



CITY OF PELLA

CITY COUNCIL OFFICIAL MINUTES

October 23, 2018

A. CALL TO ORDER BY MAYOR AND ROLL CALL

The City Council of the City of Pella, Iowa, met in special session at the Public Safety Complex meeting room at 6:00 p.m., Mayor Jim Mueller presiding. Council members present were: Lynn Branderhorst, Harold Van Stryland, Bruce Schiebout, Larry Peterson. Absent: Mark De Jong, Tony Bokhoven. City Administrator Mike Nardini, City Attorney Kristine Stone, and City Clerk Mandy Smith were present. Two members of the general public signed the register.

B. MAYOR'S COMMENTS

1. Approval of Tentative Agenda. Peterson moved to approve, seconded by Van Stryland.
On roll call the vote was:
AYES: Peterson, Van Stryland, Schiebout, Branderhorst.
NAYS: None.
Motion carried.

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

No comments were received.

C. PETITIONS & COMMUNICATIONS

1. Council held a work session to discuss the following items, with no formal Council action taken:

a. Compensation and Benefits for Elected Officials

BACKGROUND: The purpose of this work session is to continue discussion regarding compensation and benefits for elected officials. As background, during the Policy and Planning session on October 2, Council discussed a request to provide City health insurance as an option for the Mayor and City Council members. At the end of that meeting, staff was directed to further research elected official compensation for comparable cities.

Health Insurance for Elected Officials

The City currently provides health insurance to full-time employees through a partially self-funded plan. Below is an overview of the current costs for the health insurance plan:

	Total Monthly Premium	City Share (90%)	Employee Share (10%)
Single Coverage	\$497.00	\$447.30	\$49.70
Family Coverage	\$1,047.00	\$942.30	\$104.70

Comparable Research

To assist Council in the decision regarding this discussion, staff compiled research from 34 other cities throughout the state to show which cities offer health insurance coverage as part of their elected official compensation. This research is included as a memo attachment.

Financial Impact

Should Council wish to proceed with offering health insurance coverage to elected officials, the cost to the City would range between \$37,000 to \$79,000 per year should all eligible individuals elect coverage.

Compensation for Elected Officials

As background, compensation amounts for elected officials in the City of Pella have not increased since 2008. Prior to that date, the compensation amounts had not been changed since 1986, as detailed below:

Year	Annual Mayor Compensation	Annual Council Compensation
1986 to 2007	\$2,500	\$600
2008 to 2019	\$7,200	\$2,400

Staff compiled research from other cities throughout the state to compare compensation levels for elected officials. The full data is included as a memo attachment, and also summarized on the following page.

Mayor Compensation

The City of Pella's Mayor currently has an annual salary of \$7,200. When comparing this figure to 14 Iowa cities with annual budgets between \$45M and \$99M, this figure ranks 5th lowest, with salaries ranging from \$3,600 to \$91,197 per year. The highest paid Mayor is from Cedar Falls and this position works 40 hours per week.

Council Member Compensation

The City of Pella's Council members currently have an annual salary of \$2,400. When comparing this figure to 14 Iowa cities with annual budgets between \$45M and \$99M, this figure ranks 3rd lowest, with salaries ranging from \$1,200 to \$7,400 per year.

Additional Consideration to Compensation

While researching elected official compensation for comparable cities, it is important to note that several cities have provisions in their ordinances that state elected official compensation increases on an annual basis, similar to the cost of living increase that is considered annually for employees of the City of Pella. Annual adjustments would assist in keeping the pay scale current for elected officials.

Summary

In summary, if Council chooses to increase compensation or provide health insurance for elected officials, Council would need to adopt an ordinance changing Mayor and Council compensation prior to November of 2019, in accordance with Iowa Code Chapter 372.13(8). Based

on state law which governs Mayor and Council compensation, the earliest date that elected officials could become eligible for insurance coverage or compensation increases is January 1, 2020.

ATTACHMENTS: Research
REPORT PREPARED BY: City Administration
REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK
RECOMMENDATION: Seeking Council direction

b. Zoning Review

BACKGROUND: The purpose of this Policy and Planning session is to continue discussion regarding zoning requests made by elected officials, board members, and staff. As background, during the Policy and Planning session on October 2nd, Council began discussion regarding these requests. During that meeting, staff was directed to continue the discussion to this work session.

Listed below is a brief summary of the potential zoning changes:

Potential Zoning Change to Allow Incidental Activities under the Zoning Code

During the October 2nd Policy and Planning session, Council expressed a desire to consider a zoning change which would allow a small percentage of incidental uses to occur without being in noncompliance with the zoning code. To further define this issue, the incidental uses being considered would not be permissible uses allowed in the respective zoning districts. However, if this change was made, the uses would be allowed to occur if they constituted a small percentage of the overall use of a premise (i.e. 5% to 10%). Since enforcement of this type of zoning change could be problematic, staff would recommend Council assign this matter to the City Attorney for review.

Central Business District

During the October 2nd Policy and Planning session, Council discussed a variety of topics involving the Central Business District (CBD). This included potential new uses in the CBD, strategies for recruiting additional retail in the CBD, the size of the CBD zoning district, and other related concerns. From staff's perspective this was a timely discussion, however, it could be difficult to address these various issues in a piecemeal fashion. Therefore, staff is recommending the City Council include the CBD evaluation as a component of the City's Comprehensive Plan update in 2019. Listed below is a tentative scope of services as it relates to the CBD:

1. Short-term parking strategies in the CBD to accommodate the City's reconstruction plans from 2020 through 2022.
2. Long-term parking strategies in the CBD.
3. Evaluation and recommendation on the preferred zoning uses in the CBD (i.e. retail vs office, etc.).
4. Evaluation of the size of the CBD and whether some of the outlying areas should be rezoned to CUC.
5. Recruitment strategies for the CBD.
6. Soliciting public input from property and business owners in the CBD.

Promote Infill Development while Focusing on Blight Remediation

During the October 2nd Policy and Planning session, Council had an initial discussion on this topic. During the work session staff intends to resume this discussion. In addition, staff will be discussing potential redevelopment areas within our community. For Council's review, listed below is the October 2nd staff report for this item.

The City's Comprehensive Plan has identified additional housing as a key priority goal. In addition, the Comprehensive Plan recommends focusing on infill development where infrastructure is currently in place for additional housing. City staff believes there are areas in our community which contain blighted and dilapidated housing which could be problematic in the future. For these areas, staff would recommend the City develop a strategy to promote economic redevelopment. Staff would also recommend additional enforcement options to help ensure decent, safe, and sanitary housing in our community.

Administrative Review of Zoning Items

From staff's perspective, we have a number of potential zoning review items to research which could take a significant amount of time. In addition, there are several ongoing developments in our community. Finally, Planning and Zoning staff members currently serve four boards which often include numerous meetings. Therefore, we would like to propose administrative procedures which would help streamline and strengthen the development process, reduce the number of board meetings, and allow staff to spend more time being proactive with the City Code.

Listed below are proposed changes which would shorten the review process for zoning approvals:

- Administrative approval for site plans for buildings less than 4,000 square foot in size.
- Administrative approval for site plans for parking lots.
- Administrative approval for minor modification requests.
- Provide authority to the Historic Preservation Commission to approve Landmark Designations. The Landmark Designation simply recognizes properties which have historic value to our community. Currently, this designation requires approvals from the following:
 - Historic Preservation Commission
 - Planning and Zoning Commission
 - Pella City Council
- Consider final plat approvals to be conducted by the City Council only.

Listed below are potential zoning items which staff believes would help strengthen and clarify the code:

- Clarify private drive requirements for plat of survey requests. In addition, we would also like to have the code require review of private drives by our public safety departments when they serve more than one residence.
- Consider adding lighting requirements/standards for parking lots.

ATTACHMENTS: None
REPORT PREPARED BY: City Administration
REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK
RECOMMENDATION: Seeking Council direction

c. Sidewalk Inspection Program Update

BACKGROUND: On March 15, 2018, staff discussed with Council the sidewalk inspection program, which divided the City into quadrants, allowing for a complete sidewalk inspection every four years. To assist with the first year of the program, Council approved an agreement with Garden and Associates to assist in the inspection process for the northeast quadrant of the City. The results of the inspection indicated there were 819 defective panels.

As a reminder, City Code Chapter 136.01 defines a defective sidewalk as any panel exhibiting one more of the following characteristics:

- A. Any crack extending the full width of the sidewalk with an open gap of ½ inch or larger.
- B. Any crack running parallel with the sidewalk with a gap of ½ inch or larger.

- C. Any two pieces of sidewalk section with a difference in elevation of ½ inch or larger.
- D. Any sidewalk that has an unreasonable uneven surface such as:
 - 1) cracked with part of walk missing forming holes;
 - 2) cracked into more than three pieces per 4' by 4' square.

Owner Repair Results

In early June, staff notified owners of affected property with defective sidewalk panels by certified mail of the requirement to make repairs by September 30, 2018. The letter also indicated that if repairs were not made, the City would repair the defective panels and assess the cost to the individual properties.

In early October, following the deadline, staff re-inspected the defective panels and found that 174 properties had made voluntary repairs to 486 panels. The remaining 333 panels, made up of 141 individual property owners, elected to allow the City to make repairs to the defective panels and be part of the City's 2018 sidewalk repair project.

Next Steps

In order to proceed with the project, staff recommends undertaking competitive quotes from local contractors to perform the required work. Staff recommends taking quotes based on the square foot cost of the necessary repairs. The quoted repairs would follow all City standards for sidewalk repair including drilling and doweling the new panels to the existing sidewalk to prevent future movement and subsequent violations.

Once a contractor is selected, work would commence in the spring of 2019 and be completed by June of 2019.

Proposed Assessment and Timeline

As previously discussed, under Iowa Code Section 364.12, a city may accumulate invidious assessments for repair and replacement of sidewalks and may periodically certify the assessments to the county treasurer under one or more assessment schedules. Based on guidance provided by the City Attorney, sidewalk repair assessments must follow guidelines outlined in Iowa Code Chapter 384.

The following is a summary of those guidelines and a proposed timeline.

- November 2018: Bid project based on cost per square foot.
- December 2018: Notice sent to property owners regarding repairs including cost and dates for repair.
- June 2019: City contractor completes repairs to all remaining defective sidewalk panels in the northeast quadrant of our community.
- July 2, 2019: Council sets the amount to be assessed against each property by resolution.
- July 16, 2019: Formal approval of the assessment schedule by resolution.
- July 18, 2019: Notice of Assessment is published for the first time.
- July 19, 2019: Mail notice of assessment to each property owner.
- July 25, 2019: Notice of Assessment is published for second and final time.
- July 26, 2019: Assessments and schedules certified to the county treasurer for collection.

It is important to note, Council may allow assessments in an amount greater than \$500 to be paid in up to ten annual installments.

Summary

In summary, the time given to homeowners of defective panels to make repairs has passed. Staff has identified 333 panels on 141 individual properties that were not repaired and will be included in the repairs made by the City in the spring of 2019. Over the next month, staff will request competitive quotes from contractors to make repairs on a per square foot cost. Once the cost is established, staff will notify homeowners of the process and indicate anticipated dates of construction. In the spring, repairs will be made, and staff will undertake the legally required process to assess the repairs to the associated property owners. It should be noted, the Council can approve assessments in an amount greater than \$500 to be paid in up to ten annual installments.

ATTACHMENTS: Defective Sidewalk Map, Defective Sidewalk List
 REPORT PREPARED BY: City Administration
 REVIEWED BY: CITY ADMINISTRATOR
 CITY CLERK
 RECOMMENDATION: Proceed with the sidewalk program as outlined above

d. Annexation

BACKGROUND: During this work session, staff will discuss with Council potential areas identified for annexation.

ATTACHMENTS: None
 REPORT PREPARED BY: City Administration
 REVIEWED BY: CITY ADMINISTRATOR
 CITY CLERK
 RECOMMENDATION: Seeking Council direction

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

No comments were received.

E. ADJOURNMENT

There being no further business claiming their attention, Peterson moved to adjourn, seconded by Van Stryland. On roll call the vote was:

AYES: Peterson, Van Stryland, Schiebout, Branderhorst.

NAYS: None.

Motion carried.

Meeting adjourned at 7:58 p.m.