



CITY OF PELLA

CITY COUNCIL OFFICIAL MINUTES

November 20, 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. Two staff members and five 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. Administrative Zoning Review
2. Approval of Tentative Agenda.

Bokhoven moved to approve, seconded by Van Stryland. On roll call the vote was:
AYES: Bokhoven, Van Stryland, Schiebout, Peterson, De Jong, Branderhorst.
NAYS: None.
Motion carried.
3. Appointment of Kevin Gaul to the South Central Regional Airport Agency.

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: Mayor Mueller would like to appoint Kevin Gaul to the South Central Regional Airport Agency (SCRAA) board to fill a vacancy created by the resignation of Randy Borgerding. The SCRAA is a separate legal entity governed by a Board of Directors and comprised of three members appointed by the City of Pella, two members appointed by the City of Oskaloosa, and one member appointed by Mahaska County.

Kevin has worked at Pella Corporation for the past 16 years where he currently holds the position of Sr. Product Development Manager for Doors and Home Automation. Kevin resides at 1004 Fountain View Drive in Pella.

If appointed, Kevin's new three-year term would expire on December 1, 2021.

ATTACHMENTS:	None
REPORT PREPARED BY:	Administration
REPORT REVIEWED BY:	CITY ADMINISTRATOR CITY CLERK
RECOMMENDED ACTION:	Approve appointment

*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, seconded by Schiebout. On roll call the vote was:
AYES: De Jong, Schiebout, Peterson, Bokhoven, Branderhorst, Van Stryland.
NAYS: None.
Motion carried.

The following items were approved:

1. Approval of Minutes
 - a. Official Council Minutes for November 6, 2018
2. Report of Committees
 - a. Policy and Planning Minutes for November 6, 2018

PRESENT: Mayor Jim Mueller, Mark De Jong, Lynn Branderhorst, Harold Van Stryland, Bruce Schiebout, Larry Peterson

ABSENT: Tony Bokhoven

OTHERS: City staff and visitors

The Policy and Planning meeting began at 7:38 p.m. The first item was a discussion about proposed improvements to the wastewater treatment facility required by the new National Pollutant Discharge Elimination System (NPDES) permit and associated schedule. The permit includes new limits for ammonia, E. coli, and dissolved oxygen. To date, Fox Engineering has assisted the City by preparing and

submitting the required IDNR documents, including the Facility Plan and Nutrient Reduction Feasibility Report; both are still under review with the IDNR.

To continue to keep these requirements on schedule, the next steps are outlined below:

1. Agreement for Professional Engineering Services with Fox Engineering to provide for Design, Bidding and Documents, Construction Administration, RPR Services (Inspection) and Post Construction/Commissioning Phases. The lump sum amounts and estimated hourly fees for this agreement total \$606,200.
2. Engineering Task Order with Fox Engineering to provide general assistance in procuring funding through the State Revolving Fund (SRF). The proposed engineering fee for this task is based on hourly rates, not-to-exceed \$15,500.

The total construction cost for this project is currently estimated at \$4,894,000, which will be financed utilizing the SRF. In accordance with the permit schedule, the Final Plans and Specification need to be submitted to IDNR by March 1, 2019 and constructed by December 1, 2020. The improvements must be operational and in full compliance with the new permit by January 1, 2021.

At the end of the discussion, staff was directed to present the Agreement for Professional Services and Engineering Task Order with Fox Engineering to Council on the November 20, 2018 agenda.

The next item on the agenda was a discussion regarding a request from the Historic Pella Trust (HPT) to create a learning walkway linking the Tuttle Cabin to Sunken Gardens Park. The proposed learning walkway would be a self-guided, instructional path focusing on the early history of Pella from the arrival of the first Europeans to the beginning of the 20th century. In order to construct the walkway, an agreement must be signed between HPT and the City of Pella.

The main components of the proposed agreement include:

1. Location: in the vacated alleyway as identified in Exhibit 1.
2. The walk would be constructed, owned, and maintained by the City.
3. HPT would fund 100% of the estimated \$200,000 for the design and construction of the walk.
4. Contributors would be recognized through signage and naming rights would be available for keystone contributors, however, the names for major components of the project would be subject to City approval.
5. Both parties agree to work in good faith to address any cost overruns for the project in a timely manner and to make any necessary adjustments to the size and scope of the project to be within the funding commitments stated in the agreement.

Construction is proposed to begin in mid-2019 with completion in the fall of 2019.

Bob Zylstra with HPT was in attendance. Mr. Zylstra informed the Council that HPT has held meetings with abutting property owners and all are in support of the project. In addition, Mr. Zylstra informed Council that the walkway would be a fair-weather path and open during daylight hours only.

At the end of the discussion, staff was directed to proceed with presenting the proposed agreement with HPT to Council on the November 20, 2018 agenda.

The meeting adjourned at 8:07 p.m.

Respectfully submitted:

Mandy Smith

City Clerk

3. Administration Reports

a. Urban Renewal Report for Fiscal Year 2018

BACKGROUND: Annually, the City is required to file an Urban Renewal Report with the State of Iowa. The purpose of the report is to increase the transparency of local government reporting of tax increment financing (TIF) districts. The report provides a snapshot of each TIF district for the fiscal year showing such elements as valuations by class, the total increment collected, projects within each TIF district, and the debt associated with each urban renewal area.

The enclosed Urban Renewal Report is for the fiscal year ended June 30, 2018, and includes the following TIF districts: Bos Landen, High Point, Mill Farm, and the Pella Business Corridor.

The report identifies a TIF fund balance of \$107,541 as of June 30, 2018. In addition, the report also identifies total outstanding net TIF debt of \$228,686.

ATTACHMENTS: Urban Renewal Report

REPORT PREPARED BY: Finance

REVIEWED BY: CITY ADMINISTRATOR

CITY CLERK

RECOMMENDATION: Approve Urban Renewal Report

D. *PUBLIC HEARINGS – None

E. PETITIONS & COMMUNICATIONS

1a. Special Event Permit Request for Sinterklaas Parade.

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.

BACKGROUND: The Pella Historical Society has requested a special event permit for the Sinterklaas Parade scheduled on Saturday, December 1, 2018 from 9:00 to 10:30 a.m. No additional time has been requested for set-up. Take down would be complete by 11:00 a.m. This proposed event celebrates the community's Dutch heritage and consists of a strolling Volks parade and brief program on the Tulip Toren. This is the 42nd year of the event. A resolution is included with this request to close Franklin Street from Broadway Street to E 1st Street from 9:00 to 11:00 a.m. the day of the event. 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: 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. 5922 entitled, "RESOLUTION TEMPORARILY CLOSING PUBLIC WAYS OR GROUNDS IN CONNECTION WITH A SPECIAL EVENT KNOWN AS SINTERKLAAS PARADE."

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.

F. PLANNING & ZONING ITEMS – None

G. ADMINISTRATION REPORTS – None

H. RESOLUTIONS

1. Resolution No. 5923 entitled, "RESOLUTION APPROVING THREE-YEAR FARM LEASE AGREEMENT."

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: This resolution approves a three-year land rental agreement for the 12.5 tillable acres of ground at the Pella Sports Park. One bid was received on November 7, 2018, as summarized below:

Bidder	Amount Bid (3-year lease)	Per Acre Lease
John Bruxvoort	\$3,200 per year	\$256.00

It is important to note, the average per acre cash rent for Marion County in 2018 was \$177.

Staff recommends awarding the three-year lease for crop years 2019, 2020, and 2021 to John Bruxvoort for a total contract price of \$9,600.

ATTACHMENTS: Resolution, Lease Agreement, Map, Bid Sheet, Cash Rental Survey

REPORT PREPARED BY: Community Services

REVIEWED BY: CITY ADMINISTRATOR

CITY CLERK

RECOMMENDATION: Approve resolution

2. Resolution No. 5924 entitled, "RESOLUTION APPROVING THE PARTNERSHIP AGREEMENT BETWEEN THE CITY OF PELLA AND HISTORIC PELLA TRUST FOR THE PURPOSE OF CONSTRUCTING THE TUTTLE CABIN LEARNING WALK."

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

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

NAYS: None.

Motion carried.

BACKGROUND: The purpose of this resolution is to approve the partnership agreement between the Historic Pella Trust (HPT) and the City of Pella in order to create a learning walk which would link two Pella landmarks, the Tuttle Cabin and Sunken Gardens Park, using an existing City owned vacated alleyway. As background, this agreement was discussed during the November 6, 2018 Policy and Planning session. After that discussion, Council directed staff to place this item on a future Council agenda for formal consideration.

As further background, HPT is a community based non-profit preservation group. Their mission is to preserve Pella's architectural resources so that future generations will continue to be enriched by the historic legacy of Pella's Dutch heritage and culture.

The Tuttle Cabin Learning Walk would be a self-guided, instructional path focusing on the early history of Pella from the arrival of the first Europeans to the beginning of the 20th century. The walk would contain six learning stations along a meandering path from the Tuttle Cabin north into Sunken Gardens Park. Finally, the walk would be a fair weather path and only available during daylight hours.

The main components of the agreement are outlined below:

1. The location of the proposed walk will be in the vacated alleyway as identified in Exhibit 1 of the agreement.
2. The walk would be constructed, owned, and maintained by the City.
3. HPT will fund 100% of the estimated \$200,000 for the total cost of the design and construction of the walk. Funding will be obtained through fundraising efforts.
4. Contributors would be recognized through signage and naming rights would be available for keystone contributors, however, the names for major components of the project would be subject to City approval.
5. Both parties agree to work in good faith to address any cost overruns for the project in a timely manner and to make any necessary adjustments to the size and scope of the project to be within the funding commitments stated in the agreement.

The proposed timeline for the project would include construction beginning in mid-2019 with completion in fall of 2019.

In summary, staff is recommending approval of the partnership agreement with HPT for the design and construction of the Tuttle Cabin Learning Walk. It is important to note that staff and the City Attorney have reviewed the agreement.

ATTACHMENTS: Resolution, Agreement

REPORT PREPARED BY: Community Services Director

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."

Peterson moved to place ordinance no. 950 on its third reading, seconded by De Jong.

On roll call the vote was:

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

NAYS: None.

Motion carried.

Schiebout moved that ordinance no. 950 be adopted, seconded by Bokhoven.

On roll call the vote was:

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

NAYS: None.

Mayor Mueller declared the motion carried and the ordinance duly passed and adopted.

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. 2019.

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.

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, Peterson moved to adjourn, seconded by Bokhoven.

On roll call the vote was:

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

NAYS: None.

Motion carried.

Meeting adjourned at 7:16 p.m.