

CITY OF ALTOONA COUNCIL MEETING  
MONDAY, APRIL 4, 2022, 6:30 P.M.  
AT THE ALTOONA CITY HALL COUNCIL CHAMBERS

1. **CALL TO ORDER**

Roll Call at 6:30 pm

Mayor O'Connor- present  
Boka - present

Burns-Thompson - present  
Duer - present

Dunwoody- present  
Willey - present

**City Officials Present:** John Harrenstein, Randy Pierce, Jared Ogbourne, Greg Stallman, John Shaw, John Dostart, Scott Atzen, Daniel Scott, Chad Quick, Jeff Bierl, Kim Kietzman, City Attorney Bob Laden

**Audience Present:** Phyllis Murphy, Robert Cramer, Keith Olson, Jeni Kadel, Dan Timmins, Alex Payne

**\*\*Mayor introduced the new City Administrator John Harrenstein.**

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

Mayor O'Connor requested remove item #21c from the agenda.

**Roll Call Vote:**

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

3. **Approval of March 21 and 28, 2022 Council Minutes**

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

**Roll Call Vote:**

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

4. **Citizens request to address council**

No one came forward.

5. **Public hearing to consider a development agreement with Altoona Lots II, LLC. & Temple Holdings, LP.**

City Clerk Randy Pierce explained this public hearing is for council to consider a new agreement with the developer for the Magnolia PUE area. The developer would make sanitary sewer improvements and the city would reimburse them back. The city would also be responsible for building a lift station to serve property to the East of the magnolia area. This agreement would replace one that council approved on June 21, 2021. At the time of this memo we did not have a final draft of the agreement. Hopefully we will have final draft sometime on Monday and will then send out to council for review.

**Open hearing:** 6:34pm

**Comments:** No one came forward to speak.

**Closed hearing:** 6:34pm

6. **Resolution #04-04-2022 #01 TO APPROVE A SANITARY SEWER DEVELOPMENT AGREEMENT WITH ALTOONA Lots II, LLC & Temple Holdings, LP**

Brian McMurray with Vista Real Estate, 2400 NW 86<sup>th</sup> St., Suite 24, Urbandale, addressed Council Member Vern Willey's questions in regards to upsizing cost of sidewalk/trail.

**Roll Call Vote:**

1 Boka Y Burns-Thompson 2 Duer Y Dunwoody N Willey (4-1)

7. **Public hearing on proposed amendment to the Altoona Urban Renewal Plan**

City Clerk Pierce explained this is a public hearing to consider amending the Urban Renewal Plan to include land for upcoming city projects. The property being added is ROW along 9<sup>th</sup> St NE, 8<sup>th</sup> Street, Adventureland Drive and 1<sup>st</sup> Ave. North. This amendment allows the city to use TIF funds to pay for these road improvements.

Open hearing: 6:37pm

Comments: Brad Skinner with Skinner Law Firm, 160 Adventureland Dr., Suite B, Altoona, shared his appreciation of staff, council and mayor who have worked to get the development agreement completed and ready to move forward.

Closed hearing: 6:38pm

8. **Resolution #04-04-2022 #02 TO DECLARE NECESSITY AND ESTABLISH AN URBAN RENEWAL AREA, PURSUANT TO SECTION 403.4 OF THE CODE OF IOWA AND APPROVE URBAN RENEWAL AMENDMENT FOR THE ALTOONA RENEWAL AREA**  
Roll Call Vote:  
1 Boka Y Burns-Thompson 2 Duer Y Dunwoody Y Willey (5-0)
9. **Public hearing on proposed development agreement with Meadowland II, LLC. and Skivey, LLC.**  
City Clerk Pierce explained this public hearing is to consider a development agreement to rebate TIF revenues back to the developer for the construction of public improvements they are putting in along 9<sup>th</sup> St. The city will make semi-annual payments to the developer for up to 12 years and for an amount not to exceed \$7,000,000.  
Open hearing: 6:39pm  
Comments: No one came forward to speak.  
Closed hearing: 6:39pm
10. **Resolution #04-04-2022 #03 APPROVING DEVELOPMENT AGREEMENT WITH MEADOWLAND II, LLC. AND SKIVEY, LLC. AUTHORIZING ANNUAL APPROPRIATION TAX INCREMENT PAYMENTS AND PLEDGING CERTAIN TAX INCREMENT REVENUES TO THE PAYMENT OF THE AGREEMENT**  
Council Member Jeremy Boka subject to Exhibit 95 being received and approved.  
Roll Call Vote:  
1 Boka Y Burns-Thompson Y Duer 2 Dunwoody Y Willey (5-0)
11. **Resolution #04-04-2022 #04 TO APPROVE THE ALTOONA COMPREHENSIVE PLAN**  
Community Development Director John Shaw explained the comprehensive plan amendment includes the most recent updates. The plan provides an overview and analysis of the following: growth areas, vision and goals, how the plan will be used, population projections, economy, housing stock, and future housing needs, existing and future land uses, transportation and mobility, parks, trails, and open space, utility infrastructure. A new concept - "blue belts" - are stream and creek areas that are part of the storm sewer system - not part of the park system. There is also additional information on the parks' system.  
Roll Call Vote:  
Y Boka Y Burns-Thompson Y Duer 1 Dunwoody 2 Willey (5-0)
12. **Resolution #04-04-2022 #05 APPROVING DEVELOPMENT AGREEMENT WITH CS CORP, LLC.**  
City Clerk Randy Pierce explained this agreement allows the city to give an economic development grant to CS Corp for them to construct a player development center. This project is being sponsored by Prairie Meadows as they are forgiving our last two payments to them under our Hotel agreement with them totaling \$400,000 and also giving us another \$100,000 to help in the cost of the center. In return they will have naming rights and advertising on the web site and be allowed to hold up to 3 events per year. The city is also applying for a Polk County grant for \$100,000, to help cover the costs of construction. Council Member Boka motioned approval subject to no city funds used in development of the project.  
Roll Call Vote:  
1 Boka Y Burns-Thompson Y Duer Y Dunwoody 2 Willey (5-0)
13. **Resolution #04-04-2022 #06 APPROVING THE FINAL PLAT FOR HUMPHREY FARM PLAT 1**  
Director Shaw explained the owner, Cheryl Laird Humphrey is splitting the farmstead from the remaining 67.7 acres. Humphrey Farm Plat 1 is 3.38 acres. The lot has direct access to 1<sup>st</sup> Avenue S. There will be a 20' storm sewer easement in the rear yard.

Erin Ollendike with Civil Design Advantage, 3405 SE Crossroads #G, Grimes, representing Cheryl Laird Humphrey was available for any questions.

**Roll Call Vote:**

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

14. **Resolution #04-04-2022 #07 APPROVING THE PRELIMINARY PLAT FOR PRAIRIE CROSSING PLAT 8**  
Josh Trygstad with Civil Design Advantage, 4121 NW Urbandale Dr., Urbandale, explained that Prairie Crossing Investments, Inc. is submitting the plat with 3.43 acres, and they plan to develop Lot 2 which is 1.5 acres. The lots will have shared access to Lot 1 and Lot 2 from Prairie Fire NW, and they will provide a 50' ingress/egress easement there. The two lots are located within the Prairie Crossing Development and are subject to its development guidelines. Council Member Scott Duer motioned approval subject to legal documents being approved by City Attorney.

**Roll Call Vote:**

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

15. **Resolution #04-04-2022 #08 APPROVING THE FINAL PLAT FOR PRAIRIE CROSSING PLAT 8**  
Council Member Scott Duer motioned approval subject to legal documents being approved by city attorney.

**Roll Call Vote:**

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

16. **Resolution #04-04-2022 #09 APPROVING THE PRELIMINARY PLAT FOR SPRING CREEK RIDGE PLAT 5**  
Director Shaw explained Spring Creek Ridge, L.C. is purchasing 29.33 acres and wants to develop the land with single-family homes. This is a two-lot subdivision with one lot containing the existing homestead and the remainder to be sold for future development.

**Roll Call Vote:**

2 Boka Y Burns-Thompson Y Duer \_\_ Dunwoody 1 Willey (5-0)

17. **Resolution #04-04-2022 #10 APPROVING THE FINAL PLAT FOR SPRING CREEK RIDGE PLAT 5**  
Council Member Boka motioned approval subject to legal documents being approved by City Attorney.

**Roll Call Vote:**

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

18. **Resolution #04-04-2022 #11 APPROVING THE SITE PLAN FOR THE LINEAGE LOGISTICS TRUCK PARKING**

Lorena Wasion with Snyder and Associates, 2727 SW Snyder Blvd., Ankeny, explained Lineage Master RE 6 LLC proposes to extend truck parking space by adding 76 new truck parking stalls. The total number of parking stalls including the addition will be 212, including 8 ADA-accessible stalls. Council Member Boka motioned approval subject to the screening requirement being addressed.

**Roll Call Vote:**

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

19. **Resolution #04-04-2022 #12 APPROVING THE REVISED SITE PLAN FOR THE SUMMIT PRODUCTS 2021 PAINT LINE BUILDING EXPANSION**

Lorena Wasion with Snyder and Associates explained that Summit Products is seeing growth as a business and is proposing to construct a new building on their site. A new paint building will be constructed along the south frontage. The lot is 8.6 acres in size and is zoned M-1 (Limited Industrial). Council Member Josh Dunwoody motioned approval subject to deficiency items being received and approved.

**Roll Call Vote:**

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

20. **Resolution #04-04-2022 #13 APPROVING THE SITE PLAN FOR THE JETCO DEVELOPMENT**

Jason Ledden with Snyder and Associates, explained Jetco, Inc is proposing to move its business and build a new facility on Lot 1 of Meadowland Industrial. The property was rezoned on July 19<sup>th</sup> by City

Council from A-1 (Agricultural) and M-2 (Heavy Industrial) to M-1 (Limited Industrial). The proposed building is 10,500 SF, with 4,624 SF serving as office space. There will be 15 employees at this facility and they will provide 23 parking stalls, including two ADA-accessible stalls. Council Member Boka motioned approval subject to pending deficiency items being resolved.

Roll Call Vote:

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

21. Consider Consent Agenda

- a) Allow Bills
- b) Pay Apps
  - B1) Pay App - Graff Excavating, Inc. - Muchikinock Creek Trunk Sewer - Phase I - \$26,250.00
  - B2) Change Order - Graff Excavating Inc. - Muchikinock Creek Trunk Sewer - Phase I - type of pipe being used
  - B3) Change Order - Synergy Contracting, Inc. - 1<sup>st</sup> Ave. Reconstruction - Phase 2 - \$14,119.60
  - B4) Pay App - Synergy Contracting, Inc. - 1<sup>st</sup> Ave. Reconstruction - Phase 2 - \$11,352.88
- c) ~~Resolution accepting temporary construction easement for the Muchikinock Creek Trunk Sewer (Joshua & Amanda Lindstrom - \$5,372.00)~~
- d) Resolution #04-04-2022 #14 ACCEPTING PERMANENT PUBLIC UTILITY EASEMENT FOR THE MUCHIKINOCK CREEK TRUNK SEWER (JOSHUA & AMANDA LINDSTROM - \$40,803.50)
- e) Resolution #04-04-2022 #15 TO PURCHASE BY WARRANTY DEED FOR 1<sup>ST</sup> AVE. RECONSTRUCTION PROJECT (KIMBERLY AALBERS - \$1,795.00)
- f) Resolution #04-04-2022 #16 ACCEPTING PERMANENT PUBLIC UTILITY EASEMENT FOR 1<sup>ST</sup> AVE. RECONSTRUCTION PROJECT (KIMBERLY AALBERS - \$14,091.75)
- g) Resolution #04-04-2022 #17 TO PURCHASE BY WARRANTY DEED FOR 9<sup>TH</sup> ST. NE RECONSTRUCTION PROJECT (JEAN DAVIS - \$34,300.00)
- h) Resolution #04-04-2022 #18 ACCEPTING TEMPORARY CONSTRUCTION EASEMENT FOR 9<sup>TH</sup> ST. NE RECONSTRUCTION PROJECT (JEAN DAVIS - \$6,600.00)
- i) Resolution #04-04-2022 #19 ACCEPTING PERMANENT PUBLIC UTILITY EASEMENT FOR 9<sup>TH</sup> ST. NE RECONSTRUCTION PROJECT (JEAN DAVIS - \$900.00)
- j) Resolution #04-04-2022 #20 APPROVING WRITING OFF OF RESCUE FEES FOR BAD DEBT ACCOUNTS - COLLECTION FEES FROM 1-1-2022 THRU' 3-31-2022
- k) Consider approval of cooperative agreement with Polk County, Iowa, for resurfacing 0.68 miles joint jurisdiction of Edwin W. Skinner Parkway (NE 38<sup>th</sup> Avenue)
- l) Consider approval of professional services agreement with Veenstra & Kimm for water use permit assistance
- m) Consider approval of Prairie Meadows to hold a fireworks display on Sunday, July 3<sup>rd</sup> at dusk with a rain date of Monday, July 4<sup>th</sup>
- n) Consider approval of Easter Egg Hunt at Sam Wise Park on Saturday, April 16<sup>th</sup> from 11:00am - 3:00pm
- o) Consider approval of HOPE 5k on Saturday, May 14<sup>th</sup> from 10:00am - 1:00pm utilizing the trail system from Lions Park to Enabling Gardens
- p) Consider a partial road closure of Center Place SW for a car show on Saturday, July 30<sup>th</sup> from 11 am - 5:30 pm
- q) Resolution #04-04-2022 #21 SETTING A PUBLIC HEARING FOR MONDAY, MAY 16, 2022, AT 6:30 PM TO CONSIDER RESOLUTION FOR PUBLIC IMPROVEMENT WITH MAY REQUIRE ACQUISITION OF AGRICULTURAL LAND
- r) Set public hearing for Monday, April 18, 2022 at 6:30 pm for plans, specifications, form of contract for the North Water Tower Project
- s) Set public hearing for Monday, April 18, 2022 at 6:30 pm to consider amending Chapter 69.08 No Parking to remove signs for a portion of 4<sup>th</sup> Street SW, west of Willowbrook Elementary
- t) Set public hearing for Monday, April 18, 2022 at 6:30 pm to consider amending Chapter 144.03 to set new basic rates for Stormwater Service Charges
- u) Set public hearing for Monday, April 18, 2022 at 6:30 pm to consider the vacation and sale of approximately 484 sf of land in the NE corner of Townsend Park at 101 4<sup>th</sup> St SE

- v) Set a public hearing for Monday, April 18, 2022 at 6:30 pm to consider an amendment to Chapter 168.13 - C-7 Regional Commercial to amend the Principal Permitted Uses to add a car wash
- w) Set a public hearing for Monday, April 18, 2022 at 6:30 pm to consider a rezoning request from I-80 Business Park, LLC to rezone approximately 49.91 acres from A-1 (Agricultural) to M-1 (Limited Industrial)
- x) Set a public hearing for Monday, April 18, 2022 at 6:30 pm to consider the development plan approval for the Altoona Townhomes located north of Scenic Ridge Plat 1, south of 8<sup>th</sup> Street SE. The applicant is proposing to construct townhomes on this lot
- y) Set a public hearing for Monday, April 18, 2022 at 6:30 pm to consider a rezoning request from Cheryl L Humphrey and Jerry's Homes to rezone approximately 67.7 acres from A-1 (Agricultural) to R-5 (PUD) located east of Fieldstone Estates, south of Prairie Vista, north of 36<sup>th</sup> Street SE
- z) Set a public hearing for Monday, April 18, 2022 at 6:30 pm to consider a development plan (R-5, Planned Unit Development) for Prairie Landing located east of Fieldstone Estates, south of Prairie Vista, north of 36<sup>th</sup> Street SE to include approximately 194 single-family

Roll Call Vote:

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

**22. Department Head Reports & Updates**

The following gave updates: Police Department - Greg Stallman, Fire Department - Jared Ogbourne, Public Utilities - Dan Scott, Engineering - John Dostart, Community Development - John Shaw, Economic Development - Chad Quick, Library - Kim Kietzman, IT - Jeff Bierl, Finance - Randy Pierce, Administration - John Harrenstein

**23. General Business**

\*Council Members Boka & Elizabeth Burns-Thompson attended the Altoona Chamber of Commerce dinner. It was well attended and a great event.

\*Council Member Willey expressed his concern for the homes being built with no basements and would like the council to consider where there will be storm shelters available for these residents.

\*Council and Mayor shared his appreciation to Randy for stepping in as interim city administrator. They also welcomed the new city administrator.

**24. Adjourn at 8:00pm**

Roll Call Vote:

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

Attest to:

\_\_\_\_\_  
Randy Pierce, City Clerk

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Dean O'Connor, Mayor