



# CITY OF PELLA

## CITY COUNCIL OFFICIAL MINUTES

September 19, 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. Council 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. Seven staff members and four 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. Residential Sidewalk Replacement Program
2. Approval of tentative agenda. Vander Beek moved to approve the tentative agenda, seconded by Bokhoven. On roll call the vote was: AYES: Vander Beek, Bokhoven, Van Stryland, Schiebout, Peterson, De Jong. NAYS: None. Motion carried.

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

No comments were received.

### C. APPROVAL OF CONSENT AGENDA

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

1. Approval of Minutes
  - a. Official Council Minutes for September 5, 2017
  - b. Official Council Minutes for September 12, 2017
2. Report of Committees

- a. Airport Committee Minutes for June 30, 2017

Members Present: Dave Barnes, Dave Erickson, Marv Tysseling, Warren Winkle

Members Absent: Myron Linn, Tom Vander Linden

Others Present: Shane Vande Voort

Old Business: *Motion:* The Committee approved the minutes from April 28, 2017.

New Business:

Project updates: The bid for the concrete rehab project has been awarded for TK concrete for \$188,850. The project calls for a 20 calendar day completion time and will happen in September or October.

Regional Airport: Dave Barnes reported that the SCRAA board will be in the process of selecting legal counsel and an engineering firm in the next few months. Both cities are expected to respond to Mahaska county's recent resolution regarding the airport.

Discussion of needs at the Pella Municipal Airport and transitional budget to a replacement airport. Shane is working on specs for a 100' x 100' conventional hangar.

2017 Tulip Time Flight Breakfast Planning: The successful 2017 breakfast (over 900 served) was reviewed. *Motion:* A motion was made seconded and approved to ask the Pella United Methodist Church to serve the 2018 breakfast.

Airport Managers report to the committee: The bat-wing mower is no longer in usable condition and the city will be seeking sealed bids for a new one. The mayor has selected a new committee member who will be appointed soon. Marv has asked to be replaced on the committee also. Comments from the chairman: Rick discussed the upcoming 50<sup>th</sup> anniversary of the Pella Municipal Airport. The committee agreed this anniversary will be celebrated in 2018.

Next regular meeting will take place on July 28, 2017.

- b. Library Board Minutes for August 8, 2017

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

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

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

IV. Disposition of Minutes: All Board members received the July 2017 minutes prior to the meeting. Jane moved to approve the minutes as amended. Kenny seconded the motion. The minutes were unanimously approved.

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

VI. Unfinished Business: There was no unfinished business.

VII. New Business:

- A. Adopt the Holiday Schedule – Wendy presented the proposed holiday schedule for 2018. After discussion regarding specific dates, the schedule was approved as presented.
- B. Review of Collection Agency Statistics – There was a brief discussion around the importance of having the service and it pays for itself. Other library’s methods were also discussed. No changes were proposed.
- C. Set Policy for Library Card Sign-up Month – Wendy reviewed the policy from previous years that provides ½ priced card replacements during the month of September. John motioned to continue the policy. Jane seconded. The motion passed as presented.
- D. County Wide Trustee Training – Wendy reviewed the trustee training that will be held on Thursday, September 14<sup>th</sup> and hosted in Knoxville. The topic will be “Designing a People-focused Library.”

VIII. President’s Report and Announcements:

- A. Committee Assignments – Praveen presented the new committee assignments as follows:
  - Personnel/Nominating: Angela, Jane, and Rachel
  - Governance/Policy: John, Verlan, and Kenny
- B. Library Journal Survey on Benchmarking Basic Library Board Demographics and Procedures – Praveen reviewed the survey he took on behalf of the board of trustees. He will share results when they are compiled.
- C. Board Support for Wendy – Praveen opened a discussion on additional ways the board could support Wendy. Discussed was the continued need around advocacy for the library and navigating budgeting around new pay-per-use services like Hoopla. The board agreed to have an additional discussion on Hoopla during the October or November meeting.

IX. Director’s Report:

- A. Summer Reading Programs: We are wrapping up the children’s programs and will have complete statistics next month. We handed out more logs this year, but awarded fewer prizes in the children’s programs. In the teen program, 75 teens read 240,225 pages. In the adult program, we had 424 entries, compared to 353 last year.
- B. Statistics:
  - FaxScan24: 9 faxes were sent in July.
  - Mobile print service: 10 different users sent 41 jobs totaling 82 pages.
- C. Pleasantville’s Open Access Status: Wendy reviewed her discussions regarding this situation. As of July 27, Pleasantville was still not in compliance. At this point in time, we will not jeopardize Pella’s open access status, however we may not be reimbursed if we continue to serve the Pleasantville community while they continue to work towards becoming compliant. Kenny motioned to continue to serving Pleasantville library patrons via open access and assess their status again during the November board meeting to allow them more time to resolve their status. Jane seconded the motion. The motion passed as presented.
- D. County-wide Trustee Training: This is scheduled for Thursday, Sept 14 at 6:00 p.m. at the Knoxville Public Library. After a light supper, Maryann Mori from the State Library of Iowa will present on the topic “Designing a people-focused library.”
- E. CIP Projects:
  - Chris is obtaining quotes for new public computers and tablet OPACs
  - I’m working on quotes for the meeting room remodel. We are considering flooring other than carpet.
- F. Building and Grounds: Halvorson Trane repaired the three leaks and recharged the system. The bill is included on this month’s list of bills (\$3,361.00).
- G. Upcoming Events:
  - August 17 at 7:00 p.m.: Genealogy Club will meet in the Library Meeting Room.
  - August 31 at 12:00 noon: The Brown Bag Book Club will discuss A Quilted Legacy by David Freligh in the Library Meeting Room.

X. Committee reports: There were no committee reports.

XI. Adjournment: Secretary Kenny Nedder adjourned the meeting at 5:15 p.m. The next regularly scheduled Board Meeting is scheduled for September 12, 2017.

3. Petitions and Communications

a. Special Event Permit Request for MidWestOne’s Meal on the Molengracht

BACKGROUND: MidWestOne Bank has requested a special event permit for their Meal on the Molengracht scheduled for Thursday, October 12, 2017, from 5:00 to 7:00 p.m. Set-up would begin on October 11th at noon with take down ending by October 13th at 11:00 a.m. MidWestOne is proposing to serve grilled hamburgers and hot dogs in front of their location, on the south side of the Molengracht, as a way of showing appreciation to their customers.

It should be noted, the special event includes a signage request for two banners to be hung on the canal railing as well as a 20x20 tent in case of inclement weather. An event application reserving the Molengracht has been submitted to the Community Services Department.

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

b. Renewal of Class C Liquor License with Sunday Sales for Applebee’s Neighborhood Grill & Bar

BACKGROUND: Apple Corps LP, DBA Applebee’s Neighborhood Grill & Bar, at 1600 Washington Street, has applied for renewal of their Class C Liquor License with Sunday Sales. The term of the new license is 12-months and would expire on November 2, 2018.

The application has been completed online with the state, and staff is recommending approval.

ATTACHMENTS: Application

REPORT PREPARED BY: City Clerk

REVIEWED BY: CITY ADMINISTRATOR

CITY CLERK

RECOMMENDATION: Approve renewal

4. Administration Reports – None

**D. \*PUBLIC HEARINGS** – None

**E. PETITIONS & COMMUNICATIONS**

1. Temporary Outdoor Service Privilege on a Class C Liquor License for The Cellar Peanut Pub. Bokhoven moved to approve, seconded by Vander Beek. On roll call the vote was: AYES: Bokhoven, Vander Beek, Van Stryland, Schiebout, Peterson, De Jong. NAYS: None. Motion carried.

BACKGROUND: The Cellar Peanut Pub, located at 629 Franklin Street, has applied for a temporary outdoor service privilege on their Class C Liquor License on Saturday, September 23, 2017. This request is in conjunction with the previously approved special event permit for Herfst Feest, promoted by the PACE Alliance.

As Council is aware, the PACE Alliance will be hosting a band from 5:00 to 9:00 p.m. within a fenced area in the Klokkenspel. In addition, In't Veld's will be serving food and The Cellar Peanut Pub will be serving beverages. Access to this area will only be allowed through The Cellar Peanut Pub.

Staff is recommending approval as all requirements have been completed online with the state.

ATTACHMENTS: Application, Map  
REPORT PREPARED BY: City Clerk  
REVIEWED BY: CITY ADMINISTRATOR  
CITY CLERK  
RECOMMENDATION: Approve temporary outdoor service privilege

- 2a. Special Event Permit Request for the Pella in Pink Run/Walk. Schiebout moved to approve, seconded by Peterson. On roll call the vote was: AYES: Schiebout, Peterson, De Jong, Bokhoven, Vander Beek, Van Stryland. NAYS: None. Motion carried.

BACKGROUND: The Pella Regional Foundation has requested a special event permit for the Pella in Pink Run/Walk scheduled on Saturday, October 7, 2017, at 8:00 a.m. Set-up would begin at 6:00 a.m. with take down completed by 10:00 a.m. The promoter expects 200 to 300 individuals to participate in this annual run/walk for breast cancer awareness. The proposed race route remains the same as last year, with start and finish lines at the Tulip Toren as outlined on the attached map.

Included with this request is a resolution to close the following streets from 8:00 to 10:00 a.m.:

- Franklin Street from Broadway Street to W 3rd Street
- W 3rd Street from Franklin Street to University Street

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: Resolution, Application, Map, Department Comments  
REPORT PREPARED BY: City Clerk  
REVIEWED BY: CITY ADMINISTRATOR  
CITY CLERK  
RECOMMENDATION: Approve special event permit and resolution

- 2b. Resolution No. 5798 entitled, "RESOLUTION TEMPORARILY CLOSING PUBLIC WAYS OR GROUNDS IN CONNECTION WITH A SPECIAL EVENT KNOWN AS THE PELLA IN PINK RUN/WALK". Schiebout moved to approve, seconded by Vander Beek. On roll call the vote was: AYES: Schiebout, Vander Beek, Van Stryland, Peterson, De Jong, Bokhoven. NAYS: None. Motion carried.

3. Special Event Permit Request for October in Pella. Bokhoven moved to approve, seconded by Vander Beek. On roll call the vote was: AYES: Bokhoven, Vander Beek, Van Stryland, Schiebout, Peterson, De Jong. NAYS: None. Motion carried.

BACKGROUND: The Pella Historical Downtown Retail (PHDR) Group has requested a special event permit for October in Pella scheduled for Saturday, October 7, 2017. The first part of this request is to place two tables on the south side of the information windmill in Central Park for the purpose of selling fall merchandise, including mums, from 9:00 a.m. to 4:00 p.m. No additional set-up or take down time has been requested.

The second part of this request is to host a "Brew and Brat" from 5:00 to 9:00 p.m. on the Molengracht. Set-up would begin at 3:00 p.m. with take down completed by 10:00 p.m. As part of this event, the promoter is proposing to fence off an area on the Molengracht, using the same fencing and layout as the "Fridays After 5" special event, also outlined on the attached map. Activities would be available for those over the age of 21 including live music, food served by In't Veld's, and beverages served by The Cellar Peanut Pub. An event application reserving the Molengracht has been submitted to the Community Services Department.

It is important to note, should Council approve this special event permit, the approval needs to be contingent upon The Cellar Peanut Pub filing for and obtaining a special event liquor license through the Iowa Alcoholic Beverages Division. This will require Council approval during the October 3, 2017, Council meeting.

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

ATTACHMENTS: Application, Map, Department Comments  
REPORT PREPARED BY: City Clerk  
REVIEWED BY: CITY ADMINISTRATOR  
CITY CLERK  
RECOMMENDATION: Approve special event permit contingent upon an approved special event liquor license

- 4a. Special Event Permit Request for Central College Homecoming. Schiebout moved to approve, seconded by De Jong. On roll call the vote was: AYES: Schiebout, De Jong, Bokhoven, Vander Beek, Van Stryland, Peterson. NAYS: None. Motion carried.

BACKGROUND: Central College has requested a special event permit for their Homecoming events scheduled on Friday, September 22, 2017. The first part of this request is to host a Scratch Cupcakery truck for the purpose of selling specialty cupcakes from 11:00 a.m. to 1:00 p.m. The truck would be located in the parking spots on the west side of Broadway Street in front of the Maytag Student Center. No additional set-up or take down time has been requested.

The second part of this request is to hold a picnic dinner and pep rally, from 5:00 to 7:30 p.m., on Broadway Street between Peace Street and University Street. Set-up would begin at 4:00 p.m. with take down ending by 8:30 p.m.

A resolution is included with this request to close the following:

1. Parking spaces on the west side of the 400 block of Broadway Street from 11:00 a.m. to 1:00 p.m.
2. Broadway Street between Peace Street and University Street from 4:00 to 8:30 p.m.

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: Resolution, Application, Map, Department Comments  
REPORT PREPARED BY: City Clerk  
REVIEWED BY: CITY ADMINISTRATOR  
CITY CLERK  
RECOMMENDATION: Approve special event permit and resolution

- 4b. Resolution No. 5799 entitled, "RESOLUTION TEMPORARILY CLOSING PUBLIC WAYS OR GROUNDS IN CONNECTION WITH A SPECIAL EVENT KNOWN AS CENTRAL COLLEGE HOMECOMING". Vander Beek moved to approve, seconded by Van Stryland. On roll call the vote was: AYES: Vander Beek, Van Stryland, Schiebout, Peterson, De Jong, Bokhoven. NAYS: None. Motion carried.

- 5a. Special Event Permit Request for Central College Move In/Move Out. Schiebout moved to approve, seconded by Vander Beek. On roll call the vote was: AYES: Schiebout, Vander Beek, Van Stryland, Peterson, De Jong, Bokhoven. NAYS: None. Motion carried.

BACKGROUND: Central College has requested a special event permit for their student move in/move out days. This request would close Broadway Street between Peace Street and University Street to accommodate the heavy traffic associated with the period of time when students are leaving or returning to campus.

As part of this request, a resolution is included that closes the 300 block of Broadway between 8:00 a.m. and 5:00 p.m. on the following dates:

- October 6, 2017
- October 10, 2017
- November 22, 2017
- November 26, 2017
- December 15, 2017
- January 14, 2018
- March 2, 2018
- May 18, 2018

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: Resolution, Application, Map, Department Comments  
REPORT PREPARED BY: City Clerk  
REVIEWED BY: CITY ADMINISTRATOR  
CITY CLERK  
RECOMMENDATION: Approve special event permit and resolution

- 5b. Resolution No. 5800 entitled, "RESOLUTION TEMPORARILY CLOSING PUBLIC WAYS OR GROUNDS IN CONNECTION WITH A SPECIAL EVENT KNOWN AS CENTRAL COLLEGE MOVE IN/MOVE OUT". Van Stryland moved to approve, seconded by De Jong. On roll call the vote was: AYES: Van Stryland, De Jong, Bokhoven, Vander Beek, Schiebout, Peterson. NAYS: None. Motion carried.

#### **F. PLANNING & ZONING ITEMS** – None

#### **G. ADMINISTRATION REPORTS** – None

#### **H. RESOLUTIONS**

1. Resolution No. 5801 entitled, "RESOLUTION ENTERING INTO A CONTRACT WITH THE GOVERNOR'S TRAFFIC SAFETY BUREAU FOR THE PURPOSE OF SPECIAL TRAFFIC ENFORCEMENT IN THE CITY OF PELLA". Vander Beek moved to approve, seconded by Van Stryland. On roll call the vote was: AYES: Vander Beek, Van Stryland, Schiebout, Peterson, De Jong, Bokhoven. NAYS: None. Motion carried.

BACKGROUND: The Pella Police Department is requesting approval to enter into a contract with the Governor's Traffic Safety Bureau for the period of time from October 1, 2017, through September 30, 2018. The State and Community Highway Safety Grant PAP 18-402-MOOP, Task 08-00-00 with the Governor's Traffic Safety Bureau provides \$8,450.00 in funds for special traffic enforcement efforts to include: occupant restraint, impaired

driving, and excessive speed violations during times and at locations identified as high-risk, including at least two special traffic enforcement projects. Further, the funding will allow for the purchase of one radar unit and one preliminary breath tester. No matching funds are required. The Governor's Traffic Safety Bureau is an agency within the Iowa Department of Public Safety that allocates funding from the National Highway Traffic Safety Administration. Participation in this contract is beneficial to the Pella Police Department as it provides equipment for the department that would otherwise need to be purchased.

ATTACHMENTS: Resolution, Contract  
REPORT PREPARED BY: Robert A. Bokinsky, Chief of Police  
REVIEWED BY: CITY ADMINISTRATOR  
CITY CLERK  
RECOMMENDATION: Approve resolution

**I. ORDINANCES** – None

**J. CLAIMS**

1. Abstract of bills No. 1991. Schiebout moved to approve, seconded by Peterson. On roll call the vote was: AYES: Schiebout, Peterson, De Jong, Bokhoven, Vander Beek, Van Stryland. NAYS: None. Motion carried.

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

No comments were received.

**L. CLOSED SESSION** – None

**M. ADJOURNMENT**

There being no further business claiming their attention, Bokhoven moved to adjourn, seconded by 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 7:16 p.m.