



CITY OF PELLA

CITY COUNCIL OFFICIAL MINUTES

December 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, Dan L. Vander Beek, Harold Van Stryland, Bruce Schiebout, Larry Peterson. Absent: Tony Bokhoven. 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. Vermeer Road Bicycle Trail
 - b. City Street Flower Bed Program for 2018
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, Peterson, De Jong. NAYS: None. Motion carried.
3. Reappointment of Glenn Steimling to the Community Services Board. Peterson moved to approve, seconded by Schiebout. On roll call the vote was: AYES: Peterson, Schiebout, De Jong, Vander Beek, Van Stryland. NAYS: None. Motion carried.

BACKGROUND: Mayor Mueller would like to reappoint Glenn Steimling to the Community Services Board. Glenn originally joined the Community Services Board in 2015 after moving to Pella. Currently the Associate Professor of Kinesiology at William Penn University, Glenn has over 30 years of experience in sports, recreation, and aquatics as a practitioner and educator. If approved, Glenn's new three-year term would expire on December 31, 2020.

ATTACHMENTS: None
REPORT PREPARED BY: Community Services Department
REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK
RECOMMENDATION: Approve the reappointment

4. Reappointment of Rick Gritters to the Airport Committee. Vander Beek moved to approve, seconded by De Jong. On roll call the vote was: AYES: Vander Beek, De Jong, Van Stryland, Schiebout, Peterson. NAYS: None. Motion carried.

BACKGROUND: Rick Gritters has served on the Airport Committee since 1999 and would like to be reappointed for an additional term. If approved, Rick's new six-year term would expire on January 1, 2024.

ATTACHMENTS: None
REPORT PREPARED BY: Public Works
REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK
RECOMMENDATION: Approve the reappointment

5. Appointment of Sid Pinney to the Airport Committee. Vander Beek moved to approve, seconded by Schiebout. On roll call the vote was: AYES: Vander Beek, Schiebout, Peterson, De Jong, Van Stryland. NAYS: None. Motion carried.

BACKGROUND: Mayor Mueller would like to appoint Sid Pinney to the Airport Committee. With a lifelong passion for aviation, Sid would bring a considerable amount of experience to the Airport Committee. Sid is a pilot and owns an aircraft which is stationed at the current Pella Municipal Airport. Sid works for a technology firm and resides with his wife at 1113 Fountain View Drive. If approved, Sid's three-year term would expire on January 1, 2021.

ATTACHMENTS: None
REPORT PREPARED BY: City Administration
REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK
RECOMMENDATION: Approve the appointment

6. Proclamation thanking Council Member Dan L. Vander Beek.

BACKGROUND: Dan L. Vander Beek has served as a Ward 1 Council Member on the City Council for the last twelve years with his term ending on December 31, 2017. This proclamation is intended to show the City's appreciation for Dan's service to our community.

ATTACHMENTS: Proclamation
REPORT PREPARED BY: City Clerk
REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK

7. 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.
8. Announce closed session pursuant to Iowa Code Chapter 21.5 1 (j) to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property.
9. Announce closed session pursuant to Iowa Code Chapter 21.5 1 (j) to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property.

***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 Van Stryland. On roll call the vote was: AYES: Vander Beek, Van Stryland, Schiebout, Peterson, De Jong. NAYS: None. Motion carried. The following items were approved:

1. Approval of Minutes
 - a. Official Council Minutes for December 5, 2017
2. Report of Committees
 - a. Policy and Planning Minutes for December 5, 2017

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

ABSENT: None

OTHERS: City staff and visitors

The Policy and Planning meeting began at 7:51 p.m. The first item was a discussion about upgrading the City's building codes. Staff is recommending Council considers adoption of the 2015 International Residential Code, 2015 International Business Code, and 2015 International Property Maintenance Code. These versions are recommended by the Central Iowa Code Consortium, a collaborative effort of the Des Moines metro communities to adopt consistent building codes.

At the end of the discussion, staff was directed to proceed with holding a Building Code Board of Appeals meeting near the end of December to present the information for their consideration. Following that meeting, staff will present adoption of the 2015 codes during a future Council meeting.

The next item was an informational update, given by City Administrator Mike Nardini, about the proposed Southwest Urban Renewal Area. One of our main economic development incentives is tax increment financing (TIF). In order to offer TIF to developers, the City must have an urban renewal plan. The proposed plan will include the following items:

- Description of the area involved.
- Description of the proposed projects including Bos Ridge and Fairway Meadows.
- Project financing details including the cost of public infrastructure and our obligations to finance low and moderate income (LMI) programs.
- Description of the purpose which is to provide additional housing for our community.

The proposed plan would begin with fiscal year 19/20 extending 15 years to fiscal year 36/37.

Over the next few months, staff will present the proposed urban renewal plan to both the Planning and Zoning Commission and City Council.

The meeting adjourned at 8:07 p.m.

Respectfully submitted:

Mandy Smith

City Clerk

- b. Library Board Minutes for November 14, 2017

I. Call to Order: Secretary Kenny Nedder called the meeting to order at 3:59 p.m. Board members present were: John Evenhouse, Verlan Den Adel, Jane Koogler, Kenny Nedder, Rachel Sparks. Library Director Wendy Street was present. Praveen Mohan and Angela Adam were 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 October 2017 minutes prior to the meeting. Rachel moved to approve the minutes as written. Jane seconded the motion. The minutes were unanimously approved.

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

VI. Unfinished Business:

- a. **Pleasantville's Open Access status** – Wendy updated the board that Pleasantville still does not have open access status and will not be pursuing open access status. After a complete discussion and some brainstorming, the board agreed to try to protect access to Pella's library services. Kenny moved to pursue a one-year pilot program providing Pleasantville residents access to Pella's library services for \$50 per year per cardholder. Rachel seconded the motion. The motion was unanimously approved.

VII. New Business:

- a. **ADA Checklist for Readily Achievable Barrier Removal** – The library reviews the ADA Checklist every three years. Wendy presented the changes that were evaluated, made, or planned to be made based on this year's review of the first two sections of the ADA Checklist. Next year the library will review the remaining two sections.

- b. **Budget priorities** – Multiple different budget items were discussed, and the board provided direction priorities to pursue for next year’s budget for both capital improvement and supplemental spending requests.

VIII. President’s Report and Announcements: The president did not have a report.

IX. Director’s Report:

a. **Statistics**

- FaxScan 24: 4 faxes were sent
- Mobile print service: 17 users sent 44 jobs totaling 224 pages
- Hoopla:
 - 334 total circs borrowed by 153 patrons
 - Average of 2.18 circs per patron
 - 74 patrons used all 3 checkouts
 - Average price per circulation: \$2.13
 - 47 patrons were blocked by the budget caps

- b. **“Honor system” books** – We recently introduced a section of books that check out on an honor system. The user takes as many books as they like and check them out at the Circulation Desk, but there are no due dates or overdue fines. When they are returned, they go back on the shelf. If they aren’t returned, we don’t pursue it. The collection consists of mass market paperback books that were donated. These books are not cataloged, so they don’t show up in our system, but we have a way to check them out so they do count in our circulation statistics. We save time and money by not cataloging and processing them. We have received some positive feedback from patrons who appreciate this service.

c. **Grants and donations**

- Pella Kiwanis Club gave us \$1,000 this month to support our Books for Babies program and other children’s programs.
- Theisen’s awarded us a \$300 “More for Your Community” grant to support our 1000 Books Before Kindergarten program.

- d. **Building and grounds** – The lines in the parking lot were repainted on October 25.

- e. **People focused libraries** – Praveen asked for take-aways from the trustee training session that I would like to implement at the library. As I said at last month’s meeting, many of things Maryanne talked about are already on my to-do list.

- Mobile furniture. We have CIP funds designated for FY19-20 to re-upholster and/or replace the lounge chairs in the library. I would like the replacements to be mobile and technology-friendly.
- We have the lobby display case booked in February for a “love my library” display. We will provide heart cut-outs for patrons to write on and post to make the display.
- I would like to have a “book bike” that we could use at Thursdays in Pella or Farmer’s Market. Our current ILS supports mobile circulation, although we will need to purchase some additional hardware. My plan was to start out with a simple bike with baskets, but we could be much more elaborate.
- When we get closer to our building project, I like the idea of a “Speaker’s Bureau” of board members, Friends of the Library, or other library patrons who are trained and available to talk about the library project.
- Many of the other things she talked about are more likely to be feasible as part of a remodel project, such as additional active learning spaces, multi-use spaces, modular furniture, and kiosk style service desks.

f. **Upcoming events**

- November 1, 8, 22, & 29 from 3:00 to 5:00 p.m.: **Whatchamacallit Wednesdays.** Intended for kids in grades K to 5th.
- November 14 at 6:00 p.m.: **Girls Book Club** for girls in grades 2-5 with mom or other influential female in their lives. Sign up is suggested so the correct number of books can be ordered
- November 15 at 3:00 p.m.: **Early Out Movie.** Please join us to watch a movie on the big screen in the meeting room.
- November 16 at 10:15 a.m.: **Genealogy Club** will meet in the Meeting Room.
- November 17 at 6:00 p.m.: **Family Night...After Hours!** Build a reading fort and share stories as a family, along with other activities. Please bring pillows and blankets to build your reading fort.
- November 28 at 6:30 p.m.: **Iowa’s Culinary History.** Iowa author Darcy Dougherty Maulsby will share fascinating tidbits and cooking tips related to more than 150 years of Iowa cuisine and ethnic food traditions, including Iowa originals like Maid-Rites and Iowa’s classic breaded pork tenderloins.
- November 30 at 12:00 noon: **Brown Bag Book Club** will discuss Five Presidents by Clint Hill in the Meeting Room. Bring your lunch and bring a friend!
- December 5 at 7:00 p.m.: **In Our Own Voice.** Learn about mental illness from people who have been there. Presented by NAMI (National Alliance on Mental Illness).
- STAFF IN-SERVICE: The library will be closed all day on Friday, December 8.

X. Committee reports: There were no committee reports.

XI. Adjournment: Secretary Kenny Nedder adjourned the meeting at 5:48 p.m. The next regularly scheduled Board Meeting is scheduled for December 12, 2017.

c. **Board of Adjustment Minutes for September 26, 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, Vince Nossaman, Susan Reiter, Lyle Vander Meiden, and Mike Vander Wert. Absent: Karissa Hastings, Merlan Roloffs, Jane Smith, 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. Motion carried 5-0.

APPROVAL OF MINUTES

Motion by Reiter, second by Vander Meiden, to approve the August 22, 2017 minutes. Motion carried 5-0.

PUBLIC HEARING CONCERNING A VARIANCE REQUEST FOR 907 WASHINGTON STREET REGARDING THE MAXIMUM SIZE OF ACCESSORY BUILDINGS

As background, the applicant is requesting a variance from Zoning Ordinance, Chapter 165.30.3, which allows no more than three accessory buildings that are not part of the principal building and, taken together, the accessory buildings shall not occupy more than 40% of the lot width multiplied by the rear setback. In the case where the principal structure is set back from the rear lot line by 200% or more of the minimum required rear yard for the district, then an additional 25% square footage for accessory structure space shall be allowed above the maximum. The width of the property in question is 50 feet and the setback requirement for Mixed Use Urban Center (CUC) is 20 feet. Additionally, the principal structure is set back roughly 120 feet from the rear lot line, which is more than 200% of the minimum rear yard setback, thus making

it eligible for an additional accessory building area of 25%. The property in question currently has two existing accessory structures, which total approximately 432 square feet. The applicant is requesting a variance to increase this maximum square footage from 500 square feet to 912 square feet to build an additional accessory structure/garage.

Staff believes the proposed variance does not constitute a hardship for the property owner. Further, the land can yield a reasonable return and is still considered to be a beneficial and productive piece of land without approval of the variance. For these reasons, staff believes the variance request should not be granted and, therefore, is recommending denial of the proposal.

Motion by Reiter, second by Vander Meiden to accept three written comments into the public record. Motion carried 5-0.

Convened **Public Hearing** on the variance request for 907 Washington Street.

Motion by Reiter, second by Vander Meiden to close the public hearing as no oral comments were received. Motion carried 5-0.

Motion by Reiter, second by Vander Wert to deny the variance request. Motion carried 5-0.

OTHER BUSINESS/PUBLIC FORUM

None.

Adjourned at 6:23 p.m.

d. **Community Development Committee Minutes for August 9, 2017**

Chairperson Cody called the Community Development Committee to order in the City Hall Conference Room at 5:30 p.m. Members present were: Leah Bokinsky, Patsy Cody, Linda Groenendyk (arrived at 5:31 p.m.), Mike Kiser, Jody Lautenbach, Wayne Stienstra, Robyn Van Berkum, and Dennis Vander Beek. Absent: Jerry Brummel and Phil Groenendyk. Staff present: Zoning Administrator Bryce Johnson, Deputy City Clerk Cynthia Vaske, and Finance Director Corey Goodenow.

Unless otherwise noted, all actions were taken unanimously.

INTRODUCTIONS

New member, Bokinsky, introduced herself to the Community Development Committee (CDC).

APPROVAL OF MINUTES

Motion by Van Berkum, second by Kiser to approve the minutes from the June 30, 2017 meeting.

ACTION ITEMS:

Requesting Approval of a Design Permit for a New Building at 2610 Washington Street

The applicant is proposing to construct a 448-square foot building at 2610 Washington Street. Per the *Design Review District Design Manual*, the proposed design falls under the category of a "Major Project" requiring full committee review and approval of a design permit. The building has been designed to reflect Pella's unique Dutch character, while matching with surrounding structures and similar businesses. In evaluating this design application, staff believes the structure meets the minimum requirements with regard to the Dutch-themed architectural elements listed in the *Design Review District Design Manual*. Applicant Jason Bandstra was present to answer questions from the CDC.

Motion by Van Berkum, second by L. Groenendyk to approve the design permit with the condition of using black and white striped fabric awnings. Bandstra inquired about the process for potentially making modifications to the design. Zoning Administrator Bryce Johnson explained that minor modifications might go before a subcommittee, while major modifications would need to come before the full CDC.

OTHER BUSINESS / PUBLIC FORUM

Van Berkum left at 5:48 p.m.

Cody suggested that staff bring the Dutch color palette to all future CDC meetings as well as samples of building materials provided by applicants.

Adjourned at 5:59 p.m.

e. **Planning and Zoning Commission Minutes for September 25, 2017**

Chairperson Landon called the Planning and Zoning Commission to order in Room 206 of the Community Center at 7:00 p.m. Members present were: Craig Agan, Julio Chiarella, Cathy Hausteine, Dave Landon, Robin Pfalzgraf, Ervin Van Wyk, Ann Visser, and Teri Vos. Absent: Joe Canfield, Mark Groenendyk, and Gary Van Vark. Staff present: Finance Director Corey Goodenow, Zoning Administrator Bryce Johnson, and Deputy City Clerk Cynthia Vaske. Others present: Larry De Vries, Jason Bandstra, Brad Uitermarkt, and Jack Pope.

Unless otherwise noted, all actions were taken unanimously.

APPROVAL OF TENTATIVE AGENDA

Motion by Van Wyk, second by Visser to approve the tentative agenda.

APPROVAL OF MINUTES

Motion by Agan, second by Chiarella to approve the minutes of the July 10, 2017 meeting.

NEW BUSINESS:

Consideration of a Site Plan to Pave Three Existing Gravel Parking Lots Located at Vermeer Corporation

Vermeer Corporation has submitted a site plan application to pave three existing gravel parking lots. A site plan is required under city code for the construction or expansion of any existing parking lot, but only if the total square footage of new hard surfacing exceeds 2,000 square feet. For this project, the three lots combined total of 40,320 square feet. The proposed lots will provide 119 vehicle spaces, one motorcycle space, and two ADA spaces. It should be noted that the additional parking spaces will not impact the site's minimum parking requirements. Staff recommends approving the proposed site plan.

Motion by Chiarella, second by Vos to approve the site plan as submitted.

Consideration of a Site Plan to Construct a 448 Square-Foot Coffee Shop with 8,972 Square Feet of Pavement for Parking and Driveway Access on 2.54 Acres, Located at 2610 Washington Street

The subject property is located at 2610 Washington Street. The applicant is proposing to construct a 448-square foot coffee shop with 8,972 square feet of pavement for parking and driveway access on 2.54 acres. The site is currently being used for agricultural purposes. The Community Development Committee reviewed and approved a design permit application for this project on August 9, 2017.

The current plans have been revised to reflect City of Pella staff and consultant comments. Staff finds the development meets the minimum requirements of the zoning ordinance. Additionally, staff finds the development conforms to the city's Comprehensive Plan. Based upon the findings, staff recommends approval of the site plan.

Motion by Van Wyk, second by Visser to approve the site plan as submitted.

Consideration of a Development Agreement Between the City of Pella, the Raymond Klyn Trust, and Pella Christian Grade School (PCGS)

The proposed development agreement between the City of Pella, the Raymond Klyn Trust, and Pella Christian Grade School (PCGS) is intended to guide future development of PCGS property. As background, PCGS intends to acquire 0.383 acres from the property located at 201 Franklin Street. The zoning administrator cannot approve this proposed transfer without complying with the city's subdivision ordinance, hence the reason for this proposed agreement.

As background, this proposed transfer of property would create a non-conforming lot, which is not allowed under the City's subdivision ordinance. To remedy this issue, the proposed development agreement requires this newly created parcel to be combined with the existing

PCGS property located at 216 Liberty Street. The City Attorney has reviewed the proposed development agreement and believes the intent of the City's subdivision ordinance is being met. Staff recommends approving the proposed development agreement.

Motion by Chiarella, second by Van Wyk to approve the development agreement as submitted.

OTHER BUSINESS / PUBLIC FORUM

None.

Adjourned at 7:27 p.m.

3. Petitions and Communications

a. Designate the Pella Chronicle as the City of Pella's Official Newspaper for 2018

BACKGROUND: Iowa Code requires the City of Pella to designate an official newspaper for legal publications. The Pella Chronicle has a long relationship with the City and meets all four requirements outlined in the Code of Iowa Chapter 618.3 which include:

1. Is a newspaper of general circulation that has been published at least once a week for at least fifty weeks per year within the area and regularly mailed through the post office of entry for at least two years.
2. Has a list of subscribers who have paid, or promised to pay, at more than a nominal rate, for copies to be received during a stated period.
3. Devotes at least twenty-five percent of its total column space in more than one-half of its issues during any twelve-month period to information of a public character other than advertising.
4. Is paid for by at least fifty percent of the persons or subscribers to whom it is distributed.

Staff recommends designating the Pella Chronicle as the City of Pella's official newspaper for 2018.

ATTACHMENTS: Letter from the Pella Chronicle

REPORT PREPARED BY: City Clerk

REVIEWED BY: CITY ADMINISTRATOR

CITY CLERK

RECOMMENDATION: Designate the Pella Chronicle as the City of Pella's official newspaper for 2018.

b. Renewal of Class C Liquor License with Outdoor Service for The Funk

BACKGROUND: The Funk, located at 703 E Oskaloosa Street, has applied for renewal of their Class C Liquor License with Outdoor Service privileges. The term of the new license is 12 months and would expire on January 17, 2019. 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. South Central Iowa Solid Waste Agency (SCISWA) Presentation. Jennifer Frampton, Program Coordinator with the SCISWA, presented an informational update to Council.

F. PLANNING & ZONING ITEMS – None

G. ADMINISTRATION REPORTS – None

H. RESOLUTIONS

1. Resolution No. 5821 entitled, "RESOLUTION ADOPTING A NEW JOB CLASSIFICATION AND COMPENSATION PLAN FOR CITY OF PELLA FULL-TIME AND REGULAR PART-TIME EMPLOYEES NOT COVERED BY A COLLECTIVE BARGAINING AGREEMENT OR THE EXECUTIVE PAY PLAN". Vander Beek moved to approve, seconded by Schiebout. On roll call the vote was: AYES: Vander Beek, Schiebout, Peterson, De Jong, Van Stryland. NAYS: None. Motion carried.

BACKGROUND: This resolution adopts the Job Classification and Compensation Plan prepared by Condrey and Associates, Inc. As background, the City contracted with Condrey and Associates in September of 2016 to develop a compensation plan for the City's employees as the City's current compensation plan was developed in the late 1990's. During the October 3, 2017, Policy and Planning meeting, Council directed staff to proceed with adoption of the plan as presented by Mark Knowles, Principal Consultant with Condrey and Associates.

Listed below is a summary of the proposed plan:

- In preparing the proposed plan, Condrey interviewed approximately 98% of the City's full-time employees.
- Condrey utilized a Factor Evaluation System (FES) to classify the City's employees in the proposed plan. The FES is a point evaluation system that utilizes nine factors in the evaluation of positions. These factors include supervisory responsibility, knowledge required by the position, complexity of the position, and other pertinent job related requirements.
- In developing the proposed plan, Condrey also conducted a salary survey of comparable organizations which are listed in Table I of the report.
- The salary survey identified some positions whose entry compensation levels were below market. In addition, the survey also identified a few positions which were above market. It is important to note, these positions are generally occupied by long-tenured employees with seniority levels in excess of 25 years.

- The proposed plan includes internal equity adjustments which are necessary to ensure separation exists in compensation levels between newly hired employees and employees who have been with the City for a number of years.
- The proposed pay scale includes a range of pay grades from 7 to 22. In addition, each pay grade contains 14 steps. The intention of the step system is to award employees for superior performance during their annual review. It is important to note, each step increase is approximately 2.5%.
- In order to keep the proposed pay scale current, Condrey 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 of Pella has already awarded a 2.5% cost of living/wage 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.

If Council adopts this proposed plan, all full-time employees who are not at the top of their proposed pay scale will receive at least a 2% increase in compensation. It is important to note, this is approximately the same percentage as the Employment Cost Index from June 2016 to June 2017.

The effective date for adoption of the proposed plan will be March 11, 2018. Adoption of the proposed plan will require some Personnel Policy Manual changes in order for both to be consistent.

ATTACHMENTS: Resolution, Job Classification and Compensation Plan
 REPORT PREPARED BY: City Administration
 REVIEWED BY: CITY ADMINISTRATOR
 CITY CLERK
 RECOMMENDATION: Approve resolution

2. Resolution No. 5822 entitled, "RESOLUTION ADOPTING REVISED PERSONNEL POLICY MANUAL". Schiebout moved to approve, seconded by Van Stryland. On roll call the vote was: AYES: Schiebout, Van Stryland, Peterson, De Jong, Vander Beek. NAYS: None. Motion carried.

BACKGROUND: This resolution approves an update to the City of Pella's Personnel Policy Manual. As background, at the October 3, 2017 Policy and Planning meeting, Council directed staff to proceed with adopting the Job Classification and Compensation plan as presented by Condrey and Associates. Adoption of the proposed plan requires some changes to the Personnel Policy Manual in order for both to be consistent.

Included as an attachment is a summary of the proposed Personnel Policy Manual changes, which are also highlighted below:

- Removed all references to the Fox-Lawson Decision Band method of job classification; amended to include information regarding the Condrey and Associates Classification plan.
- Eliminate the six-month merit increase for new employees and additional nine-month merit increase for new Police Officers; establish that employees may be eligible for a merit step increase based only on their annual evaluations. This change is a result of adoption of the compensation plan as upon adoption, all employees were brought up to market rates eliminating the need for merit increases prior to one year of tenure with the City.
- Establish step H (which is step 8 of 14) as the midpoint; in order for an employee to receive additional merit increases beyond this step, their performance rating must exceed expectations.

The effective date for the Personnel Policy Manual updates will be March 11, 2018 to align with implementation of the Job Classification and Compensation plan. At that time, a copy of the Personnel Policy Manual updates will be distributed to all employees.

ATTACHMENTS: Resolution, Summary of Changes
 Revised Personnel Manual on file at City Hall
 REPORT PREPARED BY: City Administration
 REVIEWED BY: CITY ADMINISTRATOR
 CITY CLERK
 RECOMMENDATION: Approve resolution

3. Resolution No. 5823 entitled, "RESOLUTION APPROVING CHANGE ORDER #1 (FINAL QUANTITY ADJUSTMENT) AND ACCEPTING THE PUBLIC IMPROVEMENTS FOR THE HUBER STREET CUL-DE-SAC RECONSTRUCTION PROJECT 2017". Vander Beek moved to approve, seconded by Peterson. On roll call the vote was: AYES: Vander Beek, Peterson, De Jong, Van Stryland, Schiebout. NAYS: None. Motion carried.

BACKGROUND: This resolution approves change order #1 (final quantity adjustment) and accepts the public improvements for the Huber Street Cul-De-Sac Reconstruction Project 2017. As background, the project consisted of the reconstruction of Huber Street including an entirely new cul-de-sac, seven angled parking spaces, new storm sewer, intake, and associated work.

Change Order #1 (Final Quantity Adjustment) -Decrease of \$1,111.00

This change order decreases the construction contract of TK Concrete by \$1,111.00 due to final quantity adjustments.

Listed below is a summary of the contract.

Original Contract	\$100,574.00
Change Order #1	<u>(1,111.00)</u>
Revised Contract Amount	<u>\$99,463.00</u>

Acceptance of Project

The engineer for the project, Garden & Associates, is recommending acceptance of the project and believes the project was completed in accordance with the approved plans and specifications.

ATTACHMENTS: Resolution, Engineer's Acceptance Letter, Change Order #1
 REPORT PREPARED BY: Public Works Department
 REVIEWED BY: CITY ADMINISTRATOR
 CITY CLERK
 RECOMMENDATION: Approve resolution

4. Resolution No. 5824 entitled, "RESOLUTION ACCEPTING THE FISCAL YEAR 16/17 ANNUAL AUDIT". Schiebout moved to approve, seconded by Van Stryland. On roll call the vote was: AYES: Schiebout, Van Stryland, Peterson, De Jong, Vander Beek. NAYS: None. Motion carried.

BACKGROUND: This resolution accepts the FY 16/17 annual audit. As background, the City of Pella is required by Iowa Code to conduct an audit by an independent accounting firm on an annual basis. The accounting firm of Van Maanen, Sietstra, Meyer & Nikkel, PC conducted the FY 16/17 audit and will be in attendance to present their findings 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 \$109,327,575 (net position).
- The assets and deferred outflows of resources of the City's governmental activities exceeded liabilities and deferred inflows of resources by \$51,760,650.
- Assets and deferred outflows of resources of the business type activities exceeded liabilities and deferred inflows of resources by \$57,566,925.
- For FY 16/17, revenues for governmental activities exceeded expenses by \$1,484,135.
- Within the City's business type activities, FY 16/17 revenues exceeded expenditures by \$1,491,491.
- As of June 30, 2017, the general fund had an unassigned fund balance of \$2,376,725 or working capital of nearly 39% of annual expenditures.

The FY 16/17 audit is on file in the City Clerk's office and the Pella Public Library.

ATTACHMENTS: Resolution, Auditor's Report
REPORT PREPARED BY: Finance Director
REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK
RECOMMENDATION: Approve resolution

5. Resolution No. 5825 entitled, "RESOLUTION DETERMINING THE NECESSITY AND SETTING DATES OF A CONSULTATION AND A PUBLIC HEARING ON A PROPOSED SOUTHWEST URBAN RENEWAL PLAN FOR A PROPOSED URBAN RENEWAL AREA IN THE CITY OF PELLA, STATE OF IOWA". Vander Beek moved to approve, seconded by De Jong. On roll call the vote was: AYES: Vander Beek, De Jong, Van Stryland, Schiebout, Peterson. NAYS: None. Motion carried.

BACKGROUND: This resolution establishes January 16, 2018 as the public hearing date for the proposed Southwest Urban Renewal Plan. The proposed Southwest Urban Renewal Plan is intended to help facilitate additional housing in our community. As background, the Marion County Housing Assessment identified an additional 966 new housing units are needed by the year 2025 to meet the demand for housing in Pella. Furthermore, the City's Comprehensive Plan also established goals and suggested strategies for new housing developments within our corporate limits. Included with these strategies was the use of Tax Increment Financing (TIF) to provide economic development incentives to developers for new housing. In order for the City of Pella to offer economic development incentives for new housing, the City must first approve an urban renewal plan.

The location of the proposed plan is in or adjacent to the Bos Landen subdivision. Included in the proposed plan is a map of the urban renewal area, which is listed as Exhibit B.

As additional background on this resolution, under Iowa Code the City is required to hold a consultation with all affected tax entities prior to adopting urban renewal areas. This resolution sets December 27, 2017 as the consultation date for all taxing entities and, furthermore, this resolution establishes January 16, 2018 as the public hearing date for the proposed Southwest Urban Renewal Plan.

ATTACHMENTS: Resolution, Southwest Urban Renewal Plan
REPORT PREPARED BY: City Administration
REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK
RECOMMENDATION: Approve resolution

6. Resolution No. 5826 entitled, "RESOLUTION FIXING DATE FOR A PUBLIC HEARING ON THE PROPOSAL TO ENTER INTO A DEVELOPMENT AGREEMENT WITH BOS RIDGE, LLC, AND PROVIDING FOR PUBLICATION OF NOTICE THEREOF". Schiebout moved to approve, seconded by Peterson. On roll call the vote was: AYES: Schiebout, Peterson, De Jong, Vander Beek, Van Stryland. NAYS: None. Motion carried.

BACKGROUND: This resolution establishes January 16, 2018 as the public hearing date for a proposed development agreement with Bos Ridge, LLC. for a proposed residential subdivision. Listed below is background information on the proposed subdivision.

The Proposed Project

The proposed project is a forty-five lot residential housing subdivision. The project is located northwest of the Bos Landen Golf Course and abuts Marion County Highway T-15 (see enclosed map). The property is currently zoned agriculture and located within the City of Pella's corporate limits and electric and water service territories.

The developer estimates a ten-year build out of the development with estimated valuations of nearly \$19 million. This would ultimately result in approximately \$338,000 in annual property tax revenues for our community.

Housing Needs in the City of Pella

The 2015 Marion County housing assessment identified an additional 966 housing units are needed through the year 2025 to meet our community's housing needs. This equates to roughly a 15% increase in the number of housing units currently located within our community.

Proposed Development Agreement

In order to build the proposed Bos Ridge subdivision, the developer is requesting partial reimbursement for the installation of the public infrastructure. In considering this request, it is important to realize the public infrastructure, when completed, would be dedicated to the City of Pella. In addition, all public infrastructure would be built according to the City's development standards. The estimated cost to install the development's streets, water mains, sanitary sewer mains, storm sewers, and electric infrastructure is approximately \$2 million, including engineering costs. As a result, the developer is requesting a tax increment finance (TIF) rebate from the new homes which would be built within the subdivision. The amount of the proposed rebate is \$1,447,659 which would be paid over fifteen years. These rebates would be paid from the property taxes received from the new homes in the Bos Ridge subdivision. In addition, the City would only be obligated to reimburse the developer for the

actual amount of property taxes received from the proposed Bos Ridge subdivision, or the cost of the public infrastructure, whichever is less. Finally, it is important to note, the agreement is contingent upon the developer meeting all legislative requirements of the City of Pella.

Summary

In summary, this resolution sets January 16, 2018 as the public hearing date for the proposal to enter into a development agreement with Bos Ridge, LLC.

ATTACHMENTS:	Resolution, Map
REPORT PREPARED BY:	City Administration
REVIEWED BY:	CITY ADMINISTRATOR CITY CLERK
RECOMMENDATION:	Approve resolution

I. ORDINANCES – None

J. CLAIMS

1. Abstract of bills No. 1997. Schiebout moved to approve, seconded by Vander Beek. On roll call the vote was: AYES: Schiebout, Vander Beek, Van Stryland, Peterson, De Jong. NAYS: None. Motion carried.

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

No comments were received.

At 7:56 p.m., Council went into the Policy and Planning meeting, ending at 8:37 p.m.

L. CLOSED SESSION

1. At 8:37 p.m., Schiebout 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 Vander Beek. On roll call the vote was: AYES: Schiebout, Vander Beek, Van Stryland, Peterson, De Jong. NAYS: None. Motion carried. At 8:52 p.m., Vander Beek moved to reconvene to regular session, seconded by De Jong. On roll call the vote was: AYES: Vander Beek, De Jong, Van Stryland, Schiebout, Peterson. NAYS: None. Motion carried. No action was taken regarding this closed session.
2. At 8:53 p.m., Van Stryland moved to enter into closed session pursuant to Iowa Code Chapter 21.5 1 (j) to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property, seconded by De Jong. On roll call the vote was: AYES: Van Stryland, De Jong, Vander Beek, Schiebout, Peterson. NAYS: None. Motion carried. At 9:09 p.m., Vander Beek moved to reconvene to regular session, seconded by De Jong. On roll call the vote was: AYES: Vander Beek, De Jong, Van Stryland, Schiebout, Peterson. NAYS: None. Motion carried. No action was taken regarding this closed session.
3. At 9:10 p.m., Peterson moved to enter into closed session pursuant to Iowa Code Chapter 21.5 1 (j) to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property, seconded by Van Stryland. On roll call the vote was: AYES: Peterson, Van Stryland, Schiebout, De Jong, Vander Beek. NAYS: None. Motion carried. At 9:18 p.m., Vander Beek moved to reconvene to regular session, seconded by Van Stryland. On roll call the vote was: AYES: 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, Vander Beek moved to adjourn, seconded by Van Stryland. On roll call the vote was: AYES: Vander Beek, Van Stryland, Schiebout, Peterson, De Jong. NAYS: None. Motion carried. Meeting adjourned at 9:20 p.m.