

CITY OF ALTOONA COUNCIL MEETING  
TUESDAY, SEPTEMBER 8, 2020, 6:30 P.M.  
AT THE ALTOONA CITY HALL  
Via GoToMeeting  
Due to COVID-19 epidemic

1. CALL TO ORDER

Roll Call at 6:30 pm

Mayor O'Connor- present  
Boka - present

Burns-Thompson - absent  
Duer - present

Mertz- present  
Willey - present

City Officials Present: Jeff Mark, Randy Pierce, Jared Ogbourne, Greg Stallman, John Shaw, John Dostart, Scott Atzen, Jim Utter, Jeff Bierl, Amy Hill and City Attorney Tim Pearson, Tony Chambers

Audience Present: none

2. Perfecting and approval of the agenda

Mayor Dean O'Connor requested approval of the agenda as presented.

Roll Call Vote:

1 Boka A Burns-Thompson Y Duer Y Mertz 2 Willey (4-0)

3. Consider approval of August 17 and 24, 2020 Council Minutes

Roll Call Vote:

1 Boka A Burns-Thompson 2 Duer Y Mertz Y Willey (4-0)

4. Citizens request to address council

Ms. Pollard, 2009 4<sup>th</sup> St. SW, addressed the council in regards to Chapter 55 of Altoona's Code of Ordinances. Currently, the code does not address how many animals can live at a residence at any one time. She has a concern in the neighborhood. Mayor Dean O'Connor stated he would have the building department review the residence in question.

5. Public hearing to consider the plans, specifications and form of contract for Terrace Hills Golf Course Clubhouse

City Clerk Randy Pierce explained the City of Altoona received bids 13 bids on August 25<sup>th</sup> for the Terrace Hill Golf Course Club House which included a base bid, along with alternate bids. The alternate bids included 2 adds and 5 deducts. Edge Commercial submitted to low base bid at \$3,859,899. Staff and the Architect, Simonson & Associates, reviewed all of the alternate bids and have determined that it is in the best interest of the City of Altoona to reject all of the alternate bids and recommends that the City Council consider awarding the contract to Edge Commercial.

Open hearing at 6:34pm

Comments: No one commented.

Closed hearing at 6:34pm

6. Resolution #09-08-2020 #01 APPROVING THE PLANS, SPECIFICATIONS AND FORM OF CONTRACT FOR TERRACE HILLS GOLF COURSE CLUBHOUSE

Roll Call Vote:

2 Boka A Burns-Thompson Y Duer Y Mertz 1 Willey (4-0)

7. Resolution#09-08-2020 #02 TO APPROVE CONTRACT AND BOND FOR TERRACE HILLS GOLF COURSE CLUBHOUSE

Council Member Scott Duer motioned approval subject to Bob Laden's review.

Roll Call Vote:

2 Boka A Burns-Thompson 1 Duer Y Mertz Y Willey (4-0)

8. **Resolution #09-08-2020 #03 TO AWARD CONTRACT FOR TERRACE HILLS GOLF COURSE CLUBHOUSE**  
Council Member Kyle Mertz motioned approval of awarding the contract to Edge Commercial for the base bid amount of \$3,859,899, subject to Bob Laden's review.  
Roll Call Vote:  
Y Boka A Burns-Thompson 2 Duer 1 Mertz Y Willey (4-0)
9. **Resolution #09-08-2020 #04 TO APPROVE A PRELIMINARY PLAT FOR W.D. BRANDHOF FARM (COUNTY PLAT)**  
Community Development Director John Shaw explained the owners of the property are proposing to plat their property to split off one buildable home lot. The property is 73.296 acres in size and is located 1.5 miles east of Altoona. This property is in unincorporated Polk County, but within Altoona's review area. Council Member Vern Willey motioned approval subject to a 12 inch water main being installed in a 10 foot easement versus the 8 inch being proposed.  
Roll Call Vote:  
Y Boka A Burns-Thompson 2 Duer Y Mertz 1 Willey (4-0)
10. **Resolution #09-08-2020 #05 TO APPROVE A FINAL PLAT FOR W.D. BRANDHOF FARM (COUNTY PLAT)**  
Council Member Vern Willey again motioned approval subject to a 12 inch water main being installed in a 10 foot easement versus the 8 inch being proposed.  
Roll Call Vote:  
Y Boka A Burns-Thompson 2 Duer Y Mertz 1 Willey (4-0)
11. **Resolution #09-08-2020 #06 TO RE-APPROVE A PRELIMINARY PLAT FOR SPRING CREEK RIDGE PLAT 3**  
Director Shaw stated this is a resolution to re-approve the preliminary plat for Spring Creek Ridge Plat 3. It has been more than 180-days since it was originally approved. This plat consists of 19 single-family lots on 7.21 acres. The property is located on the west side of 14<sup>th</sup> Avenue SE (NE 80 Street in the county). The property is zoned R-1 (Single-family Residential). The smallest lot is 9,803 square feet and is 75-feet wide.  
Roll Call Vote:  
1 Boka A Burns-Thompson 2 Duer Y Mertz Y Willey (4-0)
12. **Resolution #09-08-2020 #07 TO APPROVE A FINAL PLAT FOR SPRING CREEK RIDGE PLAT 3**  
Council Member Jeremy Boka motioned approval subject to deficiencies being resolved with staff.  
Roll Call Vote:  
1 Boka A Burns-Thompson 2 Duer Y Mertz Y Willey (4-0)
13. **Resolution #09-08-2020 #08 TO RE-APPROVE A SITE PLAN FOR ALTOONA PARK STORAGE**  
Director Shaw explained this is a re-approval for a site plan for the Altoona Park Storage. The property is located north of R&D Plumbing. The original site plan was approved in July of 2019 and the 180-day approval period has expired.  
Roll Call Vote:  
2 Boka A Burns-Thompson Y Duer Y Mertz 1 Willey (4-0)
14. **Resolution #09-08-2020 #09 REQUESTING REIMBURSEMENT FROM THE IOWA COVID-19 GOVERNMENT RELIEF FUND**  
City Clerk Pierce explained this resolution is needed for the City to apply for the CARES funds that the State of Iowa received from the federal government to reimburse cities for COVID-19 related expenses. The City of Altoona share of the federal funds is \$456,817.14. The grant submission must be completed by September 15, 2020.  
Roll Call Vote:  
Y Boka A Burns-Thompson 2 Duer 1 Mertz Y Willey (5-0)

15. Consider approval of contract for services with Group Creative Services for Altoona Arts and Culture Plan Implementation  
Council Member Willey motioned to not approve the contract.  
 Roll Call Vote:  
Y Boka A Burns-Thompson 2 Duer Y Mertz 1 Willey (4-0)
16. Consider approval of agreement for services with Group Creative Services for Altoona Police Station Mural (Jeff)  
Council Member Mertz motioned to approve this contract.  
 Roll Call Vote:  
2 Boka A Burns-Thompson Y Duer 1 Mertz Y Willey (4-0)
17. Event request for Altoona Chamber of Commerce for Farm-to-Table event on 2<sup>nd</sup> Street SE on Sunday September 20<sup>th</sup> from 4-7 pm.  
 Roll Call Vote:  
1 Boka A Burns-Thompson 2 Duer Y Mertz Y Willey (4-0)
18. Event request for wedding reception at Rose Carter / Lions Park on September 26<sup>th</sup> beginning at 4:30 pm  
 Roll Call Vote:  
1 Boka A Burns-Thompson 2 Duer Y Mertz Y Willey (4-0)
19. Consider request to waive sewer fees at 827 33<sup>rd</sup> Ct. SW  
 City Clerk Pierce explained the residents of 827 33<sup>rd</sup> Ct. SW have requested that City Council consider waiving a portion of their sewer fees (\$990.08) because the water was used in watering sod. The residents did not have an irrigation meter installed. Staff did alert the homeowner as soon as they saw the high usage. Council Member Duer motioned to deny the request.  
 Roll Call Vote:  
2 Boka A Burns-Thompson 1 Duer Y Mertz N Willey (3-1)
20. Consider Consent Agenda
- a) Allow Bills
  - b) Capitol Projects
    - B1) Change Order - Jackson Creek Enterprises, L.C. - 2018 Water Main Improvements Project - (\$2,046.00)
    - B2) Pay App - Jackson Creek Enterprises, L.C. - 2018 Water Main Improvements Project - \$56,560.82
    - B3) Pay App - Jackson Creek Enterprises, L.C. - Heritage Homes Storm Water Improvements - Phase 2 - \$86,797.23
    - B4) Change Order - Veenstra & Kimm, Inc. - NW Development Area Booster Station Project - \$3,734.00
  - c) Set Public Hearing on Monday, September 21, 2020, at 6:30pm to consider a rezoning request from the City of Altoona to rezone 6.66 acres from A-1 (Agricultural) to C-3 (Planned Commercial)
  - d) Resolution #09-08-2020 #10 SETTING DATE FOR PUBLIC HEARING ON 2020C AMENDMENT TO URBAN RENEWAL PLAN FOR ALTOONA URBAN RENEWAL AREA
  - e) Resolution #09-08-2020 #11 ACCEPTING TEMPORARY CONSTRUCTION EASEMENT FOR CONSTRUCTION OF THE 1<sup>ST</sup> AVENUE RECONSTRUCTION PROJECT (MICHAEL & TERRY SPENCER - \$345.00)
  - f) Resolution #09-08-2020 #12 ACCEPTING PERMANENT PUBLIC UTILITY EASEMENT FOR CONSTRUCTION OF THE 1<sup>ST</sup> AVENUE RECONSTRUCTION PROJECT (MICHAEL & TERRY SPENCER - \$2,145.00)

- g) Resolution #09-08-2020 #13 ACCEPTING PERMANENT PUBLIC UTILITY EASEMENT FOR CONSTRUCTION OF THE 1<sup>ST</sup> AVENUE RECONSTRUCTION PROJECT (HAMILTON'S FUNERAL HOME, INC. - \$2,145.00)
- h) Resolution #09-08-2020 #14 ACCEPTING PERMANENT PUBLIC UTILITY EASEMENT FOR CONSTRUCTION OF THE 1<sup>ST</sup> AVENUE RECONSTRUCTION PROJECT (JOHN & CHELSEY YANDERS - \$1,200.00)
- i) Resolution #09-08-2020 #15 ACCEPTING TEMPORARY CONSTRUCTION EASEMENT FOR CONSTRUCTION OF THE 1<sup>ST</sup> AVENUE RECONSTRUCTION PROJECT (JOHN & CHELSEY YANDERS - \$195.00)
- j) Resolution #09-08-2020 #16 ACCEPTING TENANT CONSENT FOR CONSTRUCTION OF THE 1<sup>ST</sup> AVENUE RECONSTRUCTION PROJECT (GERALD MILNE - \$100.00)
- k) Resolution #09-08-2020 #17 ACCEPTING PERMANENT PUBLIC UTILITY EASEMENT FOR CONSTRUCTION OF THE 1<sup>ST</sup> AVENUE RECONSTRUCTION PROJECT (JENNIFER NOLIN N/K/A JENNIFER ANN CURRY, AND NATHAN WILLIAM CURRY, HER HUSBAND - \$2,145.00)
- l) Resolution #09-08-2020 #18 ACCEPTING PERMANENT PUBLIC UTILITY EASEMENT FOR CONSTRUCTION OF THE 1<sup>ST</sup> AVENUE RECONSTRUCTION PROJECT (MO HOLDINGS, LLC. - \$2,640.00)
- m) Resolution #09-08-2020 #19 ACCEPTING TEMPORARY CONSTRUCTION EASEMENT FOR CONSTRUCTION OF THE 1<sup>ST</sup> AVENUE RECONSTRUCTION PROJECT (MO HOLDINGS, LLC. - \$335.00)
- n) Resolution #09-08-2020 #20 ACCEPTING PERMANENT PUBLIC UTILITY EASEMENT FOR CONSTRUCTION OF THE 1<sup>ST</sup> AVENUE RECONSTRUCTION PROJECT (MO HOLDINGS, LLC. - \$2,145.00)
- o) Resolution #09-08-2020 #21 ACCEPTING TEMPORARY CONSTRUCTION EASEMENT FOR CONSTRUCTION OF THE 1<sup>ST</sup> AVENUE RECONSTRUCTION PROJECT (MO HOLDINGS, LLC. - \$255.00)
- p) Resolution #09-08-2020 #22 APPROVING WRITING OFF OF RESCUE FEES FOR BAD DEBT ACCOUNTS - COLLECTIONS FEES FROM 4-1-2020 THRU' 6-30-2020
- q) Resolution #09-08-2020 #23 TO APPROVE THE JUNE 30, 2020, ROAD USE REPORT
- r) Consider approval of Adult Softball request for capital grant for field light wiring - \$1,550.83
- s) Consider approval of supplemental agreement 2 with Kirkham Michael, & Associates for 1<sup>st</sup> Avenue Widening Phase III (Preliminary Design)
- t) Beer and Liquor Permits
  - T1) Fareway Stores Inc. #925 - Class E Liquor License (LE), Class B Wine Permit (carryout wine - includes Native Wine), Class C Beer Permit (Carryout Beer)
  - T2) Sam's Bar & Grill - Class C Liquor License (LC)(Commercial), Class B Wine Permit (Carryout Wine Includes Native Wine), Catering Privilege, Sunday & Outdoor Sales
  - T3) Farm to Table - Chamber Event 9-20-2020 - Special Class C Liquor, License(BW)(Beer/Wine), Outdoor Sales

Roll Call Vote:

1 Boka A Burns-Thompson 2 Duer Y Mertz Y Willey (4-0)

## 21. Department Head Reports & Updates

The following gave updates: Police Department - Greg Stallman, Fire Department - Jared Ogbourne, Public Utilities - Jim Utter, Public Works - Scott Atzen, Engineering - John Dostart, Community Development - John Shaw, Library - Kim Kietzman, IT - Jeff Bierl, Finance - Randy Pierce, Administration - Jeff Mark

## 22. General Business & Updates

\*Council Member Mertz shared a concern from a citizen. City Administrator Jeff Mark explained that staff have been made aware of the issue and make sure the outcome is within code.

\*Council Member Boka stated the council and mayor wanted to share their support for the Altoona Police Department at this difficult time.

23. Adjourn at 7:01pm

Roll Call Vote:

1 Boka A Burns-Thompson 2 Duer Y Mertz Y Willey (4-0)

Attest to:

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Amy S. Hill, Secretary

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Dean O'Connor, Mayor