



CITY OF PELLA

CITY COUNCIL OFFICIAL MINUTES

November 6, 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, Lynn Branderhorst, Harold Van Stryland, Bruce Schiebout, Larry Peterson. Absent: Tony Bokhoven. City Administrator Mike Nardini and City Clerk Mandy Smith were present. Five staff members and twelve 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. Proposed Improvements to the Wastewater Treatment Facility
 - b. Tuttle Cabin Learning Walkway Request
2. Approval of Tentative Agenda.

De Jong moved to approve, seconded by Schiebout. On roll call the vote was:

AYES: De Jong, Schiebout, Peterson, Branderhorst, Van Stryland.

NAYS: None.

Motion carried.

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

No comments were received.

C. APPROVAL OF CONSENT AGENDA

Peterson moved to approve the consent agenda, seconded by Branderhorst. On roll call the vote was:

AYES: Peterson, Branderhorst, Van Stryland, Schiebout, De Jong.

NAYS: None.

Motion carried.

The following items were approved:

1. Approval of Minutes
 - a. Official Council Minutes for October 16, 2018
 - b. Official Council Minutes for October 23, 2018
2. Report of Committees
 - a. Policy and Planning Minutes for October 16, 2018

PRESENT: Mayor Jim Mueller, Mark De Jong, Tony Bokhoven, Lynn Branderhorst, Harold Van Stryland, Bruce Schiebout, Larry Peterson
ABSENT: None

OTHERS: City staff and visitors

The Policy and Planning meeting began at 8:47 p.m. The only item on the agenda was a discussion regarding a request from the Pella Historical Society to designate a loading zone on the east side of Broadway Street, abutting Scholte Gardens. Val Van Kooten, Director of the Pella Historical Society, explained that they see a need for patrons, especially those who are elderly or disabled, to be dropped off closer to the gardens. In addition, tour busses and catering businesses would utilize the loading zone. Van Kooten confirmed that the loading zone would not be used for parking.

Council was in favor of proceeding with the loading zone as proposed. Staff was directed to present this item for Council consideration on November 6, 2018.

Furthermore, the Pella Historical Society is replacing the current drop curb along Washington Street, which previously functioned as a driveway into Casey's gas station, with a full curb. As part of this work, the Historical Society is proposing to place grass in the City's right-of-way along Washington Street. Council expressed a desire to have brick rather than grass placed in this location to ensure consistency with the surrounding right-of-way. Council authorized staff to supply the bricks for this purpose to the Historical Society.

The meeting adjourned at 9:04 p.m.

Respectfully submitted:

Mandy Smith
City Clerk

b. Library Board Minutes for September 11, 2018

- I. Call To Order: Vice President Angela Adam called the meeting to order at 4:00 p.m. Board members present were: Angela Adam, Verlan Den Adel, Brenda Huisman, Jane Koogler, Praveen Mohan, and Rachel Sparks. Library Director Wendy Street was present. Kenny Nedder was excused.
- II. Recognition of Visitors and Visitor Comments: There were no visitors present.
- III. Approval of Agenda: There were no changes to the agenda. The agenda stood as presented.
- IV. Disposition of Minutes: All Board members received the August 2018 minutes prior to the meeting. The August President's Report and Announcements discussed "Senator Grassley's National Medal" and the correct title of the award is the "Institute of Museum and Library Services Medal". Verlan moved to approve the August minutes as amended. Jane seconded the motion. The minutes were unanimously approved.
- V. Approval of Bills: All Board members received the September list of bills prior to the meeting and the Laser Resources amounts were given at the meeting. After a brief discussion and questions regarding the bills, Rachel moved to approve the September bills. Brenda seconded the motion. The bills were unanimously approved.
- VI. Unfinished Business:
- a. County wide trustee training – Maryann Mori from the State Library of Iowa will be presenting on Thursday, September 27th at 6:30 on the topics of intellectual freedom, censorship, and confidentiality. About 21 people plan to attend from 5 libraries. Friends of the Library will be providing desserts. Brenda, Jane, Rachel, and Wendy will be providing salads.
- VII. New Business:
- a. Annual report – All Board members received a copy of the Annual Report YE 2017/18 prepared by Wendy prior to the meeting. Information presented was informative to the Board. Brenda moved to approve, Jane seconded. The motion was unanimously approved.
- VIII. President's Report and Announcements: The president did not have a report.
- IX. Director's Report:
- a. County funding: County funding was cut 5%, so we received a check for \$48,806 instead of the expected \$51,375. A copy of the letter from the county auditor is included in your packet. Apparently this was a cost-savings measure, not due to an expected budget shortfall. I sent a letter on behalf of the county libraries requesting that the remaining 5% of library funding be appropriated.
 - b. Survey: As you know, we plan to send out a patron satisfaction survey this fall. I included the draft questions in your packet so we can discuss the wording. I will also send you the link to the survey so you can see how it will look formatted. In addition to the questions related to our strategic plan (1-5), there are three technology-related questions (6-8) that were prompted by the Edge assessment that we just completed. I used the same demographic questions we used the last time (9-11). I plan to distribute the survey later this month.
 - c. Fundraiser for Puerto Rico library: We raised \$223.23 for the Francisco Oller Library in Puerto Rico. Library staff paid to wear jeans to work in the last two weeks of August. We also put out a jar for the public to make donations.
 - d. Amazon smile: You can support the Friends of the Library by shopping on Amazon Smile rather than the regular Amazon website. Just go to smile.amazon.com and designate the Friends of the Carnegie Viersen Public Library as your charity.
 - e. Summer Reading Programs: Katie has not submitted her final report yet; hopefully, it will be in next month's packet.
 - f. City Facility Study: S.E.H., the consultant doing the city's facility study, is scheduled to tour city facilities on Sept. 13 and 14. As far as I know, I am scheduled to meet with them on Sept. 13.
 - g. Building and grounds: Improvements to the butterfly garden: Grant Anderson, a 7th grader at Pella Middle School, recently did a service project related to natural habitat for the Parks Department. As part of his project, he researched and selected plants for bees and butterflies. He transplanted existing plants in our butterfly garden and moved the bench and stone path in order to better utilize the area. Jane and Fred Koogler have volunteered to care for the butterfly garden going forward. I plan to add some milkweed next spring and then have the butterfly garden designated as a Monarch Waystation.
 - h. Surgery: I am having ankle surgery on Thursday, Sept. 13. I expect to miss work on Sept. 14 and be back on Monday, Sept. 17.
 - i. Statistics:
 - FaxScan 24: 3 faxes sent
 - Mobile print service: 15 users sent 58 jobs totaling 250 pages
 - Hoopla: 459 total circs borrowed by 225 patrons, average of 2 circs per patron, 94 patrons used all 3 checkouts, average price per circulation: \$2.15, 50 patrons were blocked by the budget caps.
 - j. Upcoming events:
 - Weekly story time, tot time, and lap sit will start the week of September 10.
 - Whatchamacallit Wednesdays will start on September 12.
 - September 11 at 7:00 p.m.: Two-in-One Event. At 7:00 p.m., Carol Van Klompenburg will read selections from her latest book, *Tending Beauty: Forty Moments in My Gardens*. At 7:30, she and Sarah Purdy will discuss the writing and publishing process. Q&A will follow. Held in the Library Meeting Room.
 - September 14-15 during Library hours: National Coloring Day. Celebrate the day by helping us color a 6'x2' table coloring sheet. Other coloring opportunities will be available around the library. Supplies will be provided, or you may bring your own. For all ages that are able to color! Located in the great room of the library.
 - September 18 at 7:00 p.m.: Culture Night: Chile featuring Paulina Mena. Learn about the culture of Chile from a native, and sample authentic food. This program will be held in Room 206 at the Community Center.
 - September 20 at 10:15 a.m.: Genealogy Club will meet in the Meeting Room.
 - September 25 at 7:00 p.m.: Why Iowa Public Television Matters Today. Mary Bracken, Communications and Outreach Coordinator from IPTV, will discuss why public TV matters more than ever, show clips of upcoming shows, and see how we're doing with the Great American Read. Held in Library Meeting Room.
 - September 27 at 12:00 noon: Pella Community Common Reading Experience. Everyone is invited to a book discussion of *Sentenced to Life: The Mark Becker Story* by Joan Becker in the Library Meeting Room. This is also the regular meeting of the Brown Bag Book Club.
 - October 1 at 7:00 p.m.: Disney Ate My Children! The Magic Kingdom's Hidden Messages about Love and Life. Central College Professor Ashley Sclaro will talk about why we should be mindful about messages in children's films, and how to talk to children about those messages. All ages welcome, but material is more appropriate for those high school age and older. Held in the Library Meeting Room.
- X. Trustee training reports: There were no Trustee training reports this month.

XI. Committee reports:

a. Governance & Policy:

- i. Reviewed Volunteer Policy – No changes were made.

XII. Adjournment: Vice President Angela Adam adjourned the meeting at 5:00 p.m.

The next regularly scheduled Board Meeting is scheduled for October 9, 2018.

c. **Community Services Board Minutes for September 21, 2018**

Present: Lauri Amelse, Stephen Fyfe, Mike Lyons, Amanda Schwerdtfeger, Glenn Steimling, Arvin Van Zante

Absent: April Cutler, Teresa Thompson, Alex Meyers, Brenda Ross

Staff: Jeanette Vaughan, Chandler Nunnikhoven, Dyan Parker

Others: None

12:01pm Community Services Director Jeanette Vaughan called the meeting to order

Minutes - Motion by Van Zante, seconded by Schwerdtfeger to approve the Community Services Board Meeting minutes of April 20, 2018.

Motion carried 6-0

Action Items

Central Park Bench Layout – Vaughan presented two maps of the bench placement in Central Park. The first map showed the current locations of benches in the park and the second showing proposed locations. All existing concrete pads will be removed and replaced with new pads. Existing pads are too small for the new metal benches and in most cases the gap between the pad and the sidewalk is too large creating trip hazards. With the opportunity for pad replacement Staff reviewed the locations of the existing benches, proposing a slightly new layout with some benches facing the center of the park. Currently all the benches face outwards towards the street. Lyons suggested concrete pads be extended by some benches for people in wheel chairs or groups with strollers. The board agreed that it would be an excellent addition. Fyfe inquired about the disposal or sale of the replaced benches. Vaughan stated that the old benches will be sold via sealed bids later in the year.

Motion by Steimling, seconded by Van Zante to proceed with the proposed Central Park Bench Layout with the addition of 4-6 pad extension areas. Motion carried 6-0

Caldwell Park Tree Planting Plan – Vaughan reported with the completion of the Caldwell Park improvement project Staff would now like to suggest adding more trees into the newly renovated area to enhance the park's appearance. The trees would also serve to provide shade and windbreak benefits along with a "holiday" tree for lights near the shelter house. A map was presented showing the proposed layout plan. Schwerdtfeger suggested that a flat open area be left open for inflatables and areas where groups/families can play games. Discussion included designating areas where inflatable can be used in the park to best access electricity and to do minimal damage to grassy areas. Nunnikhoven will identify these areas. It was also recommended by Amelse to position these areas away from Oskaloosa Street. Vaughan stated that the trees will be situated so as to comply with the Board's suggestions.

Motion by Amelse, seconded by Fyfe to approve the tree layout map with adjustments for green space preservation. Motion carried 6-0

Discussion Items

In Town Ballfields – Currently there are three ballfields with dirt infields in town, two at Caldwell park and one at Rotary Park. There is also a back stop at Kiwanis Park in the greenspace area. At the request of a board member Vaughan proposed that the board discuss their expectations in regards to the retention of in town ballfields. Vaughan stated that since Phase II at the Sports Park began there have been various comments and rumors surrounding the potential use of the Caldwell Park north area that now has two ball fields. Vaughan reported that once the two new fields open at the Sports Park that all organized baseball/softball programs would take place there and not at in town fields. Vaughan stressed that no decisions regarding Caldwell Park north have been made at this point. Fyfe started the conversation by stating that he feels that it is important to retain in town fields for residents to have easier access to fields without having to travel out to the Sports Park. Further discussion ensued regarding field maintenance issues on current in town fields and how best to address them. Suggestions were made to removing outfield fences on existing in town fields thereby opening up green space for more activities. The Board discussed that by removing fields we are removing opportunities for individuals to want to visit the parks. Vaughan suggested that in addition to retaining the Rotary field, Staff could also looking at other options for ballfield locations in town should retaining a ballfield at Caldwell not be possible. Fyfe noted, and the board present agreed, that in town ballfields are very important to give young kids and families a place to play in town without having to drive to the Sports Park. The Board also commented on the lack of a good route for youth to walk or bike out to the Sports Park.

Hazardous Tree Removal – Nunnikhoven reviewed with the Board the process by which Staff monitors declining trees in City parks. Staff routinely monitors trees while performing other activities in the parks. Along with this, once annually, Emma Brewer, a District Forrester with the Iowa Department of Natural Resources performs an inspection of trees identified by staff. Brewer then provides a report which includes a list of potentially hazardous trees and the method for addressing these trees. There are typically anywhere from 10 to 15 trees on our watch list. In some cases trees are recommend for immediate removal and in other situations trimming or continued observation. The current report includes the recommendation for removal of three trees in the system; one each at Central, West Market and Caldwell Parks. Replacement trees will be planted.

CIP Project Updates – Vaughan provided the most recent CIP project status report. Vaughan stated that since the report was updated the only notable occurrence was the award of the contract for the Kiwanis tennis court renovation. Staff is hopeful that the project can be completed yet this fall.

City Facilities Study – Vaughan reported that an engineer from SEH was on site September 14th to assess the Community Center building. A second meeting will be held with representatives from stakeholders such as Crossroads, Union Street Players and Friends of Community Center being invited. Vaughan stated that Board members are also being sought to participate as well. Interested Board members should email Vaughan.

Youth Basketball Program – Vaughan noted the gym will remain closed until Council makes a determination on what action to take based upon the results of the facility study. Staff has contacted other gym facilities in the area, but there is no space available to run our youth basketball program this winter. Other local programs available have been posted on the city website.

Department Updates:

Aquatics

- Swimming Lessons started in September for the fall season as well as normal lap swim/ open swim times.
- Outdoor Pool winterizing and cleanup is almost finished.
- Rec Swim Team registration has begun and will start in November.

Art & Rec

- Art center started on Sept 4th and most of the classes are full.
- The suspended ceiling in the clay studio fell due to lathe and plaster failing. Staff will work on removing the debris and remainder of the ceiling material.
- Soccer and Flag Football started August 20th and all is going well.
- Currently taking registrations for Little Tyke Flag Football.
- We are advertising for a Little Tyke Flag Football Supervisor. Steve Parisee has instructed this program since it began in 2003 and is retiring.
- Union Street Players is using the auditorium for rehearsals of The Little Mermaid with show dates in late November/early December.
- With the torrential rains last week, there were ceiling leaks on 3rd floor.

Parks

- Street beds are being worked on as part of the CIP project.
- Sunken Garden Windmill project is progressing.
- Tulip bulbs should be here in 1-2 weeks – 120,000 bulbs
- Staff working on parks - clean up, mowing grass, and leaf bagging will begin soon.
- Brinkoff Park will be getting 13 trees planted this fall.
- Sports Park Fall usage continues to grow from previous years.
- Volunteers are clearing fairways for the new disc golf course at Big Rock Park and baskets will be installed soon.
- Chandler participated in a two day Playground Maintenance Safety course.

Other

Fyfe reported that there are some downed trees crossing trails in Big Rock Park. Nunnikhoven responded that staff was aware of the issue and would address it.

Adjournment

Motion by Schwerdtfeger, seconded by Van Zante to adjourn the Community Services Board Meeting. Motion carried 5-0

The next meeting is scheduled for Friday, October 19, 2018 at noon in room 206, in the Community Center.

Meeting adjourned at 1:06 pm.

Respectfully submitted:

Dyan Parker

September 21, 2018

d. Board of Adjustment Minutes for September 25, 2018

Chairperson Nossaman 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, Merlan Rolffs, Jane Smith, and Mike Vander Wert. Absent: Lyle Vander Meiden. Staff present: Finance Director Corey Goodenow, Zoning Administrator Bryce Johnson, and Deputy City Clerk Cynthia Vaske. Four members of the public were in attendance.

CHAIRPERSON'S COMMENTS

Approval of the Tentative Agenda

Motion by Reiter, second by Smith to approve the tentative agenda. Motion carried 6-0.

APPROVAL OF MINUTES

Motion by Rolffs, second by Reiter to approve the September 11, 2018 minutes. Motion carried 6-0.

NEW BUSINESS/PUBLIC HEARINGS

(Case BOA18-014) Consider a Variance Request for the Property Located at 1015 Liberty Street to Permit the Construction of a Deck Within the Required Front Yard Setback and Sight Corner Visibility Triangle

Motion by Corbett, second by Smith to table the variance request until the Board's next meeting. Motion carried 6-0.

OTHER BUSINESS/PUBLIC FORUM

None.

Adjourned at 6:07 p.m.

e. Community Development Committee Minutes for October 3, 2018

Chairperson Brummel called the Community Development Committee to order in the City Hall Conference Room at 5:30 p.m. Members present were: Leah Bokinsky, Jerry Brummel, Susan Canfield, Patsy Cody, Mike Kiser, Jody Lautenbach, and Robyn Van Berkum. Absent: Linda Groenendyk, Lowell Olivier-Shaw, and Wayne Stienstra. Staff present: Zoning Administrator Bryce Johnson and Deputy City Clerk Cynthia Vaske. Two members of the public were present.

APPROVAL OF TENTATIVE AGENDA

Motion by Van Berkum, second by Canfield to approve the tentative agenda. Motion carried 7-0.

APPROVAL OF MINUTES

Motion by Van Berkum, second by Kiser to approve the minutes from the August 22, 2018 meeting. Motion carried 7-0.

NEW BUSINESS

(Case DSN18-023) Consider a Design Permit Application for Exterior Alterations to the Structure Located at 711 Franklin Street
Jane Smith has submitted a design permit application to alter the front façade of Vander Ploeg Bakery located at 711 Franklin Street. The project is considered a major project under the City's *Design Review District Design Manual*, which requires approval from the Community Development Committee (CDC).

SUMMARY OF PROPOSED ALTERATIONS:

- Install new black entrance door.
- Paint existing red brick areas with Kendall Charcoal (similar to Pantone Cool Gray 10 C).
- Paint bay window and roof fascia with Pediment (similar to Pantone 7528 C).
- Remove "VANDER PLOEG BAKERY" sign, which will be replaced at a later date.
- Install decorative projecting clock feature.
- Remove all muntin bars from every window.
- Dutch pediment features and corbels to be refurbished.
- Window trim to be replaced with a matte wood finishing.

In evaluating this design application, staff believes the alterations contain sufficient Dutch-themed architectural elements and meet the requirements in the City's zoning code. However, it is important to note that the *Design Review District Design Manual* states all elements of a design permit shall be approved by the CDC.

Jane Smith and Jeff Wichhart spoke on behalf of the design permit and answered questions from the Committee. Brummel asked for clarification regarding the proposed clock feature. Smith explained that the clock will not be illuminated. Brummel expressed his concern with the loss of Dutch features on commercial buildings in the Central Business District (CBD). Cody said while there are many buildings in the CBD with painted brick, she has not seen brick downtown that is as unique as that which is on Vander Ploeg Bakery's façade. She asked Wichhart about the history of the brick. Wichhart replied that the brick is original to the building.

Motion by Cody, second by Canfield to approve the exterior alterations identified on the original design permit application, but the alterations shall be limited to the first floor of the structure only. Motion carried 7-0.

(Case DSN18-024) Consider a Design Permit Application to Install Two Awnings Above the Windows of a Storefront Located at 604 Liberty Street, Suite 121 in the Molengracht

Jane Smith has submitted a design permit application to place two awnings above the windows of an existing Molengracht storefront, located at 604 Liberty Street, Suite 121. The project is considered a major project under the City's *Design Review District Design Manual*, which requires approval from the CDC. The applicant is proposing to install two canvas/nylon awnings of a sloped open-end style to be placed above the windows of their storefront in the Molengracht. The awnings are made of structural aluminum and industrial frame, which is suitable for heavy winds and snow. In evaluating this design application, staff believes the alterations contain sufficient Dutch-themed architectural elements and meet the requirements listed in the *Design Review District Design Manual*.

Kiser asked what business will be in this location. Smith replied that her studio, The Jane, will be located there. She asked that the Committee consider setting standards for awnings in the Molengracht to make sure there is consistency amongst them, such as limiting the color to black. Canfield asked if lettering will be on both awnings. Smith said no. After further discussion, the decision was made to have any lettering approved by the Sign Subcommittee.

Motion by Canfield, second by Van Berkum to approve the design permit as submitted. Motion carried 7-0.

OTHER BUSINESS / PUBLIC FORUM

Smith asked the Committee to encourage builders to use Dutch elements besides gable roofs in their design.

Kiser proposed that the CDC do a walking tour of the CBD as there have been a number of changes being made to buildings on the square. An email will be sent to the Committee to coordinate details.

Adjourned at 6:10 p.m.

f. Planning and Zoning Commission Minutes for October 8, 2018

Chairperson Landon called the Planning and Zoning Commission to order at 7:08 p.m. in the Public Safety Complex. Members present were: Craig Agan (via telephone), Joe Canfield, Julio Chiarella, Dave Landon, Gary Van Vark, and Teri Vos. Absent: Mark Groenendyk, Cathy Haustein, Robin Pfalzgraf, Ervin Van Wyk, and Ann Visser. Staff present: City Administrator Mike Nardini, Zoning Administrator Bryce Johnson, and Deputy City Clerk Cynthia Vaske. Five members of the public were in attendance.

APPROVAL OF TENTATIVE AGENDA

Motion by Vos, second by Chiarella to approve the tentative agenda. Motion carried 6-0.

APPROVAL OF MINUTES

Motion by Van Vark, second by Canfield to approve the minutes of the September 24, 2018 meeting. Motion carried 6-0.

NEW BUSINESS PROPOSED

Consideration of the Proposed Webster Park Urban Renewal Plan

The Pella City Code requires the Planning and Zoning Commission to review all new urban renewal plans for conformance with the City's Comprehensive Plan. The proposed Webster Park Urban Renewal Plan is intended to provide redevelopment opportunities for blight remediation and to facilitate additional housing in our community. It is important to note that on September 24, 2018, the Planning and Zoning Commission held a work session to discuss this proposed plan.

As the Commission is aware, 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. In addition, the urban renewal plan needs to be in conformity with the City's Comprehensive Plan. As part of the approval process, the Planning and Zoning Commission must provide a recommendation to the City Council as to whether the proposed urban renewal plan is "in conformance with the Comprehensive Plan."

In summary, the proposed Webster Park Urban Renewal Plan is intended to provide redevelopment opportunities for blight remediation and to facilitate additional housing in our community. Staff believes the proposed plan aligns and is in conformance with the City's Comprehensive Plan. It is important to note, the Pella City Council is expected to formally consider this plan at their next regular meeting on October 16, 2018.

Chiarella asked when the Commission will be able to review final plans for the Webster Park development. Nardini replied that the site plan will hopefully be considered during the Commission's meeting scheduled for October 22, 2018. He further explained that parking concerns will be addressed during this process. Canfield asked about the estimated \$106,000.00 cost for sanitary sewer improvements. Nardini explained that there would be no indebtedness incurred by the City for the sanitary sewer improvements, other than the costs of the development agreement.

Motion by Van Vark, second by Chiarella to recommend to the Pella City Council that the proposed Webster Park Urban Renewal Plan conforms to the City's Comprehensive Plan. Motion carried 6-0.

Consider a Site Plan Application Submitted by Pella Christian High School to Construct a New Baseball Practice Facility

Pella Christian High School Society has submitted a site plan to construct a 9,380 square-foot baseball facility at 300 Eagle Lane. The proposed addition is to provide additional school facilities for indoor recreation activities. Staff believes the proposed site plan meets the requirements of the City's zoning code and is consistent with the City's Comprehensive Plan. Therefore, staff is recommending the site plan be approved as submitted.

Motion by Canfield, second by Vos to approve the site plan as submitted. Motion carried 6-0.

OTHER BUSINESS/PUBLIC FORUM

None.

Adjourned at 7:26 p.m.

3. Petitions and Communications

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

BACKGROUND: Hy-Vee, Inc., DBA Hy-Vee Wine & Spirits located at 512 E Oskaloosa Street, has applied for renewal of their Class E Liquor License with Class B Wine Permit, Class C Beer Permit (Carryout Beer), and Sunday Sales. The term of the new license is 12 months and would expire on December 12, 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. Renewal of Class E Liquor License with Class B Wine Permit, Class C Beer Permit (Carryout Beer), and Sunday Sales for Casey's Marketing (DBA Casey's General Store #3566)

BACKGROUND: Casey's Marketing, DBA Casey's General Store #3566 located at 509 Main St, has applied for renewal of their Class E Liquor License with Class B Wine Permit, Class C Beer Permit (Carryout Beer), and Sunday Sales. The term of the new license is 12 months and would expire on November 30, 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

c. Renewal of Class C Liquor License for Kaldera

BACKGROUND: Kaldera, located at 1205 Washington Street, has applied for renewal of their Class C Liquor License. The term of the new license is 12 months and would expire on November 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

D. *PUBLIC HEARINGS – None

E. PETITIONS & COMMUNICATIONS

1. Kiwanis Miracle Park Request. Representatives with Kiwanis presented their funding request proposal to Council. No formal Council action was taken.

BACKGROUND: Representatives with the Kiwanis will be in attendance to present a request regarding a Miracle Park.

ATTACHMENTS: PowerPoint Slides
REPORT PREPARED BY: City Clerk
REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK
RECOMMENDATION: Informational item only

F. PLANNING & ZONING ITEMS – None

G. ADMINISTRATION REPORTS – None

H. RESOLUTIONS

1. Resolution No. 5920 entitled, "RESOLUTION FIXING DATE FOR A PUBLIC HEARING ON THE ANNEXATION OF CERTAIN LAND TO THE CITY OF PELLA, AND ACCEPTING FOR FILING APPLICATION FOR VOLUNTARY ANNEXATION OF CERTAIN LAND TO THE CITY OF PELLA AND PROVIDING FOR NOTICE OF CITY COUNCIL ACTION."

De Jong moved to approve, seconded by Van Stryland. On roll call the vote was:

AYES: De Jong, Van Stryland, Schiebout, Peterson, Branderhorst.

NAYS: None.

Motion carried.

BACKGROUND: This resolution sets the date of December 4, 2018 for a public hearing on the annexation of approximately 167 acres of land to the City of Pella. As background, RDP Holdings, LLC. has submitted an application to voluntarily annex this land, which is located to the west of Pella, as shown on the attached map.

If approved, below is the proposed timeline for processing this annexation:

November 8th Mail a copy of the application to the Marion County Board of Supervisors
November 15th Notice of annexation published in the Pella Chronicle
December 4th Public hearing for consideration of a resolution approving voluntary annexation
December 5th Mail notices to the following entities:

- Secretary of State
- Department of Transportation
- Marion County Board of Supervisors
- All affected public utilities

In summary, staff is recommending approval of this resolution which sets the date of December 4, 2018 for a public hearing on the annexation of approximately 167 acres of land owned by RDP Holdings, LLC.

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

2. Resolution No. 5921 entitled, “RESOLUTION APPROVING LOADING ZONE ON THE EAST SIDE OF THE 900 BLOCK OF BROADWAY STREET.”

Schiebout moved to approve, seconded by Peterson. On roll call the vote was:

AYES: Schiebout, Peterson, De Jong, Branderhorst, Van Stryland.

NAYS: None.

Motion carried.

BACKGROUND: This resolution designates a loading zone on the east side of the 900 block of Broadway Street, abutting Scholte Gardens. As background, members of the Pella Historical Society made a request to add this loading zone during the Policy and Planning session on October 16, 2018. After that meeting, Council directed staff to proceed with placing this item on the Council agenda for formal consideration.

As further background, the Pella Historical Society is proposing replacement of the current drop curb, which previously functioned as the driveway into the old Casey’s General Store, with a loading zone. The loading zone would be available for use by tour busses, caterers delivering food and drink to the Scholte House, and handicapped visitors. In order to proceed, a resolution would need to be approved by Council which would designate this location as a loading zone. In addition, signage would be posted in this location that would identify the loading zone. It is important to note, according to City Code Chapter 69.12, vehicles are prohibited from parking in signed loading zones for more than 20 minutes at a time.

In summary, staff is recommending approval of this resolution which would designate a loading zone on the east side of the 900 block of Broadway Street, abutting Scholte Gardens. The attached plans, which have been reviewed by City staff and engineers, further detail the proposed location for the loading zone.

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

I. ORDINANCES

1. Ordinance No. 950 entitled, “AN ORDINANCE AMENDING THE CITY CODE OF THE CITY OF PELLA, IOWA CHAPTER 69 PARKING REGULATIONS.”

De Jong moved to place ordinance no. 950 on its second reading, seconded by Van Stryland.

On roll call the vote was:

AYES: De Jong, Van Stryland, Schiebout, Peterson, Branderhorst.

NAYS: None.

Motion carried.

BACKGROUND: This proposed ordinance would implement changes to public parking regulations in the Central Business District (CBD). As background, after the Policy and Planning session on September 4, 2018, Council directed staff to proceed with the proposed changes with the exception of adding a handicap parking space near the Molengracht due to the fact that this item is currently under consideration as part of the Downtown Streetscape project.

As further background, the objective of this ordinance is to create opportunities for employee parking in the downtown while simultaneously opening up convenient on-street parking for retail customers. The current parking environment in the CBD is one of competition for premium spaces. For the convenience of downtown workers, certain parking zones have been designated as 48-hour parking or no parking from 2:00-6:00 a.m. These zones allow for workers to park personal vehicles in the extended time areas, thus allowing them to complete a full work day without fear of receiving a parking citation or the need to move their vehicle every 3 hours. The majority of downtown parking spaces have been designated as either 20-minute or 3-hour parking zones between 9:00 a.m. and 6:00 p.m. These zones discourage all day parking and are primarily intended for retail and business customers who generally visit the CBD for lesser periods of time.

Many persons working in or frequenting the CBD do not follow the parking plan as described above. The lack of convenient extended time spaces is often cited as the reason for workers parking their vehicles in spaces intended for customers. Further exacerbating the problem is the fact that workers occupying the 3-hour parking spaces can easily sidestep the law by moving their vehicles from one parking spot to another every 3 hours, even if the move is only one space to the right or left.

While preparing this ordinance, Chief Bokinsky met with a number of local businesses that potentially will be impacted by the parking changes to ensure they were in support of the changes.

Parking Changes

Below is an overview of the parking changes implemented with this ordinance:

1. Convert no parking 2:00-6:00 a.m. to no parking 1:00-5:00 a.m. This shift in time will benefit businesses and patrons with no known adverse effect on businesses open late in the evenings.
2. Convert the 12 east most parking spaces on the north side of the 500 block of Franklin Street (across from the Historical Village) from 3-hour parking to no parking 1:00-5:00 a.m. An evaluation of the use of these parking spaces over a 30-day period shows very light occupancy on the east half of the parking bank, and moderate occupancy on the west portion.
3. Convert the 12 parking spaces on the west side of the 800 block of E. 1st Street (between Washington Street and the Oost Port alley) from 3-hour parking to no parking 1:00-5:00 a.m. An evaluation of the use of these parking spaces over a 30-day period shows moderate occupancy during the lunch hour, and very light to no occupancy the remainder of the day.
4. Convert the 8 parking spaces on the north side of the 800 block of Franklin Street (between Broadway Street and the alley) from 3-hour parking to no parking 1:00-5:00 a.m.

In summary, staff is recommending approval of this ordinance which would implement changes to public parking in the CBD for the purpose of creating opportunities for employee parking in the downtown while simultaneously opening up convenient on-street parking for retail customers.

ATTACHMENTS: Ordinance, Map
REPORT PREPARED BY: Robert A. Bokinsky, Chief of Police
REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK
RECOMMENDATION: Approve ordinance

I. CLAIMS

1. Abstract of Bills No. 2018.

Schiebout moved to approve, seconded by De Jong. On roll call the vote was:

AYES: Schiebout, De Jong, Branderhorst, Van Stryland, Peterson.

NAYS: None.

Motion carried.

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

Comments were received and addressed.

L. CLOSED SESSION – None

M. ADJOURNMENT

There being no further business claiming their attention, De Jong moved to adjourn, seconded by Schiebout.

On roll call the vote was:

AYES: De Jong, Schiebout, Peterson, Branderhorst, Van Stryland.

NAYS: None.

Motion carried.

Meeting adjourned at 7:37 p.m.