



CITY OF PELLA

CITY COUNCIL OFFICIAL MINUTES

June 19, 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. Three staff members and six 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. Personnel Policy Manual Changes
2. Approval of Tentative Agenda. Van Stryland moved to approve the tentative agenda, seconded by Bokhoven. On roll call the vote was: AYES: Van Stryland, Bokhoven, Branderhorst, Schiebout, Peterson, De Jong. NAYS: None. Motion carried.

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

No comments were received.

C. APPROVAL OF CONSENT AGENDA

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

1. Approval of Minutes
 - a. Official Council Minutes for June 5, 2018
2. Report of Committees
 - a. Board of Adjustment Minutes for May 8, 2018

Chairperson Nossaman called the Board of Adjustment to order at 6:03 p.m. in the City Hall Conference Room. Members present were: Jim Corbett, Vince Nossaman, Jane Smith, Lyle Vander Meiden, and Mike Vander Wert. Absent: Karissa Hastings, Susan Reiter, Merlan Rolffs, and Glenn Van Wyk. Staff present: Zoning Administrator Bryce Johnson and Deputy City Clerk Cynthia Vaske. Others present: Chris Davidson.

Unless otherwise noted, all actions were taken unanimously.

CHAIRPERSON'S COMMENTS

Approval of the Tentative Agenda

Motion by Smith, second by Vander Wert to approve the tentative agenda. Motion carried 5-0.

APPROVAL OF MINUTES

Motion by Vander Wert, second by Vander Meiden, to approve the April 10, 2018 minutes. Motion carried 5-0.

(CASE BOA18-06) CONSIDER A MINOR MODIFICATION APPLICATION FOR THE PROPERTY LOCATED AT 1220 BROADWAY STREET TO REDUCE THE MINIMUM REAR YARD SETBACK OF THE PRINCIPAL STRUCTURE BY NO MORE THAN FIVE FEET

The owner of 1220 Broadway Street has applied for a minor modification to reduce the minimum rear yard setback. The owner intends to divide their lot into two separate parcels, constructing a duplex on the newly formed parcel which is currently used as the rear yard. The parcel is zoned Two-Family Residential (R2) which requires a lot width of 70 feet for duplexes. An existing attached garage currently sits 35 feet from the proposed lot line, resulting in a lot width of 65 feet after the lot is divided into two separate parcels. Therefore, the owner is requesting this minor modification to reduce the minimum rear yard setback by five feet.

Staff believes the requested minor modification will not have a negative impact to the subject property or neighboring properties and would not materially increase the amount of people or vehicles within the neighborhood. Staff also believes the proposal would improve the curb appeal of the property, thereby maximizing the owner's use of the property while still complying with City Code and the Comprehensive Plan. For these reasons, staff believes the minor modification request should be granted and, therefore, is recommending approval of the proposal.

Convened Public Hearing on the minor modification request for 1220 Broadway Street.

Motion by Corbett, second by Smith to accept one additional written comment in favor of the minor modification into the public record, which brings the number of written comments received to seven (five in favor and two were no comment). Motion carried 5-0.

The applicant, Chris Davidson, spoke in favor of the minor modification. He explained that the property owners, Ralph and Elaine Jaarsma, plan to build a duplex that fits in with the surrounding properties. He said the duplex will always be under one ownership and cannot be divided due to frontage requirements. He explained that the north portion of the duplex would have access off of Monroe Street and the south portion would have access off of the alley. Smith asked whether the neighbors were notified that a duplex is going to be built.

Zoning Administrator Bryce Johnson explained that the property owner notices that were mailed only indicated that the minor

modification request was for the reduction of the minimum rear yard setback and did not state that a duplex will be built, as it is a permitted use in that zoning district.
Motion by Vander Meiden, second by Corbett to close the public hearing as no further comments were received. Motion carried 5-0.
Motion by Corbett, second by Vander Wert approve the minor modification as presented. Motion carried 5-0.
OTHER BUSINESS/PUBLIC FORUM
None.
Adjourned at 6:21 p.m.

b. **Library Board Minutes for May 8, 2018**

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

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 April 2018 minutes prior to the meeting. Kenny moved to approve the April minutes as amended. Praveen seconded the motion. The minutes were unanimously approved.

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

VI. Unfinished Business:

- a. Vote on candidates for upcoming Board vacancy – All Board members received the submitted trustee applications for the vacant position prior to the meeting. After tallying each member's top three and having general discussion, the Board approved the recommended nomination of Brenda Huisman to be on the Board. Wendy will contact Brenda and pass our nomination along to the Mayor for City Council's approval.

VII. New Business:

- a. Strategic Plan Objectives and activities – Wendy reviewed the updated draft of the strategic plan objectives for the next three years. Much discussion ensued around the use of new metrics as measures of success. The Board decided it would use the approach of setting baselines in the first year and then monitoring the measures annually to maintain or improve survey results. Wendy will make updates to the objectives and send out via email. The intent is to have an approved plan at the June meeting.

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

IX. Director's Report:

- a. National Library Week
 - During our Food for Fines drive, we collected 273 items and waived \$207.65 in fines. This is higher participation than we have had in the past.
 - We took 110 green screen photos during National Library Week and had very positive feedback.
- b. Personnel - Jennifer Jennings accepted the custodian position and starts on May 3.
- c. Friends of the Library
 - The April book sale grossed \$1,069
 - Mary Ann Emerick was elected to be the new Membership chair
- d. Statistics
 - FaxScan24: 8 faxes sent
 - Mobile print service: 13 users sent 34 jobs totaling 299 pages
 - Hoopla:
 - i. 340 total circs borrowed by 167 patrons
 - ii. Average of 2 circs per patron 65 patrons used all 3 checkouts
 - iii. Average price per circulation: \$2.08 124 patrons were blocked by the budget caps
- e. Buildings and Grounds
 - The Parks Department planted tulips (and other bulbs) along the west side of the library for the first time this year. They were very pretty and a nice addition to our landscaping. The library staff all enter the library on this side of the building, so we enjoyed the color.
- f. Upcoming Events
 - May 2, 9, 16 & 23 from 3:00 to 5:00 p.m.: Whatchamacallit Wednesdays. For more information please see Katie in the Children's Department. Intended for kids in grades K to 5th. A movie will be shown on May 9 at 3:00 p.m.
 - May 15 at 7:00 p.m.: Lincoln as Story-Teller. Abraham Lincoln impersonator Kevin Wood will share Lincoln's favorite stories, anecdotes and jokes, and explain why he used these so often. You'll get a good dose of both the nation's history and Mr. Lincoln's personal story. This program will be held in the Meeting Room. Suitable for adults and children 12 and older.
 - May 22 at 6:30 pm: Looking Closer at Grant Wood: What Did He Do, and How Did He Do It? UNI professor Roy Behrens will talk about the life of Grant Wood, including his accomplishments and how he was influenced as an artist. He will present slides of Grant's artworks - some of them famous and some lesser known. This program will be held in the Meeting Room.
 - May 31 at 12:00 noon: The Brown Bag Book Club will make their selections for the coming year.

X. Committee reports: There were no committee reports.

XI. Trustee Training Reports: There were no Trustee Training Reports

XII. Demonstration of Pella Chronicle online: Wendy provided a demonstration of the Pella Chronicle online access. A general discussion took place around the use and availability of the tool.

XIII. Adjournment: President Praveen Mohan adjourned the meeting at 5:30 p.m. The next regularly scheduled Board Meeting is scheduled for June 12, 2018.

3. Petitions and Communications

a. Renewal of Class C Beer Permit with Class B Wine Permit and Sunday Sales for Hy-Vee Food Store

BACKGROUND: Hy-Vee, Inc., DBA Hy-Vee Food Store at 118 SE 9th Street, has applied for renewal of their Class C Beer Permit with Class B Wine Permit and Sunday Sales privileges. The term of the new license is 12 months and would expire on July 22, 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

b. Special Event Permit Request for CROP Walk

BACKGROUND: Larry Happel has requested a special event permit for the Pella CROP Walk scheduled for Sunday, September 23, 2018 at 2:00 p.m. Set-up is requested to begin at 12:30 p.m. with take down ending by 4:00 p.m. As background, this event involves a 5K walk for the purpose of raising funds and awareness in the fight against world hunger. Approximately 75 attendees are expected to participate in this annual event. The walk would begin and end at the Tulip Toren, following the same route as the Klompen Classic. It is important to note, attendees will be walking on the sidewalks. No street closures are requested. All pertinent City departments have reviewed this application and comments are attached. The fee and insurance certificate have been received, and approval is recommended.

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

D. *PUBLIC HEARINGS – None

E. PETITIONS & COMMUNICATIONS

1a. Special Event Permit Request for Pella Opera House Concert – Rewind: Tribute to Rascal Flatts. De Jong moved to approve, seconded by Peterson. On roll call the vote was: AYES: De Jong, Peterson, Bokhoven, Branderhorst, Van Stryland, Schiebout. NAYS: None. Motion carried.

BACKGROUND: The Pella Opera House is requesting a special event permit on Friday, July 13, 2018 to host a “Rewind: Tribute to Rascal Flatts” concert within a fenced area on the Molengracht Plaza. The proposed concert is scheduled to start at 5:30 p.m. and conclude by 9:00 p.m. The promoter is requesting to begin set-up of the event at 3:00 p.m. with take down complete by 11:00 p.m. As further background, food and beverages would be available for consumption. Attendees over the age of 21 would be required to obtain a wristband in order to consume alcoholic beverages. Monarchs would be providing the alcoholic beverage service and Pella Opera House staff members would oversee all entrances to the event.

In addition, the promoter is requesting closure of the alley behind the Pella Opera House, extending from E. 1st Street to the Klokkenspij, from 3:00 to 11:00 p.m. the evening of the event. A resolution closing the alley as indicated has been included with this request. All pertinent City departments have reviewed this application and comments are attached. In addition, the promoter has coordinated rental of the Molengracht Plaza with the Community Services Department. Approval is recommended.

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

1b. Resolution No. 5874 entitled, “RESOLUTION TEMPORARILY CLOSING PUBLIC WAYS OR GROUNDS IN CONNECTION WITH A SPECIAL EVENT KNOWN AS PELLA OPERA HOUSE CONCERT – REWIND: TRIBUTE TO RASCAL FLATTS.” Branderhorst moved to approve, seconded by Van Stryland. On roll call the vote was: AYES: Branderhorst, Van Stryland, Schiebout, Peterson, De Jong, Bokhoven. NAYS: None. Motion carried.

2. Windstream Presentation. Brad Hedrick, President of Operations with Windstream, presented an update on what their company is planning for the City of Pella this year. No formal Council action was taken.

F. PLANNING & ZONING ITEMS – None

G. ADMINISTRATION REPORTS – None

H. RESOLUTIONS

1. Resolution No. 5875 entitled, "RESOLUTION ADOPTING HEALTH AND DENTAL PLAN PREMIUMS FOR FY 18/19." Schiebout moved to approve, seconded by De Jong. On roll call the vote was: AYES: Schiebout, De Jong, Bokhoven, Branderhorst, Van Stryland, Peterson. NAYS: None. Motion carried.

BACKGROUND: This resolution approves premiums for the City's health and dental plans for fiscal year 18/19. As background, on an annual basis the City Council approves premiums for these plans. Listed below are the proposed premiums for each plan that, if approved, would be effective on July 1, 2018.

Health Plan: Current monthly premiums are \$497 for single and \$1,047 for family coverage. Due to the City's participation in the partial self-funding model with the Iowa Community Trust (ICT) 28E Agreement which includes Wellmark providing the fully insured plan for employees, the City has been able to effectively manage increases in healthcare costs. Therefore, we are proposing no increase in monthly premiums for single or family coverage. For FY 18/19, the premium for single coverage would remain at \$497 per month and the premium for family coverage would remain at \$1,047 per month. Employees are responsible for 10% of the total premium.

Dental Plan: Currently, the City of Pella has a fully-insured indemnity dental plan with MetLife with monthly premiums of \$23.29 for single and \$77.25 for family coverage. In order to determine our group renewal rates, MetLife analyzed industry trends, age, gender, and utilization patterns. After careful review, MetLife established our group renewal rates at \$25.39 for single and \$84.20 for family coverage. The employee is responsible for 100% of the dental premium. According to our insurance broker, Cottingham and Butler, even though this is a 9% increase, the renewal rate is competitive considering that fees are charged at a 99% usual and customary rate. This means that the fee charged for services is based on fees charged by 9.9 out of 10 dentists in a given area.

SUMMARY

In summary, staff is recommending approval of this resolution which would keep health plan premiums the same as FY 17/18 and increase dental plan premiums by 9% over FY 17/18.

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

2. Resolution No. 5876 entitled, "RESOLUTION APPROVING ENGINEERING SERVICES AGREEMENT WITH GARDEN & ASSOCIATES FOR THE ACC OVERLAY PROJECTS 2018." Schiebout moved to approve, seconded by Van Stryland. On roll call the vote was: AYES: Schiebout, Van Stryland, Peterson, De Jong, Bokhoven, Branderhorst. NAYS: None. Motion carried.

BACKGROUND: This resolution approves an engineering services agreement with Garden & Associates for the ACC Overlay Projects 2018. As background, the following asphalt overlay projects were identified in the FY 17/18 and 18/19 budgets:

Trail:

Volksweg Trail from the stone house to corporate limits

Arterial & Collector Streets:

Clark Street/T-17 from just south of Hwy 163 to corporate limits (1,200 linear feet)

Broadway Street from Washington Street to Adams Street (3,100 linear feet)

Washington Street from West 5th Street to West 6th Street (600 linear feet)

Local Streets:

Country Club Drive from Elm Street to the northern dead end (1,300 linear feet)

Jefferson Street from Main Street to E 2nd Street (900 linear feet)

East 8th Street from Oskaloosa Street to University Street (725 linear feet)

Bruce Lane from W 4th Street to the east cul-de-sac (400 linear feet)

Edgewood Drive from Bruce Lane to the north (600 linear feet)

Garden & Associates has worked with the City of Pella on many street projects including North Main, University, Hazel, Broadway, Washington, Jefferson, Lincoln, Elm, and Oskaloosa Street. They have been very competitive in price, professional in all aspects of their product delivery, and provide excellent service. In addition, staff believes their fees are reasonable in relation to the scale of the project.

The estimated breakdown of the not-to-exceed engineering fees is listed below:

Preliminary, Final Design & Bidding Process	\$54,000
Construction Administration, Observation & Staking	<u>45,000</u>
Total Engineering Services	<u>\$99,000</u>

Construction is estimated to occur during the 2018 construction season. Staff estimates the preliminary construction cost estimate for the entire project is approximately \$850,000.

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

I. ORDINANCES

1. Ordinance No. 931 entitled, "AN ORDINANCE AMENDING THE CITY CODE OF THE CITY OF PELLA BY AMENDING THE ZONING ORDINANCE, 165.11 CLASSIFICATION OF USES AND TABLE 165.12-2 PERMITTED USES BY ZONING DISTRICTS BY ADDING PROVISIONS DEFINING BREWPUB AS A USE AND PERMITTING BREWPUBS IN THE CBD CENTRAL BUSINESS DISTRICT, CUC MIXED USE URBAN CENTER AND CC COMMUNITY COMMERCIAL ZONING DISTRICTS." This ordinance was tabled at the February 6, 2018 Council meeting, and due to a lack of motion, it remained tabled.

BACKGROUND: This ordinance amends the City's zoning code by creating a definition for brewpub as a use type under the City's zoning code. In addition, the proposed ordinance would permit brewpubs to operate in the Central Business District (CBD), Mixed Use Urban Center (CUC), and Community Commercial (CC) zoning districts by obtaining a special use permit from the Board of Adjustment. It is important to note that the proposed ordinance limits the number of special use permits within the CBD to a maximum of one.

As background, this proposed ordinance was tabled at the February 6, 2018 Council meeting due to Council also considering amending the zoning code for a microbrewery use, which is similar in many aspects to this proposed ordinance. The Planning and Zoning Commission is scheduled to review the proposed microbrewery ordinance during their regular meeting on June 25, 2018. As further background, during the Policy and Planning meeting on May 21, 2018, Council expressed an interest to proceed with this proposed ordinance, amending it to include the CUC zoning district.

Listed below is the zoning definition of brewpub.

Brewpub: 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 twenty-five percent (25%) of the total floor area of the commercial space.

As background on this request, at the October 17, 2017 Policy and Planning meeting, Council heard a request from the Pella Area Community & Economic (PACE) Alliance regarding a desire to allow permitting of brewpubs under the City's zoning code. Following the discussion, Council directed the Planning and Zoning Commission to review allowing brewpubs in the City's commercial zoning districts subject to obtaining a special use permit from the Board of Adjustment.

Special Use Permit

If the proposed text amendment is approved, brewpubs would be able to operate in the CBD, CUC, and CC zoning districts subject to obtaining a special use permit. Within the CBD zoning district, there would be a maximum of one special use permit available at any one time. The special use permit would allow the Board of Adjustment to evaluate the request for public safety concerns including dust/pest control, odor, traffic impact, and necessary infrastructure. In addition, all buildings in our community are regulated under the State Fire Code which permits the City to perform fire inspections to ensure compliance with the State of Iowa Fire Code for flammable liquids, ventilation, and spill control.

As mentioned above, the Board of Adjustment has the authority to approve special use permits. Prior to approval, the Board of Adjustment is required to hold a public hearing and notify neighboring property owners of the application. This process provides a forum for any adjacent property owners who may have concerns with the proposed business. Furthermore, the Board of Adjustment has wide authority in granting special use permits including, but not limited to, any use or operating hour restrictions.

Recommendation

Staff is recommending approval of this ordinance which would allow brewpubs to operate within the City's commercial zoning districts subject to obtaining a special use permit from the Board of Adjustment. In addition, there would be a limit of one special use permit for a brewpub to operate within the CBD.

ATTACHMENTS:	Ordinance
REPORT PREPARED BY:	Planning and Zoning Department
REVIEWED BY:	CITY ADMINISTRATOR
	CITY CLERK
RECOMMENDATION:	Approve ordinance

J. CLAIMS

1. Abstract of Bills No. 2009. 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.

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, Schiebout moved to adjourn, seconded by Van Stryland. On roll call the vote was: AYES: Schiebout, Van Stryland, Peterson, De Jong, Bokhoven, Branderhorst. NAYS: None. Motion carried. Meeting adjourned at 7:27 p.m.