2021 from 6:30 to 7:30 p.m.
- October 20, 2021 from 11:00 a.m. to noon
- November 9, 2021 from 6:30 to 7:30 p.m.

As background, this program is geared towards individuals who want to converse utilizing the Spanish language with the goal of promoting learning through conversation. Both native and non-native Spanish speakers are invited to participate in this program.

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

ATTACHMENTS: Application, Department Comments

REPORT PREPARED BY: City Clerk

REVIEWED BY: City Administrator

RECOMMENDATION: Approve special event permit

e. Special Event Permit Request for The Cellar Peanut Pub Oktoberfest

BACKGROUND: The Cellar Peanut Pub, located at 629 Franklin Street, has applied for a special event permit to extend their outdoor service area and provide additional seating for an Oktoberfest themed event, consistent with past events including Tulip Time. The applicant is requesting to have this outdoor area open between 11:00 a.m. and midnight on Friday, September 24, 2021 and Saturday, September 25, 2021. Furthermore, the applicant is proposing to have live outdoor music from 7:00 to 11:00 p.m. both nights of the event.

Extension of the Outdoor Service Area: The Cellar Peanut Pub currently has an approved outdoor service area that extends from their garage south approximately 10 feet. The applicant is requesting to temporarily extend this outdoor service area further south to the alleyway, as shown on the attached map, during this event. Patrons wishing to access the outdoor service area must walk through already established and staffed entrances. It should be noted that this location is City-owned property; therefore, this special event permit would need to be approved in order to accommodate the request.

Fencing: The Cellar Peanut Pub is proposing to utilize a three-foot-tall fence, as shown on the attached map, to fully enclose the outdoor service area. This fencing meets requirements of the Iowa Alcoholic Beverages Division.

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

ATTACHMENTS: Application/Map, Department Comments  
REPORT PREPARED BY: City Clerk  
REVIEWED BY: City Administrator  
RECOMMENDATION: Conditional approval of the special event permit as outlined

**f. Temporary Outdoor Service Extension on a Class C Liquor License for The Cellar Peanut Pub**

**BACKGROUND:** The Cellar Peanut Pub, located at 629 Franklin Street, has applied for a temporary outdoor service extension on their class C liquor license on September 24, 2021 and September 25, 2021. The purpose of this request is to extend their outdoor service area during an Oktoberfest themed event.

As background, the State of Iowa Alcoholic Beverages Division (ABD) requires that an outdoor service area must be a designated area adjacent to the licensed premises. The Cellar Peanut Pub currently has an approved outdoor service area that extends from their garage south approximately 10 feet. The applicant is requesting to temporarily extend this outdoor service area further south to the alleyway, as shown on the attached map. The applicant is proposing to enclose this area with a temporary three-foot-fence, which meets the requirements of the Iowa ABD. Patrons wishing to sit outside must walk through already established and staffed entrances in order to access the outdoor service area. It should be noted that this temporary outdoor service extension is located on City-owned property; therefore, a special event permit would also need to be approved in order to accommodate the request.

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

ATTACHMENTS: Map  
REPORT PREPARED BY: City Clerk  
REVIEWED BY: City Administrator  
RECOMMENDATION: Conditional approval of the outdoor service extension as outlined

**E. PUBLIC HEARINGS**

**1a. Public Hearing on the proposed Prairie Ridge Commercial Urban Renewal Plan.**

No written or oral comments were received.

De Jong moved to close the public hearing, seconded by Hopkins.

On roll call the vote was: **AYES: 6, NAYS: None. Motion carried.**

**BACKGROUND:** The proposed Prairie Ridge Commercial Urban Renewal Plan (URP) for the Prairie Ridge Commercial Urban Renewal Area (URA) is intended to stimulate, through public involvement and commitment, private investment in new commercial development. The location of the proposed URA is northeast of the intersection of Fifield Road and Washington Street/Highway G28, as shown on the attached map.

For the City of Pella to offer economic development incentives for new commercial construction, the City must first approve an URP that is in conformity with the City's Comprehensive Plan.

**Urban Renewal Plan Objectives:** The primary objective of the URP is to provide opportunities and incentives for new commercial development within the area. Specifically, to stimulate private investment in new commercial development which enhances the economic vitality and will help to address the shortage of eating and drinking establishments in Pella.

**Proposed Project in the Urban Renewal Plan:** The developer is constructing a Smash Park recreation center. This facility is intended to be a regional entertainment center with a variety of recreational amenities and activities including pickleball courts, sand volleyball, outdoor turf games, a restaurant, an indoor/outdoor bar and patio area, meeting rooms, and an area dedicated for miniature golf. This proposed building, which is approximately 22,000 square feet in size, is tentatively scheduled to open in the spring of 2022. In addition, the developer is willing to commit to construction of a fast-casual restaurant by December 2024.

To support the development, the developer will be required to construct on-site public infrastructure improvements including a new commercial roadway within the development of approximately 600 linear feet and an extension of the City's sanitary sewer system. The estimated cost of this public infrastructure is \$1,157,000.

**Comprehensive Plan:** The City's Comprehensive Plan identified a shortage of restaurants and drinking establishments in the community. The Comprehensive Plan identified this area as a 'service gap' where the local demand exceeds the retail supply. In addition, the Comprehensive Plan identified the development's location as an economic development opportunity for commercial development. Furthermore, the City Council rezoned this property in July of 2019; making a determination that this commercially zoned area was in conformance with the Comprehensive Plan.

Staff believes the proposed Smash Park recreation center and fast-casual restaurant align strongly with the Comprehensive Plan. In addition, staff believes this development will help to address the shortage of eating and drinking establishments in Pella.

As stated earlier, the Comprehensive Plan identified strategies to set forth goals and objectives for new development within City limits, including the use of tax increment financing (TIF). Consistent with the Comprehensive Plan, the City has determined that the proposed projects within this URP would not be possible without the use of TIF.

**Recommended Off-site Public Improvements:** As part of the site planning process for the proposed Smash Park, the City's engineering consultant, Veenstra & Kimm (V&K), updated their traffic analysis for the development. Based upon their review, V&K is recommending a right-turn lane on westbound Washington Street approaching Fifield Road be installed in 2022. V&K also recommends installation of traffic signals at the intersection of Washington Street and Fifield Road prior to the fast-casual restaurant opening in 2024.

**Consultation with Taxing Entities:** Iowa Code requires the City to hold a consultation with all affected taxing entities prior to adoption of an URP. As directed by City Council, the consultation was held on August 12, 2021 with no oral or written comments received.

**Agenda Item E-1-b: Resolution No. 6338:** This resolution determines the Prairie Ridge Commercial URA to be an economic development area, designates such area as appropriate for urban renewal projects, and adopts the Prairie Ridge Commercial URP. The location of the proposed URA is northeast of the intersection of Fifield Road and Washington Street/Highway G28. A map of the area is included as Exhibit B of the attached URP. It is important to note that the URA includes property that is located outside the corporate limits; therefore, a joint agreement with Marion County is included as Exhibit D of the attached URP.

**Agenda Item E-1-c: Ordinance No. 998:** This ordinance provides that the portion of general property taxes levied and collected each year in excess of the base period taxes for a portion of the property located within the URA be paid to a special TIF fund established by the City to pay towards urban renewal projects undertaken within the URA.

Summary: In summary, the Prairie Ridge Commercial URP is expected to stimulate, through public involvement and commitment, private investment in new commercial development. The Planning and Zoning Commission has recommended to Council that the proposed Plan conforms with the City's Comprehensive Plan. In addition, a consultation with all affected taxing entities was held with no oral or written comments received; therefore, staff is recommending approval of the proposed Plan.

ATTACHMENTS: Resolution, Prairie Ridge Commercial Urban Renewal Plan, Designated Representative Report, Ordinance  
REPORT PREPARED BY: City Administration  
REVIEWED BY: City Administrator, City Clerk  
RECOMMENDATION: Approve resolution and ordinance

1b. Resolution No. 6338 entitled, "RESOLUTION DETERMINING AN AREA OF THE CITY TO BE AN ECONOMIC DEVELOPMENT AREA, AND THAT THE REHABILITATION, CONSERVATION, REDEVELOPMENT, DEVELOPMENT, OR A COMBINATION THEREOF, OF SUCH AREA IS NECESSARY IN THE INTEREST OF THE PUBLIC HEALTH, SAFETY OR WELFARE OF THE RESIDENTS OF THE CITY; DESIGNATING SUCH AREA AS APPROPRIATE FOR URBAN RENEWAL PROJECTS; AND ADOPTING THE PRAIRIE RIDGE COMMERCIAL URBAN RENEWAL PLAN."

Bandstra moved to approve, seconded by Hopkins.

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

1c. Ordinance No. 998 entitled, "AN ORDINANCE PROVIDING THAT GENERAL PROPERTY TAXES LEVIED AND COLLECTED EACH YEAR ON ALL PROPERTY LOCATED WITHIN THE PRAIRIE RIDGE COMMERCIAL URBAN RENEWAL AREA, IN CITY OF PELLA, COUNTY OF MARION STATE OF IOWA, BY AND FOR THE BENEFIT OF THE STATE OF IOWA, CITY OF PELLA, COUNTY OF MARION, PELLA COMMUNITY SCHOOL DISTRICT, AND OTHER TAXING DISTRICTS, BE PAID TO A SPECIAL FUND FOR PAYMENT OF PRINCIPAL AND INTEREST ON LOANS, MONIES ADVANCED TO AND INDEBTEDNESS, INCLUDING BONDS ISSUED OR TO BE ISSUED, INCURRED BY THE CITY IN CONNECTION WITH THE PRAIRIE RIDGE COMMERCIAL URBAN RENEWAL AREA (THE PRAIRIE RIDGE COMMERCIAL URBAN RENEWAL PLAN)."

De Jong moved to place ordinance no. 998 on its first reading, seconded by Hopkins.

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

2a. Public Hearing on the proposal to enter into a Development Agreement with RDP Holdings, LLC.

No written or oral comments were received.

De Jong moved to close the public hearing, seconded by Bandstra.

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

BACKGROUND: This resolution approves and authorizes execution of a development agreement with RDP Holdings. As background, on May 18, 2021, Council approved a conditional resolution in support of the proposed terms to be included in a development agreement for the Prairie Ridge commercial development located northeast of the Washington Street and Fifield Road intersection.

Proposed Commercial Development: The developer is proposing to construct a Smash Park recreation center. This facility is intended to be a regional entertainment center with a variety of recreational amenities and activities including pickleball courts, sand volleyball, outdoor turf games, a restaurant, an indoor/outdoor bar and patio area, meeting rooms, and an area dedicated for miniature golf. This proposed building, which is approximately 22,000 square feet in size, is tentatively scheduled to open in the spring of 2022. In addition, the developer is willing to commit to construction of a fast-casual restaurant by December 2024.

To support the development, the developer will be required to construct on-site public infrastructure improvements including a new commercial roadway within the development of approximately 600 linear feet and an extension of the City's sanitary sewer system. The estimated cost of this public infrastructure is \$1,157,000.

Comprehensive Plan: The City's Comprehensive Plan identified a shortage of restaurants and drinking establishments in the community. The Comprehensive Plan identified this area as a 'service gap' where the local demand exceeds the retail supply. In addition, the Comprehensive Plan identified the development's location as an economic development opportunity for commercial development. Furthermore, the City Council rezoned this property in July of 2019; making a determination that this commercially zoned area was in conformance with the Comprehensive Plan.

Staff believes the proposed Smash Park recreation center and fast-casual restaurant align strongly with the Comprehensive Plan. In addition, staff believes it will help address the shortage of eating and drinking establishments in Pella.

Recommended Off-site Public Improvements: As part of the site planning process for the proposed Smash Park, the City's engineering consultant, Veenstra & Kimm (V&K), updated their traffic analysis for the development. Based upon their review, V&K is recommending a right-turn lane on westbound Washington Street approaching Fifield Road be installed in 2022. V&K also recommends installation of traffic signals at the intersection of Washington Street and Fifield Road prior to the fast-casual restaurant opening in 2024.

Listed below is the estimated cost of the off-site public improvements:

Traffic signals	\$ 282,700
Westbound turn lane on Washington Street	<u>73,150</u>
Total estimated cost	<u>\$ 355,850</u>

The traffic signal portion of the off-site public improvements will be eligible for funding the City's Central Iowa Regional Planning Association's transportation allocation; therefore, the City's initial estimated costs for the improvements is approximately \$129,690.

Development Agreement Responsibilities

RDP Holdings Responsibilities:

- Construct all on-site public infrastructure according to City standards.
- Dedicate on-site public infrastructure to the City of Pella upon completion.
- Construct the Smash Park facility by December of 2022.
- Sign a minimum tax assessment of \$5.0 million with a 2% annual increase for Smash Park.
- Construct a fast-casual restaurant by December of 2024.
- Sign a minimum tax assessment of \$2.0 million with a 2% annual increase for the restaurant.

City of Pella: Provide developer a construction grant in the amount of \$2.0 million paid as follows:

- \$1,500,000 paid within 150 days of issuing a certificate of occupancy for Smash Park.
- \$500,000 paid within 30 days of issuing a certificate of occupancy for the restaurant.

In addition, the development agreement includes a \$300,000 pass through grant to the developer, which has already been received by the City. Finally, the developer is eligible to receive tax increment rebates of up to \$2.0 million in the aggregate, but only after the City of Pella retires its debt associated with funding the construction grants as outlined above. The rebates are funded exclusively from tax increment from development in the proposed Urban Renewal Area (URA) and are subject to annual appropriation.

Financial Analysis: In order to fund the proposed construction grant, the City of Pella will likely need to issue a \$2.2 million urban renewal general obligation bond. In addition, the City of Pella will need to adopt a tax increment financing ordinance (included as agenda item E-1-c) to capture incremental property taxes generated from the new development in the URA. The City of Pella hired its financial advisor, Michael Maloney, to analyze the tax impact from the development. In summary, Mr. Maloney analyzed two scenarios for the development. The first scenario was the base case which includes no additional development other than the proposed Smash Park and fast-casual restaurant. The second scenario was an additional \$2.0 million of commercial development occurring in 2026. In both scenarios, the City of Pella would have a small deficit of \$41,000 to fund in fiscal year 2023-24, otherwise it appears the tax increment revenues generated from the development would cover the cost of the proposed bond issue. In addition, the projected tax increment rebates to RDP Holdings and excess TIF revenues available for future projects within the URA would be as follows:

	Projected Rebate to RDP Holdings	Unobligated TIF Revenues
Base scenario	\$1,666,576	None
Modest growth scenario	\$2,000,000	\$498,370

Summary and Staff Recommendation: Staff believes the proposed development addresses a critical shortage in the community of eating and drinking establishments. In addition, it appears the tax increment revenues generated from the development in the URA would fund the City's indebtedness to be incurred to make the construction grant. Finally, if the development has modest growth, it appears the tax increment revenues from the URA would also reimburse the City for the cost of the off-site public improvements after the rebates to the developer are fully funded. As a result, staff recommends approval of this resolution approving and authorizing execution of a development agreement with RDP Holdings.

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

- 2b. Resolution No. 6339 entitled, "RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF A DEVELOPMENT AGREEMENT BY AND BETWEEN THE CITY OF PELLA AND RDP HOLDINGS, LLC." Hopkins moved to approve, seconded by Sporrer.  
On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

## **F. ADMINISTRATION REPORTS**

1. In accordance with the City Council Procedural Rules, Branderhorst moved to reschedule the regular Council meeting on November 2, 2021 to Monday, November 1, 2021 at 6:00 p.m. to avoid a conflict with the election, seconded by Hopkins.

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

BACKGROUND: The City Council Procedural Rules state that if the regular Council meeting in November falls on an election day, the meeting will be moved ahead one day in order to avoid a conflict with the election. As a result, staff is recommending that the regular Council meeting scheduled for Tuesday, November 2, 2021, be rescheduled to Monday, November 1, 2021 at 6:00 p.m.

ATTACHMENTS: None  
REPORT PREPARED BY: City Clerk  
REVIEWED BY: City Administrator  
RECOMMENDATION: Reschedule Council meeting to November 1, 2021 at 6:00 p.m.

## **G. CLAIMS**

1. Abstract of Bills No. 2086.  
Branderhorst moved to approve, seconded by Bandstra.  
On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

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

Comments were received and addressed.

## **I. POLICY AND PLANNING**

From 6:36 p.m. to 7:11 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. Disc golf basket donation request from Central College
2. Residential parking requirements in the Central Business District
3. Discussion regarding paving of Prairie Street and Monroe Street



## **I. CLOSED SESSION**

1. At 7:16 p.m., Schiebout moved to enter into closed session pursuant to Iowa Code Chapter 21.5 1(j) to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property, seconded by Sporrer.  
On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

Council reconvened to open session at 7:24 p.m.

No action was taken regarding this closed session.

2. At 7:25 p.m., Branderhorst moved to enter into closed session pursuant to Iowa Code Chapter 388.9(1) to discuss marketing and pricing strategies or proprietary information of a city utility if its competitive position would be harmed by public disclosure not required of potential or actual competitors, and if no public purpose would be served by such disclosure, seconded by Hopkins.  
On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

Council reconvened to open session at 7:42 p.m.

No action was taken regarding this closed session.

## **K. ADJOURNMENT**

There being no further business claiming their attention, Hopkins moved to adjourn, seconded by Bandstra.  
On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

Meeting adjourned at 7:43 p.m.