



# CITY OF PELLA

## CITY COUNCIL OFFICIAL MINUTES

October 17, 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 arrived at 7:03 p.m. Absent: None. City Administrator Mike Nardini, City Attorney Bob Stuyvesant, and City Clerk Mandy Smith were present. Four staff members and eleven 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. Sunken Gardens Windmill Renovation
  - b. Oost Poort Alley Reconstruction Project
  - c. Potential Brewpub Zoning Ordinance
2. Approval of tentative agenda. Vander Beek moved to approve the tentative agenda, seconded by Van Stryland. On roll call the vote was: AYES: Vander Beek, Van Stryland, Schiebout, De Jong, Bokhoven. NAYS: None. Motion carried.

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

No comments were received.

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

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

1. Approval of Minutes
  - a. Official Council Minutes for October 3, 2017
2. Report of Committees
  - a. Policy and Planning Minutes for October 3, 2017

**PRESENT:** Mayor Jim Mueller, Mark De Jong, Dan L. Vander Beek, Harold Van Stryland, and Larry Peterson via phone

**ABSENT:** Tony Bokhoven, Bruce Schiebout

**OTHERS:** City staff and visitors

The Policy and Planning meeting began at 7:11 p.m. The only item on the agenda was a discussion about the proposed compensation pay plan and job classification. Mark Knowles, an Analyst with Condrey and Associates, was in attendance to review their proposed report. As background, the City contracted with Condrey and Associates in September of 2016 to develop a compensation plan for the City's workforce, to replace the current plan which was developed in the late 1990's.

In order to develop this proposed plan, Condrey and Associates interviewed approximately 98% of the City's full-time employees, utilized a Factor Evaluation System, and conducted a salary survey of 19 comparable organizations. The resulting proposed compensation plan classified positions to pay grades ranging from 7 to 22. Each pay grade has 14 total steps, with increases of approximately 2.5% between each step. To keep the proposed pay scale current, Condrey and Associates is recommending an annual market adjustment linked to the Employment Cost Index published by the United States Bureau of Labor Statistics.

The estimated cost to adopt the proposed plan is approximately \$200,000. Since the City has already awarded a 2.5% cost of living adjustment for all full-time employees in FY 17-18, staff is proposing to utilize funds allocated for the FY 18-19 cost of living adjustment to fund the plan's adoption in March of 2018.

Staff is proposing the following timeline:

- Present the plan to the City's workforce in October and November of 2017
- Present the plan to Council for adoption on December 5, 2017
- Implement the plan on March 11, 2018

At the end of the discussion, staff was directed to proceed with adopting the proposed plan as outlined.

The meeting adjourned at 7:35 p.m.

Respectfully submitted:

Mandy Smith

City Clerk

b. **Library Board Minutes for September 12, 2017**

**I. Call to Order:** President Praveen Mohan called the meeting to order at 4:00 p.m. Board members present were: Angela Adam, Verlan Den Adel, Jane Koogler, Kenny Nedder, and Rachel Sparks. Library Director Wendy Street was present. John Evenhouse 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. Angela moved to approve the agenda as presented. Kenny seconded the motion. The agenda was unanimously approved.

**IV. Disposition of Minutes:** All Board members received the August 2017 minutes prior to the meeting. Rachel moved to approve the minutes as written. Praveen seconded the motion. The minutes were unanimously approved.

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

**VI. Unfinished Business:** There was no unfinished business.

**VII. New Business:**

a. Draft of Annual Report – Wendy reviewed a draft of the library Annual report. Discussion on metrics as well as formatting took place. All agreed this is a great document to continue producing.

**VIII. President's Report and Announcements:**

a. County Wide Trustee Training – Praveen reminded the board of the training this week Thursday starting at 6:00 pm.

**IX. Director's Report:**

a. **New Staff Position** – This year's budget allows us to add the equivalent of a half-time library assistant to work some Circulation Desk hours and to help with programming. We have divided this into two positions: one will help with children's programs and one with adult. Carol Weihe, a current Library Assistant, has accepted the adult position and will add the hours to her current schedule. We are interviewing this week for the children's position.

b. **Statistics –**

- FaxScan 24: 14 faxes were sent in August.
- Mobile print service: 22 users printed 118 jobs totaling 276 pages.
- See the attached report for some more detailed information on hoopla usage.
- See the attached report from Katie for statistics on the Summer Reading programs.

c. **Essential Oils Class** – I have scheduled an "Essential Oils" class in October. The class will be educational, but the instructor does sell essential oils. She won't sell them at the library, but she would like to be able to tell people they can contact her later if they wish to purchase them. I feel this is acceptable within our meeting room use policy but wanted to make sure you agree.

d. **Trustee Training** – Don't forget: County-wide trustee training is scheduled for Thursday, Sept 14 at 6:00 p.m. at the Knoxville Public Library. Jane, Praveen, Kenny, Rachel, and Angela are planning to attend, and John will join us if he is able. Verlan is not able to participate.

e. **Pella Community Common Read** – Central College and the Pella Wellness Consortium are promoting a community reading experience featuring *The Sacred Acre: the Ed Thomas story*. We will hold two book discussions in September. There will also be two discussions held at Central College. The culminating event is a presentation by Aaron Thomas (Ed Thomas' son) on October 4 at 7:00 p.m. in the Kuyper Fieldhouse. We have 9 copies of the book.

f. **City Compensation Study** – Earlier this year, the City of Pella hired Condrey and Associates to evaluate our compensation system. Their recommendations will be presented to the City Council at the Sept. 19 meeting. The city will hold employee meetings in October and allow for a grievance and/or re-evaluation process. They hope to adopt the new wage scales in March.

g. **CIP Projects –**

- Tablet OPACs: the four tablets have been installed on the columns and are being used frequently.
- New public computers: we were able to order six new computers and monitors. The bills for the computer and the Microsoft Office licenses are on the list of bills.
- Meeting room: the wallpaper removal and painting is scheduled starting Sept. 13. We have chosen the flooring and will schedule the installation after the painting is complete.

h. **Building and Grounds** – The Pella Historical Society has requested the use of the north end of our parking lot for a State Historical Society display called Iowa History 101. The display is in an RV that is traveling the state. It would be in Pella June 28-30, 2018. We might have to close off that part of the parking lot.

i. **Upcoming Events –**

- September 13 at 3:00 p.m.: **Afternoon Movie.**
- September 21 at 10:15 a.m.: **Genealogy Club** will meet in the Heritage Room.
- September 26 at 7:00 p.m.: **Pella Community Common Reading Experience.** Everyone is invited to a book discussion of *Sacred Acre: the Ed Thomas story* by Mark Tabb. The discussion will be held in the Library Meeting Room.
- September 28 at 12:00 noon: **Brown Bag Book Club** will discuss *Sacred Acre* by Mark Tabb.
- October 2 at 7:00 p.m.: Culture Night: Austria. Food, fun and facts about Austria presented by Michaela Maschek. This program will be held in Room 206 at the Pella Community Center.
- October 10 at 7:00 p.m.: **Essential Oils.** Gabrielle Corbin will present information on essential oils and how to use them. This program will be held in the Library Meeting Room.
- October 13-October 23: **Friends of the Library** Book Sale in the Library Meeting Room.

**X. Committee reports:**

a. Governance & Policy – Review of:

- a. **By-Laws** – Wendy presented changes to the By-Laws intended to better align with the city ordinance. Angela moved to approve as presented. Praveen seconded the motion. The changes were unanimously approved.
- b. **Sex Offenders Policy** – Wendy presented changes to the Sex Offender policy to align the definition to that of state law. Praveen moved to approve as presented. Verlan seconded the motion. The changes were unanimously approved.
- c. **Behavior in the Library Policy** – Wendy presented some possible changes and discussion points regarding various items within the Behavior in the Library policy. After much discussion Angela suggested to add the term "unreasonable" to item F regarding loud talking. Jane motioned to adopt the change. Verlan seconded. The change was unanimously approved.

**XI. Adjournment:** President Praveen Mohan adjourned the meeting at 5:41 p.m. The next regularly scheduled Board Meeting is scheduled for October 10, 2017.

c. Board of Adjustment Minutes for August 22, 2017

Chairperson Corbett called the Board of Adjustment to order at 6:00 p.m. in the Public Safety Complex. Members present were: Jim Corbett, Karissa Hastings, Vince Nossaman, Susan Reiter, Jane Smith, Lyle Vander Meiden, and Mike Vander Wert. Absent: Merlan Rolffs and Glenn Van Wyk. Staff present: Finance Director Corey Goodenow, Zoning Administrator Bryce Johnson, and Deputy City Clerk Cynthia Vaske. Unless otherwise noted, all actions were taken unanimously.

**CHAIRPERSON'S COMMENTS**

**Approval of the Tentative Agenda**

**Motion** by Reiter, second by Nossaman to approve the tentative agenda.

**APPROVAL OF MINUTES**

**Motion** by Reiter, second by Smith, to approve the April 25, 2017 minutes.

**PUBLIC HEARING CONCERNING A MINOR MODIFICATION REQUEST FOR 24 & 100 GLENWOOD ST TO REDUCE THE REQUIRED MINIMUM FRONT YARD SETBACK FROM 25 FEET TO 20 FEET**

As background, the applicant wishes to construct two covered patios on the front entranceways of the existing duplex located at 24 and 100 Glenwood Street, which would reduce the required front yard setback from 25 to 20 feet. Staff believes the proposed covered patios will not have a negative impact on the subject property or neighboring properties. Furthermore, the patios as proposed would not increase the amount of people or vehicles. Lastly, staff believes the proposal would improve the curb appeal of the property, thereby maximizing the owner's use of the property while still complying with the Pella City Code and the Comprehensive Plan. For these reasons, staff believes the request for a minor modification to the front yard setback should be granted and, therefore, recommends approval of the proposal.

**Motion** by Reiter, second by Smith to accept three written comments into the public record.

Convened **Public Hearing** on a minor modification request for 24 and 100 Glenwood Street to reduce the required minimum front yard setback from 25 feet to 20 feet. Property owner Jonathan Dykstra spoke in favor of the minor modification.

**Motion** by Vander Wert, second by Smith to close the public hearing as no other comments were received.

**Motion** by Reiter, second by Hastings to approve the minor modification request as presented.

**OTHER BUSINESS/PUBLIC FORUM**

Corbett asked that staff check with Merlan Rolffs to see whether his schedule will allow him to attend future Board of Adjustment meetings.

Adjourned at 6:13 p.m.

d. Planning and Zoning Commission Minutes for July 10, 2017

Chairperson Landon called the Planning and Zoning Commission to order in the Public Safety Complex at 7:00 p.m. Members present were: Craig Agan, Joe Canfield, Julio Chiarella, Mark Groenendyk, Dave Landon, Gary Van Vark, Ervin Van Wyk, and Ann Visser. Absent: Cathy Haustein, Robin Pfalzgraf, and Teri Vos. Staff present: Finance Director Corey Goodenow, Zoning Administrator Bryce Johnson, and Deputy City Clerk Cynthia Vaske. Others present: Brad Uitermarkt.

Unless otherwise noted, all actions were taken unanimously.

**APPROVAL OF TENTATIVE AGENDA**

**Motion** by Visser, second by Chiarella to approve the tentative agenda.

**APPROVAL OF MINUTES**

**Motion** by Agan, second by Canfield to approve the minutes of the June 26, 2017 meeting.

**NEW BUSINESS:**

**Consideration of a Site Plan to Develop 2.9 Acres on the Property Located at 797 240<sup>th</sup> Place**

The subject property is located at 797 240<sup>th</sup> Place, which is outside Pella's corporate limits, but within the city's 2-mile jurisdiction. The applicant is proposing to construct a 20,000 square-foot building on 2.9 acres that is currently being used for agricultural purposes. The proposed structure will include a 1,152 square-foot office and an 18,848 square-foot warehouse. Staff is recommending that the proposed site plan be approved. Following the presentation by staff, there was no further discussion.

**Motion** by Van Wyk, second by Van Vark to approve the site plan for 797 240<sup>th</sup> Place as submitted. Yes: Van Wyk, Van Vark, Agan, Canfield, Groenendyk, Landon, Visser. Abstain: Chiarella.

**OTHER BUSINESS / PUBLIC FORUM**

Finance Director Corey Goodenow mentioned that a site plan will be on the agenda for the next Planning and Zoning Commission meeting, which is scheduled for July 24, 2017.

Adjourned at 7:14 p.m.

3. Petitions and Communications

a. Renewal of Class E Liquor License with Class B Wine Permit, Class C Beer Permit (Carryout Beer), and Sunday Sales for Hy-Vee Wine & Spirits

**BACKGROUND:** Hy-Vee, Inc., DBA Hy-Vee Wine & Spirits, located at 512 E Oskaloosa Street, has applied for renewal of their Class E Liquor License with Class B Wine Permit, Class C Beer Permit (Carryout Beer), and Sunday Sales. The term of the new license is 12 months and would expire on December 12, 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

Peterson enters at 7:03 p.m.

**D. \*PUBLIC HEARINGS** – None

**E. PETITIONS & COMMUNICATIONS**

1. Renewal of Class C Liquor License with Living Quarters and Sunday Sales for The Lamp Post Lounge. Schiebout moved to conditionally approve renewal of the liquor license until Council addresses the potential increase of special use permits for bars/taverns located in the Central Business District, seconded by Peterson. On roll call the vote was: AYES: Schiebout, Peterson, Vander Beek, Van Stryland. NAYS: De Jong, Bokhoven. Motion carried.

BACKGROUND: The Lamp Post Lounge, located at 813 Washington Street, has applied for renewal of their Class C Liquor License with Living Quarters and Sunday Sales Privileges. As background, in October 2016, the Pella City Council acknowledged The Lamp Post Lounge timely applied for renewal of this license, which would expire on October 30, 2017. The reason Council did not approve or disapprove the liquor license was because at the time criminal charges were pending against the owner of The Lamp Post Lounge. As a result, Council wanted to address the liquor license renewal once the criminal charges were adjudicated. It is staff's understanding the criminal charges have been dismissed and the owner of The Lamp Post Lounge pled to a lesser misdemeanor charge this past spring. However, it is important to note, there have been additional alcohol related issues at The Lamp Post Lounge since October of 2016.

In addition, staff has recently become aware that The Lamp Post Lounge is not compliant with its zoning classification. Specifically, bars and taverns are not allowed in the Central Business District without obtaining a special use permit from the Board of Adjustment. The Lamp Post Lounge has acknowledged they do not comply with the City's zoning requirements and have submitted an application for a special use permit. It is important to note, the Board of Adjustment cannot take action on this request because they currently do not have the license to issue for an additional bar and tavern in the Central Business District. As Council is aware, the Board of Adjustment is only authorized to issue two business licenses for bars and taverns in the Central Business District, and both are currently issued.

Listed below are two options we believe the Council has in addressing this liquor license renewal:

**Option 1: Denial of the Liquor License**

The denial of this liquor license renewal would be based on past alcohol related incidents involving the establishment. In addition, the business is not compliant with the City's zoning code.

**Option 2: Conditional Approval of the Liquor License**

Conditional approval of this liquor license renewal would apply until the City Council decides if it wants to increase the number of special use permits in the Central Business District. If Council chooses this option, staff will schedule special use permits for bars and taverns for the Policy and Planning meeting scheduled on November 6, 2017.

ATTACHMENTS: Liquor license renewal application

REPORT PREPARED BY: City Administration

REVIEWED BY: CITY ADMINISTRATOR

CITY CLERK

RECOMMENDATION: Seeking Council direction

**F. PLANNING & ZONING ITEMS** – None

**G. ADMINISTRATION REPORTS** – None

**H. RESOLUTIONS**

1. Resolution No. 5804 entitled, "RESOLUTION APPROVING AIRPORT MANAGEMENT AGREEMENT WITH CLASSIC AVIATION". 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: This resolution approves an Airport Management Agreement with Classic Aviation for operation of the Pella Municipal Airport. This agreement was last updated in 2012. If approved, the term of this agreement would be five years, from October 17, 2017 to June 30, 2022.

As background, Classic Aviation is currently responsible for all maintenance and operational activity at the Pella Municipal Airport including mowing, snow removal, equipment and structure maintenance, runway lights, terminal building cleaning, and other normal maintenance tasks. Classic Aviation provides a high level of service, a well-staffed facility, and numerous amenities at the airport. In order to keep the high-level of service currently being provided, it is necessary to update our agreement.

The proposed agreement maintains the existing compensation to Classic Aviation through June of 2019, which is currently \$3,447.50 per month. The agreement also includes an annual 4% increase to Classic Aviation starting in July of 2019. Listed below is a summary of the yearly fee payment, broken down into monthly amounts, for the term of this agreement:

\$3,447.50 per month from October 2017 to June 2019

\$3,586.00 per month from July 2019 to June 2020

\$3,730.00 per month from July 2020 to June 2021

\$3,880.00 per month from July 2021 to June 2022

Finally, staff has had an excellent relationship with Classic Aviation and we are proposing approval of this resolution.

ATTACHMENTS: Resolution, Agreement

REPORT PREPARED BY: City Administration

REVIEWED BY: CITY ADMINISTRATOR

CITY CLERK

RECOMMENDATION: Approve resolution

2. Resolution No. 5805 entitled, "RESOLUTION APPROVING PELLA AIRPORT FIXED BASE OPERATOR'S LEASE". Schiebout moved to approve, seconded by Van Stryland. On roll call the vote was: AYES: Schiebout, Van Stryland, Peterson, De Jong, Bokhoven, Vander Beek. NAYS: None. Motion carried.

BACKGROUND: This resolution approves the Pella Airport's Fixed Base Operator's (FBO) lease with Classic Aviation, which was last updated in 2012. If approved, the term of this lease would be five years, from October 17, 2017 to June 30, 2022.

Under the terms of the agreement, for a sum of one dollar, the City will lease the following premises to Classic Aviation for fixed base operator service:

1. One 65' x 75' maintenance hangar
2. The terminal building
3. Fuel tanks and pumps for dispensing aviation fuels
4. One 60' x 120' hangar/equipment storage

It is important to note, the 60' x 120' hangar/equipment storage was leased to Classic Aviation for the sum of \$400 per month during the previous lease. With the approval of this new lease, this hangar/equipment storage will be included with the other premises for the sum of one dollar for the term of the agreement.

No additional changes have been made to the agreement. Staff is recommending approval of this resolution and agreement.

ATTACHMENTS: Resolution, Agreement

REPORT PREPARED BY: City Administration

REVIEWED BY: CITY ADMINISTRATOR

CITY CLERK

RECOMMENDATION: Approve resolution

## **I. ORDINANCES** – None

## **I. CLAIMS**

1. Abstract of bills No. 1993. 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.

## **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, Peterson moved to adjourn, seconded by Schiebout. On roll call the vote was: AYES: Peterson, Schiebout, De Jong, Bokhoven, Vander Beek, Van Stryland. NAYS: None. Motion carried. Meeting adjourned at 7:33 p.m.