

**CITY OF ALTOONA COUNCIL MEETING**  
**MONDAY, APRIL 5, 2021, 6:30 P.M.**  
**AT THE ALTOONA CITY HALL**  
**Via Zoom**  
**Due to COVID-19 epidemic**

**1. CALL TO ORDER**

Roll Call at 6:30 pm

Mayor O'Connor- present

Boka - present

Burns-Thompson - present

Duer - present

Mertz- present

Willey - present

**City Officials Present:** Jeff Mark, Randy Pierce, Greg Stallman, Brett Handy, Jared Ogbourne, John Shaw, John Dostart, Dakota Taylor, Jim Utter, Kim Kietzman, Jeff Bierl, Amy Hill and City Attorney Bob Laden

**Audience Present:** family of firefighters and police officers being sworn in and recognized.

**2. Perfecting and approval of the agenda**

Mayor Dean O'Connor requested to approve the agenda as presented.

**Roll Call Vote:**

1 Boka Y Burns-Thompson Y Duer Y Mertz 2 Willey (5-0)

**3. Swear in new fire firefighters**

**4. Recognition of promotion and swearing in of new fire lieutenants**

**5. Swear in Sergeant Amos Purcell with the Altoona Police Department**

**6. Recognition of Police Lt. Steve Harris of graduation from Northwestern University Staff and Command School and presentation of Kreml Award for Outstanding Leadership and Achievement**

**7. Approval of March 15 and 22, 2021 Council Minutes**

**Roll Call Vote:**

Y Boka Y Burns-Thompson 2 Duer 1 Mertz Y Willey (5-0)

**8. Citizens request to address council**

None

**9. Public hearing to consider approval of a 28E agreement with Polk County regarding 8<sup>th</sup> St. SE Sanitary Sewer Development and Usage (Terrace Hills Golf Course)**

City Attorney Bob Laden explained that Polk County has not had the time to review the agreement. He is recommending that Council open this public hearing and then move to continue the public hearing to a future date.

**Open hearing at:** 6:46pm

**Comments:** None

Council Member Jeremy Boka motioned to continue the public hearing.

**Roll Call Vote:**

1 Boka Y Burns-Thompson 2 Duer Y Mertz Y Willey (5-0)

**10. Public hearing on the intent to acquire agricultural and other property for sanitary sewer improvements and authorize acquisition of the necessary property interests thereof from various property owners for the Muchikinock Creek Trunk Sewer by gift, negotiation, or eminent domain**

City Attorney Laden explained this is a public hearing to consider proceeding with the necessary steps to acquire ROW for the public improvements to construct the Muchikinock Creek Trunk Sewer.

Properties in the pathway of this project will be zoned A-1 (Agricultural) and will have agricultural land uses. If approved, the resolution will authorize the acquisition of the necessary property interests in the form of gifts, negotiation, or eminent domain. This action is the first step in the process as required by the State Code of Iowa.

**Open hearing at:** 6:48pm

**Comments:** The following property owners expressed their disapproval of having the sewer line come through their properties. The property owners were: Steve Eckstat, 6347 NE 46<sup>th</sup> St.; Loren Steenhoek, 11872 Highway F24 W, Mingo; Harold Silver, 6152 NE 46<sup>th</sup> St.; Nancy, daughter of Kathy Hanson and speaking on her behalf, 4274 NE 62<sup>nd</sup> Ave., Ankeny. Bob Veenstra of Veenstra & Kimm at 3000 Westown Parkway, West Des Moines, explained that this is the beginning of the process which allows for changes in the location of the line while conversations continue with land owners.

**Closed hearing at:** 7:00pm

11. **Resolution #04-05-2021 #01 TO HOLD HEARING ON THE INTENT TO ACQUIRE AGRICULTURAL AND OTHER PROPERTY FOR SANITARY SEWER IMPROVEMENTS AND AUTHORIZE ACQUISITION OF THE NECESSARY PROPERTY INTERESTS FROM VARIOUS PROPERTY OWNERS FOR THE MUCHIKINOCK CREEK TRUNK SEWER BY GIFT, NEGOTIATION AND EMINENT DOMAIN**  
**Roll Call Vote:**  
2 Boka Y Burns-Thompson Y Duer Y Mertz 1 Willey (5-0)
12. **Resolution #04-05-2021 #02 to consider a site plan amendment for Adventurelands of America outdoor stage**  
Community Development Director John Shaw explained Adventureland is seeking a site plan amendment for an outdoor stage. The stage would be located at the former Splash Over site, just east of the Main Street area. The stage will be 1,800 sf in size and will be folded when not in use.  
**Roll Call Vote:**  
1 Boka Y Burns-Thompson Y Duer Y Mertz 2 Willey (5-0)
13. **Resolution #04-05-2021 #03 to consider a preliminary plat for Warren Family Estates (County Plat)**  
Terry Coedy with Snyder and Associates located at 2727 Snyder Blvd., Ankeny, explained Terry Warren/ Detra A Warren Revocable Trust, are proposing to plat their property and split off the existing home lot. Director Shaw explained the property is in unincorporated Polk County but within our 2-mile review area. The property is located one mile east of Altoona on the NW and SW corners of NE 38<sup>th</sup> Avenue and NE 96<sup>th</sup> Street and is 107 acres in size. The existing home is shown as Lot 1, and two future buildable home lots are shown on the plat. Outlot Y and Z will remain as farmland.  
**Roll Call Vote:**  
1 Boka Y Burns-Thompson 2 Duer Y Mertz Y Willey (5-0)
14. **Resolution #04-05-2021 #04 to consider a preliminary plat for Clay Estates Plat 4**  
Josh Trygstad with Civil Design Advantage located at 3405 Crossroads Dr., Suite G, Grimes, explained the owner, Altoona Christian Church and the developer, Stanbrough Realty Co. LLC., are seeking preliminary site plan approval for the last plat of the Clay Estates development. The property is located to the west of the church and is 7.38 acres in size. The plat will connect 3<sup>rd</sup> Avenue with Ironwood South providing a through street. The property is zoned R-1 (Residential) and includes 20 signal-family lots with a minimum 70-foot width.  
**Roll Call Vote:**  
2 Boka Y Burns-Thompson Y Duer Y Mertz 1 Willey (5-0)
15. **Resolution #04-05-2021 #05 to consider a Plat of Survey for KCI Altoona Industrial Land LLC**  
Director Shaw explained that the next three items all go together. Brent Culp with Snyder and Associates explained this plat of survey splits the land being developed by the Van Trust group, now doing business as KCI Altoona Industrial Land LLC., into two parcels. KCI is requesting the plat of survey to assist them with the timing for their financing. The Eastern parcel, Parcel 2021-45 will be developed now. The Western parcel will remain as an Outlot. Council Member Boka motioned

approval subject to the location of the lift station being agreed to by all involved, council approving an amendment to the development agreement and deficiencies being met.

**Roll Call Vote:**

1 Boka Y Burns-Thompson Y Duer 2 Mertz Y Willey (5-0)

16. **Resolution #04-05-2021 #06 to consider a final plat for Altus Commerce Center Plat 1**  
Director Shaw explained KCI Altoona Industrial Land, LLC, is wanting final plat approval for their development. The property is located to the east of the MidAmerican service center on the north side of 25<sup>th</sup> Street NW (NE 62<sup>nd</sup> Avenue in the county). The property is 78.65 acres in size. The property is zoned M-1 (Limited Industrial). There are two Outlots for detention basins/ponds. Outlot Z is 48 acres in size and will be used for future development. Lot 1 is 14.73 acres in size and is planned for their first building. Council Member Boka motioned approval subject to the location of the lift station being agreed to by all involved, council approving an amendment to the development agreement and deficiencies being met.

**Roll Call Vote:**

1 Boka Y Burns-Thompson 2 Duer Y Mertz Y Willey (5-0)

17. **Resolution #04-05-2021 #07 to consider a site plan for Altus Commerce Center Plat 1 (John S.)**  
Council Member Boka motioned approval subject to the location of the lift station being agreed to by all involved, council approving an amendment to the development agreement and deficiencies being met.

**Roll Call Vote:**

1 Boka 2 Burns-Thompson Y Duer Y Mertz Y Willey (5-0)

18. **Resolution #04-05-2021 #08 to approve the SEP Youth Tackle League request for funding for new football helmets**

**Roll Call Vote:**

Y Boka 2 Burns-Thompson 1 Duer Y Mertz Y Willey (5-0)

19. **Consider approval of 100 block of 2<sup>nd</sup> St. SE road closure for Altoona Farmer's Market on every Thursday from 3pm - 8pm, June through September**  
City Administrator Jeff Mark explained the Olde Town Association is requesting permission to hold a Farmers Market on 2<sup>nd</sup> Street SE. The event will be held on Thursdays from June through September, during the hours of 3pm to 8pm. The organizers have contacted the businesses in the area. All but one, the Altoona Barber Shop, are okay with the plans. The organizers have met with staff including Public Safety and Public Works.

**Roll Call Vote:**

1 Boka Y Burns-Thompson Y Duer Y Mertz 2 Willey (5-0)

20. **Consider Consent Agenda**

a) Allow Bills

b) Pay Apps

B1) Change Request #13 - #16 - Edge Commercial, LLC. - Terrace Hills Clubhouse - (\$6,383)

B2) Change Request #17 - Edge Commercial, LLC. - Terrace Hills Clubhouse - \$1,733.00

B3) Pay App - Edge Commercial, LLC. - Terrace Hills Clubhouse - \$318,099.41

c) **Resolution #04-05-2021 #09 accepting temporary construction easement for construction of the 8<sup>th</sup> Street SE Water & Sewer Extension Project (John M. Bartolo - \$50.00)**

d) **Resolution #04-05-2021 #10 accepting permanent water main, sanitary sewer, and public utility easement for construction of the 8<sup>th</sup> Street SE Water & Sewer Extension Project (John M. Bartolo - \$530.00)**

e) **Resolution #04-05-2021 #11 approving writing off rescue fees for bad debt accounts - collection fees from 1-2-2021 thru' 3-31-2021**

f) **Consider approval of 2021 League Leases - Altoona Adult Softball**

g) **Consider approval of amendment to the professional services agreement with Veenstra & Kimm, Inc. for Muchikinock Creek Trunk Sewer**

- h) Consider approval of professional services agreement with Teknophos for Standpipe Water Tower Lighting Project
- i) Consider approval of indemnification and hold harmless agreement with Stubbs Development (Spring Creek Ridge North Plat 2)
- j) Authorize the mayor to sign the settlement agreement for Case LACL145282
- k) Consider approval of professional services agreement with Olsson for Altoona Phase 1 fiber Optic Deployment
- l) Beer & Liquor Permits
  - L1) Monterrey LLC - Class C Liquor License (LC)(Commercial), Sunday Sales
  - L2) Altoona Adult Softball Association - Class B Beer (BB)(Includes Wine Coolers), Sunday and Outdoor Sales
  - L3) Big Steer Restaurant/Lounge - Class C Liquor License (LC)(Commercial), Sunday and Outdoor Sales

Roll Call Vote:

1 Boka Y Burns-Thompson 2 Duer Y Mertz Y Willey (5-0)

**21. Department Head Reports & Updates**

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

**22. General Business & Updates**

\*Council Member Elizabeth Burns-Thompson reminded council of the upcoming Altoona Chamber of Commerce dinner

\*Council Member Vern Willey shared an update on the regional water group.

**23. Adjourn at 7:27pm**

Roll Call Vote:

Y Boka Y Burns-Thompson 2 Duer 1 Mertz Y Willey (5-0)

Attest to:

\_\_\_\_\_  
Amy S. Hill, Secretary

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Dean O'Connor, Mayor