CITY COUNCIL MEETING
Tuesday August 11, 2020
410 SE Main Street, Grimes Community Complex 5:30 P.M.

*Please note that this City Council Meeting was held as an electronic and in person meeting pursuant to Iowa Code Section 21.8 due to the national health emergency that makes it impossible or impractical for an in person meeting.

The regular meeting of the Grimes City Council was called to order by in person and by electronic meeting/Zoom on Tuesday August 11, 2020 at 5:39 P.M. Mayor Mikkelsen and Council Members Johansen, Gisch, and Borcherding, attended the meeting by Zoom. Mayor Mikkelsen stated the meeting was being held electronically as provided under Iowa Code, Chapter 21.8 due to the national health emergency that makes it impossible or impractical for an in person meeting. The Pledge of Allegiance was led by Mayor Mikkelsen.
Roll Call: Present: Mayor Scott Mikkelsen, David Gisch, Andrew Borcherding, Jill Altringer, Ryan Burger, Eric Johansen

AGENDA ITEMS

Approval of the Agenda
Mayor Mikkelsen asked for approval of the agenda.
Moved by Gisch, Second by Johansen, to approve the agenda with the addition of Item X as an Emergency Resolution 08-2320 waiving permit fees for 90 days due to storm repairs.
Roll Call: Ayes: All. Nays: None. Motion passes: 5 to 0.

CONSENT AGENDA
A. Minutes from previous meeting B. J& M Lawn and Landscaping Bid for 19th and County Line Road Seeding and Mulch $22,139.31 C. Cash Bond Refund $64,910.30 to Kwik Star for Completion of Landscaping on Lot 1 of Destination Market D. 5 Year Lease with Koch Office Group for a Lanier IMC600 Copier for Development Services E. Assignment and Assumption of Development Agreement for Grimes Industrial Park 5 F. Resolution 08-0320 To Contract with Group Creative Services for Development of a Public Art Master Plan Consulting Services (BRAVO) G. Encode Plus $36,589.00 Software License Fee, Maintenance, Build Fee #1 H. City of Des Moines 2020 WRA 28E Payment $606,953.00 I. Resolution 08-1120 Amending Personnel Policies in Employee Handbook J. Resolution 08-0920 Accepting a Proposal from Redbud Landscaping in the amount $19,201.50 for Native Vegetation Enhancements in Three Existing Storm Water Basins K. Resolution 08-1020 A Resolution Approving Job Description, Setting Pay Classifications and Making Pay Adjustments for Part-time Library Staff L. Purchase of Two F250 Ford Trucks $60,194.00 M. Alcohol License Renewals a. Pole Positon Raceway Class B Beer License 1350 SE Gateway Drive b. Fareway Stores Class E Liquor License 351 Gateway Drive N. Hawkins, Inc $7,187.56 water treatment O. Cruiser Electric LLC $8,806.00 LED Lighting at Water Plant P. Municipal Supply, Inc $11,305.25 water meters and parts Q. Consent and Agreement for Improvements a. Resolution 08-1220 Lot 47 of Brentwood Estates – 2942 NE Brentwood Circle b. Resolution 08-1320 Lot 15 of Kennybrook Estates Plat 10 – 211 SW Hickory Glen c. Resolution 08-1420 Lot 42 Glenstone Trail Plat 1 – 2901 SE Stone Ridge Street R. Professional Services a. Whitfield & Eddy Law $13,457.85 b. Amendment No. 1 to MSA Contract for North Sports Complex Sanitary Sewer $6,700.00 and North Pointe Storm Sewer Extension $5,100.00 c. Pay Application #3 to MSA Professional Services, Inc for the North Pointe Storm Sewer Extension $815.50 d. Pay Application #3 to MSA Professional Services, Inc for the North Sports Complex Sanitary Sewer

Extension $774.00 e. Pay Application #10 to Bolton & Menk, Inc for SW County Line Road Improvements Construction Services $13,132.00 f. Pay Application #7 to Bolton & Menk for Highway 44 and SW County Line Road Intersection Improvements $11,325.00 g. Pay Application #9 Bolton & Menk, Inc for Hope Commercial Plat 1 Public Improvements Construction Services $9,132.50 h. Pay Application #20 to Veenstra & Kimm, Inc for WRA Connector $36,812.00 i. Pay Application #3 to Veenstra & Kimm, Inc for the Northwest Territory Lift Station and Forced Main Project $5,264.00 j. Fox Engineering for $8,879.25 k. Pay Application #2 to Foth Infrastructure & Environments, LLC for the S James Street and SE 6th Street Intersection Improvements $985.56 l. Pay Application #3 to Foth Infrastructure & Environment, LLC for the S James Street and SE 6th Street Intersection Improvements $472.00 S. Pay Applications: a. Pay Application #11 CB&I-1.5 MG Elevated Water Storage Tower $279,415.86 b. Pay Application #10 to Lee Chamberlin Consultant Engineers, Inc for the SE Trailridge Road & SE Little Beaver Drive Culvert Improvements $18,572.50 c. Pay Application #18 to Lee Chamberlin Consultant Engineers, Inc for the GIS Program $70,258.75 d. Pay Application #13 to Grosch Irrigation Company for the New Jordan Well $35,743.75 e. Little Beaver and Prairie Creek Channel Improvement Project 1. Change Order #8 Changing the contract units for balance of quantities deduct of $278,101.18 2. Certificate of Substantial Completion of the Little Beaver and Prairie Creek Channel Improvements 3. Engineer's Statement of Completion of the Little Beaver and Prairie Creek Channel Improvements 4. Pay Application #14 to All Terrain Seeding for the Little Beaver and Prairie Creek Channel Improvements $3,705.00 5. Pay Application #15 to All Terrain Seeding for the Little Beaver and Prairie Creek Channel Improvements retainage to be paid in 30 days $39,738.84 f. Pay Application #9 to McAninch Corporation for Hope Commercial Plat 1 $417,619.73 g. Pay Application #10 to Concrete Technologies Inc for SW County Line Road Improvements $33,418.63 T. Resolution 08-2220 Approving Agreement Regarding Voluntary Annexation of Certain Property Into The City of Grimes U. Claims dated July 27, 2020 in the amount of $583,121.73 V. Claims date August 11, 2020 in the amount of $2,073,814.22 W. Finance Report for July 2020 X. Resolution 08-2320 Waiving Building Permit Fees Due to Storm Damage
Moved by Altringer, Second by Gisch, to approve the Consent Agenda.
Roll Call: Ayes: All. Nays: None. Motion passes: 5 to 0.

PUBLIC FORUM - None

PUBLIC AND COUNCIL AGENDA ITEMS

Council may consider and potentially act on the following Public Agenda items

A. Resolution 08-0120 Economic Development Action Plan and Incentive Policies

Development Services Director Alex Pfaltzgraff stated that during the 2019 Strategic Planning Process, Council prioritized the development of an Economic Development Action Plan as well as certain incentive policies. Pfaltzgraff said that staff has developed an action plan that outlines and clarifies the procedural framework that applicants must follow to apply for these incentives. He noted this strategy includes an action plan with numerous goals and objectives, as well as individual incentive policies for certain areas/developments within the City. Council Member Gisch asked what criteria was used to determine how and when incentives were appropriate. Economic Development Director Brian Buethe stated that there is an extensive application process and requirements to be met for any applicants, and ultimately, any approval would require a Development Agreement be in place as well as being subject to the discretion of the Council.
Motion by Altringer, Second by Burger, to approve Resolution 08-0120 Economic Development Action Plan and Incentive Policies.

Roll Call: Aye: All, Nays: 0 Motion passes 5-0

B. Resolution 08-0220 Adopting Final Assessment Schedule for the South James and SE 37^{th} Street Improvements of the City of Grimes and Amending, Confirming and Levying the Assessments

City Attorney Tom Henderson addressed the Council to provide an overview of the assessment process and the legal issues addressed from the construction of the S James and SE 37^{th} Street. Henderson stated the improvement project is now complete and the final assessment has been prepared.
Motion by Altringer, Second by Burger to approve Resolution 08-0220 Adopting Final Assessment Schedule for the South James and SE 37^{th} Street Improvements of the City of Grimes and Amending, Confirming and Levying the Assessments
Roll Call: Aye: All, Nay: 0 Motion passes 5-0

C. Site Plan for Sweet Honey

Development Director Pfaltzgraff stated that the applicant is requesting approval of the site plan for a 10,000 square foot warehouse. Pfaltzgraff said this property is located on SE Destination Drive within the M-2 zoning district and is not within any overlay districts. Pfaltzgraff noted this site would have two entrances off of SE Destination Drive. Pfaltzgraff stated that there would not be any outdoor storage with this company and everything would be kept inside. Pfaltzgraff said the Planning and Zoning Commission had reviewed the Site Plan and recommend approval subject to any staff comments.
Motion by Altringer, Second by Burger, to approve the Site Plan for Sweet Honey.
Roll Call: Aye: All, Nay: 0 Motion passes 5-0

D. Second Reading of Ordinance 737 Prairie Business Park Rezone to Amend the Ordinance Pertaining to the Original Rezoning

Development Services Director Alex Pfaltzgraff addressed the Council stating that the owners approached city staff with this request on behalf of a potential tenant. Pfaltzgraff stated the tenant prospect needs to have the ability to park logoed vehicles upon the site, specifically semi-tractor trailers (8 detached trailers), as well as box vans (26 motorized vehicles). Pfaltzgraff said the tenant cannot be named at this time; however, he had confirmed that the vehicles will only be utilized for the distribution of product. Pfaltzgraff said the tenant prospect would be occupying approximately 20,000 to 30,000 square feet within the Prairie Business Park Building 2.
Pfaltzgraff stated he has evaluated the request, and believes that with appropriate screening and limitations to the number of vehicles, the request is found to be reasonable. Pfaltzgraff also noted that this request is not a waiver, and they are not asking for a change to the ordinance. He added that the owner is only seeking to clarify and better define their own self imposed restrictions regarding logoed vehicles. Pfaltzgraff sated the proposed area for storage of vehicles is a significant distance from SE 37^{th} St and S. James Street. Pfaltzgraff said in the future SE 40^{th} Street will extend east, however with the screening proposed, the viewpoints would be limited. Pfaltzgraff added that in 2019, the City Council approved a similar request for the storage of construction materials between Buildings 1 and 2. Pfaltzgraff stated that this amendment would only allow logo vehicles where appropriate screening is present.
Motion by Johansen, Second by Altringer, to approve Second Reading of Ordinance 737 Prairie Business Park Rezone to Amend the Ordinance Pertaining to the Original Rezoning
Roll Call: Aye: All, Nay: 0 Motion passes 5-0

Motion by Johansen, Second by Altringer to Waive the 3^{rd} reading of Ordinance 737 Prairie Business Park Rezone to Amend the Ordinance Pertaining to the Original Rezoning

Roll Call: Aye: All, Nay: 0 Motion passes 5-0

Motion by Johansen, Second by Altringer to adopt Ordinance 737 Prairie Business Park Rezone to Amend the Ordinance Pertaining to the Original Rezoning
Roll Call: Aye: All, Nay: 0 Motion passes 5-0

E. Second Reading on Ordinance 736 on an Proposed Amendment to the Grimes Code of Ordinance Chapter 63 Regulating Speed Limits for 200 ft. east of NE Chevalia Drive and NE 27th Street intersection

City Engineer Matt Ahrens addressed the Council stating that the City has been working closely with Polk County on this section of road as it is subject to both jurisdictions. Ahrens said the purpose of this Ordinance is to amend Grimes Code of Ordinances Chapter 63 to add a new Section 63.10 to provide a speed limit of 35 miles per hour on NE 27th from N. James Street to the east, to a point 200 feet east of the intersection of NE 27th Street with NE Chevalia Drive. Ahrens stated that Polk County has completed their traffic studies and changed the speed limit on the county section to 35 miles per hour. Pfaltzgraff advised they would use the speed trailer at this location to advise the public in the change of speed limit.
Motion by Altringer, Second by Burger, to approve Second Reading and Waive the Third Reading on Ordinance 736 on a Proposed Amendment to the Grimes Code of Ordinance Chapter 63 Regulating Speed Limits for 200 ft. east of NE Chevalia Drive and NE 27th Street intersection
Roll Call: Aye: All, Nay: 0 Motion passes 5-0

Motion by Altringer, Second by Burger, to approve the Final Passage on Ordinance 736 on a Proposed Amendment to the Grimes Code of Ordinance Chapter 63 Regulating Speed Limits for 200 ft. east of NE Chevalia Drive and NE 27th Street intersection
Roll Call: Aye: All, Nay: 0 Motion passes 5-0

F. General Obligation Refunding Loan Agreement for $4,400,000

Finance Director Marcia Woodke addressed the Council stating that this request is for refunding on the 2012 bond issue. Woodke stated that when the numbers were run in March of this year, the interest rates were not looking very attractive. She said since that time the rates have changed considerably, and estimates the city would save approximately $162,000.00 by refunding that issue now. Woodke advised the Council that there would need to be a budget amendment to address this change.
Motion by Altringer, Second by Burger, to approve the General Obligation Refunding Loan Agreement for $4,400,000.00
Roll Call: Aye: All, Nay: 0 Motion passes 5-0

a. Public Hearing on a Proposal to Enter Into a General Obligation Refunding Loan Agreement in the amount of $4,400,000 Mayor Mikkelsen opened the Public Hearing at 6:18. Being no written or oral comments, Mayor
Mikkelsen closed the Public Hearing at 6:18.

b. Resolution 08-0420 Taking Additional Action on a Proposal to Enter Into a Loan Agreement, Setting the Date for Sale of General Obligation Refunding Bonds, Series 2020B and Authorizing the Use of a Preliminary Official Statement in Connection Therewith

Motion by Altringer, Second by Burger, to approve Resolution 08-0420 Taking Additional Action on a Proposal to Enter Into a Loan Agreement, Setting the Date for Sale of General Obligation Refunding Bonds, Series 2020B and Authorizing the Use of a Preliminary Official Statement in

Connection Therewith
Roll Call: Aye: All, Nay: 0 Motion passes 5-0

G. Resolution 08-0520 REAP Grant Application

Pfaltzgraff told the Council that Staff is seeking approval for a REAP, Resource Enhancement And Protection, grant application. Pfaltzgraff said eligible projects can receive funding for land acquisition for parkland and trail improvements. Pfaltzgraff said with the anticipated growth in the southern section of town, staff felt it was a good time to move forward with acquiring the land for future park and trail projects.
Motion by Altringer, Second by Burger, to approve Resolution 08-0520 REAP Grant Application.
Roll Call: Aye: All, Nay: 0 Motion passes 5-0

H. Resolution 08-0620 Accepting a Proposal from Vanderpool Construction, Inc. in the amount of $59,970.00 for the Construction of the North Sports Complex Sanitary Sewer Extension Project

City Planner Matt Ahrens addressed the Council stating that this is an informal project, due to its size and scope, to get sewer service to several lots on the north end of Grimes. Ahrens said that a total of 7 bids came in on this project. Ahrens said Vanderpool Construction came in with the low bid, and he had experience working with Vanderpool and believed they had the necessary experience with projects such as this one.
Motion by Altringer, Second by Burger, to approve Resolution 08-0620 Accepting a Proposal from Vanderpool Construction, Inc. in the amount of $59,970.00 for the Construction of the North Sports Complex Sanitary Sewer Extension Project
Roll Call: Aye: All, Nay: 0 Motion passes 5-0

I. Resolution 08-0720 Accepting a Proposal from Vanderpool Construction, Inc. in the Amount of $51,335.00 for the Construction of the North Pointe Storm Sewer Extension Project

City Planner Ahrens stated that this is a similar project and had 5 bids come back. Ahrens said this project is to help with drainage issues in the North Pointe section of Grimes, and staff felt Vanderpool would be in a good position to coordinate with the sewer extension project as well. Ahrens said that inspections for this project would be performed in house by the Senior City Engineer Tech, Tony Hansen.
Council Member Altringer stated that due to technical difficulties affecting the meeting, as well as the non-sensitive nature of the items remaining, she recommended approving all remaining items in one vote. Mayor Mikkelsen agreed.
The following Items were voted on in one motion:

J. Iowa Department of Transportation Agreement for Urban-State Traffic Engineering Program (U-Step) Project (construction of east bound left turn lane and installation of new traffic signals at NW Brookside Drive and Iowa 44)

K. Resolution 08-0820 Authorizing the City of Grimes, Iowa, to Submit an Iowa Department of Transportation Traffic Safety Improvement Program Application for Partial Funding of the South Bound (SB) Iowa Hwy 141 Ramps & E 1st Street (Iowa Hwy 44) Traffic Signalization Project

L. Resolution 08-1520 Iowa Department of Transportation Cooperative Agreement for Primary Road Project between Johnston and Grimes to Develop a Master Plan for the Iowa 141 Corridor Study

M. Resolution 08-1620 To Enter Into a Contract for Professional Services with Bolton and Menk for Highway 44 Corridor Study

N. Resolution 08-1720 To Enter Into a Contract for Professional Services with HR Green for Pavement Management Study

O. Resolution 08-1820 To Enter Into A Contract for Professional Services with McClure Engineering for a Water System Study

P. Resolution 08- 1920 To Enter Into A Contract for Professional Services with Foth Engineering for a James Street Corridor Study

Q. Resolution 08-2020 To Enter Into A Contract for Professional Services with Snyder Engineering for a 2020 Signal Network Communication (ICAAP Application)

Motion by Altringer, Second by Burger, to approve all remaining items I – Q
Roll Call: Aye: All, Nay: 0 Motion passes 5-0

COUNCIL DISCUSSIONS

1. Mayor's Report –Mayor Mikkelsen wanted to commend city staff on the great job they have been doing with ongoing clean up around town after the storms came through. He appreciated how quickly they pulled together and how they continue to provide ongoing service to the community with the clean-up.

2. City Staff's Report- City Administrator Anderson agreed and thanked the Public Works crew for their efforts.

3. Council Reports- None

ADJOURN

Motion by Burger to adjourn the meeting at 6:30 pm.
Roll Call: Ayes: All, Nays: None Motion passes 5 to 0

ATTEST:

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Rochelle Williams, City Clerk Scott Mikkelsen, Mayor