

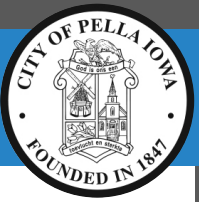
# City of Pella Council Meeting September 2, 2025



"Unity in the Pella Community"

# Civil Service Commission *Certified Police Officer List*

B-2



- The Civil Service Commission has certified the following candidates for the position of Police Officer:
  - Andrew Bartels
  - Zachary Catron
- Staff recommends acceptance of this list



# B-3 Appointment

---



## Airport Committee

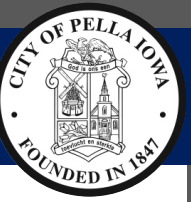
Jim Mueller

Term expires January 1, 2030



# Pella Municipal Airport *Development Agreement*

E-1-a &  
E-1-b



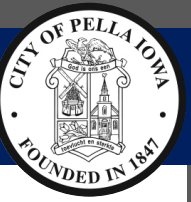
- This resolution approves and authorizes execution of a Development Agreement & Hangar Ground Lease with Pella Corporation to construct a new hangar at the Pella Municipal Airport, as discussed with Council on June 3<sup>rd</sup>
- The development terms are intended to align with Pella Corporation's current lease which provides them with an option to lease this proposed site
- The proposed hangar will require an extension of the apron, access road and water main along with adequate fire flows





# Pella Municipal Airport *Development Agreement*

E-1-a &  
E-1-b



- Summary of projected costs for public infrastructure and site grading:

Apron and access road extension	\$689,500
State grant	(365,000)
Water main extension	394,100
Hangar site grading	257,000
Private utility extensions	<u>66,000</u>
<b>Total estimated city cost</b>	<b><u>\$1,041,600</u></b>

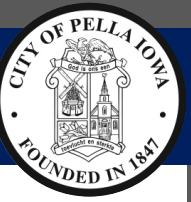


- The estimated cost of the new water main is based on hiring a contractor should city crews not have the capacity to handle this portion of the project
- Project timeline:

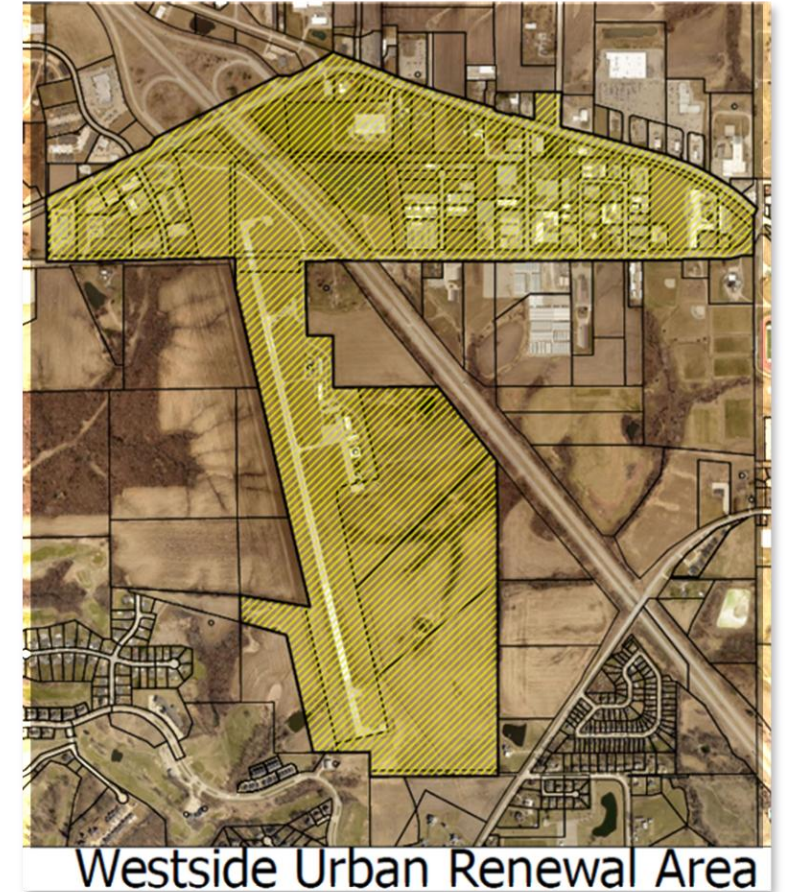
Hangar site graded	December 31, 2025
Apron, access road, water main completed	September 30, 2026

# Pella Municipal Airport *Development Agreement*

E-1-a &  
E-1-b



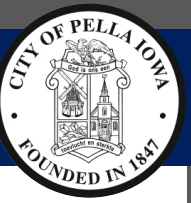
- The proposed financing source for the estimated city cost of \$1,100,000 is a General Obligation Urban Renewal Bond
- As the Westside Urban Renewal District was recently formed, it is unlikely to have sufficient valuations to initially cover the cost of this proposed bond issue
- Should Council proceed with this project, the city's debt service levy could increase by approx. \$.10 for the first few years of the bond issue
- Additionally, this debt service levy would likely remain in effect until sufficient valuations are accumulated in the Westside Tax Increment Financing (TIF) District





# Pella Municipal Airport *Hangar Ground Lease*

E-1-a &  
E-1-b



- In addition to the development agreement, a ground lease is proposed and is modeled after the existing ground lease with Weiler Transportation

Lease Term: 39-years

Annual Rent: \$16,988 starting on January 1, 2026,  
amount to be reviewed by the parties every five years

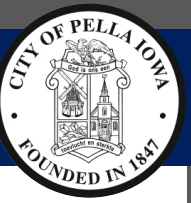
Tenant Improvements: Construction of the proposed hangar would be Pella Corp's responsibility, at the conclusion of the lease, all improvements to the property which could not be removed without causing structural damage would belong to the city





# Pella Municipal Airport *Hangar Ground Lease*

E-1-a &  
E-1-b



- The proposed lease will contain a provision in the event the lease is canceled early by the city
- The city would be responsible for reimbursing Pella Corp for the netbook value of the improvements constructed based on the following formula:

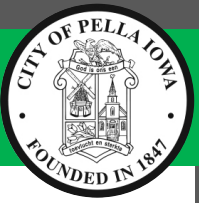
Cost of hangar	\$4,000,000
Life of the hangar	39 years
Annual depreciation	\$102,600
Net book value equals	Cost of hangar minus accumulated depreciation



- In summary, staff is recommending approval of both the development agreement and hangar ground lease

# General Obligation Capital Loan Notes

E-2, E-3, E-4



- Six resolutions are under consideration relating to the issuance of General Obligation Capital Loan Notes for various projects
- In August, Council approved a reimbursement resolution for projects that potentially may be financed using General Obligation Bonds
- The projects on the following slides are considered “general corporate purpose projects” requiring additional consideration
- These projects are subject to reverse referendum, if petitioned
- It is important to note that while these resolutions provide Council with the authority to continue pursuing possible debt issuance for these projects, they do not authorize issuance of the debt
- Should Council decide to proceed with debt issuance for these projects, additional Council action will need to be taken at future meetings



## **Library 2025 HVAC Modifications project**

- Proposed issuance: not to exceed \$350,000
- Payable from: Debt Service Fund
- Staff recommends approval of the following agenda items:
  - Resolution approving publication of a notice of hearing in the August 22<sup>nd</sup> Marion County Express
  - Public hearing on the authorization of a loan agreement and issuance of not to exceed \$350,000 GO Capital Loan Notes for this project
  - Resolution instituting proceedings for additional action for issuance of not to exceed \$350,000 GO Capital Loan Notes for this project



## Soccer Complex Improvements project

- Proposed issuance: not to exceed \$900,000
- Payable from: Debt Service Fund
- Staff recommends approval of the following agenda items:
  - Resolution approving publication of a notice of hearing in the August 22<sup>nd</sup> Marion County Express
  - Public hearing on the authorization of a loan agreement and issuance of not to exceed \$900,000 GO Capital Loan Notes for this project
  - Resolution instituting proceedings for additional action for issuance of not to exceed \$900,000 GO Capital Loan Notes for this project



# Agenda Item E-4 *Annex Office Building*

E-4



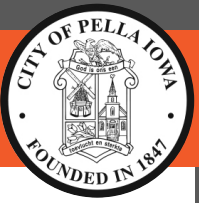
## **Annex Office Building project**

- Proposed issuance: not to exceed \$934,000
- Payable from: Debt Service Fund
- Staff recommends approval of the following agenda items:
  - Resolution approving publication of a notice of hearing in the August 22<sup>nd</sup> Marion County Express
  - Public hearing on the authorization of a loan agreement and issuance of not to exceed \$934,000 GO Capital Loan Notes for this project
  - Resolution instituting proceedings for additional action for issuance of not to exceed \$934,000 GO Capital Loan Notes for this project

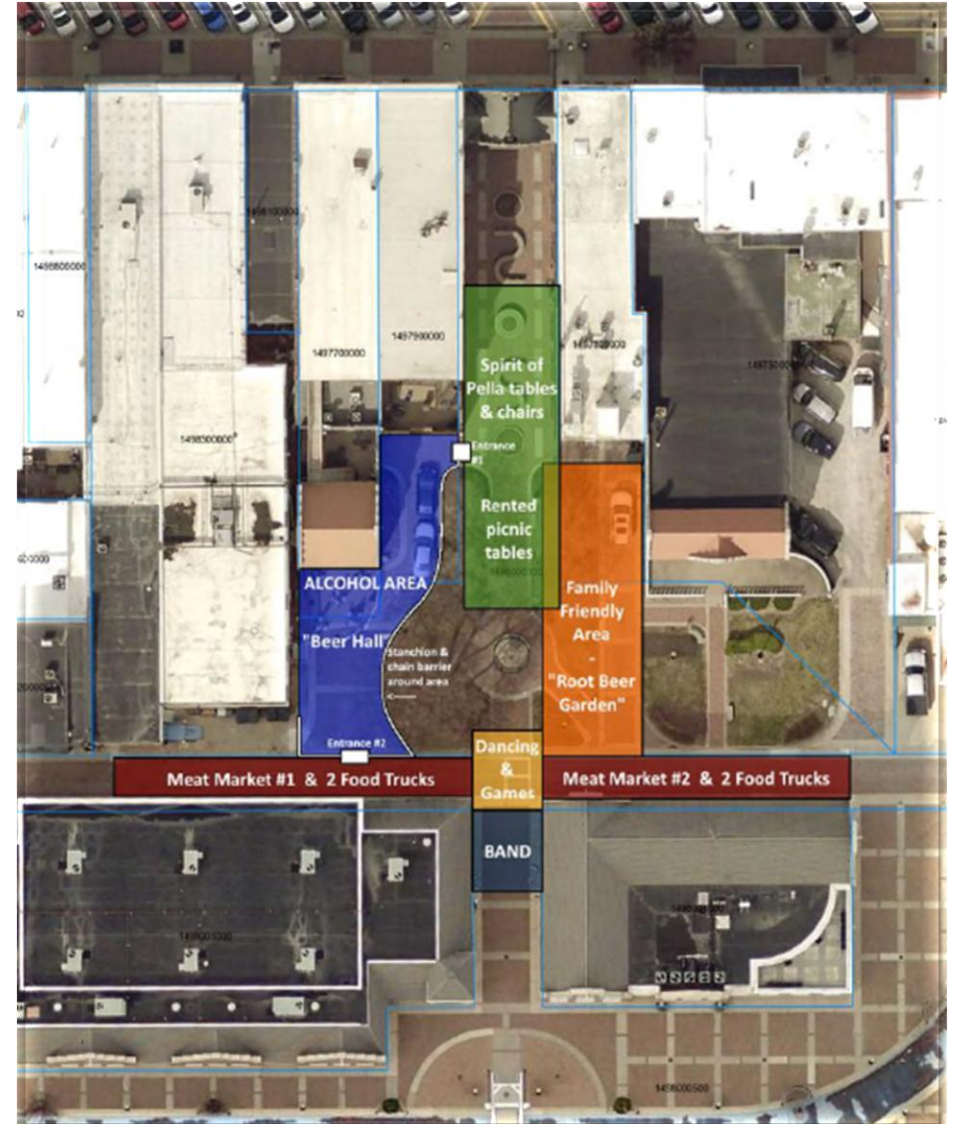


# Special Event *Oktoberfest*

F-1-a &  
F-1-b



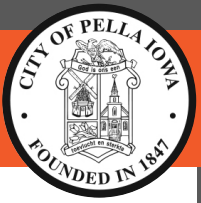
- The Spirit of Pella has applied for a special event permit to host Oktoberfest on Friday, Oct. 10<sup>th</sup> from 5:00 to 10:00 p.m.
- This new event would feature a traditional style German Oktoberfest celebration with music, food, drinks, activities and games in the Klokkenspel and Molengracht area
- The promoter is requesting to have food trucks placed in the east/west alley between Franklin and Liberty St from Main St. extending east to E. 1<sup>st</sup> St.





# Special Event *Oktoberfest*

F-1-a &  
F-1-b



- The promoter is proposing to separate an area of public and private property behind The Work of Our Hands and The Cellar Peanut Pub using temporary stanchions and chains
- Within this area, alcoholic beverages would be served by The Cellar Peanut Pub
- The proposed layout includes two entry/exit points, which would be monitored by the volunteers of The Spirit of Pella to ensure no alcoholic beverages are removed from the area



# Special Event *Oktoberfest*

F-1-a &  
F-1-b



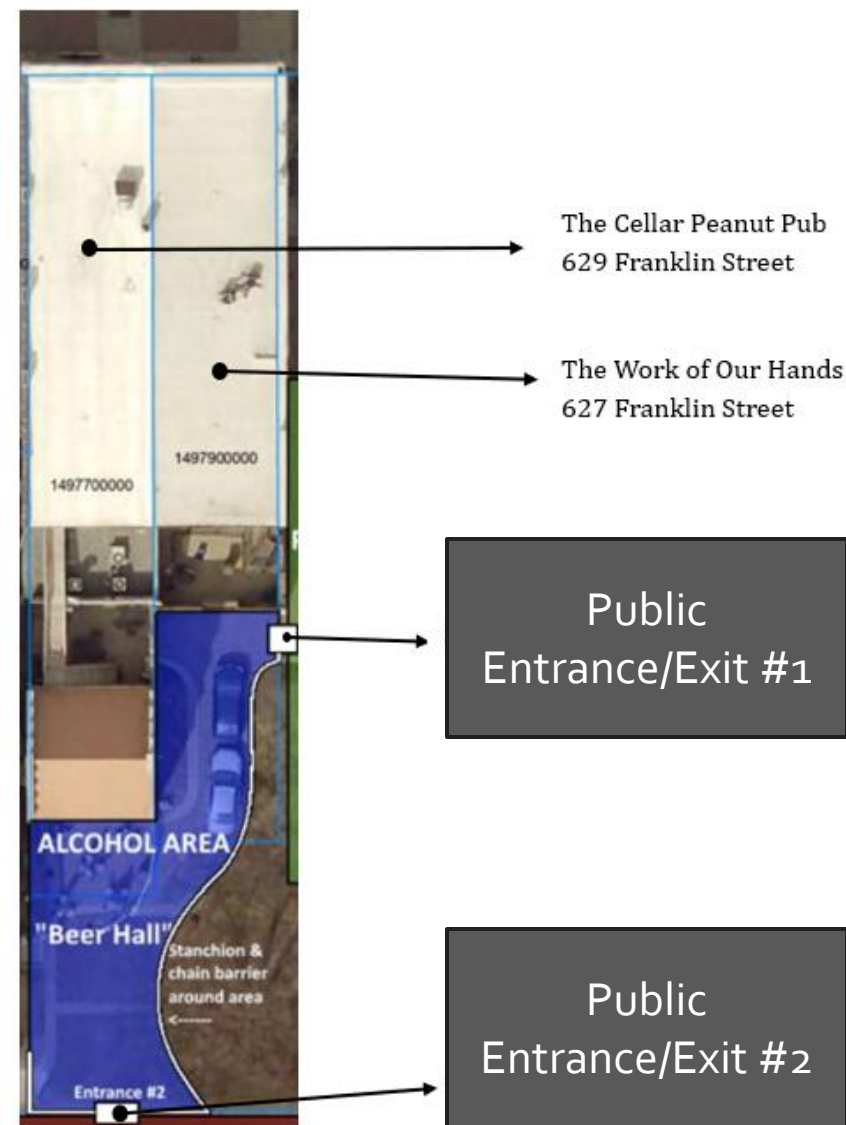
- All pertinent departments have reviewed the application, comments are in the Council packet
- At the time of packet publication, the special event fee and the Klokkenspel Plaza rental fee had not been paid
- In addition, Council must approve an appropriate alcohol license for The Cellar Peanut Pub to serve alcohol as requested during the event
- Staff recommends conditional approval of this special event pending:
  1. Applicant payment of the required special event fee
  2. Applicant payment of Klokkenspel Plaza rental fee
  3. City Council approval of the necessary alcohol license (included as agenda item F-2)

# Temp Alcohol License *The Cellar Peanut Pub*

F-2



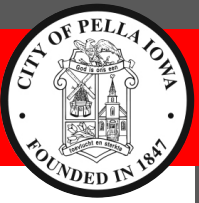
- The Cellar Peanut Pub has applied for a temporary class C alcohol license with outdoor service on Oct. 10<sup>th</sup> from 5:00 to 10:00 p.m. for Oktoberfest
- The map to the right shows the area this license is being requested for
- The area would be enclosed with temporary stanchions and chains to create two entry/exit points that will be staffed by volunteers of The Spirit of Pella
- Staff is recommending conditional approval of this temporary alcohol license upon approval of the Oktoberfest special event permit hosted by The Spirit of Pella (included as agenda item F-1)



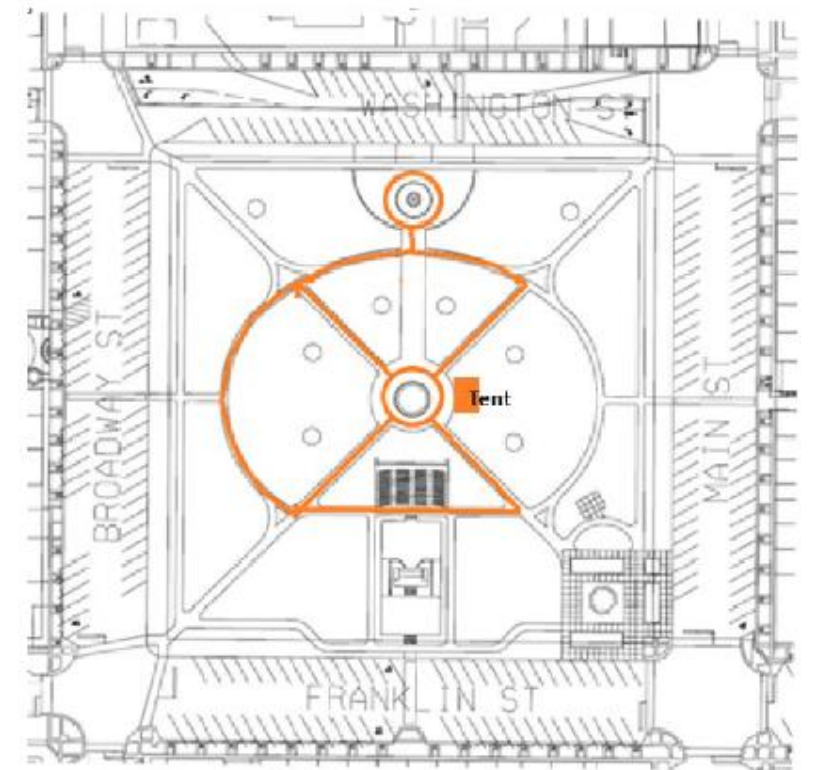


# Special Event *Dutch Party Kids Train Rides*

F-3



- Jeff Jorgenson with Dutch Party Kids has applied for a special event permit to host train rides in Central Park on Thursdays from 3:00 p.m. to 7:00 p.m. starting September 4, 2025, and concluding on October 30, 2025
- The promoter has been informed that this event may not interfere with any approved special event permits, such as the Farmer's Market
- All pertinent city departments have reviewed this application, comments are in the Council packet
- The applicable fee has been paid
- The certificate of insurance has not been received
- Staff recommends conditional approval pending receipt of the certificate of insurance

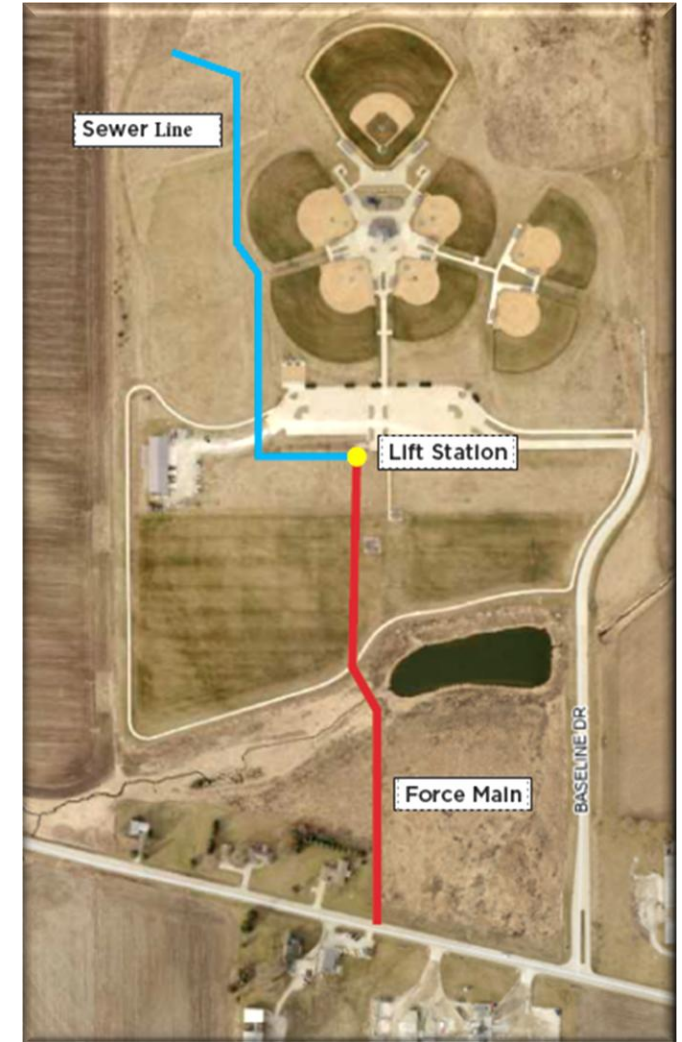


# Rec Center Sanitary Sewer Set *Public Hearing*

G-1

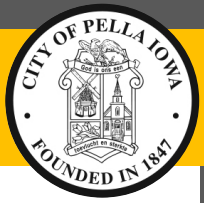


- This resolution establishes Oct. 7<sup>th</sup> as the public hearing and authorizes staff to seek bids for the Indoor Rec Center Sanitary Sewer Improvements project
- The project involves all labor, material, and equipment to install an 8" sanitary sewer, force main, submersible lift station, and associated work
- Veenstra & Kimm, the project engineer, estimates the cost of this project at \$1,100,000
- If approved, the following is the project timeline:
  - Bid letting on September 30<sup>th</sup>
  - Public hearing to award contract on October 7<sup>th</sup>
  - Final completion by November 20, 2026
- Staff recommends approval



# HIRTA *Funding Agreement*

G-2



- This resolution approves a funding agreement with the Heart of Iowa Regional Transit Agency (HIRTA) to provide \$2.00 per capita, or \$21,640 for Fiscal Year (FY) 25-26 as discussed with Council on July 15<sup>th</sup>
- In calendar year 2024, HIRTA provided 5,769 rides within city limits
- To continue to provide the same level of service, the proposed funding agreement includes the following:
  - One-year term, expiring on June 30, 2026
  - City to contribute \$21,640 to HIRTA:
    - \$10,820 by October 15, 2025
    - \$10,820 by April 15, 2026
- The City Attorney has reviewed the agreement
- Staff is recommending approval



- 
- SHEET D.01  
(BASE BID)**
- SHEET D.02  
(ALTERNATE BID)**
- SHEET D.02  
(BASE BID)**
- SHEET D.02  
(ALTERNATE BID)**



# Grant Agreement *Iowa Dept. of Transportation*

G-4



- This resolution approves a grant agreement with the Iowa DOT for expansion of the apron at the Pella Municipal Airport
- This project is necessary to accommodate Pella Corp's new aircraft hangar
- The grant award is for 60% of eligible costs up to a maximum of \$365,700

IDOT grant (60%)	\$365,700
------------------	-----------

City's local match	<u>244,300</u>
--------------------	----------------

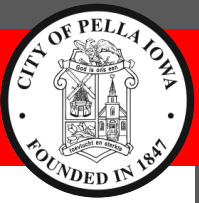
<b>Estimated project cost</b>	<b><u>\$610,000</u></b>
-------------------------------	-------------------------

- Staff is recommending approval of this resolution which approves a grant agreement with the IDOT
- The City Attorney has reviewed the grant agreement

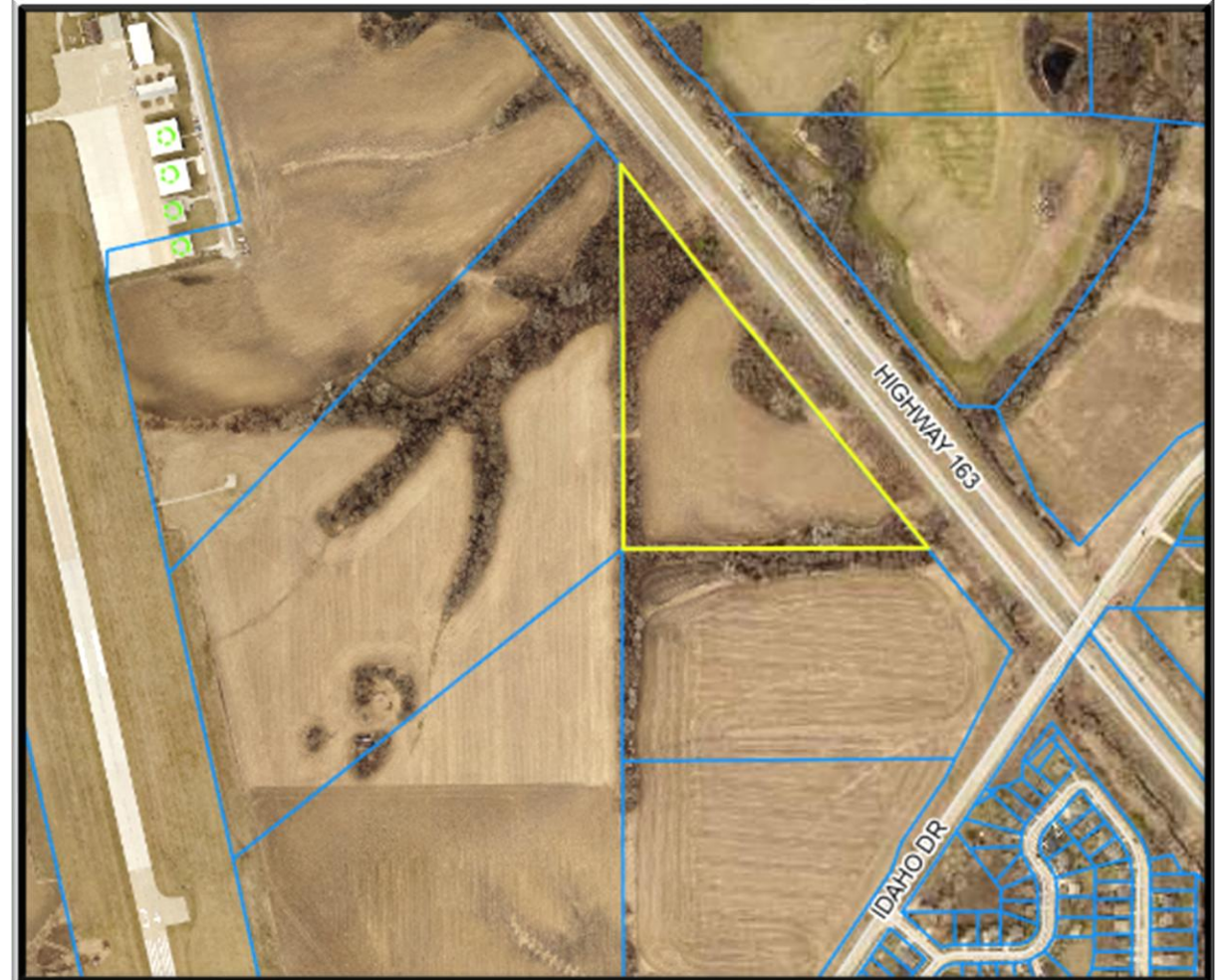


# Pella Partners *Rezoning Ordinance*

H-1



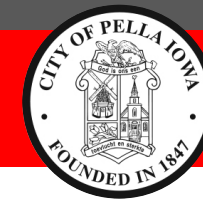
- Pella Partners LLC has applied to rezone 13.43 acres generally located west and northwest of the intersection of Brook Circle and Idaho Drive from Agricultural (A1) to Two-Family Residential (R2)
- The R2 district is intended to accommodate medium-density residential areas for single-family and two-family use



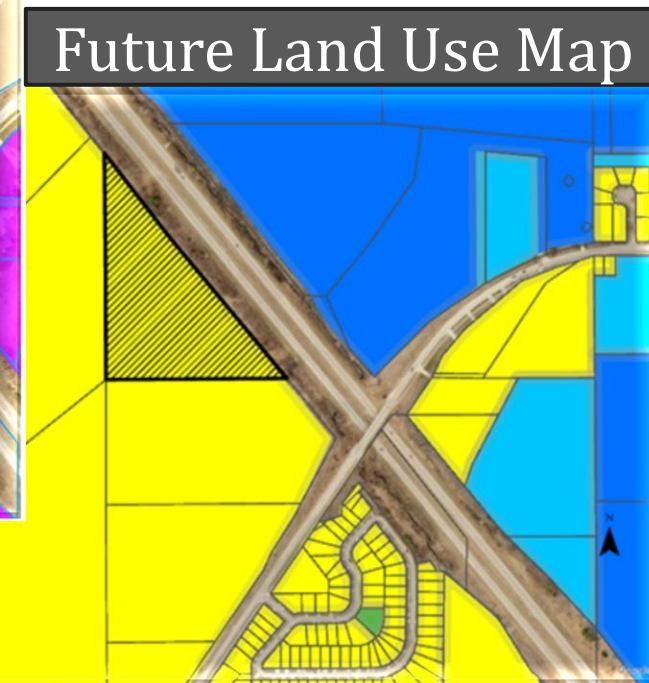
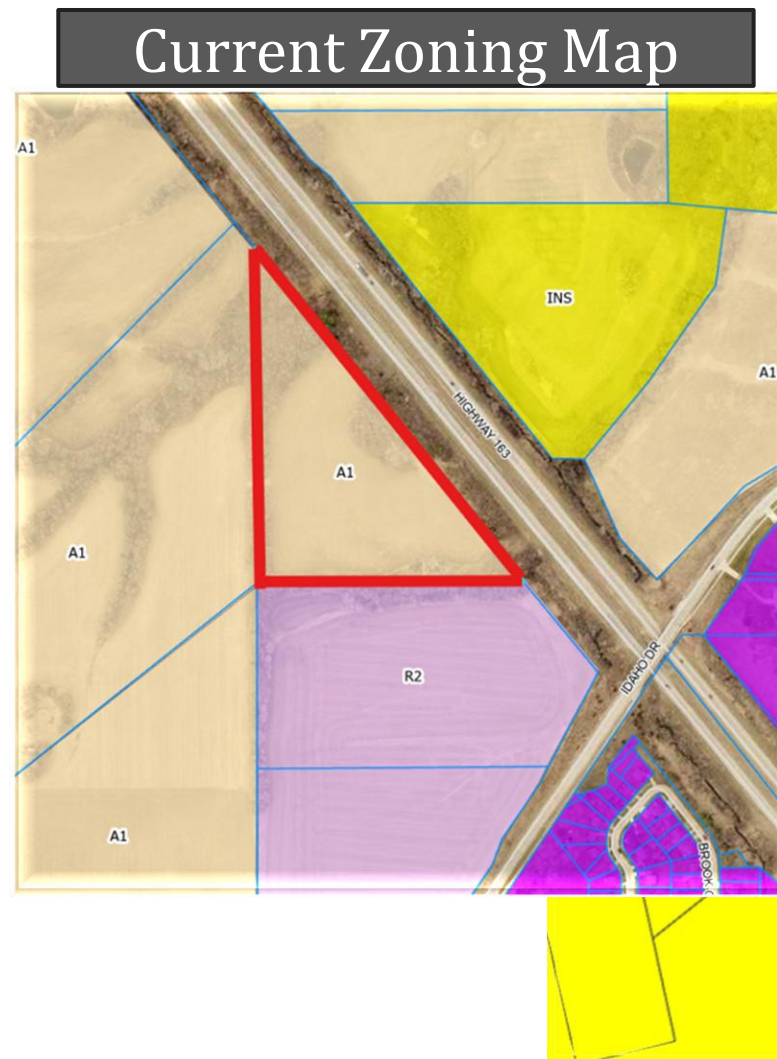


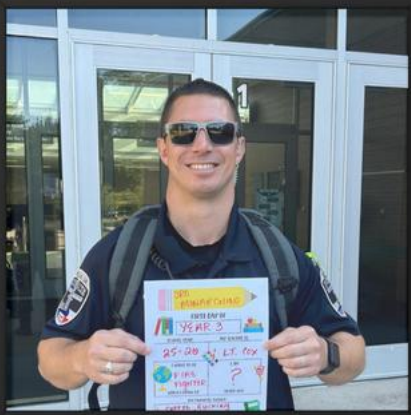
# Pella Partners Rezoning Ordinance

H-1



- Staff believes the rezoning aligns with aspects of the Comprehensive Plan
- The proposed medium-density residential use aligns with the Future Land Use map
- The P&Z Commission approved this rezoning on July 28<sup>th</sup>
- Staff recommends approval





# City of Pella Policy & Planning September 2, 2025



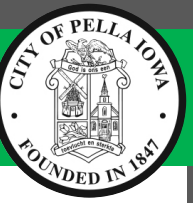
"Unity in the Pella Community"





# UTV Operation Ordinance

K-1



- The use of UTVs is regulated under state code
- UTVs are allowed to operate on city streets only if authorized by a city council
- Some cities have an ordinance which regulates UTV use, such as the City of Knoxville, while other cities such as West Des Moines and Des Moines do not have ordinances which regulate UTV usage; therefore, those cities default to state code
- State of Iowa requirements:
  - Driver 18+ with valid driver's license
  - Not allowed to exceed 35 mph
  - Headlight(s) on at all times
  - Undivided Two-Lane Primary Highway: operation allowed for direct access
  - Undivided Paved County Secondary Roads: permitted if authorized by county for direct access
  - Unpaved County Roads: operation allowed
  - City Streets: permitted if authorized by city or for direct access

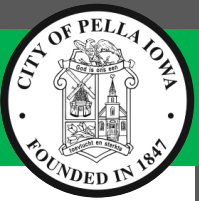
# UTV Operation Ordinance

K-1



- Previously, Council directed staff to draft a new ordinance for consideration
- In response to Council's directive, City staff conducted a comprehensive review that included:
  - Input and guidance from Council members
  - Comparative analysis of UTV ordinances adopted by other Iowa municipalities
  - Survey data and public feedback, where available
  - Legal considerations and compliance with applicable state statutes
  - Formal legal opinion provided by the City Attorney

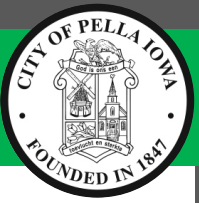




- The drafted ordinance establishes the following requirements and restrictions for UTV operation within the City of Pella:
  - Operator Requirements: Minimum age of 18 with a valid driver's license
  - Financial Responsibility: Proof of financial liability/insurance required
  - Registration: Must be registered with the Iowa Department of Natural Resources
  - Prohibited Areas: UTVs are prohibited on roads, streets, highways, or interstates restricted by Iowa Code; also prohibited in city parks, city-owned land, bike trails, bike lanes, and sidewalks
  - Lighting: Must display lighted headlamps and tail-lamps when in operation.
  - Safety Restraints: Safety belts are required for all occupants, including child safety harnesses and seats where applicable

# UTV Operation Ordinance

K-1

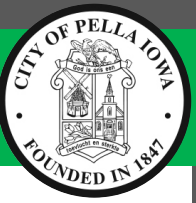


- Noise & Muffler: Muffler requirements and noise restrictions enforced.
- Equipment Requirements: Includes slow-moving signs, horn, turn signals, speedometer, structural cage, doors or door nets, and other safety equipment
- Passenger Restrictions: One passenger per seat; riding in cargo area is prohibited
- Speed Limits: Maximum speed of 35 mph; shall not operate on streets with posted speed limits above 35 mph
- Operational Hours: Authorized operation between sunrise and sunset only.
- Traffic Compliance: Must follow all applicable Iowa Code traffic laws, signs, and signals
- Parking Restrictions: No overnight parking on city streets, alleys, or city-owned parking lots
- Accident Reporting: Must report all accidents to law enforcement



# UTV Operation Ordinance

K-1



- Liability: Owner and operator are liable for injury or damage caused by negligent operation.
- Violations & Penalties: Outlined in Chapter 4 – Municipal Infractions of the City of Pella Ordinances

**Staff is seeking Council direction, with the following options for consideration:**

1. Proceed with proposed ordinance authorizing operation of registered UTVs and establishes rules and regulations for their use
2. Take no action, refer to state code for regulating UTV usage on city streets (UTVs would be limited to direct access on city streets)
3. Deny use of UTV's on the City of Pella's streets
4. Consider alternative options as proposed by Council



# Power-Driven Mobility Device Operation *Ordinance*

K-2



- Staff received a request from an elected official to discuss the operation of electric scooters and other personal transportation devices on city streets and sidewalks
- Staff conducted a comprehensive review that included:
  - Comparative analysis of bicycle, electric scooter, and personal transportation device ordinances adopted by other Iowa municipalities
  - Input from other Police Chiefs through the Iowa Police Chiefs Association membership discussion board
  - Legal considerations and compliance with applicable state codes
  - Review of the Pella Code of Ordinances to identify conflicts and outdated procedures or practices



# Power-Driven Mobility Device Operation Ordinance

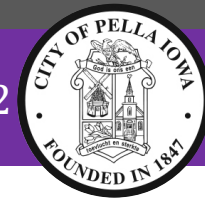
K-2



- The use of electric scooters and bicycles is currently regulated by state code
- The draft ordinance is intended to align with state code and provide clarity when enforcing local ordinances for electric scooters and bicycles
- The proposed chapter would replace the existing Chapter 76 and require the following amendments to the City Code:
  - Delete Chapter 77 – Bicycle Licensing
  - Delete Chapter 47.06 – Skates, Bicycles, and Skateboards
  - Delete Section 67.04, Subsection 3 – Use of Sidewalks
- The drafted ordinance establishes the following requirements and restrictions for electric scooters and other personal transportation devices:
  - Device Definitions: Provides definitions that accurately align with existing, emerging, and future technologies. This includes definitions for electric scooters, bicycles, and the various classes of electric bicycles

# Power-Driven Mobility Device Operation *Ordinance*

K-2

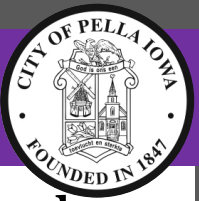


- Traffic Compliance: Requires users to abide by Iowa traffic codes when operating devices on public streets or roadways
- Motorist Clearance: Requires motorists to give at least three feet lateral passing distance when overtaking bicycles, electric scooters, or other personal transportation devices on public streets or roadways
- Passenger Restrictions: Prohibits additional passengers beyond the device's designed and equipped capacity
- Speed Limits: Prohibits excessive and reckless speeds on sidewalks, streets, roadways, and multi-use trails
- Control Requirements: Operators must maintain directional, speed, and stopping control at all times
- Yielding: Operators must yield when emerging from alleys or driveways.
- Age Restrictions: Persons under 16 years of age are prohibited from operating a Class 3 low-speed electric bicycle



# Power-Driven Mobility Device Operation *Ordinance*

K-2



- Designated Areas: Governs use on multi-use trails, roadways & streets, and sidewalks
- Prohibited Areas: Devices are prohibited on Tulip Toren, tennis and pickleball courts, and within city-owned park pavilions and covered picnic areas
- Central Business District: Sidewalk use is prohibited (except OPDMD) in the Central Business District in front of or adjacent to businesses or storefronts
- Special Events: Police Department may regulate all device use within City Council-approved special event areas and venues (e.g., Tulip Time, parades, 5Ks)
- Parking Regulations: Establishes rules and restrictions for parking devices
- Equipment Requirements: Sets certain equipment regulations for devices
- Signage Compliance: Prohibits operation in areas where signs or pavement markings are prominently displayed

# Power-Driven Mobility Device Operation *Ordinance*

K-2



- Violations & Penalties: Enforcement is outlined in Chapter 4 – Municipal Infractions of the City of Pella

**Staff is seeking Council direction, a few options to consider include:**

1. Take no action
2. Direct staff to revise the City Code to:
  - Replace Chapter 76
  - Delete Chapter 77 – Bicycle Licensing
  - Delete Chapter 47.06 – Skates, Bicycles, and Skateboards
  - Delete Section 67.04, Subsection 3 – Use of Sidewalks
3. Consider alternative options as proposed by Council



# Partnership Agreements *Marion County*

K-3



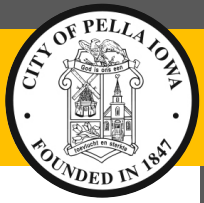
The purpose of this item is to discuss proposed partnerships with Marion County on the following items:

1. Local Option Sales and Service Tax (LOSST) redistribution agreement
2. Cost sharing agreement for University Street Extension project
3. Local match for the Enhance Iowa Grant for the Community Center project



# LOSST Redistribution Agreement *Marion County*

K-3

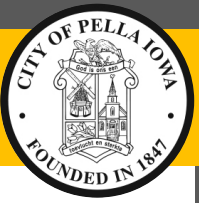


- The first redistribution agreement, established in 2011, was negotiated between Marion County, Pella, and Knoxville
- The intent of the agreement was that each community's redistribution percentage would be at least 60% of the LOSST in which they generated
- According to the latest data from the State of Iowa in FY 24, the percentage of LOSST generated by the City of Pella has increased from 54% to 65%
- To receive at least 60% of the county-wide LOSST generated, Pella would need an increase from 8% to an 11% redistribution percentage
- To provide Marion County with an adequate amount of time to financially plan for the reimbursement, staff proposes a five-year agreement as follows:
  - Years 1, 2, 3      8% of county-wide LOSST redistributed to the City of Pella
  - Years 4, 5      11% of county-wide LOSST redistributed to the City of Pella



# University Street Extension *Marion County*

K-3



- The city is planning to extend University St. in calendar year 2026
- Based on engineering review, 16.28% of the project is in the unincorporated area of Marion County:

Total Cost for the project	\$6,100,000
----------------------------	-------------

Percentage of project in Marion County	16.28%
--	--------

Marion County's allocated cost for the project	\$995,000
--	-----------

- Staff proposes a joint project with Marion County in which the county would fund their allocated amount of \$995,000 towards the project
- A map of the project is shown on the following slide:



# Enhance Iowa Grant Match *Marion County*

K-3



- The city is planning to renovate and expand the Community Center in calendar year 2026
- The estimated cost of the project is \$8.3 million
- The City of Pella is planning to contribute \$5.5 million to this project
- Additionally, the City of Pella is planning to submit an Enhance Iowa Grant in the amount of \$500,000 for this project
- The grant requires a local county match of \$25,000
- Staff is planning to contact Marion County regarding the local match requirement of \$25,000 for the grant
- Staff is seeking council direction regarding the proposed partnerships





The following items are anticipated to be on Council agendas soon:

- Private water service lines
- Stormwater management program
- Kiwanis Park tennis courts
- Dog Park
- Westside trail

## Upcoming Meeting Dates

September 16th

October 7th