



# CITY OF PELLA

## CITY COUNCIL OFFICIAL MINUTES

August 15, 2017

### **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 Jim Mueller presiding. Members present were: Mark De Jong, Tony Bokhoven, Dan L. Vander Beek, Harold Van Stryland, Bruce Schiebout, Larry Peterson. Absent: None. City Administrator Mike Nardini, City Attorney Bob Stuyvesant, and City Clerk Mandy Smith were present. Six staff members and eight 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. Convention and Visitors Bureau Contract Renewal
2. Approval of Tentative Agenda. Council Member Vander Beek moved to approve the tentative agenda, seconded by Council Member Bokhoven. On roll call the vote was: AYES: Vander Beek, Bokhoven, Van Stryland, Schiebout, Peterson, De Jong. NAYS: None. Motion carried.
3. Reappointment of Tom Vander Linden to the Airport Committee. Council Member Schiebout moved to approve, seconded by Council Member Van Stryland. On roll call the vote was: AYES: Schiebout, Van Stryland, Peterson, De Jong, Bokhoven, Vander Beek. NAYS: None. Motion carried.

BACKGROUND: Tom Vander Linden has served on the Airport Committee since 2005 and is interested in serving another 6-year term. He is employed as a part-time pharmacist and resides in Pella. If approved, Tom's new term would expire January 1, 2023.

ATTACHMENTS: None  
REPORT PREPARED BY: Public Works Department  
REVIEWED BY: CITY ADMINISTRATOR  
CITY CLERK  
RECOMMENDATION: Approve Reappointment

4. Appointment of Randy Borgerding to the Airport Committee. Council Member Vander Beek moved to approve, seconded by Council Member Peterson. On roll call the vote was: AYES: Vander Beek, Peterson, De Jong, Bokhoven, Van Stryland, Schiebout. NAYS: None. Motion carried.

BACKGROUND: Mayor Mueller would like to appoint Randy Borgerding to the Airport Committee. Randy is well versed in the aviation industry with approximately thirty years of experience in the field. Currently, Randy is the Chief Aircraft Maintenance Specialist for Pella Corporation. Randy and his wife reside at 1020 Edgewater Drive. If approved, Randy's 6-year term would expire January 1, 2023.

ATTACHMENTS: None  
REPORT PREPARED BY: Public Works Department  
REVIEWED BY: CITY ADMINISTRATOR  
CITY CLERK  
RECOMMENDATION: Approve Appointment

5. Announce Closed Session pursuant to Iowa Code Chapter 21.5 1 (c) to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation.
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### **\*PUBLIC FORUM (for anyone wishing to address Council regarding agenda items)**

None

### **C. APPROVAL OF CONSENT AGENDA**

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

1. Approval of Minutes
  - a. Official Council Minutes for August 1, 2017

## 2. Report of Committees

### a. Library Board Minutes for July 11, 2017

I. Call To Order: Vice President Praveen Mohan called the meeting to order at 4:00 p.m. Board members present were: Angela Adam, Verlan Den Adel, John Evenhouse, Jane Koogler, Kenny Nedder, and Rachel Sparks. Library Director Wendy Street was present. All board members were present.

II. Recognition of Visitors and Visitor Comments: There were no visitors present.

III. Welcome new board member: The board welcomed Verlan to the board. He is the newest member to the board.

IV. Approval of Agenda: There were no changes to the agenda. The agenda stood as presented.

V. Disposition of Minutes: All Board members received the June 2017 minutes prior to the meeting. Angela moved to approve the minutes as is. Rachel seconded the motion. The minutes were unanimously approved.

VI. Approval of Bills: All Board members received the July list of bills prior to the meeting. After a brief discussion and questions regarding the bills, Kenny moved to approve the July bills. Jane seconded the motion. The bills were unanimously approved.

VII. Unfinished Business: There was no unfinished business.

VIII. New Business:

- a. Election of officers – Praveen read the proposed slate of officers, President – Praveen Mohan; Vice President – Angela Adam; Secretary – Kenny Nedder. Jane moved to elect the officers as presented. Rachel seconded the motion. The board unanimously elected the slate of officers for the coming year.
- b. Board ethics/Conflict of interest statements – Reviewed the purpose of these documents.
- c. FY16/17 statistics – The board discussed this report. It was noted that the seed packets were not correctly counted resulting in an understatement to the numbers. Wendy will work to correct the numbers.
- d. Progress report on Plan for Service – Wendy reviewed the progress to goals from this year's results. This plan will end in 2018. In the coming months, the board will begin to work with Wendy to develop a new plan. There was a general discussion about the merits of a five-year vs those of a three-year plan. The length of the plan will be a component up for discussion when the new plan is developed.

IX. President's Report and Announcements: Praveen updated the board on the annual evaluation of the library director by the board.

X. Director's Report:

- a. Summer Reading Program - We started handing out reading logs on May 22. Approximately 1,200 logs have gone out and we have awarded 1,113 prizes. There have been 264 entries so far in the adult summer reading program drawings. Summer reading programs end July 31.
- b. Statistics
  - FaxScan24: 3 faxes were sent in June.
  - Mobile print service: 12 different users sent 31 jobs totaling 74 pages.
- c. Pleasantville's Open Access status – The State Library has informed me that the library in Pleasantville no longer meets the requirements to participate in Open Access. That means we will not be paid for serving residents of Pleasantville. We currently have 37 users from Pleasantville who checked out about 350 items last year. If they don't come into compliance by August 1, we will have to stop serving those residents.
- d. New Gale Database - The State Library recently rebid their contract for a statewide database package. This contract allows us to purchase a suite of databases at a greatly reduced cost because it is subsidized by the State Library. For the past 20 or so years, the vendor has been EBSCOhost, but this year the contract was awarded to Gale. We have updated the links on our webpages and worked with EBSCO to integrate the new databases in our catalog. The Gale package includes Chilton Auto Repair, a language learning database and a Books and Reading database in addition to full text magazine and newspaper databases. Once staff have a chance to learn more about these databases, I plan to promote some of the different databases to our patrons.
- e. Friends of the Library money - There is now a money drop box in the Book Nook. People purchasing materials from the Book Nook will drop their payments in the box rather than paying at the Circulation Desk. To be in compliance with legal and accounting best practices, library staff will not handle money for the Friends of the Library.
- f. Building and grounds - Halvorson Trane replaced the faulty compressor in June. They also discovered 3 leaks, which they have not yet repaired. The bill for the compressor replacement is included in this month's bills. The estimate to repair the leaks is \$3,361.
- g. Upcoming events
  - July 12 from 2:00 to 4:00 p.m.: Wednesdays Whatchamacallit for tweens/teens in grades 5-12. Join us to make an up-cycle craft and ice cream in a bag. This program is offered again at 7:00 p.m.
  - July 18 at 7:00 p.m.: Family Fun Night. We will meet in the Meeting Room at 7:00 p.m. All ages welcome. Marion County Naturalist Marla Mertz will present a nature program.
  - July 20 at 10:15 a.m.: Genealogy Club will meet in the Heritage Room.
  - July 27 at noon: The Brown Bag Book Club will discuss Lilli de Jong by Janet Benton in the Heritage Room.
  - The Friends of the Library will hold their annual Paperback Book Sale Thursday, July 27 through Saturday, July 29. The book sale will be in the library meeting room during all hours the library is open.
  - Aug. 1 at 7:00 p.m.: Barn Quilts. Learn about the origin of barn quilts, hear the stories behind them, and see over 100 photos of barn quilts. Presented by Suzi Parron.

XI. Committee reports: There were no committee reports.

XII. Adjournment: President Praveen Mohan adjourned the meeting at 5:12 p.m. The next regularly scheduled Board Meeting is scheduled for August 8, 2017.

## 3. Petitions and Communications

### a. Special Event Permit Request for Many Hands for Haiti Color Blast 5K

BACKGROUND: Many Hands for Haiti (MH4H) has requested a special event permit for the "MH4H Color Blast 5K" to be held on Saturday, September 23, 2017. The proposed event would take place from 9:00 to 11:00 a.m. with set-up starting at 6:00 a.m. and take down ending at Noon. The proposed event would begin and end in Trinity Reformed Church's parking lot. This is a change from last year's route in which participants began and ended the race on Main Street near the Mango Tree, requiring street closures. As a result of the route's start/finish line change, no street closures are requested this year.

Along the race route, MH4H is proposing to have five stations where runners will have colored powder thrown at them. MH4H is hosting this event to help raise funds and awareness for their ministry.

All pertinent City Departments have reviewed this application and comments are attached. The fee and insurance certificate have been received, and approval is recommended.

ATTACHMENTS: Application, Map, Department Comments

REPORT PREPARED BY: City Clerk

REVIEWED BY: CITY ADMINISTRATOR

CITY CLERK  
RECOMMENDATION: Approve Special Event Permit

4. Administration Reports – None

**D. \*PUBLIC HEARINGS** – None

**E. PETITIONS & COMMUNICATIONS** – None

**F. PLANNING & ZONING ITEMS** – None

**G. ADMINISTRATION REPORTS**

1. Proclaim Tuesday, October 31, 2017 as “Beggar’s Night” in Pella. Council Member Van Stryland moved to approve, seconded by Council Member Schiebout. On roll call the vote was: AYES: Van Stryland, Schiebout, Peterson, De Jong, Bokhoven, Vander Beek. NAYS: None. Motion carried.

BACKGROUND: Historically, the City of Pella has designated one evening around Halloween as “Beggar’s Night”. It is the City’s intent to continue this tradition and designate Tuesday, October 31, 2017 as “Beggar’s Night”. The hours identified for this activity are 6:00 to 8:00 p.m.

Other communities, the PACE Alliance, and local schools were solicited for their input regarding “Beggar’s Night” with the following results:

- Oskaloosa – Business participation and a parade are scheduled for October 31<sup>st</sup>
- Knoxville – Designated October 31<sup>st</sup> as “Beggar’s Night”
- PACE Alliance – Historically the retail members and downtown businesses do not advertise special activities associated with “Beggars Night”
- Pella Community Schools – No athletic or extracurricular activities are scheduled
- Pella Christian Schools – No athletic or extracurricular activities are scheduled

First round football playoff games are scheduled for October 27<sup>th</sup>.

ATTACHMENTS: None  
REPORT PREPARED BY: Robert A. Bokinsky, Chief of Police  
REVIEWED BY: CITY ADMINISTRATOR  
CITY CLERK  
RECOMMENDATION: Proclaim Tuesday, October 31, 2017 as “Beggar’s Night” for the City of Pella from 6:00 to 8:00 p.m.

**H. RESOLUTIONS**

1. Resolution No. 5793 entitled, “RESOLUTION APPROVING ORDERING THE PREPARATION OF PLANS AND SPECIFICATIONS, FORM OF CONTRACT, NOTICE OF HEARING AND NOTICE OF LETTING, SETTING DATE FOR PUBLIC HEARING, AUTHORIZING THE TAKING OF BIDS, AND AUTHORIZING BID OPENING FOR THE IA 163 EASTBOUND ON/OFF RAMP/WEST WASHINGTON STREET INTERSECTION PROJECT”. Council Member Schiebout moved to approve, seconded by Council Member Vander Beek. On roll call the vote was: AYES: Schiebout, Vander Beek, Van Stryland, Peterson, De Jong, Bokhoven. NAYS: None. Motion carried.

BACKGROUND: This resolution establishes September 5, 2017 as the public hearing date and authorizes staff to seek bids for the IA 163 Eastbound On/Off-Ramp/West Washington Street Intersection Project. As background, Snyder & Associates recently completed a traffic analysis for the above referenced intersection. As a result, Snyder & Associates is recommending installing traffic signals at this intersection along with the following geometric improvements:

- Dedicated left turn lanes on West Washington Street
- Dedicated right turn lane on IA Highway 163 eastbound off-ramp
- Traffic signals to include protected/permissive left turn phasing for east and westbound West Washington Street via flashing yellow arrow operation

It is important to note, the Engineer’s estimate for the project is \$541,000. Staff believes the local match will be approximately \$341,000 with the remaining funds being provided by a grant through the Iowa Department of Transportation (IDOT).

Critical dates have been identified as:

August 31, 2017	Bid Letting
September 5, 2017	Public Hearing to Receive Bids and Award of Contract
September 15, 2017	Approximate – Start of Construction
December 1, 2017	Approximate – Completion of Roadway Improvements
April 1, 2018	Approximate – Completion of Traffic Signals

ATTACHMENTS: Resolution, Engineer’s Opinion of Probable Costs, Map, Notice to Bidders, Notice of Public Hearing  
REPORT PREPARED BY: Public Works Department  
REVIEWED BY: CITY ADMINISTRATOR  
CITY CLERK  
RECOMMENDATION: Approve Resolution

**I. ORDINANCES** – None

#### **I. CLAIMS**

1. Abstract of bills No. 1989. Council Member Schiebout moved to approve, seconded by Council Member Bokhoven. On roll call the vote was: AYES: Schiebout, Bokhoven, Vander Beek, Van Stryland, Peterson, De Jong. NAYS: None. Motion carried.

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

None

At 7:09 p.m., Council went into the Policy and Planning meeting, ending at 7:32 p.m.

#### **L. CLOSED SESSION**

1. At 7:33 p.m., Council Member Bokhoven moved to enter into closed session pursuant to Iowa Code Chapter 21.5 1 (c) to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation, seconded by Council Member Vander Beek. On roll call the vote was: AYES: Bokhoven, Vander Beek, Van Stryland, Schiebout, Peterson, De Jong. NAYS: None. Motion carried. At 7:53 p.m., Council Member Vander Beek moved to reconvene to regular session, seconded by Council Member Van Stryland. On roll call the vote was: AYES: Vander Beek, Van Stryland, Schiebout, Peterson, De Jong, Bokhoven. NAYS: None. Motion carried. No action was taken regarding this closed session.
2. At 7:53 p.m., Council Member De Jong moved to enter into closed session pursuant to Iowa Code Chapter 21.5 1 (c) to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation, seconded by Council Member Vander Beek. On roll call the vote was: AYES: De Jong, Vander Beek, Van Stryland, Schiebout, Peterson, Bokhoven. NAYS: None. Motion carried. At 8:25 p.m., Council Member Bokhoven moved to reconvene to regular session, seconded by Council Member Vander Beek. On roll call the vote was: AYES: Bokhoven, Vander Beek, Van Stryland, Schiebout, Peterson, De Jong. NAYS: None. Motion carried. No action was taken regarding this closed session.

#### **M. ADJOURNMENT**

There being no further business claiming their attention, Council Member Bokhoven moved to adjourn, seconded by Council Member Vander Beek. On roll call the vote was: AYES: Bokhoven, Vander Beek, Van Stryland, Schiebout, Peterson, De Jong. NAYS: None. Motion carried. Meeting adjourned at 8:27 p.m.