



# CITY OF PELLA

## CITY COUNCIL OFFICIAL MINUTES

January 2, 2018

### 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, Lynn Branderhorst, Harold Van Stryland, Bruce Schiebout, Larry Peterson. Absent: None. City Administrator Mike Nardini and City Clerk Mandy Smith were present. Five staff members and forty 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 Improvements and Bike Trail
  - b. City Council Procedural Rules Review
2. Approval of tentative agenda. Van Stryland moved to approve the tentative agenda, seconded by Schiebout. On roll call the vote was: AYES: Van Stryland, Schiebout, Peterson, De Jong, Bokhoven, Branderhorst. NAYS: None. Motion carried.

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

No comments were received.

### C. APPROVAL OF CONSENT AGENDA

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

1. Approval of Minutes
  - a. Official Council Minutes for December 19, 2017
2. Report of Committees
  - a. Policy and Planning Minutes for December 19, 2017

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

ABSENT: Tony Bokhoven

OTHERS: City staff and visitors

The Policy and Planning meeting began at 7:56 p.m. The first item was a discussion about extending the City's trail system along Vermeer Road. Mindy Moore with Snyder & Associates was in attendance and presented their findings and potential options that ranged from \$1.1 to \$1.45 million plus easement and asphalt overlay costs.

Council members expressed safety concerns with having the trail located next to Vermeer Road in certain places, necessitated by the amount of space available. At the end of the discussion, staff was directed to research the cost of total reconstruction of Vermeer Road. Staff will bring these details to the January 2nd Policy and Planning meeting for further discussion.

The next item was a discussion about establishing a uniform policy that defines a geographical area for the City's street flower beds in order to ensure consistency in the placement of flower beds. The Parks Department currently maintains approximately 128 street flower beds in the public right-of-way areas on Washington Street, Franklin Street, and Main Street.

Staff is proposing the following:

- Washington from Broadway to Brinkhoff Park (no change from current)
- Franklin from Broadway to West Market Park (no change from current)
- North Main from Washington to the Sunken Gardens crosswalk (currently ends at Lincoln)
- South Main from Liberty Street to ½ block south of Peace Street (currently ends at South Park)

It was unanimous to have staff proceed with the changes as identified above starting with the 2018 summer flower program.

The meeting adjourned at 8:37 p.m.

Respectfully submitted:

Mandy Smith

City Clerk

- b. Community Services Board Minutes for May 19, 2017

**Present:** Lauri Amelse, Stephen Fyfe, Mike Lyons, Teresa Thompson, Amanda Schwerdtfeger, Arvin Van Zante

**Absent:** April Cutler, Glenn Steimling

**Staff:** Jeanette Vaughan, Alex Meyers, Chandler Nunnikhoven, & Dyan Parker

**Presenters:** Joe Kowzan, Mark Van Maanen

12:05pm Community Services Director Jeanette Vaughan called the meeting to order

Two groups, RRAMBA and Pella Disc Golf Club, presented information regarding possible use of parks and trails. Summaries of their presentations are included below.

**RRAMBA – Red Rock Area Mountain Bike Association – Presenter: Joe Kowzan**

- Legal Non-Profit organization based in Pella
- International Mountain Bike Association IMBA Chapter (In-Process)
- Organized and ran by local professionals
- Advocate for outdoor recreation for all ages

**Mission:** To establish and maintain safe mountain bike trails in the Pella / Red Rock Area

**Vision:** Sustain and expand trails in the Pella / Red Rock Area

**Purpose:** Coordinate efforts, responsibilities, and maintenance of Big Rock Park area

RRAMBA would create overall trail design with approval from Parks Division and IMBA.

They develop a trail outside of the already existing hiking trails, would plan to use existing deer trails as much as possible, and the trail would be one-way trail that will not intersect the current pedestrian hiking trails. Some portions could be used for pedestrians if desired but signage would be leveraged for safety. Would not cut down healthy trees, overall have minimal wilderness impact.

**Cost**

RRAMBA would be responsible for trail design, maintenance, and overall upkeep

- Liability insurance (covered by RRAMBA)

Pella Parks Division responsible for tools, storage shed, basic trail head maintenance

Other potential costs

- Trail Head Parking
- Gravel (if necessary)
- Trail Head rules / maps sign and other signage on trail (if necessary)

**Pros**

Mountain bikers love to travel to experience new trails. 2000-3000 visitors/month to the RRAMBA web site in the peak of the season. Many sending emails asking about MTB Trails or RRAMBA activities. Countless stop in asking "Is there mountain bike trail around here?" Besides shopping, they eat about half of their meals in restaurants when traveling.

**Pella Disc Golf Club – Presenter: Mark Van Maanen**

Local Pella Disc Golf league that has an annually drawn 35 – 45 players since January 2015

Current courses in Marion County: Central College, Jefferson Elementary and Roberts Creek

**What is Needed?**

Land

- 18-hole course would take 18-25 acres depending on the layout
- Need not be an exclusive area and can be shared alongside hiking, mountain biking, and dog walking

Maintenance

- After installation, the maintenance needs are very minimal – primarily mowing
- Targets are made of welded steel anchored in concrete and require no regular maintenance
- Much of the proposed area is underutilized and not highly maintained
- Under the proper supervision of the Parks & Rec staff, local club volunteers usually undertake the initial clean up and then maintain them as trash-free zones
- With 2-3 anchor placements per hole, wear and tear on any one area is reduced
- Walking pathways used by players may need occasional maintenance to prevent erosion and soil compaction

**Costs**

Baskets – including concrete & extra sleeves: **\$400/basket = \$7200**

- Each playable hole would have a basket mounted on an anchor pipe
- Each hole would have 1-2 additional anchors installed so that the basket could be moved to different locations periodically to reduce soil compaction and add variety for players
- We estimate that approximately 54 anchors would be installed at some point

Signs – including concrete, graphics, and steel: **\$50/sign = \$900**

- Tee signs are very important to help first time users find their way through the course
- Each hole would have a sign indicating the number, length, recommended flight path, and par
- In addition, a rules sign and information board should be installed before the first hole

Tee Pads – concrete from \$75-\$95 per yard: **1/3 yard per hole = \$700**

- Concrete tees are preferred by players. Rubber mats or natural materials are also options
- Not required to get started

Labor

- Besides selected mowing, free labor is generally provided by local club members for course-wide maintenance
- Unlike weekly mowing for ball fields, mowing of the fairways can be stretched to every 3 weeks.

**Pros**

Health

- Provides a low impact and safe means of exercise for all ages
- Disc golf involves strategic thinking providing stimulation for both body and mind

Involvement

- With close proximity to picnic amenities folks could come to the park for biking and hiking but also disc golf
- Formal events such as leagues and tournaments bring community members along with members from other communities
- Host charitable events like the Des Moines Ice Bowl and the Mike Despenas Memorial Tournament

Environment

- Very low impact on the environment of the park
- Ability to use land not desirable for other activities

**Funding**

- \$12,000 - \$15,000 would be needed to start the course
- The Disc Golf Club would be willing to fund raise but asked that the City consider matching their fund raising efforts.

After each presentation general discussion was held regarding environmental impacts of adding these facilities in Big Rock Park. In general we would need to consider waterways, investigate whether or not the park is home to any endangered species, and would review if these activities necessitated removal of trees. The goal of both groups would be to keep the area as natural as possible as that is a draw to users of both mountain biking trails and disc golf courses.

Discussions were held on other facilities in the area, how they are utilized and what makes them popular. RRAMBA mentioned trails in Ottumwa are very popular and receive high ratings from users. Length of courses and proximity to other courses are often considered a plus. Disc Golf also mentioned Ottumwa as having a highly rated course. 18 hole courses are also more popular than 9 hole and obstacles such as trees make courses more challenging and fun to play. Both groups commented that individuals participating in these activities like to travel to new locations and they typically dine out.

Board members questioned how the existing hiking trails would be affected. RRAMBA stated that they would be outside of existing hiking trails. Signage would be used to clearly identify biking trails. Disc Golf would also be outside of or in between existing walking trails. At some point golfers may have to cross existing trails to move from one hole to the next but no fairways would run over existing trails.

Discussion was held on who would be expected to maintain the mountain biking trail. RRAMBA stated that their organization would like to enter into a Memo of Understanding with the City that would clearly outline what is expected of them and the City. RRAMBA would maintain the trail but would ask for City assistance with a storage shed and parking lot maintenance. Disc Golf would provide volunteer labor to help maintain the course but would like the City to mow fairway areas every 3-4 weeks during the season. Both groups would help with trail cleanup as needed including brush removal and trash collection.

Staff stated concerns about the use of the areas of the park that remain wet during most of the season and the lack of restroom facilities at Big Rock Park. Staff also would like to make sure that we keep the original donors' wishes in mind when making changes to the park. Staff said they would also enjoy seeing expanded use of the park as it is felt that it is currently underutilized.

Vaughan asked if the Board had any objections to staff further investigating each of the proposals. No objections were made. Staff will investigate the concerns listed above and discuss the proposals with City Administration to see what the next steps would entail.

#### **Adjournment**

Meeting adjourned at 1:05 p.m.

Respectfully submitted:

Dyan Parker

May 23, 2017

### c. **Community Services Board Minutes for September 15, 2017**

**Present:** April Cutler, Glenn Steimling, Teresa Thompson, Amanda Schwerdtfeger, Arvin Van Zante

**Absent:** Lauri Amelse, Stephen Fyfe, Mike Lyons

**Staff:** Jeanette Vaughan, Alex Meyers, Chandler Nunnikhoven, Dyan Parker, Brenda Ross

**Others:** None

While waiting for quorum the following updates were given to the board.

**Dunk Tanks:** Vaughan reported that this summer we have had requests for use of dunk tanks in City parks. Staff reported that it will continued to be allowed but with the following rules in place: the renter shall pay a \$30 fee for water and staff to fill tank, the tank is to be attended at all times, and the renter shall drain the tank and the tank shall be removed at the end of their rental time. As with the use of bounce houses, liability insurance will also be required.

**Mountain Biking Group:** Vaughan updated that the group was still working on assembling their group and that they have started a preliminary plan for the trail. The trail plan will be brought back to the board for consideration once a draft has been completed. There will also be an agreement in place between the group and the City. This will need to be reviewed and approved by the Board at some point in the future.

**Disc Golf Group:** Vaughan reported that the disc golf group did request matching funds from the City in the amount of \$6,000. Vaughan communicated to the group that this would need to go through the budget process that is ultimately approved by Council. They had previously asked whether they could fund raise or gain sponsorships through naming of tee boxes. Vaughan contacted the representative for the Kuyper/Farver family to see if they would be in favor of this activity in Big Rock Park. The Kuyper/Farver family is okay with this idea for the disc golf area. The disc golf group will need to present a list of possible donors for board approval before they approach the donors. They can submit a list to Vaughan and then she will forward for approval from the board members.

**Sunken Garden Windmill Renovation Project:** Bids were requested for renovation of the windmill at Sunken Gardens Park. Work included structural repairs, replacement of interior and exterior siding, replacement of exterior decking, installation of a ladder system and platforms in the interior that serve both to access windmill blade mechanisms and also facilitate access to the exterior deck through a newly added door and replacement of the domed roof. Landscaping and new sidewalk around the exterior of the windmill was also included. The engineer on the project estimated that the work would cost between \$75,000-\$100,000. The sole bid for the project came in at over \$200,000. This bid has been rejected. Vaughan will meet with city administration and the engineer to discuss reducing the scope of work and re-bidding the project.

**Dog Park:** Vaughan reported that the Mayor indicated that he would be meeting with a group of individuals that are requesting a dog park in the City. In anticipation of the request staff has been researching other dog parks in the area with similar size and attributes as Pella. Staff hopes that this group, in addition to requesting a dog park, also volunteers to help by being ambassadors, helping to clean and/or monitor a park during busy times. Steimling asked if there are possible sites. Vaughan responded that only rumors so far but nothing official.

#### **Department Updates:**

##### **Parks/Chandler**

- Caldwell Park general updates – painting on the shelter is about 90% complete, touchups are needed in some areas and there may be some issues with the zinc primer not bonding in certain areas. The engineer will inspect these areas. The new concrete wall on the east end of the pickleball courts is being poured. Steimling asked when they will paint the courts. Vaughan explained that temperature needs to be above 55 degrees for application of court surfacing. And also that the new concrete needs to cure for a minimum of 28 days before coatings can be added. At this point it is a race against weather conditions.

##### **Art & Rec/Brenda**

- The compressor for the AC in the auditorium failed in August. The estimate cost to fix it is \$15,000. They will start repair work in a couple weeks.
- The number of bats getting in the building has become a problem. After review by animal and pest control vendors it was noted that they are entering through rotted boards on the north side of the building. A bat removal company has been hired to address the issues. They will use a one-way vent that will allow bats to exit but not re-enter the building. They will then repair the holes.
- There was a high demand for after school Fall art programs, so each class now has 24 students. Central students are once again volunteering this year.
- Sports programs including youth soccer and youth football are going very well this season.
- Both boilers in the community center building failed inspection as there are pin holes that need to be repaired and rods that need to be welded. This work should be completed in the next couple of weeks. Costs are expected to be several thousand dollars. Once the work is completed they will need to be re-inspected.
- All the air vents into the building were thoroughly cleaned which really helped with air circulation in the auditorium and gym.

##### **Aquatics/Alex**

- The summer was a busy one with only 3 days where the facility closed due to poor weather.

- The main motor that runs recirculation pumps broke at the end of the season. It was repaired however other issues were noted at the time with valves corroding. We hope to make it through 2018 session before replacing. Age and chlorine is hard on the system.
- Swim team starts in November.
- Staff is looking for activities to help increase attendance in the indoor pool. Specifically for “fun” items like climbing wall or inflatable obstacle courses. The size of our indoor pool may limit what we can do.
- Due to low attendance the last few years Saturday hours have been adjusted to close at 2pm instead of at 5pm. Lap swim and open swim are still offered but all swim lessons are now held during the week.
- Annual memberships appear to be up slightly from years past.

12:25pm Community Services Director Jeanette Vaughan called the meeting to order

**Minutes** - Motion by Van Zante, seconded by Thompson to approve the Community Services Board Meeting minutes of January 20, 2017. Motion carried 5-0

**Tobacco-free and Nicotine-free Policy**

The City was contacted by Marion County Public Health Department asking the city to consider adopting a tobacco-free and nicotine-free policy for city parks. This would include prohibiting e-cigarettes, chewing tobacco, snus, etc. in addition to smoking cigarettes. The County would provide new signage at no cost to the city should the city adopt a new policy. Discussion was held in regards to how the policy would be enforced, specifically in instances where the individual may be argumentative. Meyers also mentioned that this is a problem at the Aquatic facility as well especially in regards to e-cigarettes. Vaughan responded that staff would be responsible for informing individuals that they are in violation of parks/facility policy and asking them to stop. However, should the individual fail to comply staff would not be required to enforce the policy but would have the option of contacting the Police Department to assist in the situation. Steimling made a motion to adopt, seconded by Cutler. Motion carried 5-0

**Children and Vulnerable Adult Policy**

Past practice and general guidelines have been used in the past however in recent years there has been an increase in young children being left unattended or unsupervised in the gym and building. Staff researched policies and found that the Pella Library’s policy is well written and comprehensive.

Schwerdtfeger made a motion to adopt, seconded by Steimling. Motion carried 5-0

**Other Discussion**

Vaughan reported that there has been a concern reported to City Hall that the department is reducing the number of tulips planted by the City. This is inaccurate. In fact, for 2017 fall planting we are planting in excess of 106,000 bulbs which exceeds past plantings. Staff speculates that there is concern whenever flowers beds are altered or changed within parks. This year some significant changes were made at Sunken Gardens by reducing the size of three of the larger beds but also adding an additional nine smaller beds. So that while the layout is different the number of tulips in the park is consistent with last year. Vaughan asked that if any Board members heard similar comments that they ask those folks to contact her directly with their concerns.

Steimling noted the Kiwanis tennis court rules sign needs replaced as it is very faded. Staff will look into replacing the sign.

Cutler asked if there was any update on a bike trail out to Vermeer. She mentioned that Vermeer is testing a trail by Plant 4 or 5. Vaughan responded that the plan previously discussed to bring a trail out to the sports park and then run north to Vermeer is at a stand-still due to land acquisition challenges. Other options are being discussed outside of the Community Services Department.

Vaughan reported that staff was asked to secure holiday decorating services for Central Park. Schwerdtfeger commented that this work has been previously done by the Electric Department. Vaughan stated that staff was asked to look into alternatives as the Electric Department was busy with in-house projects. The decorations to be installed as a part of the service contract are more extensive than the decorations previously installed by city staff. The Electric Department will continue to install the decorative fixtures on the light posts.

**Adjournment**

The next meeting is scheduled for Friday, October 20, 2017 at noon in room 206, at the Community Center. Schwerdtfeger made motion to adjourn, seconded by Cutler. Motion carried 5-0

Meeting adjourned at 1:05 pm.

Respectfully submitted:

Dyan Parker

September 15, 2017

**d. Planning and Zoning Minutes for October 9, 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, Joe Canfield, Julio Chiarella, Dave Landon, Ervin Van Wyk, Ann Visser, and Teri Vos. Absent: Mark Groenendyk, Cathy Haustein, Robin Pfalzgraf, and Gary Van Vark. 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 Vos to approve the tentative agenda. Motion carried 7-0.

**APPROVAL OF MINUTES**

Landon suggested delaying approval of the minutes from the September 25, 2017 Planning and Zoning Commission meeting until the next meeting.

**NEW BUSINESS:**

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

Vermeer Corporation has submitted a site plan application to pave two 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 two lots combined total 19,050 square feet. The proposed lots will provide 54 vehicle 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 Canfield to approve the site plan as submitted. Motion carried 7-0.

**OTHER BUSINESS / PUBLIC FORUM**

The Planning and Zoning Commission discussed process concerns with staff.

Adjourned at 7:18 p.m.

**e. Planning and Zoning Minutes for October 23, 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, Mark Groenendyk, Cathy Haustein, Dave Landon, Robin Pfalzgraf, Ervin Van Wyk, and Teri Vos. Absent: Julio Chiarella, Gary Van Vark, and Ann Visser. Staff present: City Administrator Mike Nardini, Zoning Administrator Bryce Johnson, and Deputy City Clerk Cynthia Vaske. Others present: Jim Corbett, Jim Mansueto, Kirk Sahnave, Dennis Vander Beek, and Harold Van Stryland.

Unless otherwise noted, all actions were taken unanimously.

#### **APPROVAL OF TENTATIVE AGENDA**

**Motion** by Canfield, second by Vos to approve the tentative agenda. Motion carried 8-0.

#### **APPROVAL OF MINUTES**

**Motion** by Pfalzgraf, second by Canfield to approve the minutes of the September 25, 2017 meeting. Motion carried 8-0.

**Motion** by Agan, second by Vos to approve the minutes of the October 9, 2017 meeting. Roll call: aye: Agan, Vos, Canfield, Groenendyk, Landon, Pfalzgraf, Van Wyk. Abstain: Haustein. Motion carried 7-1.

#### **NEW BUSINESS:**

##### **Consideration of a Site Plan for an Interior Drive Aisle to Pella Regional Health Center**

Pella Regional Health Center (PRHC) has submitted a site plan to construct a 13,676 square foot cross access drive as shown in the illustration above. The addition will not affect the site's parking requirement, nor will it impact the existing storm water detention.

The applicant has indicated the purpose of the north/south internal driveway is so that patients and visitors who find themselves on the wrong side of the campus do not have to go to Main Street or Hazel Street to get to the other side of the campus.

The applicant has also indicated the proposed drive would provide easy access to Iowa Ortho and the Hospital Rehabilitation Department for those who find themselves on Monroe Street. Currently some of this traffic utilizes the ambulance driveway, and the applicant believes the new drive would be a safer alternative. As the site plan conforms to the Comprehensive Plan and meets all of the requirements required by the City of Pella Code, staff recommended that the proposed site plan be approved.

Haustein asked if speed bumps will be added to the drive aisle to deter speeding. PRHC Facilities Director Jim Corbett said there are not currently any plans to add speed bumps to the drive aisle, but that is something they can look into adding if speeding does become an issue.

Jim Mansueto said his concern is with the overall comprehensive plan for PRHC, because it appears their projects are happening piecemeal. Corbett said he can speak with Mansueto to address his questions and concerns.

**Motion** by Van Wyk, second by Pfalzgraf to approve the site plan as submitted. Motion carried 8-0.

##### **Consideration of a Preliminary Plat for the Fairway Meadows at Bos Landen Subdivision**

The subject properties are located on Bos Landen Drive approximately 700 feet east of Highway T15. The applicant is proposing to subdivide two parcels into seven lots to construct single-family attached residential homes. If approved, the subdivider has indicated a desire to utilize the City's plat of survey process to create 14 individual lots, which would accommodate single-family homes with a zero lot line, resulting in two units utilizing a shared wall, as permitted by code. The properties combined are 2.37 acres and are currently vacant. City Council will review this case in November 2017.

The preliminary plat has been revised to reflect City staff and consultant comments. Staff finds the preliminary plat meets the minimum requirements of the zoning ordinance with the exception of the required improvements associated with the storm water requirements on the south side of the proposed parcels. Additionally, staff finds the development conforms to the City's Comprehensive Plan.

Based upon the findings, staff recommends conditional approval of the preliminary plat, contingent on the developer obtaining a development agreement with the City of Pella to make improvements to an existing detention pond located on the Bos Landen Golf Course, in order to meet the storm water detention requirements.

Pfalzgraf said her concern is with a detention pond being located so close to a housing development. Nardini explained that the existing detention pond will not be expanded significantly. He said the alternative would likely require the elimination of one of the lots and to add an additional detention pond on site, which would be located even closer to the homes than the existing detention pond.

**Motion** by Pfalzgraf, second by Canfield to approve the preliminary plat on the condition that the developer obtains a development agreement with the City of Pella to make improvements to the existing detention pond located on the Bos Landen Golf Course, in order to meet the storm water detention requirements. Motion carried 8-0.

##### **Consideration of a Final Plat for the Fairway Meadows at Bos Landen Subdivision**

The subject properties are located on Bos Landen Drive approximately 700 feet east of Highway T15. The applicant is proposing to subdivide two parcels into seven lots to construct single-family attached residential homes. If approved, the subdivider has indicated a desire to utilize the City's plat of survey process to create 14 individual lots, which would accommodate single-family homes with a zero lot line, resulting in two units utilizing a shared wall, as permitted by code.

The subdivision plat has been revised to reflect City staff and consultant comments. Staff finds the final plat meets the minimum requirements of the zoning ordinance with the exception of the required improvements associated with the storm water requirements on the south side of the proposed parcels. Additionally, staff finds the development conforms to the City's Comprehensive Plan.

Based upon the findings, staff recommends conditional approval of the final plat, contingent on the developer obtaining a development agreement with the City of Pella to make improvements to an existing detention pond located on the Bos Landen Golf Course, in order to meet the storm water detention requirements. Additionally, staff recommends making the Final Plat contingent on submission of the required legal documents as indicated in Chapter 170.08-3 in the City's zoning code.

**Motion** by Van Wyk, second by Vos to approve the final plat on the condition that the developer obtains a development agreement with the City to make improvements to the existing detention pond located on the Bos Landen Golf Course in order to meet the storm water detention requirements, as well as making the final plat contingent on submission of the required legal documents, as indicated in Chapter 170.08-3 in the City's zoning code. Motion carried 8-0.

#### **OTHER BUSINESS / PUBLIC FORUM**

##### **Work Session to Discuss a Potential Text Amendment for a Brewpub**

At the October 17, 2017 City Council Meeting, the Pella City Council heard a request by the Pella Area Community & Economic (PACE) Alliance to allow permitting of brewpubs under the City's zoning code. For definition purposes, a brewpub is a restaurant which includes the brewing of beer as an accessory use. The brewing operation processes water, malt, hops, and yeast into beer or ale. By definition, said establishments produce no more than ten thousand (10,000) barrels of beer or ale annually. The area, by definition, used for brewing, including bottling and kegging, shall not exceed 25 percent of the total floor area of the commercial space.

Staff would like to receive input from the Commission concerning allowing brewpubs under the City's zoning code. If the Commission is in favor of permitting brewpubs, staff would recommend they be permitted by right in the Community Commercial zoning districts. In addition, staff would also recommend they be required to obtain a special use permit from the Board of Adjustment to operate in the Central Business District (CBD). This would ensure any brewpub is compatible with the existing businesses in the CBD. Furthermore, staff would also recommend limiting the number of special use permits for brewpubs in the CBD to one.

Landon said other communities have had issues with odors and the storage of supplies. He encouraged staff to investigate those issues further with other municipalities that have a similar ordinance. Canfield said he knows there are different safety requirements for the milling of grains for downtown Des Moines versus Knoxville, Iowa. Nardini said the special permit process would require the applicant to be very specific in what they are proposing for their business. Canfield suggested items such as proper ventilation during the fermentation process for carbon dioxide be included in the requirements. Nardini said it may be necessary with a special use permit to require the State Fire Marshal's review to address those concerns. He explained that the special use permit will allow for fairly close oversight of the business.

Nardini said he anticipates holding another work session with the Commission to discuss this topic and would like to have staff look into potential fire code provisions, as well as give the Commission an opportunity to think about whether brewpubs should be permitted by right in the Community Commercial districts or if there should be some additional oversight, such as a special use permit process.  
Adjourned at 8:07 p.m.

f. **Planning and Zoning Minutes for November 13, 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, Cathy Hausteine, Dave Landon, Ann Visser, and Teri Vos. Absent: Mark Groenendyk, Robin Pfalzgraf, Gary Van Vark, and Ervin Van Wyk. Staff present: City Administrator Mike Nardini, 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 Vos to approve the tentative agenda. Motion carried 7-0.

**APPROVAL OF MINUTES**

**Motion** by Agan, second by Canfield to approve the minutes of the October 23, 2017 meeting. Motion carried 7-0.

**NEW BUSINESS:**

**Consideration of a Site Plan for Precision Pulley for a 12,000 Square Foot Corporate Office on Approximately 2.07 Acres Located at 205 SE 14<sup>th</sup> Street**

Precision Pulley & Idler (PPI) is proposing to construct a 12,000 square-foot corporate office building on approximately 2.07 acres. The plan includes 42 additional parking spaces, Type B and Type C landscaping, and onsite storm water detention. An 11,000 square-foot warehouse, known as PPI's Plant 3, currently sits on the property. 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 Chiarella, second by Visser to approve the site plan as submitted. Motion carried 7-0.

**OTHER BUSINESS / PUBLIC FORUM**

**Work Session to Discuss Urban Renewal and Economic Development**

City Administrator Mike Nardini gave an overview of the economic development options cities have to encourage housing developments in their communities. He explained Tax Increment Financing (TIF) and its uses. He also explained that they are hoping to consider a new housing subdivision within the next 30 days and said information about the proposed housing subdivision will be made available to the Commission once it has been made public for the upcoming November 21, 2017 City Council meeting.

Adjourned at 7:57 p.m.

3. **Petitions and Communications**

a. **Renewal of Class C Liquor License with Class B Wine Permit and Sunday Sales for Pella Opera House**

**BACKGROUND:** The Pella Opera House Commission, DBA Pella Opera House at 611 Franklin Street, has applied for renewal of their Class C Liquor License with Class B Wine Permit and Sunday Sales privileges. The term of the new license is 12 months and would expire on January 30, 2019. The application has been completed online with the state and is pending dram shop certification. Staff is recommending approval pending dram shop certification.

**ATTACHMENTS:** Application

**REPORT PREPARED BY:** City Clerk

**REVIEWED BY:** CITY ADMINISTRATOR

CITY CLERK

**RECOMMENDATION:** Approve renewal pending dram shop certification

4. **Administration Reports – None**

**D. \*PUBLIC HEARINGS**

1a. **Public Hearing on Rezoning Application by Bos Ridge, LLC.** Three written comments were received. Schiebout moved to enter the comments into public record, seconded by Bokhoven. On roll call the vote was: AYES: Schiebout, Bokhoven, Branderhorst, Van Stryland, Peterson, De Jong. NAYS: None. Motion carried. No oral comments were received. Schiebout moved to close the public hearing, seconded by Van Stryland. On roll call the vote was: AYES: Schiebout, Van Stryland, Peterson, De Jong, Bokhoven, Branderhorst. NAYS: None. Motion carried.

**BACKGROUND:** Bos Ridge, LLC. has submitted a request to rezone three parcels which total approximately 33.47 acres. The existing zoning is Agricultural (A1) and the applicant is requesting the parcels to be rezoned to Low-Density Single-Family Residential (R1). The purpose of the rezoning request is to support the development of a single-family residential subdivision. It is important to note these parcels are currently vacant.

**Current Zoning**

The existing zoning for the parcels is Agricultural (A1). The A1 zoning district provides for and preserves the agricultural and rural use of land while accommodating very low-density residential development generally associated with agricultural uses.

**Proposed Zoning**

The requested zoning classification for these properties is Low-Density Single-Family Residential (R1). The R1 zoning district is intended to provide for low-density residential neighborhoods characterized by single-family dwellings on relatively large lots with supporting community facilities and urban services. Its regulations are intended to minimize traffic congestion and assure that density is consistent with the carrying capacity of infrastructure.

**Rezoning Petition**

Chapter 165.38 of the City Code requires 50% of property owners within 300 feet of the proposed rezoning to sign the rezoning petition for advisory purposes only. However, failure to obtain the threshold level shall not prevent continuance of the rezoning application. A rezoning petition was not received with this application.

**Spot Zoning Concerns**

Staff does not believe spot zoning concerns are associated with this request due to the fact that these properties are adjacent and in close proximity to the Bos Landen residential subdivision.

**Comprehensive Plan**

Chapter 165.04 of the City Code requires the proposed rezoning to conform to the City’s Comprehensive Plan. A component of the Comprehensive Plan is the Future Land Use Map, which identifies these parcels as “Low Density Residential” use.

**Summary**

Staff believes this rezoning request aligns with the City’s Comprehensive Plan. In addition, staff believes the proposed land use is compatible with the neighboring properties therefore staff is recommending approval of this request.

Finally, it should be noted, the Planning and Zoning Commission unanimously approved this rezoning at their December 18, 2017 meeting.

ATTACHMENTS: Ordinance, Current Zoning Map, Future Land Use Map, Written Comments  
REPORT PREPARED BY: Planning and Zoning  
REVIEWED BY: CITY ADMINISTRATOR  
CITY CLERK  
RECOMMENDATION: Approve ordinance

1b. Ordinance No. 928 entitled, “AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY OF PELLA, IOWA, BY AMENDING THE BOUNDARIES OF THE R1 DISTRICT TO INCLUDE THE PROPERTIES LEGALLY DESCRIBED IN “EXHIBIT A” AND DIRECTING THE ZONING ADMINISTRATOR TO NOTE THE ORDINANCE NUMBER AND DATE OF THIS CHANGE ON THE OFFICIAL ZONING MAP”. Bokhoven moved to place Ordinance No. 928 on its first reading, seconded by De Jong. On roll call the vote was: AYES: Bokhoven, De Jong, Branderhorst, Van Stryland, Schiebout, Peterson. NAYS: None. Motion carried.

**E. PETITIONS & COMMUNICATIONS**

- 1. Fiscal Year 18-19 Funding Request Presentations. The following entities presented their funding request proposals to Council. No formal Council action was taken.
  - a. Pella Historical Society
  - b. Pella Dog Park
  - c. Historic Pella Trust
  - d. Saint Mary’s Catholic Church

**F. PLANNING & ZONING ITEMS** – None

**G. ADMINISTRATION REPORTS** – None

**H. RESOLUTIONS**

- 1. Resolution No. 5827 entitled, “RESOLUTION ACCEPTING CHANGE ORDER NO. 1 (FINAL QUANTITY ADJUSTMENT), AUTHORIZING FINAL PAYMENT TO CASTREJON, INC., AND ACCEPTANCE OF FINAL COMPLETION OF THE WEST SUBSTATION FEEDER EGRESS PROJECT”. Schiebout moved to approve, seconded by Bokhoven. On roll call the vote was: AYES: Schiebout, Bokhoven, Branderhorst, Van Stryland, Peterson, De Jong. NAYS: None. Motion carried.

BACKGROUND: This resolution approves change order #1 (final quantity adjustment) and accepts the public improvements for the West Substation Feeder Egress Project. As background, this project involved installing three additional 12.47 kV electrical underground feeder lines from the West Substation to interconnections in the electrical distribution system. Staff believes these new lines will increase reliability on the electrical distribution system and minimize the chance of an electrical outage impacting large sections of the community.

**Change Order #1 (Final Quantity Adjustment) – Decrease of \$1,005.87**

This change order decreases the construction contract of Castrejon, Inc. by \$1,005.87 due to final quantity adjustments.

Listed below is a summary of the contract.

Original Contract	\$ 231,210.00
Change Order #1	<u>(1,005.87)</u>
<b>Revised Contract Amount</b>	<b><u>\$ 230,204.13</u></b>

**Acceptance of Project**

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

ATTACHMENTS: Resolution, Change Order #1, Final Documents  
REPORT PREPARED BY: Electric Department  
REPORT REVIEWED BY: CITY ADMINISTRATOR  
CITY CLERK  
RECOMMENDED ACTION: Approve resolution

2. Resolution No. 5828 entitled, "RESOLUTION NAMING DEPOSITORYES". Van Stryland moved to approve, seconded by Peterson. On roll call the vote was: AYES: Van Stryland, Peterson, De Jong, Bokhoven, Branderhorst, Schiebout. NAYS: None. Motion carried.

BACKGROUND: Iowa Code Chapter 12C requires cities to approve financial institutions where public funds are deposited. This resolution approves the following list of financial institutions to be depositories of the City of Pella funds and also maintains their authorized deposit levels of \$25 million.

DEPOSITORY NAME	APPROVED MAXIMUM BALANCE
US Bank	\$25,000,000
Marion County Bank	\$25,000,000
Wells Fargo	\$25,000,000
MidWestOne	\$25,000,000
Leighton State Bank	\$25,000,000

ATTACHMENTS: Resolution  
 REPORT PREPARED BY: Finance Department  
 REPORT REVIEWED BY: CITY ADMINISTRATOR  
 CITY CLERK  
 RECOMMENDED ACTION: Approve resolution

3. Resolution No. 5829 entitled, "RESOLUTION APPROVING ENGINEERING SERVICES AGREEMENT WITH VEENSTRA AND KIMM, INC. FOR THE NORTH WATER TOWER INTERIOR PAINTING PROJECT". Schiebout moved to approve, seconded by Bokhoven. On roll call the vote was: AYES: Schiebout, Bokhoven, Branderhorst, Van Stryland, Peterson, De Jong. NAYS: None. Motion carried.

BACKGROUND: This resolution approves an engineering services agreement with Veenstra & Kimm, Inc. for the North Water Tower Interior Painting Project. The interior of the water tower was inspected by a qualified company in 2014. At that time, they reported that the interior of the tower should be sandblasted, repairs made, and repainted to avoid further damage and prevent rust. The scope of the project will include sandblasting the entire interior of the water tower, conducting minor welding repairs, repainting the interior with an epoxy paint, and pressure washing the exterior of the tower.

Veenstra & Kimm will perform all design services, bidding process, construction administration, and observation all based on hourly rates not to exceed a total contract amount of \$17,800.

This project is expected to occur during the 2018 construction season. Staff estimates the preliminary cost for this project to be \$200,000. Veenstra & Kimm will provide an updated cost estimate prior to the bidding process.

ATTACHMENTS: Resolution, Engineering Services Agreement  
 REPORT PREPARED BY: Public Works  
 REPORT REVIEWED BY: CITY ADMINISTRATOR  
 CITY CLERK  
 RECOMMENDED ACTION: Approve resolution

4. Resolution No. 5830 entitled, "RESOLUTION APPROVING CENTRAL IOWA REGIONAL TRANSPORTATION PLANNING ALLIANCE REPRESENTATIVES FOR 2018". De Jong moved to approve, seconded by Van Stryland. On roll call the vote was: AYES: De Jong, Van Stryland, Schiebout, Peterson, Bokhoven, Branderhorst. NAYS: None. Motion carried.

BACKGROUND: This resolution approves representatives of the City of Pella to serve on two Central Iowa Regional Transportation Planning Alliance (CIRTPA) committees.

As background, CIRTPA manages the distribution of federal funds provided through the state for the upkeep and improvement of roads. Annually, they request member governments to appoint or reappoint representatives to the CIRTPA Transportation Policy Committee (TPC) and the Transportation Technical Committee (TTC). The City of Pella is entitled to one primary representative and one alternate representative to both the TPC and the TTC.

This resolution approves Denny Buyert, Public Works Director, as the primary representative and Doug Riggen, Street Superintendent, as the alternate representative for both CIRTPA committees in 2018.

ATTACHMENTS: Resolution  
 REPORT PREPARED BY: City Administration  
 REPORT REVIEWED BY: CITY ADMINISTRATOR  
 CITY CLERK  
 RECOMMENDED ACTION: Approve resolution

**I. ORDINANCES** – None

**I. CLAIMS**

1. Abstract of bills No. 1998. Schiebout moved to approve, seconded by Peterson. On roll call the vote was: AYES: Schiebout, Peterson, De Jong, Bokhoven, Branderhorst, 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 Van Stryland. On roll call the vote was: AYES: Bokhoven, Van Stryland, Schiebout, Peterson, De Jong, Branderhorst. NAYS: None. Motion carried. Meeting adjourned at 8:46 p.m.