

CITY OF PELLA, IOWA
AMENDED TENTATIVE CITY COUNCIL MEETING AGENDA
February 2, 2016—7:00 p.m. – Public Safety Complex
Liberty Street Entrance

A. CALL TO ORDER BY MAYOR AND ROLL CALL

B. MAYOR'S COMMENTS

1. Announce Policy and Planning Meeting following the regular Council meeting to discuss:
 - a. Historic Preservation Commission Recommendations.
 - b. Gateway Corridor Committee Recommendation Follow Up.
 - c. LOSST Special Election.
 - d. FY 16-17 Budget Overview.
 - e. Washington Street Parking Analysis.
2. Approval of tentative agenda.

***PUBLIC FORUM (for anyone wishing to address Council regarding agenda items.)**

(Public comments are limited to 3 minutes.)

C. APPROVAL OF CONSENT AGENDA

"Consent Agenda" means that all items listed below will be automatically approved with one Roll Call vote approving the "Consent Agenda". Any City Council member may ask to pull an item from the "Consent Agenda" for discussion and a separate vote. The purpose of a "Consent Agenda" is to expedite routine items and allow Council time to discuss more important matters."

1. Approval of Minutes
 - a. Official Council Minutes for January 19, 2016.
2. Report of Committees
 - a. Policy and Planning Minutes for January 19, 2016.
 - b. Community Services Minutes for December 17, 2015.
 - c. Community Development Committee Minutes for December 9, 2015.
 - d. Historic Preservation Commission Minutes for January 7, 2016.
3. Petitions and Communications
 - a. None
4. Administration Reports
 - a. None

D. *PUBLIC HEARINGS

(Statutory rule may be waived and ordinance passed without further readings.)

1. a. Public Hearing on the Oskaloosa Street Reconstruction Project.
1. b. Resolution No. 5662 entitled, "RESOLUTION APPROVING THE PLANS, SPECIFICATIONS, FORM OF CONTRACT, ESTIMATE OF COSTS, RECEIVING BIDS AND MAKING AWARD OF CONSTRUCTION CONTRACT FOR THE OSKALOOSA STREET RECONSTRUCTION, FROM PRAIRIE STREET TO SE 16TH STREET, PROJECT NO: STP-U-5947(615)—70-63, IDOT AGREEMENT NO.: 05-14-STPU-046".

E. PETITIONS & COMMUNICATIONS

NONE

F. PLANNING AND ZONING ITEMS

NONE

G. ADMINISTRATION REPORTS

NONE

H. RESOLUTIONS

1. Resolution No. 5658 entitled, "A RESOLUTION ACCEPTING THE FY 14/15 ANNUAL AUDIT".
2. Resolution No. 5659 entitled, "RESOLUTION APPROVING CITY COUNCIL PROCEDURAL RULES".

3. Resolution No. 5660 entitled, "RESOLUTION ACCEPTING CHANGE ORDER NO. 1 WITH MITSUBISHI ELECTRIC POWER PRODUCTS, INC. FOR FURNISHING 69 KV SF₆ CIRCUIT BREAKERS IN CONNECTION WITH THE WEST SUBSTATION RING BUS CONVERSION PROJECT".

4. Resolution No. 5661 entitled, "RESOLUTION APPROVING AMENDING THE DESIGN REVIEW DISTRICT DESIGN MANUAL FOR LED LIGHTING".

I. ORDINANCES

(Statutory rule may be waived and ordinance passed without further readings.)

1. Ordinance No. 905 entitled, "AN ORDINANCE AMENDING THE CITY CODE OF THE CITY OF PELLA BY AMENDING CHAPTER 165, ZONING ORDINANCE, 165.12 ZONING DISTRICT REGULATIONS BY AMENDING THE PROVISIONS PERTAINING TO COCKTAIL LOUNGE USES IN THE CENTRAL BUSINESS DISTRICT." (2nd Rdg)

J. CLAIMS

1. Abstract of bills No. 1952.

K. OTHER BUSINESS/*PUBLIC FORUM (any additional comments from the Public)

(Public comments are limited to 3 minutes.)

L. CLOSED SESSION

NONE

M. ADJOURNMENT

NOTICE: Items to be presented to the City Council must be in the hands of the City Clerk no later than 4:00 p.m. on the Monday before the week of the Council meeting. A packet containing the agenda and documentation for each item listed on the agenda is then prepared on Friday and delivered to each Councilmember. The next regular Council meeting is scheduled for February 16, 2016. The deadline for items is February 8, 2016. *The CITY OF PELLA encourages all citizens of Pella to attend Council meetings. Our Council Chambers are handicapped accessible and City Staff are available to give assistance if needed. If you are hearing impaired or vision impaired or a person with Limited English Proficiency and require an interpreter or reader, please contact City Hall by NOON on the Monday prior to Council meetings to arrange for assistance. (641-628-4173). TTY telephone service available for the hearing impaired through Relay Iowa 1-800-735-2942.*



THE
CITY of PELLA
STAFF MEMO TO COUNCIL

ITEM NO: B-1-a

SUBJECT: Historic Preservation Commission Recommendations

DATE: February 2, 2016

BACKGROUND:

Staff would like to discuss the Historic Preservation Commission's proposed historic overlay guidelines. As background, the City Council reviewed the overlay guidelines at the November 2, 2015 Policy & Planning meeting. During this meeting, Council raised concerns regarding the requirements to initiate an historic overlay district. In addition, Council was also concerned with the permitting requirements for alterations to existing homes within an overlay district such as window and door replacements, color changes, and other maintenance items which currently do not require a building permit.

Listed below is a proposal from the Historic Preservation Commission to address the concerns of the City Council:

Requirements for Initiating a Historic Overlay District

Previously, the Historic Preservation Commission proposed to initiate an historic overlay district support of 60% of the property owners within the proposed district was required. The concern expressed by City Council was whether the support level should be measured on a parcel basis or limited strictly to property owners as proposed by the Historic Preservation Commission. In researching this issue, staff found examples of cities measuring the support on both a parcel basis and on a property owner basis. However, after discussing this issue with the Commission and the potential issues associated with measuring support on a parcel basis and property owner basis, staff and the Commission are recommending the Iowa City model for initiating an historic district.

Specifically, the process would follow an approach to what is required to rezone property within the City limits as is outlined in Chapter 165.38 of the City Code. In summary, once an application is received for a proposed historic district staff would notify all the property owners within the proposed district. In addition, staff would also notify all property owners within 200 feet of the proposed historic district. In order for the historic district to proceed, the application would need to be approved by the Historic Preservation Commission, the Planning and Zoning Commission, and the Pella City Council as an ordinance amendment to the City Code.

It is also important to note, if a petition is presented by the owners of twenty percent (20%) or more of the area included in the proposed historic district or by the owners of twenty percent (20%) or more of the property which is located within two hundred feet (200') of the exterior boundaries of the proposed historic district, then a super majority of Council would be required for approval.

Permits Required for Historic District

The revised historic overlay district guidelines require a permit for new structures within an historic district and for additions to existing structures. In essence, historic review would be required anytime a building permit is required. In addition, the Commission is also proposing historic review and an associated permit any time a demolition permit is required. The theory behind this proposal is anytime the structure of an entity changes within an approved historic district, then historic review should be required. This approach is also consistent with how historic district programs in Iowa are managed.

In addition, the Historic Preservation Commission is proposing for alterations which do not require a building or demolition permit, would be subject to voluntary historic review only with no certificate of appropriateness required.

Finally it is important to note, all decisions of the Historic Preservation Commission can be appealed to the City Council. Therefore, if there is a disagreement between a property owner and the Historic Preservation Commission, the final decision will be made by the Pella City Council.

ATTACHMENTS: Draft Ordinance, Draft Handbook, and November 2, 2015 Policy and Planning Memo

REPORT PREPARED BY: Planning and Zoning Director

REPORT REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK

RECOMMENDATION: Council direction needed.

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE CITY CODE OF THE CITY OF PELLA BY
ADDING NEW PROVISIONS TO CHAPTER 165 ZONING ORDINANCE FOR
HISTORIC DISTRICT OVERLAY ZONE**

Be it enacted by the City Council of the City of Pella, Iowa:

SECTION 1. TEXT AMENDMENTS. The City Code of the City of Pella is hereby amended by amending Chapter 165, Zoning Ordinance as follows:

Amending 165 by adding a new section 165.13.5 Historic District Overlay Zone:

1. Historic District Overlay Zone: the historic district overlay (HD) zone is used to designate local historic landmarks and historic districts. The purpose of the overlay zone is to:

- a. Promote the educational, cultural, economic and general welfare of the public by protecting, enhancing and perpetuating historic landmarks and districts of historic architectural and cultural significance;
- b. Safeguard the city's architectural, historic and cultural heritage by preserving historic buildings and neighborhoods;
- c. Provide for design review of new construction or alteration of existing resources to assure compatibility with the existing character of historic neighborhoods and preserve the historic integrity of the resource;
- d. Stabilize and improve property values by encouraging reinvestment in historic neighborhoods;
- e. Foster civic pride in the legacy and beauty of past achievements; and
- f. Protect and enhance the city's attractiveness to tourists and visitors, thereby supporting and stimulating business.

2. Authority: The City Council may designate by ordinance areas of the city as historic districts or local historic landmarks. The process of designation is considered an overlay rezoning. A historic district overlay rezoning is required to designate historic districts and local historic landmarks. The process criteria include:

- a. Application for Rezoning pursuant to 165.38 of the Zoning Regulations shall be submitted. The process of historic district overlay shall follow the same procedures as 165.38. Signatures of at least 60% of property owners in the proposed historic district consenting to being included in the historic district must be obtained by the requester and submitted before overlay rezoning can commence. If a property owner owns more than one property, they shall still

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~~only be permitted one signature as needed for purposes of this provision. At the same time, the petition of property owners within 300 feet of the proposed historic district pursuant to 165.38 may be undertaken so that said Chapter requirements may be fulfilled.~~

- b. Information must be included as supporting documentation so that the Historic Preservation Commission can evaluate whether it meets the criteria of this ordinance. Supporting documentation may include but not be limited to history, narrative, photos, map, and list of addresses with age of structures.
- c. Public Hearing at Historic Preservation Commission. The Commission holds a public hearing and reviews the proposed historic district as per criteria herein established and may forward a recommendation to the Planning and Zoning Commission and City Council.
- d. Public Hearings and review at Planning and Zoning Commission and City Council following same procedures for rezoning pursuant to 165.38. The Planning and Zoning Commission shall consider whether the proposed historic district generally conforms to the City's Comprehensive Plan.

3. Descriptions and Definitions:

a. Historic districts are geographically cohesive areas with significant concentrations of buildings and other resources that possess a high degree of historic integrity and convey a district sense of time and place and that have been designated as a historic district by the City Council pursuant to this ordinance. To qualify for designation as a historic district, the subject area must contain abutting pieces of property under diverse ownership that meet approval criteria below.

i) embodies the distinctive characteristics of a type, period, or method of construction, or that represents the work of a master, or that possesses high artistic values, or that represents a significant and distinguishable entity whose components may lack individual distinction; or

ii) is associated with events that have made significant contributions to the broad patterns of our local, state or national history; or

iii) possesses a coherent and distinctive visual character or integrity based upon similarity of scale, design, color, setting, workmanship, materials, or combinations thereof, which is deemed to add significantly to the value and attractiveness of properties within such area; or

iv) is associated with the lives of persons significant in our past; or

v) has yielded, or may be likely to yield, information important in prehistory or history.

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b. A historic landmark is any building, structure, object, area of land or element of landscape architecture with significance, importance or value consistent with the approval criteria listed above for historic districts and that has been designated as a local historic landmark by the City Council pursuant to the applicable procedures outlined herein.

4. Designated Historic Districts:

- a. The following areas of the city are designated as historic districts:
None yet established (this would entail a separate subsequent ordinance)

5. Historic Review:

- a. The intent of the historic review process is:
- i) To insure that new construction or additions are compatible with the architectural character of the Historic District.
 - ii) To ensure that materials changes to exterior features of landmarks and properties in the historic districts do not substantially alter or destroy the defining architectural character of a building, site or neighborhood.
 - iii) To provide property owners, contractors and consultants with technical assistance and design alternatives to ensure that proposed projects conform to the applicable historic preservation guidelines.
- b. Applicability: The requirements for historic review apply to the following as it pertains to exterior items:
- i) New construction of single or two family homes or new accessory buildings for any single family or two family homes in the historic districts.
 - ii) Additions to existing structures in the historic districts.
 - iii) Alterations to existing structures in the historic districts which require a building permit or demolition permit.
 - iv) Alterations to existing structures in the historic districts which do not require a building permit or demolition permit but are visible from a public street or front of the structure require only voluntary historic review and are exempt from certificate of appropriateness requirement. Other alterations which are not visible from the public street or front of the structure and which do not otherwise need a building permit shall be exempt from historic review.
- c. Approval Criteria: Applications for historic review will be reviewed for conformance with the *Pella Historic Preservation Handbook* as amended and approved by City Council.
- d. Multi-family, Commercial and Other Uses: For properties which have base zoning which permits multi-family, commercial or other non-residential uses design review shall be by Community Development Committee if said properties are in the Design Review Overlay District pursuant to 165.16. Otherwise, any said properties not subject to

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Community Development Committee review and located with historic district shall be subject to Historic Preservation Commission review as per this ordinance.

e. Appeals: Any person aggrieved by any decision of the Historic Preservation Commission regarding an application for historic review in a historic district or for a historic landmark may appeal the action to the City Council.

6. Certificate of Economic Hardship: After receiving written notification from the Historic Preservation Commission of the disapproval of a certificate of appropriateness, the owner of record may apply for a certificate of economic hardship if he or she believes that the application of the provisions of this article would result in economic hardship to the extent that the property in question cannot yield a reasonable return. The applicant bears the burden of proof and must support each of the approval criteria by a preponderance of the evidence. Criteria for economic hardship including the following:

a. The property in question cannot yield a reasonable return if required to comply with the requirements and standards specified in this article. It is not sufficient to show that the potential return will be reduced as a result of these regulations, but rather it must be demonstrated that the resulting reduction would be near confiscation.

b. The owner's situation is unique or peculiar to the property in question, and the situation is not shared with the other landowners in the area nor due to the general conditions in the neighborhood.

c. The hardship is not of the property owner's or applicant's own making.

The Historic Preservation Commission shall review each case for economic hardship request on a case by case basis taking into account the above criteria and also any other solutions that would alleviate the hardship while still meeting minimum criteria for historic review. The Commission may grant exception to adherence to the design criteria if it agrees the criteria are met and no other solutions are reasonably available.

7. Compliance with Certificate Required: Issuance of a certificate of appropriateness, certificate of no material effect, or a certificate of economic hardship is authorization to make only those material changes specified in the approved application. It shall be the duty of the Building Official or designee to inspect, from time to time, any work performed pursuant to such a certificate to ensure compliance with the requirements of such certificate. If it is found that such work is not being carried out in accordance with the certificate, the Building Official shall issue a stop work order. Any material change at variance with that authorized by the certificate shall be deemed a violation of these regulations and subject to enforcement as allowed by the Pella City Code herein.

8. Remedy of Dangerous Conditions:

a. Except for emergencies as determined by the Building Official pursuant to the Chapter 145 Dangerous Building and/or Chapter 156 Property Maintenance Code, City enforcement agencies and departments must give the Historic Preservation

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Commission at least thirty (30) days of notice of any proposed order for remedying conditions determined to be dangerous to life, health or property which may affect the exterior features of any building or structure located in a Historic District or property that has been designated a historic landmark.

b. The Commission may require that material changes not adversely affect the exterior features of a building in cases where the danger to life, health or property may be abated without detracting from the exterior features of the building. In such cases, it is the responsibility of the Commission and the City enforcement agency or department to cooperate with the property owner in an attempt to achieve a preservation solution whereby the dangerous conditions will be corrected with minimal adverse impact on exterior features. Such plan shall be approved by the Commission and shall be signed by the Chair of the Commission, the property owner and the head of the City enforcing agency or department.

c. If a solution acceptable to the Commission, the City enforcement agency or department and the property owner cannot be reached within thirty (30) days or a period of time acceptable to the City enforcement agency or department, the agency or department shall proceed to issue and enforce its proposed order as provided for by City Code.

9. Prevention of Demolition by Neglect:

a. **Duty to Maintain:** All buildings and structures that contribute to a historic district must be preserved against decay, deterioration, and kept free from structure defects by the owner or such person, persons, or entities who may have custody or control thereof. Accordingly, all such buildings and structures must be maintained in accordance with the City of Pella Property Maintenance Code.

b. **Determination and Action:** The Historic Preservation Commission may file a petition with the Building Official requesting investigation of any applicable building or structure suspected of neglect or deterioration according to the Property Maintenance Code. The Building Official will proceed with investigation and may take any enforcement action necessary and allowed by law to correct or prevent further violation.

c. Upon failure, neglect, or refusal of the property owner(s) or other responsible person(s), duly notified, to take the corrective action(s) specified by the Building Official within the time allotted, the Building Official may proceed with enforcement as provided by the City of Pella Code and Property Maintenance Code provisions therein.

SECTION 2. NOTATION. The Zoning Administrator shall hereby record the ordinance number and date of passage of this Ordinance.

SECTION 3. REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 4. SEVERABILITY CLAUSE. If any section provision or part of this ordinance shall be adjudged invalid or unconstitutional such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 5. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed and adopted this ____ day of _____, ____.

James Mueller, Mayor

ATTEST: _____
Ronda Brown, City Clerk

Exhibit A Historic Districts

None yet established (this would entail a second subsequent ordinance)

Pella History

In the year 1847, only months after Iowa became a state, Dutch colonists arrived to found the town of Pella. Here the Dutch joined a small group of existing residents of the area. Led by a committee who had, in advance, chosen 18,000 acres of fertile land to be their new place of refuge, the Dutch proceeded to establish their town. The land they had chosen lay between the Skunk and Des Moines Rivers and was virgin prairie. Attempts to use the Des Moines River as a means of steamboat transportation eventually proved futile. The State Road, first a buffalo trail, then an Indian pathway, was a roadway which traversed the town, creating trade. In 1866, the completion of the Des Moines Valley Railroad included Pella on its route and increased Pella's accessibility. Subsequent arrivals of many new Dutch immigrants increased the town's population. Diverse industries complemented what had become a well-known agricultural area. Pella established a reputation of being economically sound, educationally advanced and religiously grounded. In the initial years of settlement, builders began what was to be a collection of beautiful homes and businesses along with City parks. A variety of styles were seen which reflect the degree of status, personal tastes and period types. Native lumber and brick was used in the construction. Pella continued to grow steadily into the 20th Century and saw not only population growth but economic growth through new and expanding industries. The Dutch fronts program was established in the latter half of the 20th Century primarily for commercial areas of the City. It was around this time that there was a greater emphasis on protecting Pella's historic structures throughout the City but in particular in the residential areas where many historic homes exist. This effort continued into the first part of the 21st Century with the establishment of a Historic Preservation Commission in 2014.



Benefits of Historic Preservation

Historic preservation has multiple benefits. It helps protect structures which have historical significance to the community in some cases dating back to the earliest years of the City's founding. It helps toward protection of property owner investment and neighborhood stability by providing a review process that assures more historically compatible design. Historic preservation also ties into tourism or visitor experience of a community whereby visitors can see special districts which have been established in addition to the historic downtown. Finally, historic district properties may be eligible for Federal and/or State tax incentives. These tax incentives may help toward providing an alternative to demolition of an old structure that is in need of repair. In short, the intent of historic preservation and establishing a historic preservation district is about benefits to the property owners involved such that their investments, which are of historic significance to the community, are better protected for the long term.

Property owners interested in more information about potential tax incentives for historic preservation can visit the State Historical Society of Iowa website and National Park Service website:

<http://www.iowahistory.org/historic-preservation/tax-incentives-for-rehabilitation/>

<http://www.nps.gov/tps/tax-incentives.htm>



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At this time the following guidelines have been established for the Historic District Overlay Zone established in the City of Pella. The Historic Preservation Commission may recommend additional guidelines for future consideration by City Council which may be incorporated into later editions of this Pella Historic Preservation Handbook.

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1.0 Historic Review Process

The historic preservation guidelines contained in this handbook will be used by the Historic Preservation Commission to determine if a proposed change to a property in a historic district is compatible with the historic character of the district and the property itself. The intent of the historic review process is:

- To ensure that changes to properties in districts do not substantially alter or destroy the defining architectural character of the building, site or neighborhood.
- To provide property owners, contractors and designers with guidance to ensure that proposed projects conform to the historic preservation guidelines.

Historic review by the Commission is required for all construction projects that require a regulated building permit or demolition permit. Examples of common projects that require a regulated building permit and historic review include:

- Construction of a new primary or accessory structure
- Construction of an addition to a primary or accessory structure
- Construction or reconstruction of decks, porches and ramps

Historic review is also required on a voluntary basis for alterations to existing structures in the historic districts which do not require a building permit or demolition permit but are visible from a public street or front of the structure. In such instances, a certificate of appropriateness is not required.

Demolitions shall be reviewed from the standpoint of whether the structure is contributing and its level of historic significance. Applicants may apply under the economic hardship section of the Historic Overlay District Ordinance.



An application for historic review must be submitted to the Planning and Zoning Department. The application should include dimensioned drawings, sketches, text, product samples, or other information that clearly show the work to be done. City staff or the Commission may request additional information if the application cannot be reasonably reviewed as submitted. Once the application is received, Planning and Zoning Department staff will communicate any

preliminary review issues or deficiencies to the applicant before scheduling the item for the next Historic Preservation Commission meeting. The Commission will meet as needed, usually the week following submittal of application to review and make a determination respective of certificate of appropriateness.

2.0 Guidelines for New Construction

These guidelines are intended to ensure that new buildings are compatible with the character to the neighborhood where the new construction is located. Although most of the parcels in Pella's historic neighborhoods are developed, occasionally the opportunity to construct a new primary structure on a vacant lot may arise, or to replace a non-historic building that has been destroyed. These guidelines are concerned with architectural style but also the appropriate size, scale, and layout on the lot.

2.1 New Primary Structures

New primary structures are to follow the criteria of this section but also the Elements section of this handbook. In general, new primary structures shall be designed so as to match or be compatible not only with materials and architectural elements but also with scale with respect to the historic neighborhood pattern.

Building Facade Surface Area

Recommended:

- ✓ Constructing a structure that has a front building facade surface area which is generally consistent with the average of the established historic neighborhood. As a general rule, the new structure surface area facing the front should not be less than or more than 25% of the average of structures within 200 feet of the same side of the block.

Not Recommended:

- ✗ Constructing a structure that would clearly be inconsistent with the established facade surface area and/or would exceed 125% of the average of structures within 200 feet of the same side of the block.

Building Height

Recommended:

- ✓ Constructing the new structure to match or generally be consistent with the established height of the structures in the historic neighborhood.
- ✓ Use roof forms and vertical design of structure that matches or is generally consistent with the established historic neighborhood pattern.
- ✓ As a general rule, the height should not be less than or more than 25% of the average of structures within 200 feet of the same side of the block.

Not Recommended:

- ✗ Constructing a structure that would clearly be inconsistent with the established height pattern or design pattern of the historic neighborhood.

Building Mass

Recommended:

- ✓ Constructing the new structure in a way that is compatible with the established mass and scale of the historic neighborhood. As a general rule, new buildings should not be less than or more than 25% of the average footprint of structures with 200 feet on the same side of the block, with exceptions being considered based on lot size, architectural style and visibility by neighbors as criteria.
- ✓ Using traditional architectural elements and overall design that match the established historic neighborhood.

Not Recommended:

- ✗ Constructing a structure that would have a mass clearly disproportionate to the scale of the historic neighborhood and be less than or more than 25% of the average footprint of structures within 200 feet of the same side of the block.

Setbacks

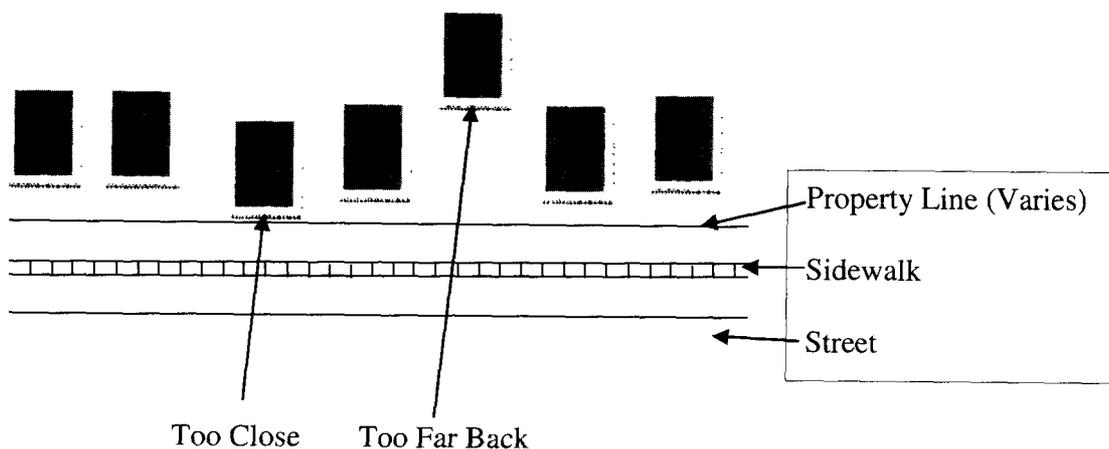
Recommended:

- ✓ Maintaining the average setbacks, in particular the average front yard setback, for the block in which the structure is located. Follow the Zoning Ordinance average setback rule such that the average front yard setback is calculated using the established setbacks of properties within 200 feet on the same side of the block.
- ✓ Keeping a constant distance between homes where there are no major gaps to promote a continuous street scape.

Not Recommended:

- ✗ Setting the structure in a location clearly not consistent with the average setbacks and which disrupts the scale and context of the established historic neighborhood.

Streetscape



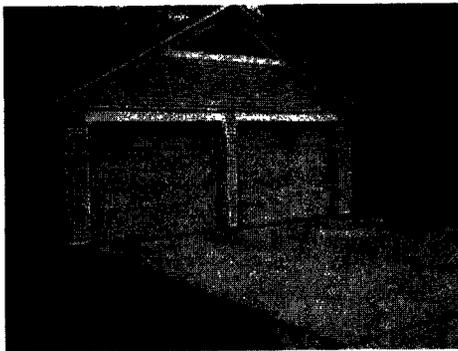
2.2 New Accessory Structures

Recommended:

- ✓ Placing new accessory buildings, including garages to the rear of the primary building is a Zoning Ordinance requirement but also placing them the same distance from the street or alley as other structures common in the neighborhood.
- ✓ Constructing garages and other accessory buildings that are clearly subordinate in size and that reflect the style to the primary structure.
- ✓ Installing garage doors that are simple in design. Smooth or simply panel-type garage doors may be used. Carriage style doors in a style consistent with the primary structure may also be used.
- ✓ Adding trim around the garage door openings that matches the trim of other doors and windows on the building.
- ✓ Installing single-car garage doors. Double-car garage doors are discouraged.
- ✓ Incorporating small windows into the design.

Not Recommended:

- ✗ Attached garages are strongly discouraged except where attached by transitional structures such as breezeways. If an attached garage is proposed, it must be rear facing. Avoid any new garage additions to the front, street facing side of the primary building.
- ✗ The use of synthetic siding such as aluminum, vinyl, or false masonry siding for an accessory building in a historic district.



3.0 Guidelines for Additions and Alterations

Additions are typically projects which involve expansion of the outer dimensions of the structure and necessitate a building permit in addition to historic review. Alterations are typically projects which may not involve a building permit but involve changes to the outside of the structure or property. The historic character of the structure should always be maintained whether building an addition or doing alterations. Preserving existing architectural elements such as handrails or doors should be a priority whenever possible for alterations or when not possible replacing with elements to match. An addition to a historic structure should be subordinated to and clearly differentiated from, the original historic structure as per below:

Additions shall generally follow the same 25% rule for building facade, building height and building mass as per Section 2.1 New Primary Structures with exceptions being considered based on lot size, architectural style and visibility by neighbors as criteria.

Exemption: Alterations which are not located in the front of the structure and are not reasonably visible from a public street shall be exempt from historic review.

3.1 Elements

Balconies

Recommended:

- ✓ Keeping any original elements and the look of the historic balcony.

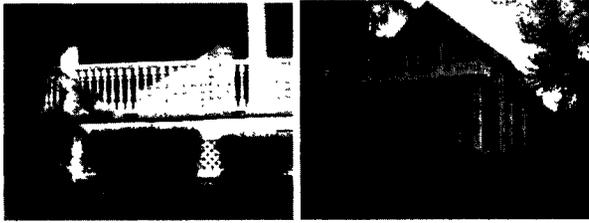
Not Recommended:

- ✗ Constructing a balcony when a historic structure originally had none or modifying an existing historic balcony such that it no longer matches the original look or no longer fits with the character of the structure.

3.2 Accessibility

Ramps or other alterations for accessibility (ADA) may be approved that accommodate reasonable access and use by disabled occupants, provided they do not significantly alter or detract from the historic character of the building and are as unobtrusive as possible. The Commission will work with the applicant to find a design that will meet the building user's needs, yet maintain the character of the historic building. New ramps should be located on the side of the building if at all possible to minimize the visible impact and connect to porches where possible.

Balustrades and Handrails



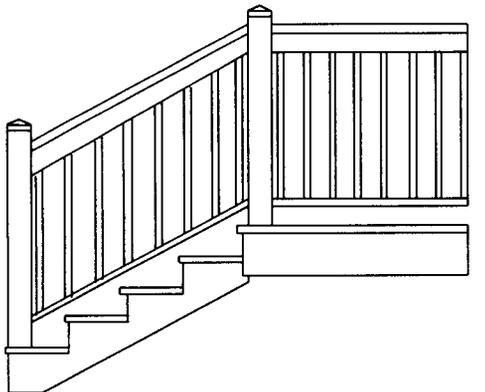
Recommended:

- ✓ Preserving the historic balustrades and handrails if at all possible.
- ✓ Replacing if saving the historic balustrades and handrails are not possible to match the original.

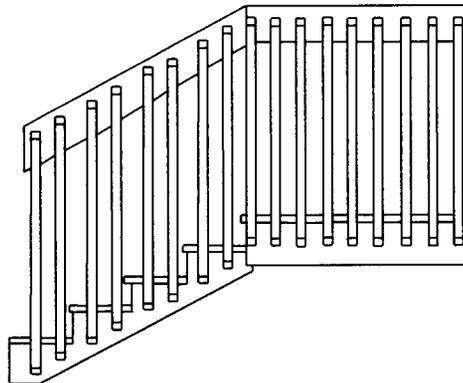
Not Recommended:

- ✗ Removing or destroying a historic balustrade or handrail that is otherwise in good condition or able to be reasonably saved.
- ✗ Replacing with a design that does not match the original and/or is inconsistent with the architectural style of the structure.

Recommended Balustrade



Inappropriate Balustrade



Decks

Recommended:

- ✓ Locating the deck to the rear of the structure not visible from the public street.
- ✓ Building in such a way as to match the scale and character of the historic structure.

Not Recommended:

- ✗ Constructing a deck in the front of the structure or where visible from the public street if it is not consistent with the historic neighborhood or character of the historic structure.
- ✗ Building a deck that is oversized, disproportionate or otherwise out of character with the historic structure.

Doors



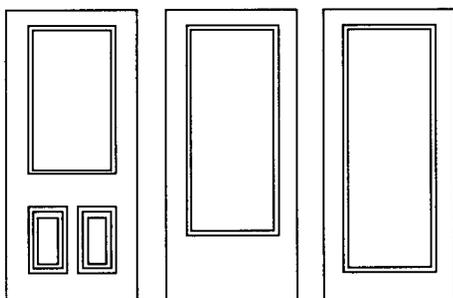
Recommended:

- ✓ Preserving the historic existing door if possible.
- ✓ Replacing if saving the historic door is not possible with door to match original.
- ✓ Installing a wood screen door that accepts sashes with glass or screen.
- ✓ Adding door openings that are trimmed to match other doors and windows.
- ✓ Substituting a material in place of wood for doors only if the material retains the style and appearance of the historic door.

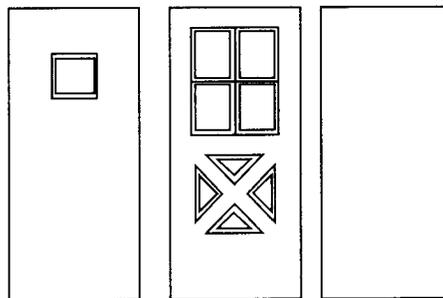
Not Recommended:

- ✗ Removing or destroying a historic door that is otherwise in good condition or able to be reasonably saved.
- ✗ Replacing with a new door that does not match the original and/or is inconsistent with the architectural style of the structure.
- ✗ Flat or smooth doors including aluminum which do not fit the architecture.
- ✗ Installing flush entrance doors, modern style doors, or sliding patio doors which are not consistent with the architectural style of the structure.

Recommended: Traditional Style



Not Recommended: Modern Style



Dormers

Recommended:

- ✓ Constructing dormers in the same form and style as the original dormer or similar to the style of dormers on other comparable structures in the neighborhood.

Not Recommended:

- ✗ Adding dormers to for historic structure styles which typically did not have dormers.
-

Emergency Egress or 2nd or 3rd Story Exit

Recommended:

- ✓ Locate exit stairs either within the existing structure of in the back or side of the structure where it is as not as visible from the public street or front.
- ✓ Matching the historic design in so far as materials and form.

Not Recommended:

- ✗ Placing exit stairs on the front of the structure.
 - ✗ Using materials and/or style of design that is not consistent with the historic architecture of the structure.
-

Fencing and Walls

Recommended:

- Matching the character of the structure with the design of the fence or wall.
- Constructing fences out of wood or wrought iron to match the vintage of the structure.

Not Recommended:

- ✗ Constructing fences or walls using contemporary materials or designs which are inconsistent with the historic character of the structure.
 - ✗ Use of plastic or chain link fencing.
-

Foundations

Recommended:

- ✓ Matching material of the original foundation.
- ✓ Matching size, color and texture for any bricks used on foundations.

Not Recommended:

- ✗ Covering historic foundation materials with newer materials

Masonry

Recommended:

- ✓ Repair mortar joints that are crumbling or depressed with match to original.
- ✓ Use lime-based mortar instead of cement based mortar with repointing brick.

Not Recommended:

- ✗ Changing the look from the original and not matching the historic structure.
-

Paint Color

Recommended:

- ✓ Painting using one main color and then trim and window colors.
- ✓ Painting using colors that are generally consistent with the neighborhood colors.
- ✓ Hand scraping and painting or other gentle means to prep and paint the structure.

Not Recommended:

- ✗ Painting glossy colors.
- ✗ Painting using a color that was not commonly used at the time the structure was built and would generally be inconsistent with the neighborhood colors.
- ✗ Using pressure sanding, water spray or other harsh means to remove old paint.
- ✗ Painting brick that has not been painted before and is not porous.

Paint Color Areas



Color #1 Wall Color #2 Trim Color #3 Window Sash Color #4 Door

Porches

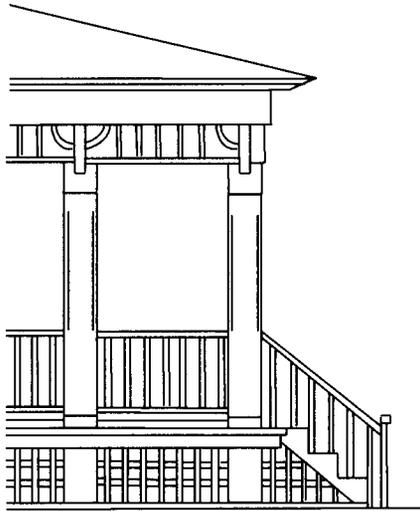
Recommended:

- ✓ Keeping the original porch components including location, shape, details and posts of the porch with any addition or rehabilitation such that it is still identifiable.
- ✓ Save and repair any existing porch details if at all possible.
- ✓ Match existing structure architecture style with any new porch and consider any addition only where it would have been done historically or makes sense with respect to the architectural style, scale, and overall structure design from a historic perspective.

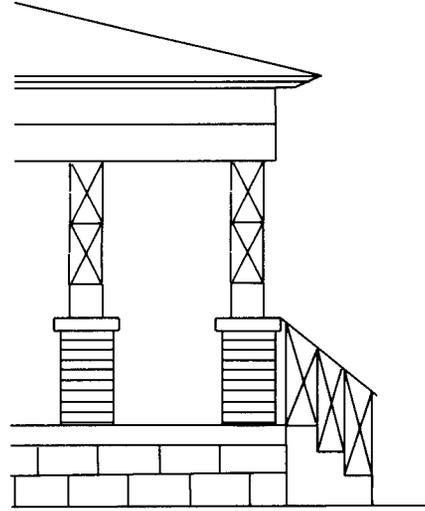
Not Recommended:

- ✗ Replacing a porch with a style that does not match the original.
 - ✗ Removing or destroying existing porch details which otherwise could be saved and repaired.
 - ✗ Enclosing a porch or adding an addition if these would be incompatible with the architectural style, scale, and overall structure design from a historic perspective.
-

Recommended:



Not Recommended:



Roofs



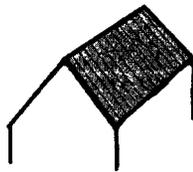
Recommended:

- ✓ Match the original historic structure roof form including pitch and follow similar design pattern as the neighborhood.

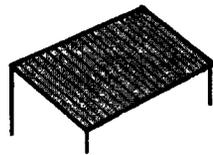
Not Recommended:

- ✗ Replacing or utilizing a roof form which has a different pitch than those roof forms in the neighborhood.
-

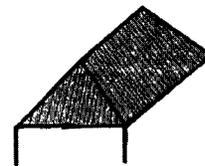
Typical Roof Pitches



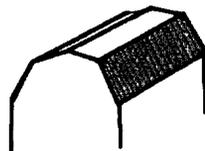
Saddle Roof



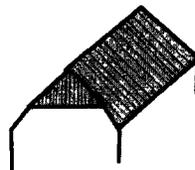
Shed Roof



Hipped Roof



Gambrel Roof



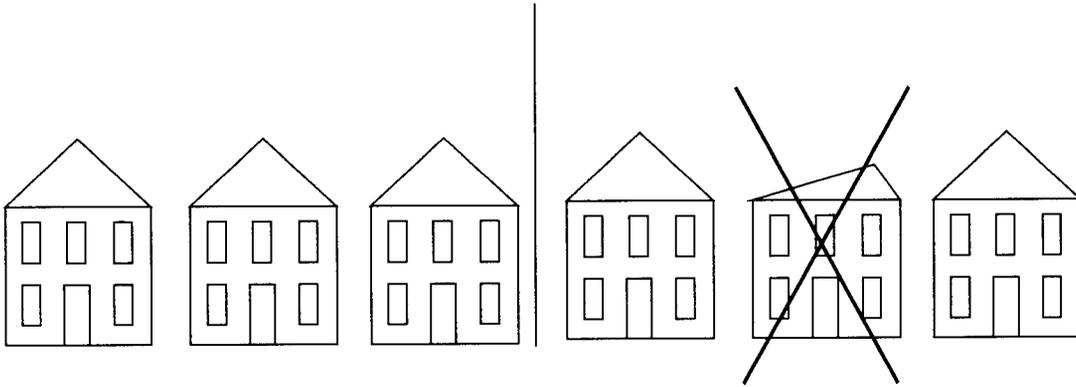
Gable Roof

Roofs:

Recommended: Similar Patterns

Roofs:

Not Recommended: Dissimilar Patterns



Recommended:

- ✓ Preserving the original shutters.
- ✓ If preserving the original shutters is not reasonably possible or if they have long been removed and lost then replace with matching shutters if possible.

Not Recommended:

- ✗ Adding shutters to a structure which did not originally have shutters.
- ✗ Replacing an original shutter with a shutter that does not match the original.

Siding/Exterior Materials

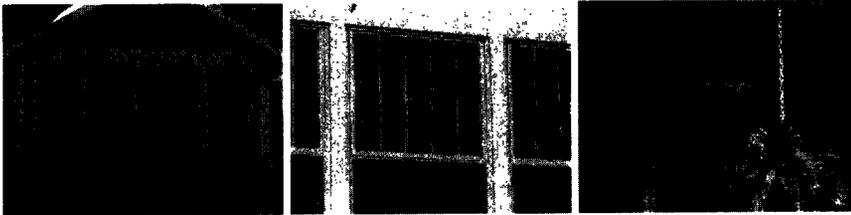
Recommended:

- ✓ Removal of siding or other material which is covering up the original siding or exterior material of the structure.
- ✓ Cleaning of historic brick or stone should be done with the gentlest means possible.
- ✓ Restoration or repair of historic exterior materials to match as close to original as possible.

Not Recommended:

- ✗ Replacing or resurfacing the exterior with other than original materials.
- ✗ Pressure washing or high intensity cleaning of exterior which can damage original brick or stone.

Windows



Recommended:

- ✓ Preserving the historic existing window if possible.
- ✓ Replacing if saving the historic window is not possible with window to match original.
- ✓ The placement of windows on street elevations should be consistent with the window patterns found on other properties in the neighborhood and of similar size, scale and proportion to the windows of other buildings in the neighborhood.
- ✓ Use of trim and moldings to match the size and character of other structures in the neighborhood.

Not Recommended:

- ✗ Removing or destroying a historic window that is otherwise in good condition or able to be reasonably saved.
- ✗ Replacing with a new window that does not match the original and/or is inconsistent with the architectural style of the structure.
- ✗ Use of design elements or other items which disrupt the original integrity of the historic window such as use of an air conditioning unit or adding window bars or shutters which were not associated with the historic window.

4.0 Historic District Overlay Zone Map

None Yet Established (this would entail a second subsequent resolution approval for each new district)

5.0 Appendix – US Department of Interior, National Park Service Standards

- 1) A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
 - 2) The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
 - 3) Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
 - 4) Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
 - 5) Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
 - 6) Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
 - 7) Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
 - 8) Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
 - 9) New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
 - 10) New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.
-

Rehabilitation projects must meet the Standards, as interpreted by the National Park Service, to qualify as “certified rehabilitations” eligible for the 20% rehabilitation tax credit.

Source: <http://www.nps.gov/tps/standards/rehabilitation.htm>



THE

CITY of PELLA

STAFF MEMO TO COUNCIL

ITEM NO: B-1-b

SUBJECT: Gateway Corridor Committee Recommendation Follow Up

DATE: February 2, 2016

BACKGROUND:

At the January 19, 2016 Policy and Planning meeting, Council discussed the Gateway Corridor Committee's recommendation to adopt design standards for new single and two family residential homes in the City's gateway corridors. While the Council generally agreed with the Ad Hoc Committee's recommendation, there was a concern of the potential costs to develop design standards for the existing corridors so new development would blend in with the existing homes and businesses on the corridor. Another issue of concern was the length of time it could take to develop the standards.

After considering Council's input, staff would like to discuss the following options which are intended to minimize cost and the length of time required to develop new design standards for single and two family homes.

Staff Proposal

It appears most of the concerns by the Ad-Hoc Committee and the City Council relate to new two family homes (duplexes) in the City's gateway corridors. The concerns also seem to center on the architectural elements of the size and mass of the new two family homes. Therefore, to address this issue, staff would recommend the following items:

1. For new two family homes constructed in the City's gateway corridors, require a design permit from the Community Development Committee. The design standards used for the new two family homes would be the same which are used currently for new development in the City's gateway corridors.
2. Staff believes an exemption in the City Code may be contributing to unusually long horizontal housing structures being constructed in the downtown area. Specifically, for lots platted before September 29, 1976, there are setback exemptions which allow developers to have between approximately 15-20 additional feet in length and between 4-10 additional feet in width depending on height for residential construction in the downtown compared to similar setbacks in newer housing developments. The intention of the setback exemption was to account for the generally smaller residential lots which were platted before September 29, 1976. The problem lies in the fact that there are some long lots in the downtown area which have allowed developers to build unusually long housing structures to obtain additional housing mass. Staff would propose we spend up to \$3,000 in working with a consultant on developing a code amendment which would address setback requirements for unusually large lots in the older portions of the City.
3. If there are architectural concerns on single family housing in the gateway corridors, staff would recommend we extend the current Dutch Architectural Design requirements for residential construction in the Central Business District to the areas of concern. From a practical standpoint, it

would be an easier transition to extend these architectural guidelines to the Washington Street and Main Street corridors.

Summary

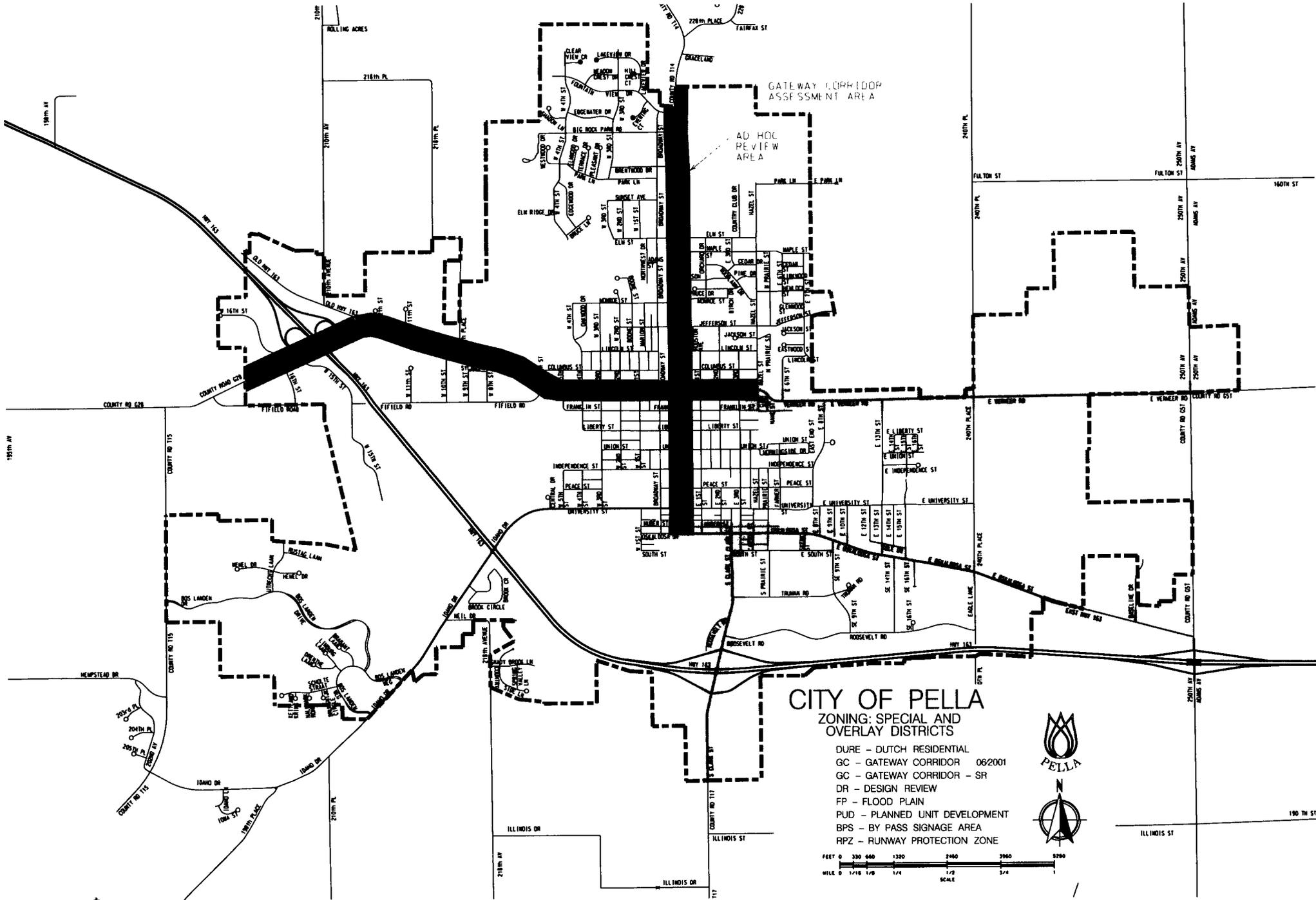
Staff believes the above recommended code adjustments would take approximately 90 days. This would also require the current single and two family construction moratorium for the Main Street and Washington Street Corridor areas be extended to June 1, 2016. The estimated out-of-pocket cost for the City of Pella would be up to \$3,000.

ATTACHMENTS: Gateway Corridors Map

REPORT PREPARED BY: Planning and Zoning Director

REPORT REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK

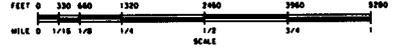
RECOMMENDATION: Council direction needed.



CITY OF PELLA

ZONING: SPECIAL AND OVERLAY DISTRICTS

- DURE - DUTCH RESIDENTIAL
- GC - GATEWAY CORRIDOR 062001
- GC - SR - GATEWAY CORRIDOR - SR
- DR - DESIGN REVIEW
- FP - FLOOD PLAIN
- PUD - PLANNED UNIT DEVELOPMENT
- BPS - BY PASS SIGNAGE AREA
- RPZ - RUNWAY PROTECTION ZONE





THE
CITY of PELLA
STAFF MEMO TO COUNCIL

ITEM NO: B-1-c

SUBJECT: Mahaska County Local Option Sales and Services Tax Election.

DATE: February 2, 2016

BACKGROUND:

In the spring of 2016, Mahaska County will be voting on implementing a 1% Local Option Sales and Services Tax (LOSSST). As Council is aware, the City of Pella's corporate limits include approximately 40 acres in Mahaska County. Since the City of Pella extends into Mahaska County, the City Council will need to approve a resolution authorizing uses for the LOSST funds if the voters in Mahaska County authorize the tax.

Due to the fact that the City of Pella may have a more significant presence in the future in Mahaska County than we currently do, staff is recommending the authorized uses be general in nature. In addition, staff also recommends the term of the LOSST match the City of Oskaloosa's in order to avoid having different expiring terms. Listed below is staff's recommendation for the Mahaska County LOSST authorized uses:

20% for Property Tax Relief

80% for any lawful purpose including but not limited to:

Road Improvements

Park Improvements--including aquatic center improvements and bike trails.

ATTACHMENTS: Marion County LOSST Staff Memo

REPORT PREPARED BY: City Administration

REPORT REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK

RECOMMENDATION: Council direction needed.



THE
CITY of PELLA

STAFF MEMO TO COUNCIL

ITEM NO. _____

SUBJECT: Resolution Calling for a Public Referendum to Authorize the Imposition of a Local Sales and Services Tax in the City of Pella, County of Marion, Iowa at the Rate of One Percent (1%)

DATE: December 13, 2010

BACKGROUND:

The City's current Local Option Sales Tax (LOST) is set to expire on December 31, 2011. This resolution requests that the County Commissioner of Elections submit to the voters in the City of Pella a public referendum to extend the local sales and services tax at the rate of one percent (1%). The proposed local option tax would be effective January 1, 2012 and remain for twelve (12) years, ending December 31, 2023.

Eligible items for the revenues from the local option tax are as follows:

20% for Property Tax Relief

80% for any lawful purpose including but not limited to:

Road Improvements

Electrical Overhead to Underground Conversion Projects

Caldwell Park Improvements

Indoor Pool Improvements

Community Sports Park

At the end of the twelve year period, the tax will be discontinued, unless the electorate votes to extend it for an additional period of time.

It is important to note, the resolution is conditional upon the Marion County Board of Supervisors approving the proposed 28E Agreement for the redistribution of local option revenues to the City of Pella (City of Pella Resolution No. 5051) by December 15, 2010.

ATTACHMENTS: Resolution

REPORT PREPARED BY: City Administration

REPORT REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK

RECOMMENDED ACTION: Approve Resolution.



THE

CITY of PELLA

STAFF MEMO TO COUNCIL

ITEM NO: B-1-d

SUBJECT: FY 17 Budget Overview

DATE: February 2, 2016

BACKGROUND:

Finance Director Corey Goodenow will be presenting an overview of the FY 2016-2017 Budget and Capital Improvement Program (CIP) for FY 2017-2021.

ATTACHMENTS: None

REPORT PREPARED BY: Administration

REPORT REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK

RECOMMENDED ACTION: Seeking Council direction.



THE
CITY of PELLA

STAFF MEMO TO COUNCIL

ITEM NO: B-1-e

SUBJECT: Washington Street Parking Analysis

DATE: February 2, 2016

BACKGROUND: The City Council requested that staff have a traffic engineer review parking and traffic concerns caused by angle parked vehicles along the north side of Washington Street from Main Street to Broadway. Listed below is a summary of the recommendation from Snyder and Associates.

Recommendations from Snyder & Associates:

Based on parked vehicles encroaching into travel westbound lane, the low parking demand on the north side, and availability of alternate parking spaces, Snyder and Associates recommends to eliminate on-street parking along the north side of Washington Street between Main Street and Broadway Street. With the removal of parking on the north side, the travel lanes are reconfigured so that parked vehicles on the south side of the road will not encroach into the travel lane. The eastbound and westbound travel lane width will increase but given the traveling environment of the roadway and traffic control at either end of the block, vehicles should operate at the same speed as throughout the central business district roadways.

To compensate for the loss of parking on the north side of Washington Street, the parking spaces on the south side of Washington Street could be oriented to 60° angle as is the existing angle of other on-street angle parking in the central business district. Parking space angle of 60° requires less head rotation for the driver to view oncoming traffic. The 60° angle also allows for additional number of parking spaces within the same distance along Washington Street. With the proposed reconfiguration of lanes, the painted median does provide the extra room a vehicle would need exiting a parking space orientated at 60° angle. The reconfigured lanes will provide a continuous straight route for through traffic which is provided for through vehicle west on Washington Street and would be concurrent with driver expectations. The existing lane configurations at the intersections of Washington Street with Main Street and Broadway Street should remain the same.

The mid-block pedestrian crosswalk should also be removed. The mid-block crossing is not compliant with American with Disabilities Act standards because of the lack of curb ramps on either side and also steps on the south side between curb and sidewalk. With adjacent traffic signals on both ends of Washington Street, pedestrians should utilize the signalized crosswalks rather than the mid-block crossing, and potentially emerging from between parked cars on the south side. The removed parking on the north side reduces some of the reasons pedestrians would use the mid-block crossing. With the removal of the mid-block crossing, the no parking area adjacent and in the existing crosswalk on the south side can be used as parking spaces making up for some of the removed parking spaces. The end result is a net loss of 1 space. The Figure 2 shows proposed lane configuration with parking on the north side and mid-block pedestrian crosswalk removed.

Staff is looking for Council direction if they would like to proceed with the recommendations as set forth by Snyder above. If the Council were to choose to go forward with these changes, staff would add the sandblasting removal of existing lines and the new painting to our spring contract that will be completed sometime in April or May, depending on the weather.

ATTACHMENTS: Snyder Report

REPORT PREPARED BY: Public Works Director

REPORT REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK

RECOMMENDATION: Seeking Council direction.



Memorandum

To: Denny Buyert, Pella Public Works Director

From: Justin Jackson, P.E. JJ

CC: Mark A. Perington, P.E., PTOE

Date: September 4, 2015

RE: Washington Street Parking between Broadway Street and Main Street Review
City of Pella
S&A Project No.: 115.0024.01

Location: On street angle-parking is currently marked on the north side and south side of Washington Street between Broadway Street and Main Street on the north side of the town square in Pella.

Request/Concern: The City requested review of on street parking due to safety and operation concerns with larger parked vehicles on the north side of Washington Street extending out into the westbound travel lane. The photo below shows an average length car parked on the north side of Washington Street.



Photo1: Parked Vehicle on North Side of Washington St

Existing Conditions:

Geometry: Washington Street is a 2-lane urban local roadway with a width of 60.5 feet. Washington Street at Broadway Street has dedicated left turn-lanes and shared through /right turn-lanes. At Main Street, eastbound Washington Street has dedicated left turn-lane, through lane, and right turn-lane. The existing lane configuration including on street parking is shown in Figure 1.

Speed Limit: 20 MPH Washington Street

Traffic Control: The intersections of Washington Street with Broadway Street and Main Street are signalized. A mid-block pedestrian crossing has longitudinal pavement markings and pedestrian crossing sign (W11-2) with downward arrow plaque is post mounted on the edge of travel lane/parking area on the north side and south side.

Parking Spaces: South side = 23; north-side = 7 + 1 ADA; 45° angle stalls
City staff commented that there are very few parked vehicles on the north side of Washington St during normal business days and evenings. During the field review on July 29, 2015, no vehicles were parked along the north side. The low parking demand on the north side is most likely due to Scholte House Museum & Gardens limited hours of operation and Wells Fargo Bank having its own off-street parking lot.

Collision History: Iowa DOT 2010-2014 crash data was reviewed for the corridor. Intersection related crashes at Broadway St or Main St were excluded from the analysis. Two crashes were reported during the analysis period. Each crash involved a single vehicle with property damage only striking a sign post.

Recommendations: Based on parked vehicles encroaching into travel westbound lane, the low parking demand on the north side, and availability of alternate parking spaces, it is recommend to eliminate on street parking along the north side of Washington Street between Main Street and Broadway Street. With the removal of parking on the north side, the travel lanes are reconfigured so that parked vehicles on the south side of the road will not encroach into the travel lane. The eastbound and westbound travel lane width will increase but given the traveling environment of the roadway and traffic control at either end of the block, vehicles should operate at the same speed as throughout the central business district roadways. The parking spaces on the southside of Washington Street should be oriented to 60° angle as is the existing angle of other on-street angle parking in the central business district. Parking space angle of 60° requires less head rotation for the driver to view oncoming traffic. The 60° angle also allows for additional number of parking spaces within the same distance along Washington Street. With the proposed reconfiguration of lanes, the painted median does provide the extra room a vehicle would need exiting a parking space orientated at 60° angle. The reconfigured lanes will provide continuous straight route for through traffic which is provided for through vehicle west on Washington Street and would be concurrent with driver expectations. The existing lane configurations at the intersections of Washington Street with Main Street and Broadway Street should remain the same.

The mid-block pedestrian crosswalk should also be removed. The mid-block crossing is not compliant with American with Disabilities Act standards because of the lack of curb ramps on either side and also steps on the south side between curb and sidewalk. With adjacent traffic signals on both ends of Washington Street, pedestrians should utilize the signalized crosswalks rather than the mid-block crossing, and potentially emerging from between parked cars on the south side. The removed parking on the north side reduces some of the reasons pedestrians would use the mid-block crossing. With the removal of the mid-block crossing, the no parking area adjacent and in the existing crosswalk on the south side can be used as parking spaces making up for some of the removed parking spaces. The end result is a net loss of 1 space. The Figure 2 shows proposed lane configuration with parking on the north side and mid-block pedestrian crosswalk removed.

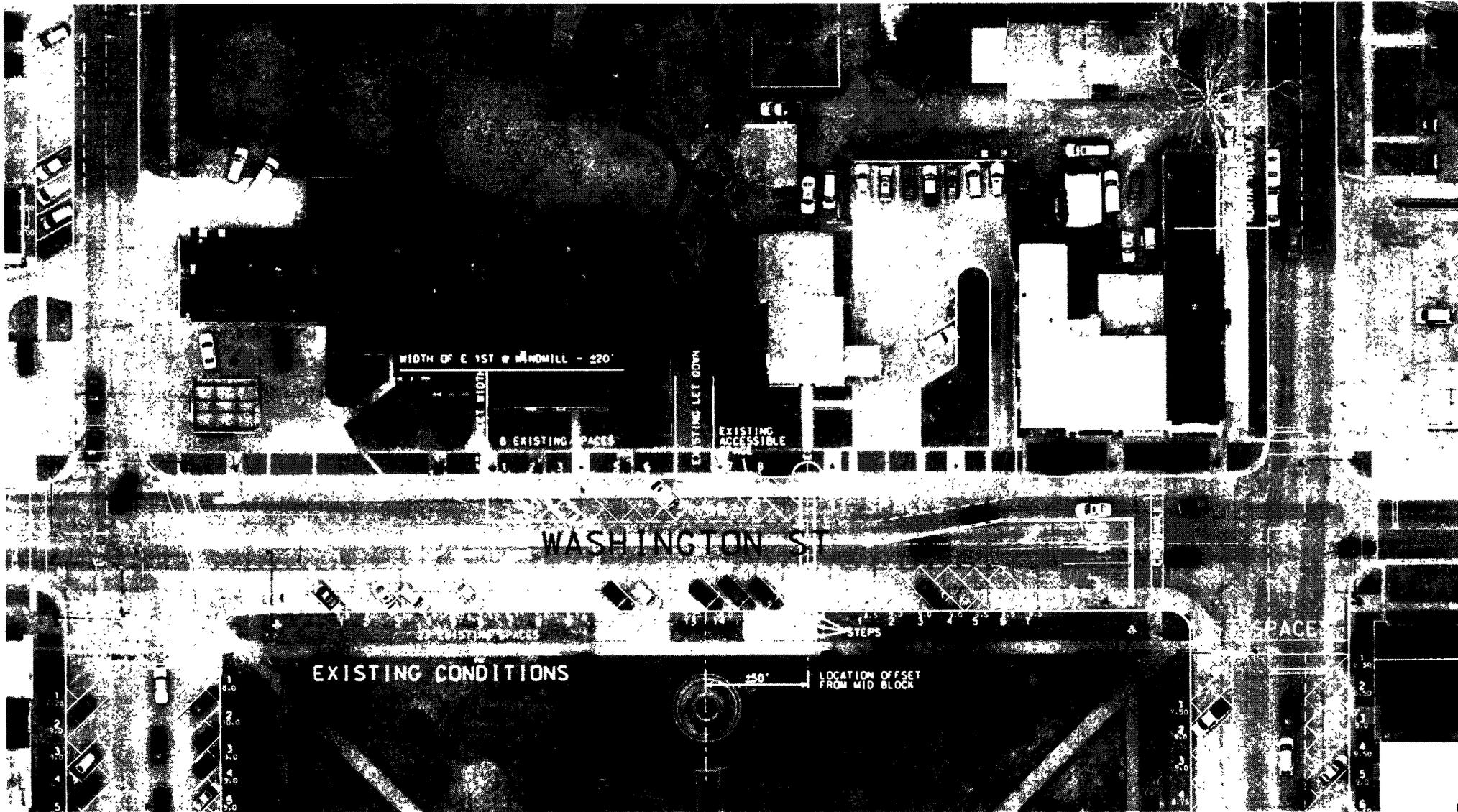


Figure 1: Existing Lane and Parking Layout

Courtesy of Pella
Public Works 7/23/15

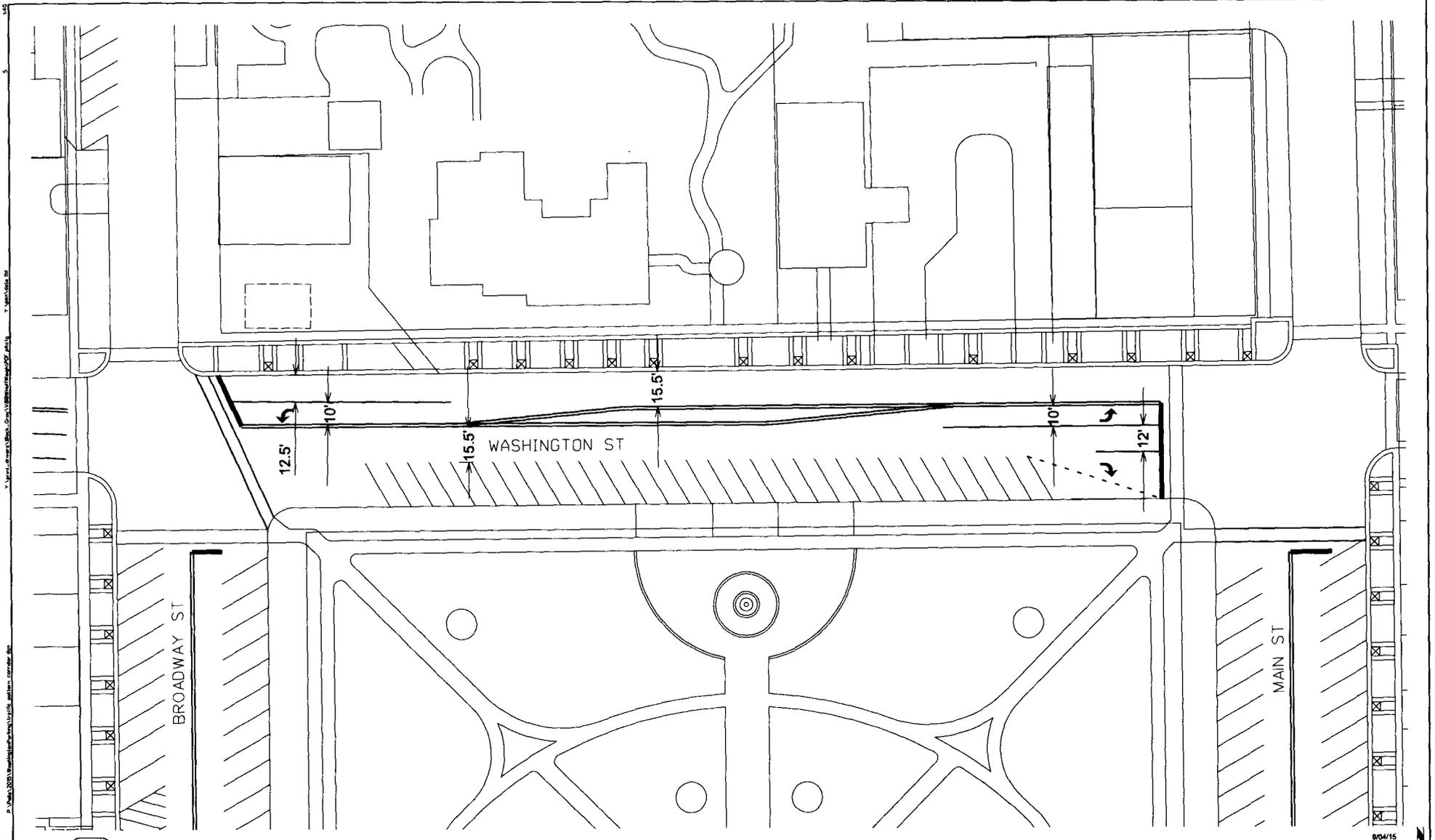


FIGURE 2: WASHINGTON ST PROPOSED LANE RECONFIGURATION
 BROADWAY ST TO MAIN ST
 PELLA, IOWA

**CITY OF PELLA, IOWA
OFFICIAL MINUTES
CITY OF PELLA, IOWA
January 19, 2016**

A. CALL TO ORDER BY MAYOR AND ROLL CALL

The City Council of the City of Pella, Iowa, met in regular session at the Public Safety Complex meeting room at 7:00 p.m., Mayor James Mueller presiding. Members present were: Tony Bokhoven, Dan L. Vander Beek, Harold Van Stryland, Bruce Schiebout, and Larry Peterson. Absent: Mark De Jong. City Administrator Mike Nardini, City Attorney Bob Stuyvesant, and City Clerk Ronda Brown were present. Nine staff members and sixteen members of the general public signed the register.

B. MAYOR'S COMMENTS

1. Announce Policy and Planning Meeting following the regular Council meeting to discuss:
 - a. PADCO Budget Presentation.
 - b. Ad Hoc Gateway Corridor Committee Recommendation.
 - c. Council Procedure Rules Review.
2. Approval of tentative agenda. Councilmember Vander Beek moved to approve the tentative agenda, seconded by Councilmember Schiebout. On roll call the vote was: AYES: Vander Beek, Schiebout, Peterson, Bokhoven, Van Stryland.

***PUBLIC FORUM (for anyone wishing to address Council regarding agenda items.)**

NONE

C. APPROVAL OF CONSENT AGENDA

Councilmember Vander Beek moved to approve the consent agenda, seconded by Councilmember Van Stryland. On roll call the vote was: AYES: Vander Beek, Van Stryland, Schiebout, Peterson, Bokhoven. NAYS: None. Motion carried. The following items were approved:

1. Approval of Minutes
 - a. Official Council Minutes for January 5, 2016.
2. Report of Committees
 - a. Policy and Planning Minutes for January 5, 2016.

Policy and Planning Minutes
January 5, 2016

PRESENT: Mayor Jim Mueller, Tony Bokhoven, Dan L. Vander Beek, Harold Van Stryland, Bruce Schiebout, Larry Peterson

ABSENT: Mark De Jong

OTHERS: City Staff and Visitors

The Policy and Planning meeting began at 7:35 p.m. First on the agenda was a presentation from Jill Vandevort, Convention and Visitors Bureau (CVB) Director. She presented the CVB's 2016 Budget and goals. Highlights to look for in 2016 are:

- Advertising Pella with a traveling semi wrapped in Pella pictures.
- Replacement of the I-80 directional signage.
- Heavier focus on social media.
- Level #2 Educational Session for front line employees.
- FAM (familiarization) Tour for local meeting planners to visit Pella meeting facilities and hotels.
- Create a Pella Kerstmarkten (outdoor Dutch Christmas market).

The second item on the agenda was a request from Lyndsey Van Soelen, Director of Positively Pella, for the City to become a gold sponsor at a cost of \$5,000 per year. As background, Positively Pella is a service that is intended to provide prospective and new residents with resources to promote a smooth transition into the Pella Community. Positively Pella helps prospective residents gather information about the community, helps new residents with housing needs as well as provides services after they have settled in by providing connections. The request for the \$5,000 will be discussed at upcoming budget meetings tentatively scheduled for February 8th & 9th.

The last item was naming of ball fields at the Pella Sports Park. As background, on March 6, 2012, the Pella City Council approved a 28E agreement between the City of Pella and Fields for Our Future, Inc. (FOF) for the purpose of constructing a sports park for the community. Under section 13 of the agreement, it states that names for major components of the complex, including the names of individual fields and the concession stand, will be subject to approval of the City.

FOF proposed field names as follows:

1. Blake Van Vark Memorial Field
2. LDJ Field
3. De Vries Field
4. Marion County Bank Field
5. PPI Field

Section 13 of the agreement also states that the City will provide a location for donor recognition. FOF is in the final design stages of planning a donor wall to be located on the west side of the concessions building. After discussion, the Mayor and Council approved of the field names.

The meeting adjourned at 8:20 p.m.

Respectfully Submitted,

Ronda Brown, City Clerk

b. Planning and Zoning Minutes for November 23, 2015.

Planning and Zoning Commission
Regular Meeting
November 23, 2015

1) The meeting was called to order at 7:00 p.m.

2) Roll Call.

Present: Craig Agan, Jim Danks, David Landon, Bob Smith, Mike Vander Molen, Gary Van Vark, Ervin Van Wyk, Ann Visser, Teri Vos.
Absent: Nelson Bogaard, Cathy Haustein.

Others Present: Kevin & Amanda Langstraat, Wally Pelds, Tom Johnston, Tim Pol, George Wesselhoft.

3) Approval of Minutes. The minutes of the September 28, 2015 regular meeting were approved as submitted.

4) Public Hearing on Rezoning Application by Kevin Langstraat to Rezone Property

(Legal Description: Part of the NW quarter of the NW quarter of Section 11, Township 76 North, Range 18 West of the 5th P.M. described as follows: Beginning at a point 589 feet East and 18 feet south of the NW Corner of Said Section 11, Thence South 190 feet, Thence East 60 feet, Thence North 190 feet, Thence West 60 feet to the Place of Beginning) from M1 Limited/Light Industrial District to R2 Two Family Residential Zoning District.

No written or oral comments were received.

5) Rezoning Application by Kevin Langstraat to Rezone Property from M1 Limited/Light Industrial District to R2 Two Family Residential Zoning District.

Kevin Langstraat submitted a rezoning application for the property located at 194 Franklin Street. This is an 11,400 square foot lot with an existing legal nonconforming single family residential use. The current zoning is M1 Limited/Light Industrial. The proposed zoning is R2 Two Family Residential. The purpose of the rezoning request is to bring the use into conformance with Code so that a new house can be placed on the property. A new house cannot be placed on the property until the property would be rezoned. The existing house would be removed. The Comprehensive Plan, Future Land Use Map targets the area proposed to be rezoned for Low Density Residential.

Gary Van Vark asked if a duplex is proposed.

Kevin Langstraat responded a ranch style house is proposed.

Ervin Van Wyk made a motion to recommend approval of the rezoning. Mike Vander Molen seconded the motion. Upon vote, all voted yes. Motion carried 9 to 0.

6) Site Plan for Geetings Inc. Geetings Inc. is proposing a 76' by 131' building at the Southeast corner of Clark Street and Truman Road. The property is 1.0 acres in size. The proposed uses for the building include warehouse and equipment sales/service.

Ervin Van Wyk inquired about storm water detention for the project.

Wally Pelds, engineer for the developer, responded that the detention would be underground with piping connected to it as part of a Storm Tech chamber.

David Landon made a motion to approve the site plan. Gary Van Vark seconded the motion. Upon vote, all voted yes. Motion carried 9 to 0.

7) 2016 Meeting Schedule. George Wesselhoft mentioned the proposed 2016 schedule follows the same general schedule for meeting dates as prior years. The Commission did not direct any changes to the proposed schedule.

8) Other Business. Ann Visser asked about the zoning as it pertains to the proposed Casey's on the 500 block of Main Street.

Mr. Wesselhoft noted the zoning for the property is CUC Mixed Use Urban Corridor Commercial which permits the use. He explained that Casey's has to go before the Board of Adjustment for requested variances pertaining to building and parking lot location.

There was further discussion about the Casey's proposed development on Main Street.

9) The meeting was adjourned at 7:17 p.m.

Respectfully submitted,

George Wesselhoft

Planning and Zoning Director

c. Historic Preservation Commission Minutes for November 19, 2015.

Historic Preservation Commission
Regular Meeting
November 19, 2015

1) The meeting was called to order at 6:00 p.m.

2) Roll Call.

Present: Jim Mansueto, Julie Heerema Mueller, Rhonda Kermode, Kent Oppenhuizen.

Absent: Kathy Bruxvoort,

Others Present: Jerry Byers, Mike Nardini, George Wesselhoft.

3) Approval of Minutes – October 15, 2015 Meeting. The minutes were approved as submitted.

4) November 2 Policy & Planning Review of Draft Ordinance and Handbook Documents.

George Wesselhoft mentioned that one of the major points of discussion at the November 2 Policy & Planning meeting was the percentage requirements for property owner signatures to initiate historic district overlay process. Whether or not property owners that own more than one property should have more than one "vote" for petition purposes. He added that he checked with Paula Mohr with the State Historic Preservation Office and she is not aware of any city that gives a property owner more than one vote regardless of number of properties owned. She confirmed that cities of Davenport and Des Moines require 51% for their process and that Iowa City does not have a threshold but if more than 20% of the property owners object to the historic designation then it triggers a super majority to approve the designation.

Mike Nardini stated that the Council would like to thank the Commission for all their efforts and that seeing it for the first time these are some of the questions they had on it. He added that the City Attorney was of the opinion that for most parcels it is joint ownership, husband and wife, and that it is one vote but it has to be 100% agreement for the parcel. Another example would be if they own a parcel with their wife but then another parcel with someone else. The Attorney position is that it has to be by parcel.

There was discussion about the percentage requirements and ownership of parcels. Julie Heerema Mueller stated she would not want to change from one vote per person.

Jim Mansueto asked staff to research how parcel ownership is defined in other cities. Mike Nardini mentioned that what he and Mr. Wesselhoft were talking about was a happy medium for instance the Iowa City model they do not define a percentage but if there is 20% of property owners that object it triggers a super majority of Council or 4 members to pass an ordinance with a super majority 5 members.

There was discussion about multiple persons involved in ownership and also about conflict of interest situation.

Mr. Wesselhoft reviewed the elements of concern in the Handbook draft document. One comment was that only elements which would require a building permit should be required to obtain a historic review permit. Also regulation of windows, doors, colors, items which do not currently require any permit through the City. The Commission asked staff to prepare a red lined copy of the Handbook document for the next meeting showing concern areas. Ms. Heerema Mueller stated that we could include guidelines that if you want to further but not require it.

Mr. Wesselhoft added there could be a separate voluntary guidelines section that is separated from the rest of the elements in the Handbook document.

Jerry Byers clarified that what requires a permit is anything that expands the outer dimensions of the structure or total reconstruction.

Rhonda Kermode mentioned that if you make too many changes then the house may not be able to be contributing to the historical designation; she mentioned Will Page will present his research effort to the State which has taken three years and we have lost six homes and how do you defend that.

There was discussion about the effort for the State and what is trying to be accomplished.

Ms. Heerema Mueller suggested that we need to get people on board, preserve things to a certain extent, then as people get more on board you can add things as you go. She does not want to hinder people but make them more aware and respect what they have and save what they have.

Kent Oppenhuizen stated if you start throwing out too many rules people are going to back away right away.

There was discussion about changing out windows and what that would involve and how far some cities go with regulating historic districts.

Mike Nardini stated from City Council they were concerned about changing the structure with something new but where there is concern is having to get permits to change windows and doors. Also how would people that move into the districts become aware of the guidelines. You might be more successful if it starts off slowly and then adding things incrementally.

Ms. Heerema Mueller asked what about once you get it established and someone wants to make a change, can you offer guidelines, teaching, informing and getting people on board. Mr. Wesselhoft mentioned you could have voluntary reviews and not just requirements. He also mentioned education process came up at City Council as well. Jim Mansueto mentioned that the Historic Trust could do that. Mr. Nardini clarified the concern at Council was how people would know that move into a historic district. There was further discussion about requirements, enforcement and public education process.

Jim Mansueto suggested to look at stronger language for new construction.

The Commission asked staff to research other cities in so far as demolition permit requirements.

5) 2016 Meeting Schedule. The Commission was fine with continuing to meet on the third Thursday of the month for the regular meeting. The Commission decided to not have a December meeting but to have two meetings in January: January 7 and January 21.

6) Other Business. None.

7) The meeting was adjourned at 6:48 p.m.

Respectfully submitted,

George Wesselhoft

Planning and Zoning Director

d. Library Minutes for December 8, 2015.

PELLA PUBLIC LIBRARY

Board of Trustees Meeting

December 8, 2015

I. Call To Order: President Rebecca Manifold called the meeting to order at 3:59 p.m. Board members present were: Alli Bogaard, Kenny Nedder, Praveen Mohan (4:15), Jane Koogler, and Mary Barnes. John Evenhouse was excused. Library Director Wendy Street was present.

II. Recognition of Visitors and Visitor Comments: Nicole Presley, Pella Chronicle reporter

III. Approval of Agenda: There were no changes to the agenda. The agenda stood as approved.

IV. Disposition of Minutes: All Board members received the November minutes prior to the meeting. Jane moved to approve the minutes. Mary seconded the motion. The minutes were unanimously approved.

V. Approval of Bills: All Board members received the December list of bills prior to the meeting. The Board discussed the annual expense most of our magazine and newspaper subscriptions in the amount of \$7,020.41. This is an annual expense that includes almost all of our periodical subscriptions, including some that are quite expensive such as ValueLine Investment at around \$800-\$900 annually, and the Sunday edition of the NY Times. The Board discussed the service call from Gritters Electric. The library is in the process of trying out different types of LED bulbs as replacements since many of our current bulbs are dimming or burned out. In order to try out the latest one, a ballast needed to be by-passed and an electrician was required for the job. The board discussed the annual HeritageQuest database charge (\$940). Alli moved to approve the bills. Mary seconded the motion. The bills were unanimously approved.

VI. Unfinished Business: None

VII. New Business:

FY 16/17 Budget: Wendy provided the board with an overview of her proposed budget for FY 16/17, including the following assumptions:

1. We will ask the Friends to pay half the cost of hoopla (\$3,000). Total cost is \$6000 per year. Our plan is to step this out over the next few years to where Hoopla is in our general budget.
2. Building maintenance projects should be CIP rather than supplemental requests.
3. We will continue to use our state funding to pay for Syndetics (cover art and reviews) and Envisionware (computer reservations and print control) as we have in the past. We will also use state funding to pay for the new internet content filter. These costs we would also like to eventually move to the general budget.
4. If necessary, we will use state funding to pay for part of the cost of EBSCO EDS (the part of our new catalog that integrates magazine articles, and any other unbudgeted expenses associated with our new Integrated Library System. The first year this is in our budget with the amendment for the whole new system. Each year it will increase during the seven year contract.

Revenue

Decreased our projected Fines & Fees (all monies from printing, copies, fines, lost/damaged materials) revenue by \$1,650. Last year's total was \$20,680 and we are currently running behind last year's income. In addition, the city has decided to absorb the costs associated with credit card payments, which will further reduce our fine income. Once we start accepting fine payments via credit card, the credit card company takes a "cut" of each transaction. We will not accept credit card payment for anything less than \$10.

Personnel

The changes in the salaries line items reflect expected Cost of Living increases, merit increases, and increases in taxes and IPERS for our existing staff. There are no increases in hours or number of staff. City Hall provides the numbers for health/dental insurance and Worker's Compensation.

Increases

Increases in the following line items:

- Telecommunications Expense (6373): \$220 to offset the planned reduction of e-rate funding (there will no longer be an e-rate refund for telephone service).
- Water (6374) and Wastewater (6375): \$40 each to cover planned rate increases
- Rents & Leases-Equipment (6418): \$130 to cover increased copier costs (the color copier is more expensive).
- Technology Services (6422): \$524 for EBSCO EDS or other expenses associated with the move to SirsiDynix.
- Print subscriptions (6537): \$500 to cover increased subscription costs. We will overspend this line item this year.

Decreases

None.

Gift/Memorial Fund

- Increased the expected state grant revenue (4440) to \$14,000. It has been over \$14,000 for the past three years.
- Since we spend the majority of our state funds from the Technology Services (6422) line item, that line was increased proportionally.
- Increased the Miscellaneous AV (6529) by \$1,500 for hoopla.

Supplemental Requests

Supplemental Requests are submitted when we expect expenses that will exceed our target number. One supplemental request which we discussed at our November meeting:

- \$2,300 for a washer/dryer unit. This includes plumbing and electrical work needed for the installation (in the basement).

Capital Improvements Projects

We have five CIP projects proposed:

- Replacing the carpet in the Story time room in 2016/17. This CIP project was approved last year.
- Replacing the carpet and wall paper in the Meeting Room in 2017/18. This is a new CIP request. I don't have a complete quote for this yet, so the \$3,000 is an estimate which I will update before I turn the budget in to City Hall. The plan is to remove the current wall paper and paint the walls, however if the wall is damaged underneath we may need to put up new wall paper.
- An architect to evaluate our building needs and design a remodel or mezzanine addition in 2018/19. This is a goal on our 5 year plan. This project was approved last year. There are some discussions happening within the city administration on a bond referendum being proposed for a remodel of the Community Center. We may be included in this for our upcoming remodel. If that occurs, we will move forward with the architect earlier via a budget amendment. At that time we would mostly likely include new chairs and the RFID project (see next two bullets).
- Replacing the upholstered chairs (16-20) in the public areas of the library in 2019/20. This is a new CIP request. This is an estimate for replacing the chairs with something similar to what we currently have.
- RFID conversion in 2020/21. This is a new CIP request. This would be converting from our current electro-magnetic system to RFID. You have to put a tag in each piece of our entire collection. The cost of the tags had dropped considerably to \$0.25/tag. If we make this conversion, we would also have to update or replace our security gates, check out stations, self-check machine. This system would be more accurate and use updated technology. Many other libraries similar in size or circulation are already using this system.

Timeline

Budget proposals are due to City Hall by Dec. 21. Wendy will meet with the City Manager and City Finance Director on January 6. The Budget presentations to Council are scheduled for February 8 and 9. Rebecca moved to approve the proposed budget, Jane seconded. The motion carried.

VIII. President's Report and Announcements: None

IX. Director's Report:

A. Integrated Library System progress report

Training completed in November: Administration, Enterprise (OPAC), Serials, and Acquisitions. In December, we will start testing our data and setting up how the catalog will look to the public. December 11 the Library is closed for staff training. Some trainings will be held in small groups and others will be self-guided. They will be working on circulation in the morning and catalog in the afternoon. The Friends of the Library are providing lunch. We currently have a test site of our data that the Board will see in January. Everything is going very well. Wendy plans to put up some signs during the transition for patrons as the process might be slower than normal.

B. Building & Grounds

- Work has started on the Quiet Room.
- We are still trying to find the best bulbs to put in the light fixtures in the great room. We have tested a couple of LED bulbs and have some more on order.
- The damaged fence has been removed from the parking lot.
- Ryan (City of Pella Maintenance) replaced the stained sections of carpet in the meeting room with spare carpet squares.
- During our staff in-service day (Dec. 11), we will have the carpet shampooed and the upholstered chairs cleaned.

C. Staff activities

Youth Services: In October and November, Katie offered a Book to Movie Club. The group read *The Borrowers* by Mary Norton and *Mrs. Frisby and the Rats of NIMH* by Robert C. O'Brien. Holiday Story Times will be held on December 15 and 16 at 10:30 a.m. and December 17 at 6:30 p.m.

Assistant Director: This month, Chris has focused heavily on training for the new SirsiDynix Symphony system. He started the process of re-writing procedures, set up and managed the circulation staff training, and worked to get the new software installed on staff computers.

Director: I attended all the SirsiDynix classes and planning sessions. I coordinated our staff training day, put together the budget, and submitted our application for state accreditation.

D. Upcoming events

- December 8 at 4:00 p.m.: Girls LEGO Club for girls in grades K and up. No sign up is needed.
- December 11: Library CLOSED for staff training.
- December 15 and 16 at 10:30 a.m.: Holiday Story Time. Join us for stories, songs and simple craft. All ages are welcome for this special Holiday Story Time.
- December 17 at 10:15 a.m.: Genealogy Club will meet in the Meeting Room.
- December 17 at 6:30 p.m.: Holiday Story Time. Join us for stories, songs and simple craft. All ages are welcome for this special Holiday Story Time.
- Drop In LEGO Club Dates
- Thursday, December 3 from 4:00 to 5:00 p.m. for students in grades K and up.
- Tuesday, December 8 from 6:00 to 7:00 p.m. for children of all ages with parent/caregiver.
- Wednesday, December 16 from 2:30 to 3:30 p.m. for students in grades K and up.
- The Brown Bag Book Club does not meet in December.
- Winter Session of Story Time, Tot Time and Lap Sit will start the week of January 11, 2015

X. Committee reports: None

XI. Adjournment: Alli Bogaard will be absent at the next meeting. Praveen volunteered to take the minutes. The Board will vote on appreciation ideas to provide for the staff during the transition to the new system. President Rebecca Manifold adjourned the meeting at 5:03 p.m. The next regularly scheduled Board Meeting is scheduled for January 12, 2016 at 4 PM.

3. Petitions and Communications

a. Renewal of Class B Liquor License with Outdoor Service, Catering, and Sunday Sales for Monarchs.

SUBJECT: Liquor License Renewal for Monarchs

DATE: January 19, 2016

BACKGROUND: Monarchs, Inc., DBA Monarchs, at 705 E. First Street has applied for renewal of their Class B Liquor License with Outdoor Service, Catering, and Sunday Sales privileges. The application was completed with the state online and is pending dram shop insurance. The term of the new license is twelve months and would expire January 31, 2017.

Staff is recommending approval pending receipt of dram shop insurance.

ATTACHMENTS: Application

REPORT PREPARED BY: City Administration

REPORT REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK
RECOMMENDED ACTION: Approve license pending receipt of dram shop insurance.

b. Renewal of Class E Liquor License with Class B Wine Permit and Class C Beer Permit (Carryout Beer) for Fareway Stores, Inc. #995.

SUBJECT: Liquor License Renewal for Fareway Stores, Inc. #995
DATE: February 3, 2015
BACKGROUND: Fareway Stores, Inc., dba Fareway Stores, Inc. #995, at 2010 Washington Street has applied for renewal of their Class E Liquor License with Class B Wine Permit and Class C Beer Permit (Carryout Beer). The term of the new license is twelve months and would expire March 21, 2016. The application has been completed online with the State, and staff is recommending approval.
ATTACHMENTS: Application
REPORT PREPARED BY: City Administration
REPORT REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK
RECOMMENDED ACTION: Approve renewal.

4. Administration Reports
a. None

D. *PUBLIC HEARINGS

(Statutory rule may be waived and ordinance passed without further readings.)

1. a. Public Hearing on Adding Cocktail Lounge Use as Permitted by Special Use Permit in the Central Business District. Oral comments were addressed. There were two written comments in support of this item that were included in the packet. There was one email not in support that did not make the packet deadline. Councilmember Schiebout made a motion to enter the email into the public record, seconded by Councilmember Vander Beek. On roll call, the vote was: AYES: Schiebout, Vander Beek, Van Stryland, Peterson, Bokhoven. Councilmember Bokhoven moved to close the public hearing, seconded by Councilmember Schiebout. On roll call, the vote was: AYES: Bokhoven, Schiebout, Peterson, Vander Beek, Van Stryland. NAYS: None. Motion carried.

SUBJECT: Ordinance Amending Zoning Regulations, Table 165.12-2 Permitted Uses by Zoning Districts by Adding Cocktail Lounge Use as Permitted by Special Use Permit in the Central Business District.

DATE: January 19, 2016

BACKGROUND:

The Cellar Peanut Pub would like to open an establishment at 629 Franklin Street, which is in the Central Business District (CBD). The business would serve specialty micro brews from across the country. It would not brew them at this location, only sell them. Also, since it would only serve peanuts, which is considered "Cocktail Lounge" under current City Code, it would not be a restaurant.

The current City Code does not permit Cocktail Lounge uses in the CBD, though they are permitted in the other commercial zoning districts. It is important to note the distinction in Code between Cocktail Lounge use which includes the retail sale of alcoholic beverages for consumption on the premises, including taverns, bars, cocktail lounges and similar uses other than a restaurant. A general restaurant is permitted in the CBD, and this may include the sale of alcoholic beverages which conducted as a secondary feature of the use, producing less than fifty percent (50%) of the establishment's gross income.

After discussing this issue during multiple Policy and Planning meetings, Council directed staff to proceed with an ordinance change which would allow Cocktail Lounges in the CBD zoning district. However, this use type would be required to obtain a special use permit through the Board of Adjustment. In addition, the overall number of special use permits for Cocktail Lounge uses in the CBD would be two.

This proposed ordinance permits Cocktail Lounge uses in the CBD subject to obtaining a Special Use Permit through the Board of Adjustment. In addition, the ordinance also limits the number of special use permits in the CBD to 2 (two). It is also important to note that existing Cocktail Lounge uses in the CBD would be grandfathered in under this proposed ordinance and not subject to the special use permit requirements. The Planning and Zoning Commission at their January 11, 2016 special meeting approved this proposed ordinance on a 8 to 2 vote.

Betsy and Marty Duffy, owners of the Cellar Peanut Pub, have also requested that Council waive the second and third readings of the ordinance to allow them to move forward in a timely matter.

ATTACHMENTS: Ordinance, CBD Zoning Map, Special Use Permit Criteria, Request to Waive 2nd and 3rd Ordinance Readings, Emails

REPORT PREPARED BY: Planning and Zoning Director

REPORT REVIEWED BY: CITY ADMINISTRATOR

CITY CLERK

RECOMMENDATION: Approve Ordinance

1. b. Ordinance No. 905 entitled, "AN ORDINANCE AMENDING THE CITY CODE OF THE CITY OF PELLA BY AMENDING CHAPTER 165, ZONING ORDINANCE, 165.12 ZONING DISTRICT REGULATIONS BY AMENDING THE PROVISIONS PERTAINING TO COCKTAIL LOUNGE USES IN THE CENTRAL BUSINESS DISTRICT." Councilmember Schiebout moved to place Ordinance No. 905 on its first reading, seconded by Councilmember Bokhoven. On roll call the vote was: AYES: Schiebout, Bokhoven, Vander Beek, Van Stryland, Peterson. NAYS: None. Motion carried. It was moved by Councilmember Vander Beek, and seconded by Councilmember Bokhoven that the statutory rule requiring said ordinance to be considered and voted on for passage at two Council meetings prior to the meeting at which it is to be finally passed be suspended. On roll call the vote was: AYES: Vander Beek,

Bokhoven. NAYS: Van Stryland, Schiebout, Peterson. Motion to waive the second and third readings failed.

E. PETITIONS & COMMUNICATIONS

1. New Class C Liquor License with Sunday Sales for The Cellar Peanut Pub. Councilmember Van Stryland moved to approve, seconded by Councilmember Schiebout. On roll call the vote was: AYES: Van Stryland, Schiebout, Peterson, Bokhoven, Vander Beek. NAYS: None. Motion carried.

SUBJECT: New Class C Liquor License for The Cellar Peanut Pub

DATE: January 19, 2016

BACKGROUND: The Cellar Peanut Pub, located at 629 Franklin Street, has applied for a new Class C Liquor License with Sunday Sales. The application was completed with the state online. The term of the new license is twelve months and would expire February 1, 2017. The approval of the new license would be contingent on Council approving Ordinance No. 905 and The Cellar Peanut Pub obtaining a special use permit.

ATTACHMENTS: Application

REPORT PREPARED BY: City Administration

REPORT REVIEWED BY: CITY ADMINISTRATOR

CITY CLERK

RECOMMENDATION: Approve license contingent on Council approval of Ordinance No. 905 and obtaining a special use permit.

F. PLANNING AND ZONING ITEMS

NONE

G. ADMINISTRATION REPORTS

1. Set Public Hearing Date for FY 16-17 Budget. Councilmember Vander Beek moved to approve, seconded by Councilmember Van Stryland. On roll call the vote was: AYES: Vander Beek, Van Stryland, Schiebout, Peterson, Bokhoven. NAYS: None. Motion carried.

SUBJECT: Requesting Council to Set March 1, 2016 as the Public Hearing Date for Approval of the FY 16-17 Annual Budget

DATE: January 19, 2016

BACKGROUND:

Staff requests permission to set March 1, 2016 as the public hearing date for approval of the FY 16-17 Budget.

ATTACHMENTS: None

REPORT PREPARED BY: City Administration

REPORT REVIEWED BY: CITY ADMINISTRATOR

CITY CLERK

RECOMMENDATION: Set March 1, 2016 as the public hearing date for approval of the FY 16-17 Budget.

H. RESOLUTIONS

1. Resolution No. 5654 entitled, "RESOLUTION PROPOSING FEDERAL HIGHWAY ADMINISTRATION FEDERAL FUNCTIONAL CLASSIFICATION CHANGES FOR ROADWAYS AS DESCRIBED WITHIN THE CITY OF PELLA, IOWA." Councilmember Peterson moved to approve, seconded by Councilmember Schiebout. On roll call the vote was: AYES: Peterson, Schiebout, Bokhoven, Vander Beek, Van Stryland. NAYS: None. Motion carried.

SUBJECT: Proposed Changes to the Federal Highway Administration Federal Functional Classification

DATE: January 19, 2016

BACKGROUND:

This resolution proposes changes to the Federal Highway Administration (FHWA) Federal Functional Classification (FFC). As background, the Federal Functional Classification is the process by which streets and highways are grouped into classes according to the character of traffic service they are intended to provide. There are three roadway functional classifications: arterial, collector, and local roads. Functional classification defines roadway design, including speed, vehicle quantity, and types of vehicle use. Arterials serve major activity centers and have the highest traffic volumes, collectors gather traffic from local roads and funnel them to the arterial network, and locals provide access to adjacent land and provide travel over relatively short distances. By default, if not classified as an arterial or collector, they are locals. It should be noted, federal legislation continues to use functional classification in determining eligibility for funding under the Federal-aid program.

After a recent review of our roadway system by City staff, some changes to Pella's FFC were identified due to traffic counts and vehicle types. The proposed changes, which are consistent with current traffic patterns, are listed below.

Revise the Federal Functional Classification from local to minor arterial.

Washington Street from Main Street to Hazel Street;

0.35 mile

Vermeer Road from Hazel Street to the former Van Lint Street tie-in

0.10 mile

Revise the Federal Functional Classification from local to collector.

E Third Street from Franklin Street to Washington Street;

0.09 mile

Revise the Federal Functional Classification from minor arterial to collector.

Franklin Street from Main Street to E Third Street

0.26 mile

Revise the Federal Functional Classification from minor arterial to local.

Franklin Street from E Third Street to Hazel Street

0.07 mile

Hazel Street from Franklin Street to Van Lint Street

0.05 mile

Van Lint St/vacated street from Hazel St to former Vermeer Rd tie in

0.10 mile

Revise the Federal Functional Classification from collector to local.

Hazel Street from Van Lint Street to Washington Street

0.06 mile

Summary

Changes to the Federal Functional Classification must first be approved by the Iowa Department of Transportation (IDOT). City staff has worked closely with IDOT personnel to create the appropriate documentation for submittal to the Federal Highway Administration. This proposed resolution simply requests that IDOT submit the changes to the Federal Highway Administration for their final approval.

ATTACHMENTS: Resolution, IDOT Maps
REPORT PREPARED BY: Public Works
REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK
RECOMMENDATION: Approve Resolution

2. Resolution No. 5655 entitled, "RESOLUTION ACCEPTING AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT TERMS AND CONDITIONS BETWEEN THE CITY OF PELLA AND DGR ENGINEERING IN CONNECTION WITH THE INCORPORATION OF A 69 KV CAPACITOR BANK INTO THE WEST SUBSTATION RING BUS CONVERSION PROJECT". Councilmember Schiebout moved to approve, seconded by Councilmember Van Stryland. On roll call the vote was: AYES: Schiebout, Van Stryland, Peterson, Bokhoven, Vander Beek. NAYS: None. Motion carried.

SUBJECT: Resolution Amending the Professional Services Agreement with DeWild Grant Reckert and Associates Company d/b/a DGR Engineering in Connection with the Incorporation of a 69 kV Capacitor Bank to the West Substation Ring Bus Conversion Project

DATE: January 19, 2016

BACKGROUND: This resolution amends the Professional Services Agreement with DGR Engineering for design, engineering, and specification of a 69 kV Capacitor Bank to be incorporated into the West Substation Ring Bus Conversion Project.

On May 19, 2015, Council approved the Engineering Services Agreement with DGR for \$293,400 for engineering and design of the West Substation Ring Bus Conversion Project. After lengthy review of the Red Rock Hydroelectric Project (RRHP) generation interconnection request, the regional transmission organization (RTO) for our region, Midcontinent Independent System Operator (MISO) determined that the RRHP would require a power factor correcting capacitor bank be installed on the transmission line entering Pella's West Substation.

This resolution approves Amendment No. 1 to the Engineering Services Agreement with DGR for \$17,000 for the incorporation of a 69 kV Capacitor Bank into the West Substation Ring Bus Conversion Project and increases the total contract fees to \$310,400. The engineer's estimate for the purchase of materials for this portion of the project is \$225,000. This includes the capacitor bank, synchronous circuit breaker, control panel, and steel structures. It is important to note that any and all fees associated with this capacitor bank will be reimbursed by Western Minnesota Municipal Power Agency (WMMPA), the financing company behind RRHP, under a facility cost reimbursement agreement.

If approved by Council, the 69 kV capacitor bank will be incorporated into the West Substation Ring Bus Conversion Project with construction scheduled to begin in the spring of 2016.

ATTACHMENTS: Resolution, Amendment No. 1
REPORT PREPARED BY: Electric Department
REPORT REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK
RECOMMENDED ACTION: Approve resolution.

3. Resolution No. 5656 entitled, "RESOLUTION ORDERING THE PREPARATION OF PLANS AND SPECIFICATION, FORM OF CONTRACT, NOTICE OF HEARING, SETTING DATE FOR PUBLIC HEARING AND AWARD OF CONTRACT FOR THE OSKALOOSA STREET RECONSTRUCTION PROJECT-FROM PRAIRIE STREET TO SE 16TH STREET, STP-U-5947(615)—70-63". Councilmember Vander Beek moved to approve, seconded by Councilmember Peterson. On roll call the vote was: AYES: Vander Beek, Peterson, Bokhoven, Van Stryland, Schiebout. NAYS: None. Motion carried.

SUBJECT: Resolution Ordering the Preparation of Plans and Specifications, Form of Contract, Notice of Hearing, Setting Date for Public Hearing and Award of Contract for the Oskaloosa Street Reconstruction Project from Prairie Street to SE 16th Street. STP-U-5947(615)—70-63

DATE: January 19, 2016

BACKGROUND: This resolution establishes February 2, 2016 as the public hearing date for the Oskaloosa Street Reconstruction Project, which extends from Prairie Street to SE 16th Street. The project generally consists of the reconstruction of approximately 4,000 linear feet of street pavement, installation of storm sewer and intakes, replacement of 1,220 linear feet of sanitary sewer, replacement of 3,285 linear feet of water main, and other associated project work.

The Engineer's estimate of the total project cost is \$2,474,847.

The proposed timeline for the project is:

01/20/2016	DOT Bid Letting
02/02/2016	Receive Bids and Award of Contract
02/12/2016	Notice to Proceed Issued
11/15/2016	Substantial Completion (Project is based on 100 working days)

Proposed financing for the project is as follows:

Federal Funds	\$1,500,000
<u>Tax Increment Financing Fund</u>	<u>974,847</u>
Total Project Cost	<u>\$2,474,847</u>

ATTACHMENTS: Resolution
REPORT PREPARED BY: Public Works Department
REPORT REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK
RECOMMENDATION: Approve resolution.

4. Resolution No. 5657 entitled, "RESOLUTION APPROVING LETTER AGREEMENT WITH THE MUNICIPAL ELECTRIC UTILITY OF CEDAR FALLS (CFU). Councilmember Schiebout moved to approve, seconded by

Councilmember Peterson. On roll call the vote was: AYES: Schiebout, Peterson, Bokhoven, Vander Beek, Van Stryland. NAYS: None. Motion carried.

SUBJECT: Resolution Approving Letter Agreement between the City of Pella and the Municipal Electric Utility of Cedar Falls, Iowa.

DATE: January 19, 2016

BACKGROUND: This resolution approves a Letter Agreement with the Municipal Electric Utility of Cedar Falls, Iowa (CFU). It is important to note, the approval of the letter agreement is necessary for the transmission line of the Red Rock Hydroelectric Plant to connect with the Pella West Substation and subsequently deliver power to the nation's transmission grid.

As background, in December of 2009, the City of Pella entered into a transmission facilities assignment agreement with CFU in which CFU would serve as the City's transmission owner within the Midcontinent Independent System Operator (MISO) regulatory framework. The reason the City entered into this relationship with CFU is in order to receive rate recovery for our transmission assets, entities need to be either a transmission owner in MISO or have a MISO transmission owner act as an agent for your transmission assets. In evaluating the City's options at the time, staff believed it was more cost effective to contract with CFU than to be a transmission owner in MISO. It is also important to note, CFU serves as the transmission owner for four other smaller municipal electric utilities in Iowa. In addition, the City of Pella is scheduled to receive approximately \$2.4 million in transmission rate recovery in FY 15-16.

As Council is aware, Missouri River Energy Services (MRES) and Western Minnesota Municipal Power Agency (WMMPA) are in the process of constructing a hydroelectric facility at the Lake Red Rock Dam. This is approximately a \$390 million project and once constructed will be the second largest hydroelectric plant in the State of Iowa. In addition, the new plant will be capable of supplying power to 18,000 homes and businesses. The tentative completion date for the Red Rock Hydroelectric project is 2018.

Furthermore, the new plant is planned to connect directly to the Pella West Substation. Once that occurs, the plant will be connected with the nation's transmission system.

In order for the new plant to connect to the Pella West Substation, MISO requires a completed Generation Interconnection Agreement (GIA) between MISO, MRES/WMMPA, and the transmission owner. Since CFU serves as the City's transmission agent, they will be signing the GIA on behalf of the City of Pella. However, before CFU signs the GIA, they are requiring the City of Pella approve the proposed letter agreement. Listed on the following page is a summary of the key terms of the letter agreement.

Proposed Letter Agreement

1. CFU will continue to serve as the transmission owner for the Pella transmission assets under the MISO Tariff.
2. Before signing the GIA or any other required agreement to interconnect the Red Rock Hydroelectric facilities to the Pella West Substation, CFU will seek approval from the City of Pella.
3. The City of Pella will be required to comply will applicable terms of the GIA.
4. The City of Pella will be required to construct and own the transmission assets stated in the generation interconnection agreement. As Council is aware, the estimated cost of these assets is \$1.3 million, and they will be reimbursed by Western Minnesota Municipal Power Agency (WMMPA), which is the financing agency of Missouri River Energy Services (MRES).
5. The City of Pella is required to maintain all insurance required under the GIA. In order to accommodate this request, the City will be required to purchase liability insurance of \$20 million. The estimated annual cost of this additional insurance is \$13,500. It is important to note, this additional insurance expense is eligible for reimbursement from WMMPA through our separate letter agreement.
6. The City of Pella will be required to hold harmless and indemnify CFU for its obligations as serving as the transmission owner for the GIA.
7. The City of Pella will be required to reimburse CFU for all outside legal expenses CFU incurs in association with this letter agreement and the GIA. It is important to note, CFU is required to notify the City of Pella before legal expenses are in excess of \$10,000. In addition, these legal fees are eligible for reimbursement from WMMPA through our separate letter agreement.
8. The City of Pella will be required to reimburse CFU for administrative and staff cost in conjunction with the letter agreement and GIA. Once again, this fixed fee of \$6,000 is eligible for reimbursement from WMMPA through our separate letter agreement.
9. The City's legal counsel has reviewed and approved this letter agreement.

Proposed Generation Interconnection Agreement

The Generation Interconnection Agreement is the contractual document MISO utilizes for new generation sources to connect to the nation's transmission system. The agreement is between Western Minnesota Municipal Power Agency, WMMPA, the interconnection customer. Cedar Falls Utilities, CFU, the transmission owner, and Midcontinent Independent System Operator, the transmission provider.

It is important to note, the GIA is a standard document which MISO utilizes for all generation projects throughout the nation. Therefore, MISO only allows for a few items of the contract document to be changed (i.e. required improvements, in service dates of the improvements, etc.).

In summary, the required improvements listed in the GIA are required assets to connect the Red Rock 69 kV transmission line to the Pella West Substation. The estimated cost of these improvements is \$1.3 million, and they will be reimbursed by Western Minnesota Municipal Power Agency. The in-service date for these improvements is August 1, 2017, which the City's engineer DGR believes is feasible. It is also important to note, these improvements will be constructed and owned by the City of Pella.

Finally, the City's legal counsel and staff has reviewed this document and believes it is acceptable from the City of Pella's standpoint.

ATTACHMENTS: Resolution, Letter Agreement; Generation Interconnection Agreement available for review at the Pella City Hall.

REPORT PREPARED BY: City Administration

REPORT REVIEWED BY: CITY ADMINISTRATOR

CITY CLERK

RECOMMENDATION: Approve resolution.

I. ORDINANCES

(Statutory rule may be waived and ordinance passed without further readings.)

NONE

J. CLAIMS

1. Abstract of bills No. 1951. Councilmember Schiebout moved to approve, seconded by Councilmember Vander Beek. On roll call the vote was: AYES: Schiebout, Vander Beek, Van Stryland, Peterson, Bokhoven. NAYS: None. Motion carried.

K. OTHER BUSINESS/*PUBLIC FORUM (any additional comments from the Public)

Comments were received and addressed.

L. CLOSED SESSION

NONE

M. ADJOURNMENT

There being no further business claiming their attention, Councilmember Bokhoven moved to adjourn, seconded by Councilmember Vander Beek. On roll call the vote was: AYES: Bokhoven, Vander Beek, Van Stryland, Schiebout, Peterson. NAYS: None. Motion carried. Meeting adjourned at 7:54 p.m.

Policy and Planning Minutes
January 19, 2016

PRESENT: Mayor Jim Mueller, Tony Bokhoven, Dan L. Vander Beek, Harold Van Stryland, Bruce Schiebout, Larry Peterson

ABSENT: Mark De Jong

OTHERS: City Staff and Visitors

The Policy and Planning meeting began at 7:56 p.m. First on the agenda was a presentation from Karen Eischen, Executive Director of the Pella Area Development Corporation (PADCO) that included a budget request of \$55,000. PADCO is a nonprofit economic development organization that serves the business community of Pella and enhances the growth of Pella and the region. Several business leads are being explored. Other leads have required large areas of land or large building sizes that are currently not available in Pella. A Legislative Roundtable is coming up in February and an updated Laborshed Report should be out later this year.

Council will review the budget request during the City's budget process. Council also directed Karen to provide a model of the relationship between the City and PADCO as well as models of development from other successful communities.

The second item on the agenda was a review of the Gateway Corridor Ad-Hoc Committee's recommendation. As background, at the City Council meeting on December 1, 2015, the Gateway Corridor Ad Hoc Committee was appointed and approved. The Committee was charged with making a recommendation to the City Council whether there should be design standards for new single family and two family residential homes in the City's gateway corridors. They had a target date for making a recommendation to City Council of February 16, 2016.

In order to allow time to review the issue, a moratorium on the issuance of building permits for new single and two family (duplex) homes in the Washington and Main Street corridors was approved through resolution on December 15, 2015. This moratorium extended until March 1, 2016 or until the ad hoc committee makes a recommendation to Council, whichever would occur first. The geography covered by the moratorium included Washington Street from Hazel Street proceeding west to the City limits and Main Street from the northern City limits proceeding south until the intersection with Oskaloosa Street.

The Gateway Corridor Ad Hoc Committee recommended the City Council adopt design standards for new single and two family residential homes in the City's gateway corridors. Specifically, the Committee believes any new single and two family homes should be designed in a similar fashion as the existing properties which would be in close proximity to the new development.

After discussion, the Mayor and Council were in agreement that design standards for new single and two family homes in the City's Gateway Corridor should be adopted. Staff was directed to discuss design standards with consultants for a cost estimate and possibly bring back a contract for Council consideration on February 2, 2016.

The last item was a review of the Council Procedural Rules. These rules were first adopted in 2002 and are reviewed and approved in January of each even-numbered year. After discussion, there were no changes requested. Staff will bring the item for Council consideration on February 2, 2016.

The meeting adjourned at 8:47 p.m.

Respectfully Submitted,
Ronda Brown, City Clerk

December 17, 2015

Present: Arvin Van Zante, Lauri Amelse, Stephen Fyfe, Teresa Thompson, April Cutler, and Glenn Steimling.

Staff: Jeanette Vaughan, Mallary Herring, Brenda Ross, and Cynthia Vaske.

Unless otherwise noted, all actions were taken unanimously.

Vaughan called the meeting to order at 12:10p.m.

Activity Report

Vaughan reported that staff has been busy preparing the budget for the next fiscal year. She mentioned that Horticulture Technician Marcy Simbro-Woodhouse has designed the flowerbeds for next year. The theme in Central Park for the summer of 2016 will be "Game Night." The park will feature popular games, such as Twister, Hungry Hippos and CandyLand. Senior Athletic Fields Maintenance Technician Kevin Vos has been working on fertilizer plans for the multi-purpose and athletic fields. Additionally, Vaughan, Herring, and Ross have been meeting with user groups to finalize lease agreements for the athletic facilities.

Minutes

Motion by Steimling, second by Thompson to approve the Community Services Board Meeting minutes of September 18, 2015.

Athletic Facility User Group Lease Agreements

Vaughan referred to the United States Specialty Sports Association (USSSA) team user agreements. Van Zante said he found it difficult to find within the agreement where the playing seasons were specified. He suggested having the playing season dates of each particular user group placed at the top of their user agreement. Staff was in agreement and will adjust them in future.

Fyfe asked whether these user groups are new to using the City's athletic facilities or if they are existing user groups. Vaughan replied that they are existing user groups.

Amelse asked whether users pay to use the fields on Truman Road. Vaughan replied that no, users do not pay to utilize that space. She said that USSSA teams seem to understand the need for payment, but that bigger user groups are struggling a little with the new user fees. Amelse said that people are likely unaware of the costs involved with maintaining these facilities. Vaughan said that user fees are not intended to cover the full cost of maintaining the facilities, in fact it is a very small piece.

Vaughan then directed staff and board members to a user group comparison chart that summarized user groups and the proposed level of service for each. She explained that the chart shows several possible options for the cricket team with varying levels of service provided, since the original level of service they requested was deemed too costly.

Vaughan mentioned that all user groups are required to have insurance, which is new for some user groups. Steimling said the fees are reasonable, especially when compared to similar facilities elsewhere. Vaughan said the Pella Soccer Club has requested an open ended number of fields and has also requested that the City purchase soccer goals based on their annual needs. She said the City needs to specifically define what will be provided to each user group in order to be able to budget appropriately for staff time and costs associated with maintaining fields.

In answer to a question, Vaughan said that each agreement will be yearly. Vaughan pointed out that there are groups that have made financial contributions to help out at the facilities in the past although they have not directly paid the City for user fees. She explained that the user fees will allow for regular maintenance of the facilities and equipment, like soccer goals.

Amelse asked whether the existing Soccer Complex will continue to be well maintained. Vaughan replied that yes, the fields will likely be maintained at an even higher level now that the City has dedicated staff to see to the maintenance. Staff will be requesting funds through the budget process for maintenance to concession building and field lights, among other things. Steimling said the user groups will begin to see the benefits of the user fees over time.

Fyfe said if a group can negotiate a lease agreement each year, then they should be able to anticipate their group's needs. Herring said that the Soccer Club will be signing their lease agreement prior to the Soccer Club's registrations. Van Zante asked whether the City would be willing to negotiate with the Soccer Club if they find that they need more fields once their registration is complete. Vaughan replied that the signed agreement would be honored but additional services would not be available. Fyfe asked whether there is a reason for preparing all of the user agreements at the same time. Vaughan replied that most user groups want to know what the fee will be before they advertise for their group's registration.

Fyfe asked whether the City has 15 fields to provide to the Soccer Club. Vaughan said the number of fields available depends on the size of the fields needed, but the Game Field will always remain in its current location. Steimling said the user groups will need to be flexible. Vaughan mentioned that in 2015 the City had approximately 450 kids registered for soccer and used less fields than the Soccer Club who had fewer than 300 kids registered. Groups may need to alter their programs to work with available space. There are also some nights where field time may be available but is not utilized, for example Wednesday and Friday evenings. She said the staff recommendation is to outline a set number of fields needed in the user agreement and then the user group can renegotiate that number the next year if needed. She mentioned that the user groups have become accustomed to making requests for space with very little notice and the City has typically honored those requests, so planning this far ahead may take some time for groups to get comfortable with. Van Zante said it is reasonable what the City is asking of them.

Motion by Van Zante, second by Steimling to approve all agreements as proposed. Agreements included are as follows: Pella Youth Football, Pella Titans U11, Pella Twins U14, Pella Thunder U9, Pella Crush U12, Pella Heat U10 and Pella Heat U12.

Ross mentioned that the groups being discussed are those that played last year. Thompson said the local schools may also request to use the fields in addition to their own spaces. Vaughan said teams from other towns may be interested in using the space, but that she may have to decline due to demand for the space by local groups. Ross said that with Pella Little League and the other groups being discussed, the City's fields have been booked solid in the past years. Thompson asked about the future of the Independence and Peace fields. Vaughan said those fields will revert to greenspace and fences will be removed. Also, they will no longer be able to be reserved. Thompson asked whether people will still be permitted to play pickup games there. Vaughan said yes.

Donation Policy

Vaughan referred to the proposed Donation Policy. Steimling said it is a comprehensive policy and it can be reviewed in a year's time. Van Zante said he approves of having addendums for departments, such as the Library. Thompson said the Little Free Libraries have the potential to be projects undertaken and cared for by Boy Scouts and other groups.

Motion by Amelse, second by Thompson to approve the Community Services Donation Policy.

Updates

Van Zante said Union Street Players' recent production of *The Lion, the Witch, and the Wardrobe* set the record for most attended show for the troop in 2015. He said the final performance was sold out and the play was very successful. Van Zante thanked the City for its support.

Vaughan said she does not have any recent news on the pending Community Center renovation to share.

Amelse asked Herring if swimming lesson registration numbers have decreased. Herring replied that swimming lesson registrations have decreased approximately 50%. She said that could be, in part, due to a conflict with the flag football seasons and because of the indoor pool's closure for renovations. The Aquatic Center held a free swim lesson, which was attended by approximately 35 kids. Herring said she has found that email is the best contact between the City and pool users, instead of advertisements. Thompson asked whether the number of registrations for swim team has increased. Herring said that those numbers have remained steady.

Next Meeting

The next meeting is scheduled for Friday, January 15, 2016 at noon in room 204 of the Community Center.

Adjournment

Motion by Amelse, second by Thompson to adjourn at 12:55 p.m.

Respectfully submitted:

Cynthia Vaske

December 17, 2015

Community Development Committee
Regular Meeting Minutes
December 9, 2015

1.) Call the Meeting to Order

The meeting of the Community Development Committee was called to order by acting Chairperson Patsy Cody at 5:30 p.m.

2.) Roll Call.

Members Present: Patsy Cody, Linda Groenendyk, Phil Groenendyk, Mike Kiser, Jody Lautenbach, Lori Parisee, Wayne Stienstra, Robyn Van Berkum

Members Absent: Jerry Brummel, Ginny Moore, Dennis Vander Beek.

Others Present: George Wesselhoft – Director of Planning and Zoning, Jerry Byers – CDC Secretary, Jim and Brenda Sperr – Dairy Queen.

3.) Amendment to Zoning Regulation 165.33 Bypass Signage

George Wesselhoft, Director of Planning and Zoning explained to the Committee that City Council has directed staff to commission the Community Development Committee to review section 165.33 of the City of Pella Sign Ordinance in regard to the maximum area and maximum height for freestanding elevated signs.

After discussion, the Committee did approve the striking of section 165.33 15 B. 1. A sign area of up to 180 square feet for signs 60 feet in height. And 2. A sign area of up to 150 square feet for signs 50 feet in height.

Wayne Steinstra made a motion to remove the 60 and 50 foot sign options in the Ordinance.

Jodie Lautenbach seconded the motion.

Upon vote, motion passed 8 to 0.

4.) Dairy Queen 40 foot elevated pole sign permit.

Very little discussion ensued for the pole sign request.

Mike Kiser made a motion to approve as submitted.

Robyn Van Berkum seconded the motion.

Upon vote, motion passed 8 to 0.

5.) Approval of Minutes

Approval of the September 16, 2015 Special Meeting minutes were approved as submitted.

6.) Other Business

There was no other business.

7.) Adjourn

Chairperson Patsy Cody adjourned the meeting at 5:49p.m.

Respectfully submitted.
Jerry Byers
Building Official

Historic Preservation Commission
Meeting
January 7, 2016

- 1) The meeting was called to order at 6:00 p.m.
- 2) Roll Call.
Present: Kathy Bruxvoort, Julie Heerema Mueller, Rhonda Kermode, Kent Oppenhuizen.
Absent: Jim Mansueto.
Others Present: Jerry Byers, Mike Nardini, George Wesselhoft.
- 3) Approval of Minutes – November 19, 2015 Meeting. The minutes were approved.
- 4) Follow Up to Policy & Planning Review of Draft Ordinance and Handbook Documents.

George Wesselhoft reviewed the draft historic overlay ordinance. He mentioned that staff looked at cities that the Commission has looked at before including Des Moines, Dubuque, Iowa City and Mount Vernon. He noted that City of Des Moines references tax parcel and each parcel is counted as a property, a single property counts as a single vote but a single ownership group may have more votes if they have different parcels. Iowa City looks at percentage of land area, if a protest petition is submitted they count 20% of the land area. Mr. Wesselhoft mentioned current Pella City Code which if a protest be presented duly signed by the owners of twenty percent (20%) or more of the area of the lots included in such proposed change, or by the owners of twenty percent (20%) or more of the property which is located within two hundred feet (200') of the exterior boundaries of the property for which the change is proposed, then it takes a supermajority of at least three-fourths (3/4) of all the members of the City Council to pass the rezoning.

There was discussion about the petition percentage versus the 20% protest approach under the current Code. The Commission direction was to remove the current 60% signature and use the current City Code.

Mr. Wesselhoft reviewed the draft ordinance and handbook documents as it pertains to alterations which do not trigger building permits; shutters, windows, doors, railings and repainting for example. He mentioned that at the last meeting it was discussed whether to remove those as requirements and leave them as voluntary guidelines.

Rhonda Kermode brought up the matter of demolitions. She stated you do need a permit but you do not need a very good reason to demo it. No one looks at it from a historic standpoint.

Julie Heerema Mueller stated the demolitions would be under something different.

Ms. Kermode mentioned three parts for historic preservation districts in most places 1) provisions for what you can demolish 2) provisions for what you can do to the exterior and 3) provisions for infill properties.

There was discussion about the alterations section under the draft ordinance. The Commission discussed specifically whether demolition should be added and leave alterations out which do not require a building permit.

Mike Nardini stated his impression was that if you start slowly and add stuff in over time that increases your chances and mentioned Council concern. He mentioned new building permit and addition to house were discussed, routine maintenance did not want to have authority, but they did not discuss demolition.

Ms. Mueller suggested that if they right away start imposing all kinds of regulations and people see this there might be some big objections to it. Use the guidelines to inform and educate. Then as the process goes forward you can start implementing more. The important thing is to get the historic overlay and have the handbook document.

Ms. Kermode mentioned the prior petition with property owner support and the reason it got started was when all the houses got demolished. Everyone wants to keep the historic look of the neighborhood.

Jerry Byers suggested that in time you can replace and fix a lot of the things that have not been done with what the Commission would be after and have options with the handbook and it is an education process.

Kathy Bruxvoort asked if the alterations under section 5 (b) iv of the draft ordinance would be deleted and leave the elements in the guidebook.

There was discussion about historic review applicability under the draft ordinance as it pertains to alterations also public education. The Commission direction was to exempt alterations not requiring a building permit for certificate of appropriateness but still have a voluntary review. The Commission also directed to add demolition permit to requirement for historic review.

- 5) Other Business. The next meeting was set for January 21. Staff would have the revised ordinance ready for Commission recommendation.
- 6) The meeting was adjourned at 6:47 p.m.

Respectfully submitted,
George Wesselhoft
Planning and Zoning Director



THE
CITY of PELLA
STAFF MEMO TO COUNCIL

ITEM NO: H-1

SUBJECT: Resolution Accepting the FY 14/15 Annual Audit

DATE: February 2, 2016

BACKGROUND: Annually, the City of Pella is required by State Code to conduct an audit by an independent accounting firm. The accounting firm of Van Maanen, Sietstra, & Meyer, PC has conducted and will be presenting the FY 14/15 audit to Council. Highlights for the year include the following:

- An unmodified opinion was given on the financial statements.
- The assets and deferred outflows of resources of the City of Pella exceeded its liabilities and deferred inflows of resources at the close of the fiscal year by \$103,057,633 (net position).
- The assets and deferred outflows of resources of the City's governmental activities exceeded liabilities and deferred inflows of resources by \$48,172,783.
- Assets and deferred outflows of resources of the business type activities exceeded liabilities and deferred inflows of resources by \$54,884,850.
- For FY 14-15, revenues for governmental activities exceeded expenses by \$3,764,039.
- Within the City's business-type activities, FY 14-15 expenses exceeded revenues by \$1,988,748, which is attributed to the completion of the decommissioning costs for the power plant. The City policy is to set rates that fund operation expenses and debt service requirements of business-type activities. In addition, rates are established to fund capital improvements either through pay-as-you go financing or through debt issues.
- At June 30, 2015, the general fund had an unassigned fund balance of \$2,036,184 or working capital of nearly 37% of annual expenditures.

The FY 15 audit is on file in the City Clerk's Office and the Pella Public Library. A representative from Van Maanen, Sietstra, & Meyer, PC will be available at the Council meeting to answer any questions concerning the audit.

ATTACHMENTS: Resolution

REPORT PREPARED BY: FINANCE DIRECTOR

REPORT REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK

RECOMMENDED ACTION: Approve resolution.

RESOLUTION NO. 5658

A RESOLUTION ACCEPTING THE FY 14/15 ANNUAL AUDIT

WHEREAS, annually the City of Pella is required by State Code to conduct an audit by an independent accounting firm; and,

WHEREAS, Van Maanen, Sietstra, & Meyer, PC has prepared the FY 14/15 audit; and,

WHEREAS, the City Council of the City of Pella has reviewed the audit report for FY 14/15 as presented by Van Maanen, Sietstra, & Meyer, PC; and,

WHEREAS, the City Council of the City of Pella accepts the audit for FY 14/15.

NOW THEREFORE, BE IT RESOLVED BY THE PELLA CITY COUNCIL,
MARION COUNTY, IOWA:

That the Audit Report for Fiscal Year 14/15 for the City of Pella, Iowa, on file in the City Clerk's Office and the Pella Public Library, is hereby accepted and approved.

PASSED AND APPROVED this 2nd day of February, 2016, by the City Council of the City of Pella, Iowa.

James Mueller, Mayor

ATTEST:

Ronda M. Brown, City Clerk



THE
CITY of PELLA

STAFF MEMO TO COUNCIL

ITEM NO: H-2

SUBJECT: Resolution Approving City Council Procedural Rules

DATE: February 2, 2016

BACKGROUND: Council Procedural Rules were adopted on September 17, 2002 to establish guidelines for conducting Council meetings that are efficient yet allow for orderly participation and sharing of ideas and opinions. The proposed Procedural Rules were reviewed by Council on January 19, 2016.

This resolution approves the Procedure Rules without change from the last revision of January 21, 2014.

ATTACHMENTS: Resolution, Council Procedural Rules

REPORT PREPARED BY: City Administration

REPORT REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK

RECOMMENDED ACTION: Approve resolution.

RESOLUTION NO. 5659

RESOLUTION APPROVING CITY COUNCIL PROCEDURAL RULES

WHEREAS, the Mayor and Council have determined that there should be guidelines for conducting Council meetings; and

WHEREAS, said guidelines will help the Mayor and Council conduct meetings that are efficient yet allow for orderly participation and sharing of ideas and opinions; and

WHEREAS, Council Procedural Rules were first adopted on September 17, 2002 and are reviewed in January of each even-numbered year.

WHEREAS, the time for individual citizen comments has been changed from five minutes to three minutes speaking, unless additional time is granted by the presiding officer.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Pella, Iowa, that the City Council Procedural Rules, attached to this Resolution, shall become the procedural rules of the City Council.

PASSED and ADOPTED this 2nd day of February 2016.

James Mueller, Mayor

ATTEST:

Ronda Brown, City Clerk

CITY OF PELLA, IA. CITY COUNCIL PROCEDURAL RULES

Adopted September 17, 2002
Revised January 20, 2004
Revised January 17, 2006
Revised January 2, 2008
Revised January 19, 2010
Approved January 17, 2012
Approved January 21, 2014
Approved February 2, 2016

Part I: General Provisions

Rule 1: Scope

These rules shall govern the conduct of the City Council and shall be interpreted to insure fair and open deliberations and decision making.

Rule 2: Rules of Order

The generally accepted rules of procedure found in Robert's Rules of Order, Modern Edition (revised by Darwin Patnode, 1989), shall govern City Council meetings unless a change from those rules is approved by the Mayor and Council for a specific reason. The Council shall generally avoid invoking the finer points of parliamentary rules in order to encourage free and open discussion of issues by members and the public.

Rule 3: Matters Not Covered

Any matter of order or procedure not covered by these rules shall be decided by the presiding officer, with the assistance and advice of the City Attorney. City Attorney shall act as parliamentarian.

Rule 4: Interpretation

These rules are intended to supplement, and shall be interpreted to conform to, the Statutes of the State of Iowa, the Ordinances of the City of Pella and Roberts Rules of Order.

Part II: Time and Place of Meetings

Rule 5: Regular Meetings

Regular meetings of the City Council are held the first and third Tuesday of every month at 7:00 PM in the Training Room of the Pella Police Department 614 Main Street. If the regular Council meeting in November falls on an Election Day (first Tuesday following the first Monday), then the meeting will be moved ahead one day to Monday at the same time and location. Council may continue, reschedule or postpone any regular meeting to another date and time, or may cancel a meeting.

Rule 6: Special Meetings

The Mayor, or in the Mayor's absence, the Mayor Pro-Tempore, may call for a special meeting. Twenty-four hours written advance notice, in accordance with Iowa Code, shall be provided. The call for a special meeting shall specify the place, day, hour and agenda for the meeting and shall be posted on the City Hall public notice bulletin board.

Rule 7: Closed Session

A closed session may be held during a regular or special meeting only by an affirmative vote of either 2/3 of the entire City Council or all of the members present at the meeting. The City Council may hold a closed session only to the extent a closed session is necessary and for discussion of any statutorily authorized purpose, including, without limitation, the following:

- A. Records deemed confidential by State or Federal law,
- B. Application for letters of patent,
- C. Present or imminent litigation,
- D. Licensing examination or investigation,
- E. Law Enforcement matters involving investigations, inspection, auditing, selection, prosecution or settlement of cases,
- F. Evaluation of professional competency of an individual for appointment, hiring, performance or firing, when the individual requests a closed session,
- G. Real estate matters where premature disclosure could increase the cost to the City.

or as otherwise allowed by Iowa Code.

The vote of each member on the question of holding the closed session and the reason for holding the closed session shall be announced publicly at the open session and entered into the minutes. Final action on any matter will be taken in open session. The closed session shall be tape recorded with detailed minutes noting persons in attendance and the general subject discussed. The minutes and tape recording shall be sealed and shall not be public records open to public inspection. However, upon order of the court, the detailed minutes and tape recording shall be unsealed. The detailed minutes and tape recording shall be kept for a period of at least one year from the date of that meeting. The only exception is in the case of the purchase of real estate. Per Iowa Code, the minutes and tape recording of a closed session dealing with the purchase of real estate shall be available for public examination when the transaction discussed is completed.

Council members shall keep confidential all written materials and verbal information provided to them during closed sessions to ensure that the City's position is not compromised

Part III: Agenda

Rule 8: Preparation of the Agenda

Prior to each regular Council meeting, the City Administrator shall prepare and the City Clerk shall post an Agenda which contains all items of business to be presented at the Council meeting. The Council may adopt the agenda as presented, or may amend the agenda as provided by these rules and then adopt the agenda as amended. Additions and deletions to the agenda shall be in accordance with Iowa Code.

Rule 9: Consent Agenda

In order to make more efficient use of meeting time, the Agenda shall separately designate items on a "Consent Agenda" which may be acted upon by the Council with a single vote. The "Consent Agenda" shall consist of routine, non-controversial items that need not be individually considered at the Council meeting. Prior to the time a vote is taken on the Consent Agenda items, the Mayor or any Councilmember may remove an item for individual consideration. That item will then be voted on separately while the rest of the Consent items will be acted on as a whole.

Rule 10: Public Hearings Agenda

The Clerk shall include legally required public hearings in a separate section of the agenda designated as "Public Hearings." A hearing shall commence when declared open by the presiding officer. The presiding officer shall announce the nature of the matter to be heard, call for any written comments received and to be read into the record and then call for oral comments. The hearing shall be closed by formal action of the Council. The presiding officer may, with the approval of the Council, prior to a hearing that is anticipated to be long or controversial, announce special rules to help govern the orderly presentation of public comment.

Part IV: Conduct of Meetings

Rule 11: Roll Call

A majority of all City Councilmembers (four) shall constitute a quorum for the transaction of business. Before proceeding with the business of the Council, the City Clerk shall note members present, and enter those names in the minutes. The Clerk shall determine the presence of a quorum as required by law and these rules.

Rule 12: Call to Order

The Mayor or Mayor Pro-Tempore shall call the meeting to order at the appointed hour. In the absence of the Mayor or Mayor Pro-Tempore, the City Clerk shall call the meeting to order and a temporary presiding officer shall then be selected, in accordance with Rule 13.

Rule 13: Presiding Officer

The Mayor, or in the Mayor's absence or incapacity, the Mayor Pro-Tempore, shall be the

presiding officer at all Council meetings. If both the Mayor and Mayor Pro-Tempore are absent, the Councilmember present with the longest service will serve as the presiding officer, or if he/she declines, the Council shall elect a presiding officer for the meeting.

Rule 14: Presiding Officer Duties

The presiding officer shall preserve order and decorum and facilitate discussion of the Council Agenda items to promote equitable participation in accordance with these rules and ensure that all important topics are covered. The presiding officer has the responsibility for seeing that meetings are run smoothly and in an orderly manner.

Rule 15: Order of Consideration of Agenda

Except as otherwise provided in these rules, each Agenda Item shall be considered in the order shown on the Agenda. Each Agenda item shall be separately announced by the presiding officer for purposes of discussion and consideration. This rule shall not apply to consideration of items listed on the Consent Agenda. If the Mayor or other member of the Council asks to "suspend the rules" for purposes of reordering the Agenda, the Council shall take a vote to modify the placement of the Agenda item(s), for good cause, with two-thirds approval needed.

Rule 16: Call for the Question

The object of a motion to "Call for the Question" is to bring the Council to a vote on the question before it without further debate. This motion must be seconded and debate is not allowed. If the motion calling for the question passes, then a vote must be held on the original motion. Passage of the motion calling for the question requires affirmative votes by 2/3 of the Council present.

Rule 17: Discussion

A Council member shall speak after being recognized by the presiding officer. A Council member, after being recognized, shall not be interrupted, except by the presiding officer, to enforce these rules. The presiding officer cannot close debate as long as any member desires to speak.

Rule 18: Limit on Remarks

Each Council member shall limit his/her remarks to a reasonable length and confine them to the question before the Council.

Rule 19: Presiding Officer's Right to Enter into Discussion

The Mayor, or other presiding officer as a member of the Council, may enter into any discussion.

Rule 20: Votes Necessary for Passage

Four Council members constitute a majority of the Council and are necessary for approval of any policy matters, Resolution or Ordinance. Any other motions before the Council may be approved with a majority of the Council present.

Rule 21: Mayoral Voting Rights

So long as the City is governed by the Mayor-Council form of government composed of a Mayor and a Council consisting of two (2) Councilmembers elected at large, and one (1)

Councilmember from each of the four (4) wards, the Mayor may vote to break a tie vote on motions not involving ordinances, resolutions, or appointments made by the Council alone.

Rule 22: Mayoral Veto Power

The Mayor may sign, veto or take no action on an ordinance, amendment or resolution passed by the City Council. The Mayor may not veto a motion passed by the Council. The Mayor Pro-Tempore may not veto a measure if he was entitled to vote on the measure at the time of passage. The Mayor may exercise his veto power within fourteen (14) days of the passage and he must explain the reason in writing for such veto to the Councilmembers at the time of the veto. The Councilmembers may override the Mayor's veto by a two-thirds (2/3) majority of the Council, or four (4), within thirty (30) days of the veto.

Part V: Citizen Participation

Rule 23: Citizen's Right to Address Council

At certain times during a Council Meeting, members of the audience shall be permitted to address the Council. Other than during the Public Hearing portion of the Agenda, the presiding officer shall, at his/her discretion, recognize members of the audience during consideration of specific items. During the Public Forum portion of the Agenda, members of the audience may address the Council regarding any agenda items. During the Other Business/Public Forum portion of the Agenda, members of the audience may address the Council on various issues.

Rule 24: Manner of Addressing Council: Citizens

A person desiring to address the Council shall step to the microphone and upon being recognized by the presiding officer, state his/her name, address, and group affiliation (if any) and speak clearly into the microphone and direct comments to the Mayor and City Council. If addressing the Mayor and Council during debate on a specific agenda item, the individual shall confine his/her remarks to that item alone. Citizens making personal, impertinent, or slanderous remarks shall be barred by the presiding officer from further comment before the City Council during that meeting.

Rule 25: Time Limit on Citizen's Remarks

An individual citizen shall be limited to three minutes speaking on any subject covered under Rule 23, unless additional time is granted by the presiding officer. Total citizen input on any subject under Council consideration may be limited to a fixed period by the presiding officer. The purpose of this rule is to help the presiding officer run the meeting efficiently. The length of time allowed is somewhat arbitrary.

Part VI: Council Action

Rule 26: Motion Required

All actions requiring a vote shall be moved and seconded by a member of the Council.

Rule 27: Motion to Reconsider

A motion to reconsider a prior vote shall be made by a Council member who was on the prevailing side in the original action. The motion to reconsider may be made at the same meeting of the original action or at either of the next two (2) regularly scheduled meetings of the City Council immediately successive to the original action.

Rule 28: No Motions by Presiding Officer

The presiding officer shall not make a motion, but may vote if the presiding officer is not the Mayor at the time of the vote.

Rule 29: Separate Consideration

Except as otherwise required by these rules, each Agenda Item shall be voted upon separately. Each motion shall require a second and each vote shall be recorded by the City Clerk.

Rule 30: Roll Call Votes

The Mayor or any member of the Council may request that a roll call vote be taken on a specific issue. The presiding officer will then direct the City Clerk to call for each Councilmember present to cast his\her vote individually. The City Clerk will then read the results of the roll call. All Resolutions and Ordinances require a roll call vote.

Rule 31: Council Votes Necessary to Overturn Protests, Amendments or Rezoning

In the case of a written protest against a change or repeal which is **A.** filed with the City Clerk and signed by more than twenty percent (20%) or more of the owners of the lots included in the change, or **B.** by the written protest of the owners of twenty percent (20%) or more of the property which is located within two hundred feet of the exterior boundaries of the property for which the change or repeal is proposed, or **C.** to overturn an amendment or rezoning when the Planning and Zoning Commission denied the application. In these cases, a three-fourths (3/4) vote, or 5 Council members, of all the members of the Council would be necessary for passage. The protests, if filed, must be filed before or at the public hearing.

Rule 32: Council Votes Necessary to Suspend Rules and Waive Readings of an Ordinance

The Council may waive the second and third readings of an ordinance. A three-fourths (3/4) vote is necessary to suspend the Rules and waive the second and third readings of an ordinance.

Rule 33: Abstentions Due to Conflict of Interest

If it is determined by any member of the City Council that he or she has a conflict of interest on an agenda item, said member shall so declare the nature of his\her conflict prior to commencement of discussion of the agenda item. Upon declaration of his\her conflict of interest the Councilmember shall be excused from the dais. He\She shall have the right to address the Council from the floor.

Abstentions due to conflicts of interest shall not count as votes for the purpose of determining whether there has been an affirmative vote of a majority of the members present, but shall be counted for the purpose of determining whether a quorum is present. The vote of member(s) who abstain due to conflict of interest shall be registered as an abstention.

Rule 34: Abstentions Not Due to a Conflict of Interest

Any Member of the City Council who has not declared a conflict of interest but casts a pass vote or abstains from voting shall have that vote registered as a yes vote.

Part VII: Other Provisions

Rule 35: Interaction with Litigants

The Mayor and City Council will not discuss City matters involved in pending/active lawsuits with litigant(s) or litigant's representatives unless the City Attorney is present to provide legal guidance.

Part VIII: Amendment of Procedural Rules

Rule 36: Amendments to Procedural Rules

These rules may be amended through a resolution adopting such a change by a majority vote of the entire Council.

Rule 37: Suspending Procedural Rules

Except as otherwise provided in rule 31 and 33 where a 3/4 vote is necessary, these rules may be suspended by the City Council for the duration of consideration of a specific agenda item following a 2/3 vote of the Council members present.

Part VIII: Rules of Conduct and Decorum

Rule 38: Conduct and Decorum

The rules of conduct and decorum shall consist of the following:

1. While the Council is in session, all persons shall preserve the order and decorum of the session.
2. All persons must conduct themselves in a manner consistent with generally accepted standards of appropriate behavior. Any person making impertinent, slanderous or profane remarks, or who becomes boisterous while addressing the Council shall be called to order by the presiding officer and, if such conduct continues, may, at the discretion of the presiding officer, be ordered barred from further audience before that session of the City Council.
3. All person shall refrain from using electronic equipments, including cellular phones and pagers in the Council chambers unless for emergency purposes. Audio visual recording devices shall be limited to the rear of the Council chambers so as not to interfere with the vision or hearing of other persons at the meeting.

4. A person in the audience who engages in disorderly conduct such as hand clapping, stomping of feet, whistling, using profane language, yelling, and similar demonstrations, which conduct disturbs the peace and good order of the meeting, or who refuses to comply with the lawful order of the presiding officer, shall, at the direction of the presiding officer, be removed from the Council chambers by a member of the police department.
5. Aisles shall be kept clear at all times. Members of the audience shall abide by the seating plan in the Council chambers.
6. No flags, posters, placards or signs shall be carried or placed within the Council chambers unless authorized by the presiding officer. This restriction shall not apply to armbands, emblems, badges or articles worn on personal clothing of individuals, provided that such devices are of a size and nature as not to interfere with the vision or hearing of other persons in attendance, and providing that such devices do not extend from the body in a manner likely to cause injury to another.
7. These rules shall not be construed to prevent news media representatives from performing their duties so long as the manner of performance is not unreasonably disruptive of the meeting.



THE
CITY of PELLA

STAFF MEMO TO COUNCIL

ITEM NO: H-3

SUBJECT: Resolution Approving Change Order No. 1 with Mitsubishi Electric Power Products, Inc. for One Additional 69 kV SF₆ Circuit Breaker in Connection with the West Substation Ring Bus Project.

DATE: February 2, 2016

BACKGROUND:

The resolution approves Change Order No. 1 with Mitsubishi Electric Power Products, Inc. for one additional 69 kV circuit breaker to replace an existing circuit breaker which was sold to the City of Sioux Center under the City's emergency procedures.

As background, on November 21, 2015, the City of Sioux Center, Iowa experienced a bus fault resulting in severe damage to their West Substation 15 kV switchgear. As a result, half of the City of Sioux Center lost power for nearly a day. While crews were able to switch loads to other circuits from another substation, reliability and voltage support remain a concern. Specifically, the City of Sioux Center is concerned that as temperatures rise with the warmer seasons, they would be unable to support their load. DGR Engineering has been working diligently to arrange procurement and installation of materials to facilitate the repairs to Sioux Center's West Substation. Prior to re-energization of the substation transformer, commissioning tests were performed on the 69 kV circuit breaker. The tests indicated that there were major electrical issues with the breaker and it should be replaced.

Recently, Sioux Center inquired if the City of Pella would sell our spare Mitsubishi 69 kV circuit breaker that was installed at the Southeast Switching Station. Sioux Center's request was granted under the City emergency procedures. Listed below is a summary of the sale to Sioux Center:

1. The circuit breaker was sold 'as is' with no express or implied warranty.
2. The sale price for the circuit breaker was identified as the City of Pella's cost to replace the breaker, and as a result, the City's electric utility will not incur any additional costs in assisting the City of Sioux Center.
3. The City of Sioux Center is responsible for the removal of the spare breaker and will also be responsible for the installation of the City of Pella's replacement breaker.
4. The anticipated delivery of the City's replacement breaker is March 2016, which City staff believes is a reasonable time to replace our spare circuit breaker.

On November 2, 2015, Council approved a contract with Mitsubishi Electric Power Products, Inc. (MEPPI) to supply six 69 kV SF₆ circuit breakers for the West Substation Ring Bus Project.

MEPPI has been contacted and has agreed to honor their unit price of \$48,793 for one additional 69 kV SF₆ circuit breaker. Change Order No. 1 is summarized below:

Previous Contract Price	\$ 292,758.00
Change Order #1 for one circuit breaker	<u>48,793.00</u>
New Contract Price	<u>\$ 341,551.00</u>

This resolution approves Change Order No. 1 with MEPPI to supply one additional 69 kV SF₆ circuit breaker for the West Substation Ring Bus Conversion for \$48,793. This circuit breaker will replace the one sold to Sioux Center. It is important to note that these costs are being reimbursed by the City of Sioux Center, Iowa.

ATTACHMENTS: Resolution, Change Order No. 1 with MEPPI, Letter from Sioux Center

REPORT PREPARED BY: Electric Department

REPORT REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK

RECOMMENDED ACTION: Approve resolution.

RESOLUTION NO. 5660

RESOLUTION ACCEPTING CHANGE ORDER NO. 1 WITH MITSUBISHI ELECTRIC POWER PRODUCTS, INC. FOR FURNISHING 69 KV SF₆ CIRCUIT BREAKERS IN CONNECTION WITH THE WEST SUBSTATION RING BUS CONVERSION PROJECT

WHEREAS, the City of Pella owns and operates an electric utility that provides electricity to residents of the City of Pella and also to residents outside the City limits but within the service area boundary established by the State of Iowa; and,

WHEREAS, on November 2, 2015, Council awarded a contract to Mitsubishi Electric Power Products, Inc. to Furnish six 69 kV SF₆ circuit breakers for the West Substation Ring Bus Conversion Project; and,

WHEREAS, the City of Pella Electric Department is requesting Change Order No. 1 to the contract documents with Mitsubishi Electric Power Products, Inc. for Furnishing 69 kV SF₆ Circuit Breakers; and,

WHEREAS, Change Order No. 1 with Mitsubishi Electric Power Products, Inc. is for \$48,793.00 and covers material costs associated with the West Substation Ring Bus Conversion, making the total contract cost \$341,551.00; and,

WHEREAS, Mitsubishi Electric Power Products, Inc. has agreed to maintain their contract unit prices for Change Order No. 1; and,

WHEREAS, Change Order No. 1 will maintain a substantial completion date for the material delivery of April 15, 2016; and,

WHEREAS, it is deemed in the best interest of the Electric Department to accept the terms and conditions incorporated in the contract documents, and to execute said Change Order No. 1 to purchase one additional 69 kV SF₆ Circuit Breakers; and,

WHEREAS, execution of this Change Order No. 1 best represents the interest of the City.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PELLA, IOWA:

Section 1. That Change Order No. 1 to the contract documents with Mitsubishi Electric Power Products, Inc. in the amount of \$48,793.00 for Furnishing 69 kV SF₆ Circuit Breakers relating to the West Substation Ring Bus Conversion Project be approved.

PASSED and ADOPTED this 2nd day of February, 2016.

James Mueller, Mayor

ATTEST:

Ronda Brown, City Clerk

Change Order

No. 1

Date of Issuance: January 20, 2016

Effective Date: January 20, 2016

Project: Furnishing 69 kV SF ₆ Circuit Breakers	Owner: City of Pella	Owner's Contract No.: NA
Contract: Furnishing 69 kV SF ₆ Circuit Breakers		Date of Contract: November 2, 2015
Contractor: Mitsubishi Electric		Engineer's Project No.: 414943

The Contract Documents are modified as follows upon execution of this Change Order:

Description:
This Change Order #1 is for the addition of one (1) 69 kV SF₆ Circuit Breaker at the unit price of \$48,793.00 from Mitsubishi Electric.

Attachments (list documents supporting change):
Mitsubishi's bid form as noted.

CHANGE IN CONTRACT PRICE:

CHANGE IN CONTRACT TIMES:

Original Contract Price:

\$ 292,758.00

~~Increase~~ ~~Decrease~~ from previously approved Change Orders No. to No. :

\$ 0

Contract Price prior to this Change Order:

\$ 292,758.00

~~Increase~~ ~~Decrease~~ of this Change Order:

\$ 48,793.00

Contract Price incorporating this Change Order:

\$ 341,551.00

Original Contract Times: Working days Calendar days

Substantial completion (days or date): April 15, 2016

Ready for final payment (days or date): April 30, 2016

~~Increase~~ ~~Decrease~~ from previously approved Change Orders No. to No. :

Substantial completion (days): NA

Ready for final payment (days): NA

Contract Times prior to this Change Order:

Substantial completion (days or date): April 15, 2016

Ready for final payment (days or date): April 30, 2016

~~Increase~~ ~~Decrease~~ of this Change Order:

Substantial completion (days or date): NA

Ready for final payment (days or date): NA

Contract Times with all approved Change Orders:

Substantial completion (days or date): April 15, 2016

Ready for final payment (days or date): April 30, 2016

RECOMMENDED:

By: [Signature]
Engineer (Authorized Signature)

Date: 1-20-16

Approved by Funding Agency (if applicable):

ACCEPTED:

By: _____
Owner (Authorized Signature)

Date: _____

ACCEPTED:

By: Jerry Swain
Contractor (Authorized Signature)

Date: 1/20/2016

Date: _____

Sioux Center

g r o w i n g b r i g h t

CITY OF SIOUX CENTER, IOWA 51250
335 First Avenue NW

712-722-0761 • Fax 712-722-0760
www.siouxcenter.org

January 21 2016

Mike Nardini
City Administrator
City of Pella
825 Broadway St.
Pella, IA 50219

**Re: Purchase of Spare 69 kV
SF₆ Circuit Breaker**

Dear Mr. Nardini:

Sioux Center Municipal Utilities recently had a major incident at their West Substation which has severely damaged some equipment. We are working on trying to establish a temporary repair to allow us to energize one of the two substation transformers. We recently tested the 69 kV circuit breaker that protects one of the power transformers for any potential damage. The test results indicated major electrical issues with the circuit breaker. It has been determined that the circuit breaker should be replaced.

It is our understanding that the City of Pella has a spare 69 kV SF₆ circuit breaker that they are willing to sell to Sioux Center Municipal Utilities 'as is' with no implied warranties from the City of Pella. Sioux Center would like to proceed with the purchase of this circuit breaker.

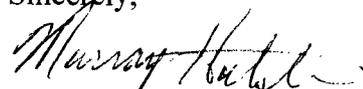
Sioux Center will be responsible for the following tasks:

- Reimburse the City of Pella \$48,793 for the cost of a replacement circuit breaker.
- Hire a contractor to travel to Pella to load and transport the circuit breaker to Sioux Center.
- Sioux Center will contact the manufacturer and have ownership and warranty transferred to Sioux Center.
- Hire a contractor to travel to Pella to reconnect a replacement circuit breaker.

Sioux Center will assume ownership and be liable for the circuit breaker once it has been removed from the foundation.

Thank you for your assistance in this situation.

Sincerely,



Murray Hulstein
Utilities Manager



THE
CITY of PELLA

STAFF MEMO TO COUNCIL

ITEM NO: H-4

SUBJECT: Resolution Approving Design Review District Design Manual Amendment for LED Lighting

DATE: February 2, 2016

BACKGROUND:

On April 6, 2010, the City Council approved the Design Review District Design Manual 3rd Edition currently in use. This is the design book that the Community Development Committee (CDC) uses to help applicants with Dutch architecture parameters. Any amendments to this document require CDC recommendation and City Council approval through resolution.

Recently, the Dairy Queen as part of their new building project requested CDC consider amending the Design Manual to permit blue LED lighting as part of their building architecture. This request stems from their corporate brand look which includes a blue light element. The current Design Manual only permits white LED lighting for building architecture.

At their January 13, 2016 meeting, the Community Development Committee approved (5 to 1) the Design Manual amendment to permit blue LED lighting. The motion specifically recommended to City Council was to amend the Design Review Manual to permit blue or white lights and to review each request on a case-by-case basis for areas outside the Central Business District (CBD).

ATTACHMENTS: Resolution; Design Review District Design Manual Amendment

REPORT PREPARED BY: Planning and Zoning Director

REPORT REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK

RECOMMENDATION: Approve Resolution.

RESOLUTION NO. 5661

RESOLUTION APPROVING AMENDING THE DESIGN REVIEW DISTRICT DESIGN
MANUAL FOR LED LIGHTING

WHEREAS, to best serve the developers, builders and business owners in the City of Pella, the Design Review District Design Manual 3rd Edition was adopted by City Council on April 6, 2010; and,

WHEREAS, this manual sets forth a set of parameters for Dutch architecture in the Design Review District pursuant to the Design Review Overlay District of the Pella Zoning Ordinance; and,

WHEREAS, this design manual serves as a guide for the Community Development Committee as well as developers, builders and business owners for developments in the Design Review District; and,

WHEREAS, the Community Development Committee is recommending an amendment to the Design Manual to permit blue LED lighting for buildings in addition to white LED lighting for case by case review for areas outside the CBD Central Business District.

NOW, THEREFORE, it is hereby resolved by the City Council of Pella, Iowa, that the Design Review District Design Manual is amended to permit both white and blue LED for building architecture lighting.

Passed and approved this 2nd day of February, 2016.

James Mueller, Mayor

ATTEST:

Ronda Brown, City Clerk

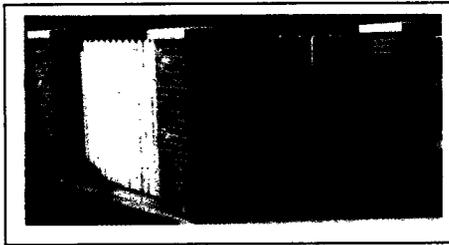


Design Review District Design Manual – 3rd Edition

Cart Storage

If carts will be stored outside the building, even for temporary purposes or short periods of time, the storage area shall have a finished look that is complimentary to the aesthetic style and quality of the development in which the carts will be stored. It is strongly encouraged that the storage area be attached and integrated into the primary structure. Detached storage facilities may be used, but it is encouraged that these storage facilities then be designed to be architecturally consistent with the primary structure.

Dumpster Enclosures



All dumpster enclosures (including trash, recycling, etc) should be of permanent construction, should be 100% opaque, and shall have a finished look that is complimentary to the aesthetic style and quality of the development in which the enclosures will be located. The enclosures shall minimize the exposure of dumpsters to the public view and be integrated into the buildings.

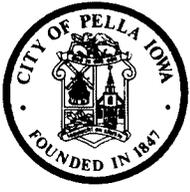
1. It is encouraged that the location of the dumpster enclosure should be in the rear of the building. If the building's rear side faces a major corridor street, then the dumpster enclosure shall be located on either side of the building, preferably the side that is least viewable to the public.
2. It is strongly encouraged that dumpster enclosures shall be permanently attached to the building. Detached, free standing enclosures may be built; however the detached structure should not be situated on a moveable platform or enclosed by a temporary structure.

The enclosure shall consist of one minor architectural element.

- Examples include geometric designs, keystoneing or faux shutters

LED Lighting

LED lighting used for building architecture lighting not associated with signage shall be permitted subject to Design Permit review. ~~In no case shall colored LED lighting or other colored lighting be used for building lighting. Any building lighting shall be white and non-colored. Permitted LED lighting shall be limited to blue or white lights with review on a case-by-case basis for areas outside the Central Business District (CBD).~~



THE
CITY of PELLA
STAFF MEMO TO COUNCIL

ITEM NO: I-1

SUBJECT: Ordinance Amending Zoning Regulations, Table 165.12-2 Permitted Uses by Zoning Districts by Adding Cocktail Lounge Use as Permitted by Special Use Permit in the Central Business District.

DATE: February 2, 2016 (2nd Reading)

BACKGROUND:

The Cellar Peanut Pub would like to open an establishment at 629 Franklin Street, which is in the Central Business District (CBD). The business would serve specialty micro brews from across the country. It would not brew them at this location, only sell them. Also, since it would only serve peanuts, which is considered "Cocktail Lounge" under current City Code, it would not be a restaurant.

The current City Code does not permit Cocktail Lounge uses in the CBD, though they are permitted in the other commercial zoning districts. It is important to note the distinction in Code between Cocktail Lounge use which includes the retail sale of alcoholic beverages for consumption on the premises, including taverns, bars, cocktail lounges and similar uses other than a restaurant. A general restaurant is permitted in the CBD, and this may include the sale of alcoholic beverages which conducted as a secondary feature of the use, producing less than fifty percent (50%) of the establishment's gross income.

After discussing this issue during multiple Policy and Planning meetings, Council directed staff to proceed with an ordinance change which would allow Cocktail Lounges in the CBD zoning district. However, this use type would be required to obtain a special use permit through the Board of Adjustment. In addition, the overall number of special use permits for Cocktail Lounge uses in the CBD would be two.

This proposed ordinance permits Cocktail Lounge uses in the CBD subject to obtaining a Special Use Permit through the Board of Adjustment. In addition, the ordinance also limits the number of special use permits in the CBD to 2 (two). It is also important to note that existing Cocktail Lounge uses in the CBD would be grandfathered in under this proposed ordinance and not subject to the special use permit requirements. The Planning and Zoning Commission at their January 11, 2016 special meeting approved this proposed ordinance on a 8 to 2 vote.

Betsy and Marty Duffy, owners of the Cellar Peanut Pub, have also requested that Council waive the third reading of the ordinance to allow them to move forward in a timely matter.

ATTACHMENTS: Ordinance, CBD Zoning Map, Special Use Permit Criteria, Request to Waive Ordinance Reading, Emails

REPORT PREPARED BY: Planning and Zoning Director

REPORT REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK

RECOMMENDATION: Approve Ordinance

ORDINANCE NO. 905

AN ORDINANCE AMENDING THE CITY CODE OF THE CITY OF PELLA BY AMENDING CHAPTER 165, ZONING ORDINANCE, 165.12 ZONING DISTRICT REGULATIONS BY AMENDING THE PROVISIONS PERTAINING TO COCKTAIL LOUNGE USES IN THE CENTRAL BUSINESS DISTRICT

Be it enacted by the City Council of the City of Pella, Iowa:

SECTION 1. TEXT AMENDMENTS. The City Code of the City of Pella is hereby amended by amending Chapter 165, Zoning Ordinance, 165.12 Zoning District Regulations as follows:

Amendment to Table 165.12-2 Permitted Uses by Zoning Districts by adding S for Special Use Permit requirement for Cocktail Lounge Use in the CBD Central Business District with notation that a maximum of two (2) special use permits for said use type shall be permitted in the CBD at any one time.

SECTION 2. NOTATION. The Zoning Administrator shall hereby record the ordinance number and date of passage of this Ordinance.

SECTION 3. REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 4. SEVERABILITY CLAUSE. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 5. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed and adopted this ____ day of _____, 2016.

James Mueller, Mayor

ATTEST: _____
Ronda Brown, City Clerk

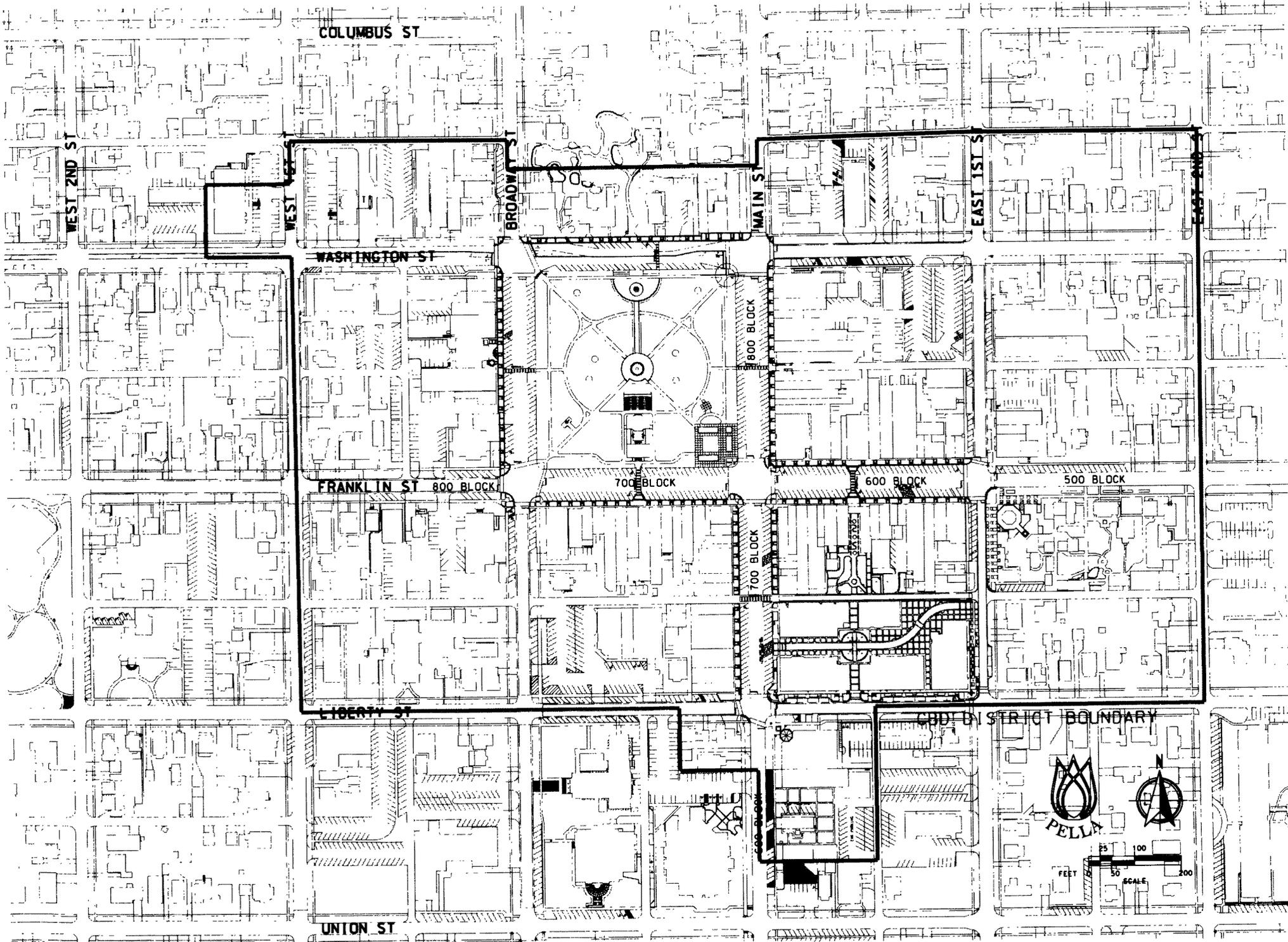


TABLE 165.36/37-1: Criteria For Site Plan Review And Special Use Permits

CRITERION	APPLICATION TO:
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Land Use Compatibility	Site Plan Review	Special Use Permit
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Development Density	Site area per unit or floor area ratio should be similar to surrounding uses if not separated by major natural or artificial features.	X
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Height and Scale

Height and Bulk	Development should minimize differences in height and building size from surrounding structures. Differences should be justified by urban design considerations.	XX
Setbacks	Development should respect pre-existing setbacks in surrounding area. Variation should be justified by site or operating characteristics.	XX
Building Coverage	Building coverage should be similar to that of surrounding development if possible. Higher coverage should be mitigated by landscaping or site amenities.	XX

Site Development

Frontage	Project frontage along a street should be similar to lot width.	XX
Parking and Internal Circulation	Parking should serve all structures with minimal conflicts between pedestrians and vehicles. Structures must be accessible to public safety vehicles.	XX
	Development must have access to adjacent public streets and ways. Internal circulation should minimize conflicts and congestion at public access points.	XX
Landscaping	Landscaping should be integral to the development, providing street landscaping, breaks in uninterrupted paved areas, and buffering where required by surrounding land uses. Parts of site	XX

	with sensitive environmental features or natural drainageways should be preserved.		
Building Design	Architectural design and building materials should be compatible with surrounding areas or highly visible locations		X

Operating Characteristics

Traffic Capacity	Project should not reduce the existing level of traffic service on adjacent streets. Compensating improvements will be required to mitigate impact on street system operations.		XX
External Traffic Effects	Project design should direct non-residential traffic away from residential areas.		XX
Operating Hours	Projects with long operating hours must minimize effects on surrounding residential areas.		XX
Outside Storage	Outside storage areas should be screened from surrounding streets and less intensive land uses.		XX

TABLE 165.36/37-1: Criteria For Site Plan Review And Special Use Permits (continued)

CRITERION	APPLICATION TO:
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Public Facilities	Site Plan Review	Special Use Permit
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Sanitary Waste Disposal	Developments within 300 feet of a public sanitary sewer must connect to sewer system. Individual disposal systems, if permitted, shall not adversely affect public health, safety, or welfare. Sanitary sewer must have adequate capacity to serve development.		XX	XX
Storm Water Management	Development should handle storm water adequately to prevent overloading of public storm water management system. Development should not inhibit development of other properties. Development should not increase probability of erosion, flooding, landslides, or other run-off		XX	XX

	related effects.		
Utilities	Project must be served by utilities. Rural estate subdivisions should be located in designated areas which can accommodate utility and infrastructure installation consistent with the need to protect the environment and public health.	XX	XX

Comprehensive Plan

Projects should be consistent with the City of Pella's Comprehensive Development Plan.	XX
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**The Cellar Peanut Pub
629 Franklin St
Pella, IA 50219**

January 7, 2016

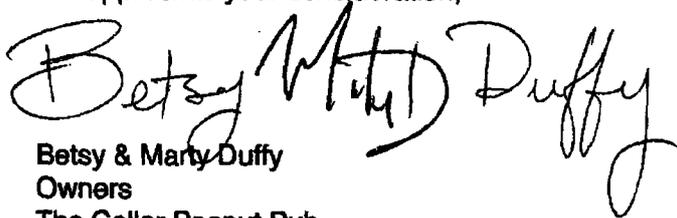
Mr. George Wesselhoft
Planning & Zoning Director
100 Truman Rd.
Pella, IA 50129

Mr. Wesselhoft,

As the tenants and future business owners at 629 Franklin St., we would like to request that the second and third public readings in regards to the matter of zoning for The Cellar Peanut Pub - Pella be waived.

There is almost universal support among the community for the rezoning amendment in the Central Business District. We have worked tirelessly to complete the renovations of the inside of the the property and waiving the second and third readings will allow us to move forward in a timely matter with the balance of licensing and inspections that are required for our business to open.

We appreciate your consideration,



Betsy & Marty Duffy
Owners
The Cellar Peanut Pub
641-295-4418

Ronda Brown

From: Amy Riddle <amyriddle@live.com>
Sent: Sunday, January 10, 2016 10:40 PM
To: George Wesselhoft
Subject: Central Business District by use of a special use permit

Mr. Wesselhoft,

I fully support an amendment to rezone the Central Business District by use of a special use permit. The Cellar Peanut Pub will be a welcome addition to Pella.

Sincerely,
Amy Riddle
Pella, IA

Ronda Brown

From: Julie Richardson <jrichardson4211@aol.com>
Sent: Sunday, January 10, 2016 3:50 PM
To: George Wesselhoft
Subject: Cellar Peanut Pub

Mr Wesselhoft,

I would like to show my support for the Cellar Peanut Pub! Marty and Betsy Duffy are a wonderful family and are excited to bring this one of a kind business into Pella. I think in a very short time, you will see people driving into Pella to visit this establishment and hopefully expanding their sales to other businesses as well.

Sincerely,

Julie Visser
jrichardson4211@aol.com

Mike Nardini

From: Vander Horst, David <David.VanderHorst@onlineaplus.com>
Sent: Tuesday, January 19, 2016 4:26 PM
To: Jim Mueller; Mike Nardini; Mark DeJong; danvb@lisco.com; elsvan@iowatelecom.net; Larry Peterson; eagleelectric@iowatelecom.net
Subject: Peanut pub

Please make this as a public record and share my thoughts

If you have been around pella long enough to remember the Dog pound on the west side of the square you will remember how important it was when it closed that the city ordinance changed I'm not bashing the possible opening of a new bar downtown all I have to say it will change the complete feel to Franklin street if this passes what is there to stop another Dog pound to return to the square. Remember it's not personal it's about keeping pella downtown a tourist destination. To my knowledge there are a lot of options off the square that are already zoned correctly for this kind of business the decisions made today will effect pella's future forever

Dave Vander Horst

J-1

Invoice	Description	Invoice Date	Due Date	Total Cost	Period	GL Account
AIRGAS USA LLC (4976)						
9047284888	WELDING GOGGLES	01/14/2016	02/02/2016	7.40	01/16	300.5.05.8120.6510
Total AIRGAS USA LLC (4976):				7.40		
ALLIANT-IES (GAS) (1060)						
01122016 - IN POO	NATURAL GAS - POOL	01/12/2016	02/02/2016	1,892.26	01/16	100.5.04.4300.6371
01122016 - PK	NATURAL GAS - MOLENGRACHT	01/12/2016	02/02/2016	18.91	01/16	100.5.09.4250.6371
01122016 - PK2	NATURAL GAS - MOLENGRACHT	01/12/2016	02/02/2016	18.91	01/16	100.5.09.4250.6371
Total ALLIANT-IES (GAS) (1060):				1,930.08		
ALTORFER INC (1069)						
PC350103903	AFTERCOOLER CIP - PP	01/25/2016	02/02/2016	130.69	01/16	410.5.06.8951.3430
PC350103953	AFTERCOOLER CIP - PP	01/15/2016	02/02/2016	200.56	01/16	410.5.06.8951.3430
Total ALTORFER INC (1069):				331.25		
AMAZON (1070)						
087397699708	SWITCHES - IT REPLACMENT	12/16/2015	02/02/2016	2,423.00	01/16	201.5.00.7099.6725
155680561781	SWITCHES - IT REPLACMENT	12/29/2015	02/02/2016	2,081.25	01/16	201.5.00.7099.6725
296148139369	SWITCHES - IT REPLACMENT	12/29/2015	02/02/2016	1,161.00	01/16	201.5.00.7099.6725
Total AMAZON (1070):				5,665.25		
ARNOLD MOTOR SUPPLY (1126)						
37-497428	ST-22 SWEEPER PARTS	12/22/2015	02/02/2016	81.57	01/16	115.5.05.2100.6350
37-497428	VEHICLE PARTS- WTP TRUCK	12/22/2015	02/02/2016	19.07	01/16	300.5.05.8120.6330
37-498350	SNOW REMOVAL	01/08/2016	02/02/2016	47.04	01/16	115.5.05.2100.6420
37-498620	ST-8	01/12/2016	02/02/2016	30.77	01/16	115.5.05.2100.6350
37-499033	ST-24	01/19/2016	02/02/2016	3.18	01/16	115.5.05.2100.6350
Total ARNOLD MOTOR SUPPLY (1126):				181.63		
ATTEMA, DOUG (5484)						
1620580004	EE REBATE - EL	01/26/2016	02/02/2016	27.56	01/16	400.2215
Total ATTEMA, DOUG (5484):				27.56		
BENTLEY SYSTEMS INC (1208)						
47727861	GIS SUPPLIES	01/04/2016	02/02/2016	219.25	01/16	100.5.05.6500.6540
Total BENTLEY SYSTEMS INC (1208):				219.25		
BILL & RAY'S AUTO INC (5719)						
WI029737	DIGGER DERRICK TOWING - EL	01/05/2016	02/02/2016	543.03	01/16	400.5.06.8588.9660
Total BILL & RAY'S AUTO INC (5719):				543.03		
BLICK ART MATERIALS (1251)						
5490067	WIGGLE EYES, DYE, COLORED PENC	01/12/2016	02/02/2016	157.74	01/16	100.5.04.4110.6544
Total BLICK ART MATERIALS (1251):				157.74		
BRADSHAW FOWLER PROCTOR (1324)						
224029	LEGAL SERVICES FOR LETTER AGRE	01/13/2016	02/02/2016	3,570.00	01/16	410.5.06.8955.3900

Invoice	Description	Invoice Date	Due Date	Total Cost	Period	GL Account
Total BRADSHAW FOWLER PROCTOR (1324):				3,570.00		
BROWN SUPPLY CO INC (1354)						
64909	SIGN BRACKETS	01/05/2016	02/02/2016	239.00	01/16	115.5.05.2100.6532
Total BROWN SUPPLY CO INC (1354):				239.00		
BRUXVOORT DECORATING (1370)						
4609	APPLIANCE REPAIR - PP	01/11/2016	02/02/2016	133.66	01/16	400.5.06.8549.9020
Total BRUXVOORT DECORATING (1370):				133.66		
C L CARROLL CO INC (1407)						
ROWTP-PP11	RO WTP-PP11	01/22/2016	02/02/2016	161,040.53	01/16	310.5.05.8152.6780
Total C L CARROLL CO INC (1407):				161,040.53		
CARPENTER UNIFORM CO (1428)						
405933	UNIFORM EXPENSE - PD	01/13/2016	02/02/2016	372.94	01/16	100.5.01.1030.6510
406579	UNIFORM EXPENSE - PD	01/22/2016	02/02/2016	109.98	01/16	100.5.01.1030.6510
406580	UNIFORM EXPENSE - PD	01/22/2016	02/02/2016	94.99	01/16	100.5.01.1030.6510
Total CARPENTER UNIFORM CO (1428):				577.91		
CBA LIGHTING & CONTROLS INC. (1444)						
160016	RUNWAY LIGHT PARTS & BULBS	01/12/2016	02/02/2016	721.48	01/16	100.5.05.2200.6590
Total CBA LIGHTING & CONTROLS INC. (1444):				721.48		
CENTRAL IA WATER ASSOC (1462)						
01222016	WATER BILLS-ANNEXED AREA	01/22/2016	02/02/2016	1,025.96	02/16	300.5.05.8100.6416
Total CENTRAL IA WATER ASSOC (1462):				1,025.96		
CHEMSEARCH (1483)						
2133080	FLOOR CLEANER - POOL	01/21/2016	02/02/2016	265.39	01/16	100.5.04.4300.6310
Total CHEMSEARCH (1483):				265.39		
CHRISTIAN OPPORTUNITY CENTER (5720)						
1612580001	EE REBATE - THERMOSTAT	01/26/2016	02/02/2016	50.00	01/16	400.2215
Total CHRISTIAN OPPORTUNITY CENTER (5720):				50.00		
CIVIC SYSTEMS LLC (1508)						
CVC13838	UB & CR SUPPORT	01/08/2016	02/02/2016	3,919.00	01/16	100.5.00.6310.6405
CVC13838	GL, AP, AR, MI EXCEL, AND AM SUPP	01/08/2016	02/02/2016	2,296.00	01/16	100.5.00.6100.6403
CVC13838	BUILDING PERMIT SUPPORT	01/08/2016	02/02/2016	1,091.00	01/16	100.5.05.5000.6403
CVC13838	PR, ACA SUPPORT	01/08/2016	02/02/2016	1,228.50	01/16	100.5.00.6320.6403
CVC13838	PR, ACA SUPPORT	01/08/2016	02/02/2016	214.50	01/16	300.5.05.8100.6405
CVC13838	PR, ACA SUPPORT	01/08/2016	02/02/2016	156.00	01/16	350.5.05.8310.6405
CVC13838	PR, ACA SUPPORT	01/08/2016	02/02/2016	351.00	01/16	400.5.06.8923.9820
Total CIVIC SYSTEMS LLC (1508):				9,256.00		
CLASSIC AVIATION INC (1519)						
02012016	AIRPORT MANAGER PAYMENT	02/01/2016	02/02/2016	3,447.50	02/16	100.5.05.2200.6405

Invoice	Description	Invoice Date	Due Date	Total Cost	Period	GL Account
Total CLASSIC AVIATION INC (1519):				3,447.50		
CRESCENT ELECTRIC SUPPLY (1597)						
S501363302.001	PULL BOX - EL	01/07/2016	02/02/2016	437.31	01/16	410.5.06.8993.3670
S501388561.001	METER SOCKET - EL	01/06/2016	02/02/2016	433.14	01/16	400.5.06.8586.9030
Total CRESCENT ELECTRIC SUPPLY (1597):				870.45		
CUSTOMIZED ENERGY SOLUTIONSLTD (1622)						
1039167	TRANSMISSION - FTR'S	01/13/2016	02/02/2016	1,000.00	01/16	400.5.06.8565.9520
Total CUSTOMIZED ENERGY SOLUTIONSLTD (1622):				1,000.00		
DE JONG DOOR SERVICE (1668)						
15633	RED SHED DOOR REPAIR - PK	01/14/2016	02/02/2016	85.00	01/16	100.5.09.4200.6310
Total DE JONG DOOR SERVICE (1668):				85.00		
DE LAGE LANDEN PUBLIC FINANCE LLC (4658)						
48481196	624974-COPIER LEASE	01/04/2016	02/02/2016	162.35	01/16	100.5.00.6100.6550
48481196	624974-COPIER LEASE	01/04/2016	02/02/2016	32.18	01/16	100.5.00.6100.6550
48481196	624974-COPIER LEASE	01/04/2016	02/02/2016	27.90	01/16	100.5.04.4100.6543
48481196	624974-COPIER LEASE	01/04/2016	02/02/2016	68.70	01/16	100.5.05.6500.6418
48481196	624974-COPIER LEASE	01/04/2016	02/02/2016	52.41	01/16	400.5.06.8549.9020
48481196	624974-COPIER LEASE	01/04/2016	02/02/2016	42.14	01/16	100.5.01.1010.6550
48481196	624974-COPIER LEASE	01/04/2016	02/02/2016	42.14	01/16	100.5.01.1030.6550
48481196	624974-COPIER LEASE	01/04/2016	02/02/2016	32.18	01/16	300.5.05.8120.6543
Total DE LAGE LANDEN PUBLIC FINANCE LLC (4658):				460.00		
DGR ENGINEERING (1706)						
00217760	CONSULTING - MISC - EL	01/13/2016	02/02/2016	256.50	01/16	400.5.06.8588.9810
00217761	CONSULT. - WEST SUB 69 KV IMPRO	01/13/2016	02/02/2016	18,694.00	01/16	410.5.06.8955.3900
00217762	ENGINEERING SERVICES- DP CONTR	01/13/2016	02/02/2016	260.00	01/16	400.5.06.8923.9820
00217763	CONSULTING - E FRANKLIN ST CONV	01/13/2016	02/02/2016	2,461.52	01/16	410.5.06.8987.3670
00217764	WEST SUB RING BUS - EL	01/13/2016	02/02/2016	6,500.00	01/16	410.5.06.8955.3900
00217765	CONSULT. - 2016 DISTR. IMPROVEM.	01/13/2016	02/02/2016	3,529.50	01/16	410.5.06.8970.3150
Total DGR ENGINEERING (1706):				31,701.52		
DIAMOND VOGEL PAINTS (1747)						
277164186	FLOOR EPOXY- DIST. SHOP	12/11/2015	02/02/2016	223.61	01/16	300.5.05.8130.6310
277164186	FLOOR EPOXY- DIST. SHOP	12/11/2015	02/02/2016	223.60	01/16	350.5.05.8330.6310
Total DIAMOND VOGEL PAINTS (1747):				447.21		
DOUGLAS INDUSTRIES (1796)						
328358	TENNIS STRAPS - CALDWELL - PK	01/13/2016	02/02/2016	375.00	01/16	100.5.09.4200.6320
Total DOUGLAS INDUSTRIES (1796):				375.00		
DUTCH MILL SUPPLY (1834)						
160881	ART CENTER TABLE - ART CENTER	01/18/2016	02/02/2016	74.80	01/16	174.5.04.4110.6544
160916	ART CENTER TABLE - PK	01/13/2016	02/02/2016	186.66	01/16	174.5.04.4110.6544
161031	TOOL WALL BUILD - SP	01/21/2016	02/02/2016	180.00	01/16	100.5.09.4245.6590

Invoice	Description	Invoice Date	Due Date	Total Cost	Period	GL Account
Total DUTCH MILL SUPPLY (1834):				441.46		
EMERGENCY MEDICAL PROD INC (1891)						
1794763	FIRST AID SUPPLIES - PK	01/13/2016	02/02/2016	285.15	01/16	100.5.04.4300.6546
1794897	CPR CLASS SUPPLIES	01/14/2016	02/02/2016	95.25	01/16	100.5.00.6320.6546
Total EMERGENCY MEDICAL PROD INC (1891):				380.40		
FASTENAL COMPANY (1929)						
IAPEA81832	BOLTS, HARDWARE W BRONZE - EL	01/13/2016	02/02/2016	417.96	01/16	400.5.06.8588.9950
IAPEA91721	DRILL BIT SET- DIST. SHOP	01/04/2016	02/02/2016	65.00	01/16	300.5.05.8130.6510
IAPEA91721	DRILL BIT SET- DIST. SHOP	01/04/2016	02/02/2016	64.99	01/16	350.5.05.8330.6510
IAPEA91826	HARDWARE	01/08/2016	02/02/2016	49.68	01/16	115.5.05.2100.6330
Total FASTENAL COMPANY (1929):				597.63		
FOUR SEASONS YARD CARE (1980)						
9288	SOCCER TOP DRESSING - PK	12/25/2015	02/02/2016	2,000.00	01/16	100.5.09.4200.6403
Total FOUR SEASONS YARD CARE (1980):				2,000.00		
GARDEN & ASSOCIATES LTD (2026)						
33813	VERMEER TRAIL	01/19/2016	02/02/2016	7,074.90	01/16	201.5.09.7205.6799
33814	OSKALOOSA ST RECON	01/19/2016	02/02/2016	1,762.50	01/16	215.5.05.2191.6761
33815	WASHINGTON STREET PROJECT	01/19/2016	02/02/2016	3,906.99	01/16	215.5.05.2179.6761
33816	HAZEL ST RECON	01/19/2016	02/02/2016	1,285.85	01/16	215.5.05.2161.6761
Total GARDEN & ASSOCIATES LTD (2026):				14,030.24		
GENERAL FIRE & SAFETY (2050)						
19756	FIRST AID SUPPLIES - SP	01/11/2016	02/02/2016	288.65	01/16	100.5.09.4200.6546
19757	FIRST AID SUPPLIES - PP	01/11/2016	02/02/2016	39.25	01/16	400.5.06.8549.9020
19758	FIRST AID SUPPLIES- WTP	01/11/2016	02/02/2016	49.95	01/16	300.5.05.8100.6546
19759	FIRST AID SUPPLIES - PD	01/11/2016	02/02/2016	65.60	01/16	100.5.01.1030.6546
19760	FIRST AID SUPPLIES - EL	01/11/2016	02/02/2016	31.75	01/16	400.5.06.8588.9300
19761	FIRST AID SUPPLIES- PWS	01/11/2016	02/02/2016	48.50	01/16	115.5.05.2100.6546
Total GENERAL FIRE & SAFETY (2050):				523.70		
GRAINGER INC, W W (2086)						
9004335890	SHOP TOWELS - PP	01/21/2016	02/02/2016	100.30	01/16	400.5.06.8549.9020
Total GRAINGER INC, W W (2086):				100.30		
GRAYMONT WESTERN LIME INC. (2093)						
65783RI	LIME - WTP	12/31/2015	02/02/2016	4,016.32	01/16	300.5.05.8120.6503
Total GRAYMONT WESTERN LIME INC. (2093):				4,016.32		
GRIMES ASPHALT AND PAVING CORP (2101)						
9998	ASPHALT	01/16/2016	02/02/2016	365.00	01/16	310.5.05.8183.6790
9998	COLD MIX AC - PW	01/16/2016	02/02/2016	413.18	01/16	115.5.05.2100.6545
Total GRIMES ASPHALT AND PAVING CORP (2101):				778.18		
GRITTERS ELECTRIC (2104)						
00076698	ELECTRICAL HOOK UPS/LIGHTS - PK	01/13/2016	02/02/2016	1,666.00	01/16	100.5.09.4200.6310

Invoice	Description	Invoice Date	Due Date	Total Cost	Period	GL Account
Total GRITTERS ELECTRIC (2104):				1,666.00		
HACH COMPANY (2136)						
9746403	LAB SUPPLIES - WTP	01/12/2016	02/02/2016	203.34	01/16	300.5.05.8120.6547
Total HACH COMPANY (2136):				203.34		
HARRIS, MICHAEL (5722)						
1620580001	EE REBATE	01/19/2016	02/02/2016	50.00	01/16	400.2215
Total HARRIS, MICHAEL (5722):				50.00		
HASELHUHN, LAUREN OR TIMOTHY (5715)						
9-04500-06	CREDIT BALANCE REFUND	01/20/2016	02/02/2016	91.59	02/16	001.1199
Total HASELHUHN, LAUREN OR TIMOTHY (5715):				91.59		
HAUPERT, BRET (2190)						
011716PD	FUEL - PD	01/17/2016	02/02/2016	25.73	01/16	100.5.01.1030.6514
Total HAUPERT, BRET (2190):				25.73		
HEDRICK-ROZENBERG, JENNIE (2215)						
01262016	KNOXVILLE SWIM MEET MILEAGE	01/26/2016	02/02/2016	17.82	01/16	100.5.04.4300.6564
Total HEDRICK-ROZENBERG, JENNIE (2215):				17.82		
HOEFLICK, STACIA M (4695)						
01142016	REFUND FROM SWIM LESSON CLASS	01/14/2016	02/02/2016	5.50	01/16	100.4.04.4300.4574
Total HOEFLICK, STACIA M (4695):				5.50		
HOWARD R GREEN COMPANY (2290)						
102797	RO WATER TREATMENT	01/21/2016	02/02/2016	25,212.23	01/16	310.5.05.8182.6727
Total HOWARD R GREEN COMPANY (2290):				25,212.23		
HUSTON, MATTHEW (2320)						
010216PD	UNIFORM EXPENSE - PD	01/02/2016	02/02/2016	37.10	01/16	100.5.01.1030.6510
Total HUSTON, MATTHEW (2320):				37.10		
HY-VEE (2328)						
4341661270	SNACKS FOR ADULT ART CLASS	01/14/2016	02/02/2016	7.98	01/16	100.5.04.4110.6544
4345565241	BOARD MEETING LUNCH - CC	01/21/2016	02/02/2016	57.48	01/16	100.5.04.4100.6240
Total HY-VEE (2328):				65.46		
IA FIREMEN'S ASSOCIATION (2368)						
01152016	MEMBERSHIP DUES-FD	01/15/2016	02/02/2016	364.00	01/16	100.5.02.1100.6210
Total IA FIREMEN'S ASSOCIATION (2368):				364.00		
IA ONE CALL (2385)						
177256	LOCATES-EL	01/13/2016	02/02/2016	112.80	01/16	400.5.06.8588.9810
178328	LOCATES WTP	01/13/2016	02/02/2016	47.25	01/16	300.5.05.8100.6405
178328	LOCATES WWTP	01/13/2016	02/02/2016	47.25	01/16	350.5.05.8330.6405

Invoice	Description	Invoice Date	Due Date	Total Cost	Period	GL Account
Total IA ONE CALL (2385):				207.30		
IA PRISON INDUSTRIES (2392)						
938652	SIGNS	12/31/2015	02/02/2016	1,300.30	01/16	115.5.05.2100.6532
938707	SIGNS	01/11/2016	02/02/2016	1,716.50	01/16	115.5.05.2100.6532
Total IA PRISON INDUSTRIES (2392):				3,016.80		
IA PUBLIC AIRPORTS ASSOC (2393)						
12016AIR	IPAA MEMBERSHIP	01/20/2016	02/02/2016	150.00	01/16	100.5.05.2200.6416
Total IA PUBLIC AIRPORTS ASSOC (2393):				150.00		
IA STATE UNIVERSITY (4935)						
52552	TREE CONFERENCE - NUNNIKHOVEN	01/11/2016	02/02/2016	160.00	01/16	100.5.09.4200.6240
52553	TREE CONFERENCE - SIMBRO-WOOD	01/11/2016	02/02/2016	160.00	01/16	100.5.09.4200.6240
Total IA STATE UNIVERSITY (4935):				320.00		
IA WORKFORCE DEVELOPMENT (2413)						
12312015	UNEMPLOYMENT CLAIMS - ACCT # 10	12/31/2015	02/02/2016	500.00	01/16	100.5.04.4100.6170
Total IA WORKFORCE DEVELOPMENT (2413):				500.00		
IAWEA (2417)						
12516WWTP	MAINTENANCE CONFERENCE	01/25/2016	02/02/2016	200.00	01/16	350.5.05.8310.6240
12516WWTP-2	MAINTENANCE CONFERENCE	01/25/2016	02/02/2016	200.00	01/16	350.5.05.8310.6240
Total IAWEA (2417):				400.00		
ICENBICE, RANDALL S (5727)						
48-03500-07	DEPOSIT REFUND	01/27/2016	02/02/2016	41.04	02/16	400.2210
Total ICENBICE, RANDALL S (5727):				41.04		
INT'L ASSOCIATION OF CHIEFS OF (2460)						
1001183117	INTERNATIONAL ASSN OF CHIEFS OF	01/08/2016	02/02/2016	150.00	01/16	100.5.01.1030.6210
Total INT'L ASSOCIATION OF CHIEFS OF (2460):				150.00		
IRBY (2483)						
S009309441.001	LED FIXTURES - EL	01/04/2016	02/02/2016	3,120.00	01/16	400.5.06.8585.9030
S009309441.003	LED FIXTURES - EL	01/06/2016	02/02/2016	4,404.00	01/16	400.5.06.8585.9030
S009366156.001	SUBMERSIBLE SECONDARY CONNE	01/14/2016	02/02/2016	823.20	01/16	410.5.06.8987.3670
Total IRBY (2483):				8,347.20		
JEFF ELLIS & ASSOCIATES INC. (2518)						
20074788	CPR CLASS SUPPLIES	01/15/2016	02/02/2016	421.20	01/16	100.5.00.6320.6546
20074847	ELLIS FEE - POOL	02/01/2016	02/02/2016	934.58	02/16	100.5.04.4300.6416
Total JEFF ELLIS & ASSOCIATES INC. (2518):				1,355.78		
JOHN DEER FINANCIAL (2528)						
2549082	AIR COMPRESSOR PARTS - PK	01/07/2016	02/02/2016	42.97	01/16	100.5.09.4200.6320
2549084	SLEDGE HAMMER	01/07/2016	02/02/2016	14.00	01/16	350.5.05.8330.6510
2549084	SLEDGE HAMMER- DIST SHOP	01/07/2016	02/02/2016	13.99	01/16	300.5.05.8130.6510

Invoice	Description	Invoice Date	Due Date	Total Cost	Period	GL Account
2552420	BLDG MAINTENANCE	01/13/2016	02/02/2016	73.16	01/16	115.5.05.2100.6310
2552439	KNIFE	01/13/2016	02/02/2016	9.99	01/16	350.5.05.8330.6510
2552478	CLAMPS & SCREWS	01/13/2016	02/02/2016	21.97	01/16	300.5.05.8120.6590
2552825	SHOP TOOLS	01/14/2016	02/02/2016	9.98	01/16	115.5.05.2100.6510
2552827	SEA FOAM, SOAP, CLEANER, STONE	01/14/2016	02/02/2016	37.89	01/16	100.5.09.4200.6590
2553017	DE-ICER - EL	01/14/2016	02/02/2016	6.38	01/16	400.5.06.8588.9300
2553017	SAFETY SHOES - DAN H. - EL	01/14/2016	02/02/2016	139.99	01/16	400.5.06.8588.9720
2553337	RETURN GRINDING STONES - PK	01/15/2016	02/02/2016	5.98	01/16	100.5.09.4200.6590
2553459	NUTS, BOLTS, SOAP - PK	01/15/2016	02/02/2016	6.21	01/16	100.5.09.4200.6590
2553619	SANDING DISKS - PK	01/15/2016	02/02/2016	8.49	01/16	100.5.09.4200.6590
2554832	BLDG MAINTENANCE	01/18/2016	02/02/2016	84.72	01/16	115.5.05.2100.6310
2554833	GLOVES	01/18/2016	02/02/2016	36.97	01/16	350.5.05.8310.6546
2554989	SWIVEL CASTER - PK	01/18/2016	02/02/2016	11.96	01/16	100.5.09.4200.6590
2555299	AIR COMPRESSOR - PK	01/19/2016	02/02/2016	369.99	01/16	100.5.04.4300.6310
2555305	SWIVEL CASTER - PK	01/19/2016	02/02/2016	16.49	01/16	100.5.09.4200.6590
2555366	BATTERY - EL	01/19/2016	02/02/2016	89.99	01/16	400.5.06.8588.9660
2555403	BLDG MAINTENANCE	01/19/2016	02/02/2016	97.34	01/16	115.5.05.2100.6310
2555472	OIL - PK	01/19/2016	02/02/2016	17.99	01/16	100.5.09.4200.6350
2555514	TOOL WALL BUILD/SUPPLIES - SP	01/19/2016	02/02/2016	23.15	01/16	100.5.09.4245.6590
2555523	SHOP	01/19/2016	02/02/2016	14.95	01/16	115.5.05.2100.6310
2556640	BLDG MAINTENANCE	01/22/2016	02/02/2016	11.58	01/16	115.5.05.2100.6310
2556682	PAINT - TOOL WALL - SP	01/22/2016	02/02/2016	28.98	01/16	100.5.09.4245.6590
2556809	ELECTRICAL BOX EXTENDER - SP	01/22/2016	02/02/2016	1.39	01/16	100.5.09.4200.6590
2556861	BLDG MAINTENANCE	01/22/2016	02/02/2016	17.98	01/16	115.5.05.2100.6310
Total JOHN DEER FINANCIAL (2528):				1,202.52		
KELLY SUPPLY CO (2579)						
8159680-0	PW OFFICE	01/18/2016	02/02/2016	6.89	01/16	115.5.05.2100.6310
8159692-0	BULBS/PW	01/18/2016	02/02/2016	11.00	01/16	115.5.05.2100.6310
8159770-0	PVC CEMENT	01/21/2016	02/02/2016	6.94	01/16	350.5.05.8330.6510
8159774-0	BLDG MAINTENANCE	01/21/2016	02/02/2016	93.35	01/16	115.5.05.2100.6310
8159780-0	LIGHT BULB - PD	01/22/2016	02/02/2016	38.48	01/16	100.5.01.1000.6310
8159811-0	FURNACE FILTERS - POOL	01/22/2016	02/02/2016	93.57	01/16	100.5.04.4300.6310
Total KELLY SUPPLY CO (2579):				250.23		
KELTEK INC (5306)						
9805	STROBES/SAFETY	01/18/2016	02/02/2016	809.40	01/16	115.5.05.2100.6330
Total KELTEK INC (5306):				809.40		
L & L CUSTOM TOPS (5718)						
20873	COUNTERTOP- DIST. SHOP	01/05/2016	02/02/2016	210.00	01/16	300.5.05.8130.6310
20873	COUNTERTOP- DIST. SHOP	01/05/2016	02/02/2016	210.00	01/16	350.5.05.8330.6310
Total L & L CUSTOM TOPS (5718):				420.00		
LAMPERT LUMBER (2653)						
9102780	PALM NAILER - FD	12/03/2015	02/02/2016	79.99	01/16	201.5.02.7044.6727
9104209	LUMBER	01/07/2016	02/02/2016	9.49	01/16	350.5.05.8330.6310
9104209	LUMBER	01/07/2016	02/02/2016	9.48	01/16	300.5.05.8130.6310
9104312	SOCKET ADAPTERS/ LAG SCREWS	01/11/2016	02/02/2016	8.06	01/16	350.5.05.8330.6510
9104652	SHOP	01/19/2016	02/02/2016	38.18	01/16	115.5.05.2100.6310
Total LAMPERT LUMBER (2653):				145.20		

Invoice	Description	Invoice Date	Due Date	Total Cost	Period	GL Account
LASER RESOURCES LLC (4705)						
AR360304	101596 COPIER LEASE	01/01/2016	02/02/2016	39.67	01/16	100.5.00.6100.6550
AR360304	101596 COPIER LEASE	01/01/2016	02/02/2016	23.99	01/16	100.5.04.4100.6543
AR360304	101596 COPIER LEASE	01/01/2016	02/02/2016	5.10	01/16	100.5.01.1010.6550
AR360304	101596 COPIER LEASE	01/01/2016	02/02/2016	5.10	01/16	100.5.01.1030.6550
AR360304	101596 COPIER LEASE	01/01/2016	02/02/2016	1.72	01/16	300.5.05.8120.6543
Total LASER RESOURCES LLC (4705):				75.58		
LESKUN, JULIE (5723)						
1620580003	EE REBATE	01/19/2016	02/02/2016	20.00	01/16	400.2215
Total LESKUN, JULIE (5723):				20.00		
LIFEGUARD STORE INC., THE (2748)						
INV330961	SWIMSUIT - POOL	10/02/2015	02/02/2016	53.63	01/16	100.5.04.4300.6425
Total LIFEGUARD STORE INC., THE (2748):				53.63		
LINCOLN NATIONAL (2752)						
3168760631	LIFE & LTD INSURANCE PREMIUM	02/01/2016	02/02/2016	469.80	02/16	191.5.08.9200.6154
3168760631	LIFE & LTD INSURANCE PREMIUM	02/01/2016	02/02/2016	82.60	02/16	191.5.08.9200.6154
3168760631	LIFE & LTD INSURANCE PREMIUM	02/01/2016	02/02/2016	78.30	02/16	191.5.08.9200.6154
3168760631	LIFE & LTD INSURANCE PREMIUM	02/01/2016	02/02/2016	1,192.27	02/16	191.5.08.9200.6155
Total LINCOLN NATIONAL (2752):				1,822.97		
MARTIN MARIETTA MATERIALS (2842)						
16828190	ROCK	12/31/2015	02/02/2016	1,170.33	01/16	310.5.05.8183.6790
16859722	ROCK	01/07/2016	02/02/2016	395.69	01/16	310.5.05.8183.6790
Total MARTIN MARIETTA MATERIALS (2842):				1,566.02		
MC MASTER-CARR SUPPLY CO (2886)						
47310902	CONCRETE ANCHORS -EL	01/14/2016	02/02/2016	362.85	01/16	410.5.06.8987.3670
Total MC MASTER-CARR SUPPLY CO (2886):				362.85		
MEDIACOM (5331)						
011416PW	INTERNET-PW	01/14/2016	02/02/2016	143.40	01/16	100.5.05.6500.6373
Total MEDIACOM (5331):				143.40		
MENNINGA PEST CONTROL (2913)						
44599 A	SHOP PEST CONTROL - PK	01/14/2016	02/02/2016	88.00	01/16	100.5.09.4200.6403
44838	PEST CONTROL - CH	01/18/2016	02/02/2016	30.00	01/16	100.5.00.6100.6310
44941	PEST CONTROL - CC	01/21/2016	02/02/2016	92.00	01/16	100.5.04.4100.6310
44947	PEST CONTROL - PP	01/21/2016	02/02/2016	59.92	01/16	400.5.06.8549.9020
Total MENNINGA PEST CONTROL (2913):				269.92		
METERING & TECHNOLOGY SOLUTIONS (4934)						
4493	WATER METER	09/04/2015	02/02/2016	1,503.85	01/16	310.5.05.8145.6727
5369	WATER METER	01/07/2016	02/02/2016	563.61	01/16	310.5.05.8145.6727
5418	WATER METERS	01/13/2016	02/02/2016	969.13	01/16	310.5.05.8145.6727
Total METERING & TECHNOLOGY SOLUTIONS (4934):				3,036.59		

Invoice	Description	Invoice Date	Due Date	Total Cost	Period	GL Account
MIDWEST SAFETY COUNSELORS INC. (2980)						
IVC0045157	CALIBRATION GAS	01/08/2016	02/02/2016	130.00	01/16	350.5.05.8310.6546
IVC0045157	CALIBRATION GAS	01/08/2016	02/02/2016	130.00	01/16	350.5.05.8330.6546
IVC0045157	SHIPPING	01/08/2016	02/02/2016	32.05	01/16	350.5.05.8300.6531
Total MIDWEST SAFETY COUNSELORS INC. (2980):				<u>292.05</u>		
MIDWEST SANITATION (2981)						
51037	SNOW REMOVAL	12/29/2015	02/02/2016	1,710.00	01/16	115.5.05.2100.6420
Total MIDWEST SANITATION (2981):				<u>1,710.00</u>		
MISO ACCOUNTS RECEIVABLE (2973)						
8464055502	TRANSMISSION	01/20/2016	01/20/2016	.04	01/16	400.5.06.8565.9520
Total MISO ACCOUNTS RECEIVABLE (2973):				<u>.04</u>		
MISSOURI RIVER ENERGY SERVICES (3001)						
012616	PURCHASED POWER	01/26/2016	01/26/2016	1,000,730.67	01/16	400.5.06.8555.9500
012616	TRANSMISSION	01/26/2016	01/26/2016	141,903.51	01/16	400.5.06.8565.9520
Total MISSOURI RIVER ENERGY SERVICES (3001):				<u>1,142,634.18</u>		
MUNICIPAL SUPPLY INC (3052)						
0612485-IN	REPAIR CLAMP	01/08/2016	02/02/2016	122.00	01/16	300.5.05.8130.6398
0612940-IN	DISTRIBUTION SUPPLIES	01/15/2016	02/02/2016	1,557.00	01/16	310.5.05.8183.6790
Total MUNICIPAL SUPPLY INC (3052):				<u>1,679.00</u>		
N C L OF WISCONSIN INC (3063)						
366490	LABORATORY SUPPLIES	01/07/2016	02/02/2016	200.21	01/16	350.5.05.8300.6547
367043	LAB SUPPLIES - WTP	01/18/2016	02/02/2016	105.54	01/16	300.5.05.8120.6547
Total N C L OF WISCONSIN INC (3063):				<u>305.75</u>		
NORTHWAY WELL & PUMP CO (3145)						
14586	CHEMICALLY CLEAN WELL	12/31/2015	02/02/2016	5,000.00	01/16	310.5.05.8196.6799
Total NORTHWAY WELL & PUMP CO (3145):				<u>5,000.00</u>		
OFFICE DEPOT (3174)						
814952326001	CHAIR	01/04/2016	02/02/2016	50.00	01/16	350.5.05.8310.6543
814952326001	CHAIR	01/04/2016	02/02/2016	49.99	01/16	300.5.05.8120.6543
Total OFFICE DEPOT (3174):				<u>99.99</u>		
O'HALLORAN INTERNATIONAL INC (3176)						
R1000039645:01	DIGGER DERRICK REPAIR - EL	01/16/2016	02/02/2016	8,108.38	01/16	400.5.06.8588.9660
Total O'HALLORAN INTERNATIONAL INC (3176):				<u>8,108.38</u>		
OSKALOOSA HERALD (3200)						
12/1-12/31/15	PUBLIC HEARING AD - EL	12/31/2015	02/02/2016	38.97	01/16	410.5.06.8955.3900
123115P&Z	LEGAL ADVERTISEMENTS	12/31/2015	02/02/2016	60.19	01/16	100.5.05.5000.6414
88	LEGAL PUBLICATIONS	12/31/2015	02/02/2016	465.88	01/16	100.5.00.6000.6414
Total OSKALOOSA HERALD (3200):				<u>565.04</u>		

Invoice	Description	Invoice Date	Due Date	Total Cost	Period	GL Account
PELLA CAR CARE (3257)						
0217875	#108 CAR REPAIR - PK	01/19/2016	02/02/2016	54.95	01/16	100.5.09.4200.6330
Total PELLA CAR CARE (3257):				54.95		
PELLA COOP ELECTRIC ASSN (3268)						
010916AIR	ELEC BILL-AIRPORT	01/09/2016	02/02/2016	1,231.02	01/16	100.5.05.2200.6370
Total PELLA COOP ELECTRIC ASSN (3268):				1,231.02		
PELLA REGIONAL HEALTH CT (3296)						
12142015	HEP B VACCINATION - FD	12/14/2015	02/02/2016	119.00	01/16	100.5.02.1100.6546
Total PELLA REGIONAL HEALTH CT (3296):				119.00		
PETTY CASH (3318)						
01262016ELECTRI	CAR WASH 8/21/15-1/25/16 - EL	01/26/2016	02/02/2016	48.00	01/16	400.5.06.8588.9660
01262016ELECTRI	FASTSPRING - ACCESS POINT FIRM	01/26/2016	02/02/2016	22.00	01/16	400.5.06.8588.9920
01262016ELECTRI	VENDING - MEETING COST - EL	01/26/2016	02/02/2016	1.25	01/16	400.5.06.8921.9900
01262016ELECTRI	HOTWIRE - HOTEL - NATE 9/16/15	01/26/2016	02/02/2016	71.58	01/16	400.5.06.8921.9900
01262016ELECTRI	KUM & GO - GAS - TRAVEL - 9/17/15	01/26/2016	02/02/2016	20.00	01/16	400.5.06.8921.9900
01262016ELECTRI	JIMMY JOHN'S - MEALS FOR MEETIN	01/26/2016	02/02/2016	35.00	01/16	400.5.06.8921.9900
01262016ELECTRI	WALMART-TOILET FLAPPER - EL	01/26/2016	02/02/2016	12.27	01/16	400.5.06.8588.9300
Total PETTY CASH (3318):				210.10		
PICKETT, ALAN (5724)						
1611580001	EE REBATE	01/19/2016	02/02/2016	400.00	01/16	400.2215
Total PICKETT, ALAN (5724):				400.00		
PIGOTT INC (5716)						
91182	CHAIRS - PD	01/19/2016	02/02/2016	2,296.14	01/16	201.5.01.7010.6721
Total PIGOTT INC (5716):				2,296.14		
PLUMB SUPPLY COMPANY (3357)						
3729564	TOILET SANIT	01/21/2016	02/02/2016	12.99	01/16	115.5.05.2100.6590
Total PLUMB SUPPLY COMPANY (3357):				12.99		
POST OFFICE (3371)						
012916	MAILING UTILITY BILLS	01/29/2016	01/29/2016	1,702.43	01/16	100.5.00.6310.6531
Total POST OFFICE (3371):				1,702.43		
POWER LINE SUPPLY COMPANY (5705)						
5989215	FR SAFETY CLOTHING - EL	01/11/2016	02/02/2016	201.16	01/16	400.5.06.8588.9720
Total POWER LINE SUPPLY COMPANY (5705):				201.16		
PTM DOCUMENT SYSTEMS INC (5726)						
0036337	1099S	01/15/2016	02/02/2016	68.26	01/16	100.5.00.6100.6543
Total PTM DOCUMENT SYSTEMS INC (5726):				68.26		
PUBLIC FINANCIAL MANAGEMENT INC (3408)						
15724	2015 ELECTRIC REVENUE ADVISOR F	01/15/2016	02/02/2016	16,671.64	01/16	401.5.06.9077.6802

Invoice	Description	Invoice Date	Due Date	Total Cost	Period	GL Account
Total PUBLIC FINANCIAL MANAGEMENT INC (3408):				16,671.64		
PVC PIPE SUPPLIES (5717)						
27298	PIPE AND FITTINGS	01/08/2016	02/02/2016	458.28	01/16	350.5.05.8300.6350
27298	SHIPPING	01/08/2016	02/02/2016	62.40	01/16	350.5.05.8300.6531
Total PVC PIPE SUPPLIES (5717):				520.68		
QUILL CORPORATION (3420)						
2088771	OFFICE SUPPLIES - EL	01/07/2016	02/02/2016	190.77	01/16	400.5.06.8588.9920
2088819	BINDERS - EL	01/07/2016	02/02/2016	305.34	01/16	400.5.06.8588.9920
2127702	OFFICE SUPPLIES - EL	01/08/2016	02/02/2016	74.35	01/16	400.5.06.8588.9920
2141658	OFFICE SUPPLIES - EL	01/08/2016	02/02/2016	18.35	01/16	400.5.06.8588.9920
2353544	OFFICE SUPPLIES - EL	01/14/2016	02/02/2016	100.67	01/16	400.5.06.8588.9920
2400670	5" BINDERS - EL	01/15/2016	02/02/2016	64.94	01/16	400.5.06.8588.9920
2403974	6" BINDERS - EL	01/15/2016	02/02/2016	78.38	01/16	400.5.06.8588.9920
2482033	FOLDERS - EL	01/19/2016	02/02/2016	99.04	01/16	400.5.06.8588.9920
Total QUILL CORPORATION (3420):				931.84		
RACOM CORPORATION (3429)						
15INV1103	NEW PAGERS - FD	11/18/2015	02/02/2016	551.62	01/16	201.5.02.7044.6727
Total RACOM CORPORATION (3429):				551.62		
RILCO (3502)						
0255283-IN	DIESEL ENGINE SERVICE	01/14/2016	02/02/2016	538.66	01/16	115.5.05.2100.6514
Total RILCO (3502):				538.66		
ROOSE, ROSETTA (5721)						
1627580001	EE REBATE - APPLIANCE PICKUP	01/26/2016	02/02/2016	35.00	01/16	400.2215
Total ROOSE, ROSETTA (5721):				35.00		
RSM US LLP (5657)						
M-4731082-019	DECEMBER IT SERVICE	01/12/2016	02/02/2016	8,782.00	01/16	100.5.00.6200.6405
M-4731110-019	CITY HALL SWITCH REPLACEMENT	01/12/2016	02/02/2016	1,730.00	01/16	201.5.00.7099.6725
Total RSM US LLP (5657):				10,512.00		
SADLER SIGN/DESIGN (3584)						
14436	DOOR DECAL # 112 - PK	01/19/2016	02/02/2016	89.00	01/16	100.5.09.4200.6330
Total SADLER SIGN/DESIGN (3584):				89.00		
SAFETY KLEEN SYSTEMS INC (3590)						
68991864	PARTS WASHER SERVICE - PP	01/07/2016	02/02/2016	206.61	01/16	400.5.06.8549.9020
Total SAFETY KLEEN SYSTEMS INC (3590):				206.61		
SCHRODER, BRIAN (3622)						
0122116PWS	BOOT REIMBURSEMENT - PW	01/22/2016	02/02/2016	100.00	01/16	115.5.05.2100.6546
Total SCHRODER, BRIAN (3622):				100.00		

Invoice	Description	Invoice Date	Due Date	Total Cost	Period	GL Account
SHEAFFER, NATHAN (3671)						
011516PWS	HORN REIMBURSEMENT	01/15/2016	02/02/2016	33.28	01/16	115.5.05.2100.6330
Total SHEAFFER, NATHAN (3671):				33.28		
SISCO (3718)						
173193	FIXED INSURANCE COSTS	01/20/2016	01/20/2016	199.75	01/16	191.5.08.9200.6157
173193	FIXED INSURANCE COSTS	01/20/2016	01/20/2016	47,224.11	01/16	191.5.08.9200.6152
173193	FIXED INSURANCE COSTS	01/20/2016	01/20/2016	699.72	01/16	191.5.08.9200.6196
173193	FIXED INSURANCE COSTS	01/20/2016	01/20/2016	1,500.00	01/16	191.5.08.9200.6196
2213-011916	MEDICAL CLAIMS	01/20/2016	01/20/2016	2,206.95	01/16	191.5.08.9200.6153
2213-011916F	FLEX SPENDING CLAIMS	01/20/2016	01/20/2016	1,160.69	01/16	191.5.08.9200.6157
2213-012716	FLEX SPENDING CLAIMS	01/27/2016	01/27/2016	576.36	01/16	191.5.08.9200.6157
2213-012716M	MEDICAL CLAIMS	01/27/2016	01/27/2016	788.19	01/16	191.5.08.9200.6153
Total SISCO (3718):				54,355.77		
SKARSHAUG TESTING LABS (3720)						
205470	TEST EQUIPMENT - EL	01/18/2016	02/02/2016	836.31	01/16	400.5.06.8588.9720
Total SKARSHAUG TESTING LABS (3720):				836.31		
SKYLINE READY MIX (3723)						
8631	SHOP SLAB	12/07/2015	02/02/2016	1,637.31	01/16	115.5.05.2100.6549
Total SKYLINE READY MIX (3723):				1,637.31		
SNYDER & ASSOCIATES INC (3748)						
115.0931.01-1	ENGINEERING SERVICES	01/07/2016	02/02/2016	885.50	01/16	100.5.05.5000.6405
115.0932.01-1	ENGINEERING SERVICES	01/07/2016	02/02/2016	845.00	01/16	100.5.05.5000.6405
32	FAA PLANNING STUDY	12/29/2015	02/02/2016	2,429.84	01/16	241.5.05.7240.6750
Total SNYDER & ASSOCIATES INC (3748):				4,160.34		
STATE OF IOWA AUDITOR (3806)						
011116	AUDIT FILING FEE	01/11/2016	02/02/2016	850.00	01/16	100.5.00.6100.6401
Total STATE OF IOWA AUDITOR (3806):				850.00		
STRAVERS TRUE VALUE (3838)						
A223076	LIME-A-WAY/ BUILDINGS	01/07/2016	02/02/2016	7.49	01/16	115.5.05.2100.6590
A223255	SHOP SUPPLIES	01/11/2016	02/02/2016	35.05	01/16	115.5.05.2100.6300
A223441	GRINDER PARTS - PK	01/15/2016	02/02/2016	8.98	01/16	100.5.09.4245.6590
A223626	EXCHANGE BULBS - CH	01/19/2016	02/02/2016	2.40	01/16	100.5.00.6100.6310
A223719	SCREWS/ANCHORS - SP	01/20/2016	02/02/2016	19.18	01/16	100.5.09.4245.6590
E54448	KEYS - PD	01/15/2016	02/02/2016	8.00	01/16	100.5.01.1000.6310
E54452	NUTS & BOLTS - PK	01/15/2016	02/02/2016	3.48	01/16	100.5.09.4200.6590
E54598	PAPER TOWELS- CH	01/26/2016	02/02/2016	42.16	01/16	100.5.00.6100.6543
Total STRAVERS TRUE VALUE (3838):				126.74		
SUMMIT COMPANIES (5585)						
1102445	ANNUAL FIRE EXTING SVC	01/13/2016	02/02/2016	64.00	01/16	100.5.05.2200.6590
1102451	ANNUAL FIRE EXTING SVC-CC	01/13/2016	02/02/2016	124.75	01/16	100.5.04.4100.6310
1103992	MONTHLY INSPECTION - EL	01/19/2016	02/02/2016	55.00	01/16	400.5.06.8588.9300
Total SUMMIT COMPANIES (5585):				243.75		

Invoice	Description	Invoice Date	Due Date	Total Cost	Period	GL Account
SUMMIT FIRE PROTECTION (3865)						
1102445	ANNUAL FIRE EXTINGUISHER SERVI	01/13/2016	02/02/2016	64.00	01/16	100.5.05.2200.6590
1102445	ANNUAL FIRE EXTINGUISHER SERVI	01/13/2016	02/02/2016	64.00	02/16	100.5.05.2200.6590
1102451	ANNUAL FIRE EXTINGUISHER SERVI	01/13/2016	02/02/2016	124.75	01/16	100.5.04.4100.6310
1102451	ANNUAL FIRE EXTINGUISHER SERVI	01/13/2016	02/02/2016	124.75	02/16	100.5.04.4100.6310
Total SUMMIT FIRE PROTECTION (3865):				.00		
THE BIGWORD INC (4614)						
INV526281	INVESTIGATION - INTERPRETER - PD	12/31/2015	02/02/2016	12.18	01/16	100.5.01.1040.6434
Total THE BIGWORD INC (4614):				12.18		
TITAN MACHINERY (3959)						
589754-CL	ST-10 SERVICE	01/15/2016	02/02/2016	409.06	01/16	115.5.05.2100.6350
7165113GP	ANTENNA	01/07/2016	02/02/2016	48.80	01/16	115.5.05.2100.6350
Total TITAN MACHINERY (3959):				457.86		
TOMPKINS INDUSTRIES INC (3965)						
403165225	ST-23 PLOW PARTS	12/30/2015	02/02/2016	13.06	01/16	115.5.05.2100.6420
403168067	ST-17	01/06/2016	02/02/2016	24.64	01/16	115.5.05.2100.6350
403169802	SNOW REMOVAL EQUIPMENT	01/08/2016	02/02/2016	168.78	01/16	115.5.05.2100.6420
403169803	CREDIT INVOICE	01/08/2016	02/02/2016	24.64	01/16	115.5.05.2100.6350
403172648	SNOW EQUIPMENT	01/13/2016	02/02/2016	45.20	01/16	115.5.05.2100.6420
403172649	SNOW EQUIPMENT	01/13/2016	02/02/2016	199.20	01/16	115.5.05.2100.6420
Total TOMPKINS INDUSTRIES INC (3965):				426.24		
TONY'S AUTO PARTS (3968)						
5797-208147	TORO 4000 OIL FILTER - SP	01/12/2016	02/02/2016	9.94	01/16	100.5.09.4245.6350
5797-208148	TORO 4000 OIL/CUP - PK	01/12/2016	02/02/2016	41.49	01/16	100.5.09.4245.6350
5797-208366	SCISSOR LIFT SUPPLIES	01/14/2016	02/02/2016	18.57	01/16	300.5.05.8120.6350
5797-208369	GARAGE DOOR OPENER BATTERIES	01/14/2016	02/02/2016	10.84	01/16	115.5.05.2100.6330
5797-208442	SCOUT - FILTER/LUBE - PK	01/15/2016	02/02/2016	9.31	01/16	100.5.09.4245.6350
5797-208490	ST-23	01/15/2016	02/02/2016	9.80	01/16	115.5.05.2100.6350
5797-208697	ST-24	01/19/2016	02/02/2016	5.87	01/16	115.5.05.2100.6350
5797-208698	EQUIPMENT SUPPLIES	01/19/2016	02/02/2016	24.50	01/16	115.5.05.2100.6350
5797-208739	PARTS	01/19/2016	02/02/2016	26.28	01/16	115.5.05.2100.6330
5797-208740	SHOP SUPPLIES	01/19/2016	02/02/2016	13.25	01/16	115.5.05.2100.6330
5797-208815	TRACTOR AIR AND FUEL FILTERS - P	01/20/2016	02/02/2016	30.75	01/16	100.5.09.4200.6350
5797-208945	SHOP SUPPLIES	01/21/2016	02/02/2016	14.50	01/16	115.5.05.2100.6330
Total TONY'S AUTO PARTS (3968):				215.10		
TOWN CRIER (3979)						
23227	CHRISTMAS TREE AD	12/16/2015	02/02/2016	82.50	01/16	115.5.05.2100.6402
8320	BUDGET TABS - CH	01/14/2016	02/02/2016	56.70	01/16	100.5.00.6100.6417
Total TOWN CRIER (3979):				139.20		
TRANSACT TECHNOLOGIES INC (3985)						
1252254	RECEIPT PRINTER PAPER	01/11/2016	02/02/2016	122.37	01/16	100.5.00.6310.6544
Total TRANSACT TECHNOLOGIES INC (3985):				122.37		
TUCKER TRUCKING, ALAN (4009)						
11009	ROCK HAULING	01/04/2016	02/02/2016	564.63	01/16	300.5.05.8130.6398

Invoice	Description	Invoice Date	Due Date	Total Cost	Period	GL Account
11016	ROCK- STOCKPILE	01/11/2016	02/02/2016	186.01	01/16	310.5.05.8183.6790
Total TUCKER TRUCKING, ALAN (4009):				750.64		
TWO RIVERS COOPERATIVE (4019)						
12312015 - FD	00511450 FUEL - FD	12/31/2015	02/02/2016	49.69	01/16	100.5.02.1100.6514
Total TWO RIVERS COOPERATIVE (4019):				49.69		
UITERMARKT, BRAD (4025)						
1620580002	EE REBATE - EL	01/19/2016	02/02/2016	36.00	01/16	400.2215
Total UITERMARKT, BRAD (4025):				36.00		
UNITED PARCEL SERVICES (4036)						
0000536050046	UPS BILL	01/23/2016	02/02/2016	87.12	01/16	100.5.00.6100.6531
0000536050046	UPS BILL	01/23/2016	02/02/2016	16.78	01/16	400.5.06.8588.9920
Total UNITED PARCEL SERVICES (4036):				103.90		
US CELLULAR (4047)						
0118948705	CELL PHONES	01/12/2016	02/02/2016	45.87	01/16	400.5.06.8588.9920
0118948705	CELL PHONES	01/12/2016	02/02/2016	2.94	01/16	400.5.06.8549.9020
0118948705	CELL PHONES	01/12/2016	02/02/2016	57.40	01/16	100.5.05.6500.6373
0118948705	CELL PHONES	01/12/2016	02/02/2016	90.56	01/16	100.5.00.6100.6373
0118948705	CELL PHONES	01/12/2016	02/02/2016	26.94	01/16	300.5.05.8100.6373
0118948705	CELL PHONES	01/12/2016	02/02/2016	46.91	01/16	400.5.06.8584.9030
0118948705	CELL PHONES	01/12/2016	02/02/2016	23.45	01/16	350.5.05.8330.6373
0118948705	CELL PHONES	01/12/2016	02/02/2016	23.46	01/16	300.5.05.8100.6373
Total US CELLULAR (4047):				317.53		
VAN MAANEN & ASSOCIATES P.C. (4115)						
0049275 IN	AUDIT EXPENSE	12/31/2015	02/02/2016	4,525.00	01/16	141.5.05.2200.6401
0049275-IN	AUDIT EXPENSE	12/31/2015	02/02/2016	4,525.00	01/16	141.5.05.2200.6401
0049275-IN	AUDIT EXPENSE	12/31/2015	02/02/2016	4,525.00-	02/16	141.5.05.2200.6401
01112016	AUDIT FILING FEE	01/11/2016	02/02/2016	850.00	01/16	100.5.00.6100.6401
01112016	AUDIT FILING FEE	01/11/2016	02/02/2016	850.00-	02/16	100.5.00.6100.6401
Total VAN MAANEN & ASSOCIATES P.C. (4115):				4,525.00		
VAN SANT COLLISION (4725)						
13550	TRUCK REPAIR #112 - PK	01/08/2016	02/02/2016	145.00	01/16	100.5.09.4200.6330
Total VAN SANT COLLISION (4725):				145.00		
VAN VARK, DENNIS (5725)						
1611580002	EE REBATE	01/19/2016	02/02/2016	400.00	01/16	400.2215
Total VAN VARK, DENNIS (5725):				400.00		
VANDER PLOEG BAKERY (4209)						
49796	BIRTHDAY CAKE - POOL	01/16/2016	02/02/2016	17.00	01/16	100.5.04.4300.6590
Total VANDER PLOEG BAKERY (4209):				17.00		
VEENSTRA, SHAWN (4242)						
010916PD	MEALS - PD	01/09/2016	02/02/2016	25.90	01/16	100.5.01.1030.6260

Invoice	Description	Invoice Date	Due Date	Total Cost	Period	GL Account
Total VEENSTRA, SHAWN (4242):				25.90		
VILLAGE INDUSTRIAL LAUNDRY (4263)						
91741	LAUNDRY - FD	12/30/2015	02/02/2016	15.00	01/16	100.5.02.1100.6413
Total VILLAGE INDUSTRIAL LAUNDRY (4263):				15.00		
VISU-SEWER CLEAN & SEAL INC (4271)						
27321	CLEAN/TELEWISE SEWER	12/31/2015	02/02/2016	3,380.00	01/16	350.5.05.8330.6499
Total VISU-SEWER CLEAN & SEAL INC (4271):				3,380.00		
WALLACE, KATHRYNN J (5714)						
3-12800-15	DEPOSIT REFUND	01/19/2016	02/02/2016	156.12	02/16	400.2210
Total WALLACE, KATHRYNN J (5714):				156.12		
WALMART COMMUNITY (4312)						
000604	VARIOUS	12/16/2015	02/02/2016	9.94	01/16	100.5.04.4110.6544
001142	FLASH DRIVE - PD	12/21/2015	02/02/2016	24.97	01/16	100.5.01.1030.6543
001872	GARDEN CREATURES SUPPLIES	01/05/2016	02/02/2016	38.09	01/16	176.5.09.4220.6544
004248	BIRTHDAY SUPPLIES - POOL	01/09/2016	02/02/2016	5.38	01/16	100.5.04.4300.6590
006607	VARIOUS	12/17/2015	02/02/2016	24.35	01/16	100.5.04.4100.6590
006607	VARIOUS	12/17/2015	02/02/2016	4.63	01/16	100.5.09.4200.6590
009130	BIRTHDAY SUPPLIES - POOL	12/19/2015	02/02/2016	2.91	01/16	100.5.04.4300.6590
01162016 - CH	JANITORIAL SUPPLIES	01/16/2016	02/02/2016	21.43	01/16	100.5.00.6100.6411
01162016 - CH	BATTERIES, TOWELS, SOAP	01/16/2016	02/02/2016	37.09	01/16	100.5.00.6100.6543
534400012576 B	EE XMAS PARTY	12/10/2015	02/02/2016	8.91	01/16	100.5.00.6320.6412
53440012576 A	EE XMAS PARTY - RED	12/10/2015	02/02/2016	8.91	01/16	100.5.00.6320.6412
Total WALMART COMMUNITY (4312):				168.79		
WARRIOR GOLF VENTURE LLC (5237)						
438659	BOS LANDEN MAINTENANCE REIMBU	01/05/2016	02/02/2016	14,630.50	01/16	100.5.04.4460.6403
Total WARRIOR GOLF VENTURE LLC (5237):				14,630.50		
WEB.COM (4339)						
012916	MONTHLY WEB SERVICE	01/29/2016	01/29/2016	29.95	01/16	100.5.00.6200.6403
Total WEB.COM (4339):				29.95		
WINDSTREAM IOWA COMMUNICATIONS (4413)						
011516WWTP	TELEPHONE SERVICE- WWTP	01/15/2016	02/02/2016	27.01	01/16	350.5.05.8310.6373
01212016-1456	PHONE 1456 - EL	01/21/2016	02/02/2016	226.47	01/16	400.5.06.8549.9020
01212016-8334	PHONE 8334 - EL	01/21/2016	02/02/2016	20.58	01/16	400.5.06.8588.9920
01212016-8334	PHONE 8334 - EL	01/21/2016	02/02/2016	20.58	01/16	400.5.06.8562.9030
Total WINDSTREAM IOWA COMMUNICATIONS (4413):				294.64		
WINGER CONTRACTING COMPANY (4416)						
151125-004	BOILER MAINTENANCE	01/15/2016	02/02/2016	253.75	01/16	350.5.05.8300.6350
151230-002	LP VAPORIZER MAINENANCE	01/15/2016	02/02/2016	1,054.40	01/16	350.5.05.8300.6350
Total WINGER CONTRACTING COMPANY (4416):				1,308.15		

Invoice	Description	Invoice Date	Due Date	Total Cost	Period	GL Account
WOLFF, NATHAN (5197)						
012516PD	EAR PIECE - PD	01/25/2016	02/02/2016	41.33	01/16	100.5.01.1030.6510
Total WOLFF, NATHAN (5197):				41.33		
ZEBEC OF NORTH AMERICA INC. (4464)						
25353A	FISH SLIDE REAPIR - POOL	12/15/2015	02/02/2016	9,050.00	01/16	201.5.04.7080.6727
Total ZEBEC OF NORTH AMERICA INC. (4464):				9,050.00		
ZIEGLER INC (4466)						
PC01108800	ENGINE PARTS	01/13/2016	02/02/2016	17.28	01/16	350.5.05.8300.6350
PC01108800	SHIPPING	01/13/2016	02/02/2016	13.73	01/16	350.5.05.8300.6531
Total ZIEGLER INC (4466):				31.01		
Grand Totals:				1,595,543.36		

Report GL Period Summary

GL Period	Amount
02/16	1,956.01
01/16	1,593,587.35

Vendor number hash: 0
 Vendor number hash - split: 0
 Total number of invoices: 0
 Total number of transactions: 0

Report Criteria:

Invoice Detail.Input date = 01/20/2016-02/02/2016

Report Criteria:

Paid transmittals included
Unpaid transmittals included

Transmittal Number	Name	Check Number	Pay Per Date	Pay Code	Description	GL Account	Amount
1							
1	EFTPS	160122115	01/16/2016	74-00	SOCIAL SECURITY Pay Period: 1/16/2	100.2165	11,349.71
1	EFTPS	160122115	01/16/2016	74-00	SOCIAL SECURITY Pay Period: 1/16/2	100.2165	11,349.71
1	EFTPS	160122115	01/16/2016	75-00	MEDICARE Pay Period: 1/16/2016	100.2165	3,160.04
1	EFTPS	160122115	01/16/2016	75-00	MEDICARE Pay Period: 1/16/2016	100.2165	3,160.04
1	EFTPS	160122115	01/16/2016	76-00	FEDERAL WITHHOLDING TAX Pay Pe	100.2165	25,046.93
Total 1:							54,066.43
2							
2	IOWA DEPARTMENT OF	160122117	01/16/2016	77-00	STATE WITHHOLDING TAX Pay Period	100.2166	9,697.41
2	IOWA DEPARTMENT OF	160122117	01/16/2016	77-00		100.5.00.6100.6502	.41-
Total 2:							9,697.00
3							
3	IPERS	160122116	01/16/2016	50-01	IPERS-REGULAR Pay Period: 1/16/201	100.2160	9,664.98
3	IPERS	160122116	01/16/2016	50-01	IPERS-REGULAR Pay Period: 1/16/201	100.2160	14,505.64
3	IPERS	160122116	01/16/2016	50-02	IPERS-ELECTED Pay Period: 1/16/201	100.2160	27.46
3	IPERS	160122116	01/16/2016	50-02	IPERS-ELECTED Pay Period: 1/16/201	100.2160	41.21
3	IPERS	160122116	01/16/2016	50-01		100.5.00.6100.6502	.02
Total 3:							24,239.31
4							
4	MUNICIPAL FIRE & POLI	1556	01/16/2016	51-01	MFPRSI-POLICE PENSION Pay Period:	100.2161	3,305.00
4	MUNICIPAL FIRE & POLI	1556	01/16/2016	51-01	MFPRSI-POLICE PENSION Pay Period:	100.2161	9,763.89
Total 4:							13,068.89
5							
5	ICMA-457	160122112	01/16/2016	52-01	ICMA RETIREMENT 457 Pay Period: 1/	100.2169	4,170.00
5	ICMA-457	160122112	01/16/2016	52-02	ICMA RETIREMENT 457%(GROSS) Pa	100.2169	2,129.29
Total 5:							6,299.29
6							
6	ICMA-401	160122111	01/16/2016	53-00	401A Pay Period: 1/16/2016	100.2167	787.38
Total 6:							787.38
7							
7	ICMA-ROTH	160122113	01/16/2016	52-05	ICMA ROTH IRA Pay Period: 1/16/2016	100.2171	1,107.30
Total 7:							1,107.30
8							
8	AFLAC	1555	01/16/2016	42-00	AFLAC SHORT TERM DISABILITY Pay	100.2152	170.50
8	AFLAC	1555	01/16/2016	45-01	AFLAC ACCIDENT-SICK Pay Period: 1/	100.2152	397.48
8	AFLAC	1555	01/16/2016	45-02	AFLAC CANCER Pay Period: 1/16/2016	100.2152	282.65
Total 8:							850.63

Transmittal Number	Name	Check Number	Pay Per Date	Pay Code	Description	GL Account	Amount
9	9 TRANSAMERICA LIFE IN	1557	01/16/2016	43-00	SUPPLIEMENTAL LIFE INSURANCE P	100.2152	165.66
Total 9:							165.66
10	10 LINCOLN NATIONAL	1558	01/16/2016	41-01	DENTAL-SINGLE Pay Period: 1/16/201	191.4.08.9200.4795	251.40
	10 LINCOLN NATIONAL	1558	01/16/2016	41-02	DENTAL-FAMILY Pay Period: 1/16/201	191.4.08.9200.4795	1,109.43
	10 LINCOLN NATIONAL	1558	01/16/2016	41-01		100.5.00.6100.6502	.20-
	10 LINCOLN NATIONAL	1558	01/16/2016	41-02		191.5.08.9200.6158	57.05-
	10 LINCOLN NATIONAL	1558	01/16/2016	41-01		191.5.08.9200.6158	420.54
Total 10:							1,724.12
11	11 CHILD SUPPORT RECOV	160122114	01/16/2016	56-01	CHILD SUPPORT-FLAT AMT Pay Perio	100.2158	556.14
Total 11:							556.14
Grand Totals:							112,562.15

Report Criteria:

Paid transmittals included

Unpaid transmittals included

<u>Name</u>	<u>Pay Per Date</u>	<u>Description</u>	<u>GL Account</u>	<u>Amount</u>
ACH	1/22/2016	DIRECT DEPOSITS	100.2010	135,543.21
CHECK RUN	1/22/2016	PAYCHECKS	100.2010	11,836.69
				<hr/> <u>147,379.90</u>
Grand Totals:				<hr/> <u>147,379.90</u>
