



CITY OF PELLA

CITY COUNCIL OFFICIAL MINUTES

January 2, 2019

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 Pro Tem Mark De Jong presiding. Council members present were: Mark De Jong, Tony Bokhoven, Lynn Branderhorst, Harold Van Stryland, Bruce Schiebout. Absent: Mayor James Mueller and Larry Peterson. City Administrator Mike Nardini, City Attorney Kristine Stone, and City Clerk Mandy Smith were present. Three staff members and thirteen 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. Paving of 218th Avenue from Neil Drive to Shady Brook Subdivision
2. Approval of Tentative Agenda.

Schiebout moved to approve, seconded by Van Stryland.

On roll call the vote was:

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

NAYS: None.

Motion carried.

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

Comments were received and addressed.

C. APPROVAL OF CONSENT AGENDA

Schiebout moved to approve the consent agenda, seconded by Bokhoven.

On roll call the vote was:

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

NAYS: None.

Motion carried.

The following items were approved:

1. Approval of Minutes
 - a. Official Council Minutes for December 18, 2018
2. Report of Committees
 - a. Library Board Minutes for November 13, 2018

I. Call To Order: Vice President Angela Adam called the meeting to order at 3:59 p.m. Board members present were: Angela Adam, Verlan Den Adel, Brenda Huisman, Jane Koogler, Kenny Nedder, and Rachel Sparks. Library Director Wendy Street was present. Praveen Mohan 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 October 2018 minutes prior to the meeting. Verlan moved to approve the October minutes as written. Kenny seconded the motion. The minutes were unanimously approved.

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

VI. Unfinished Business: There was no unfinished business.

VII. New Business:

- a. Review ADA checklist parts 3 & 4 – The library reviews the ADA Checklist every three years. Last year we reviewed parts 1 & 2. This year we reviewed the final two parts, 3 & 4. Wendy presented the changes that were evaluated, made, or planned to be made based on this year's review of sections 3 & 4 of the ADA Checklist.
- b. Review subscription cards – Last year to help residents of Pleasantville, IA deal with the loss of their Open Access status, we created a trial program, Subscription Card Service, that allows access to our library for a minimal fee. We wanted to evaluate the program for one year and determine if we would continue this service. The usage, effort to run, and potential other users of the program were discussed. Kenny moved to make the Subscription Card Service a permanent offering for the library. Jane seconded the motion. The motion was unanimously approved.
- c. Budget priorities – Multiple different budget items were discussed, and the board provided directional priorities to pursue for next year's budget for both capital improvement and supplemental spending requests.

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

IX. Director's Report:

- a. City Facility Study – S.E.H. representatives met with key library staff and with three board members on Oct. 23. We shared library needs, desires, and ideas.
- b. Edge Assessment – I attended a workshop about the Edge Assessment on Oct. 22. We have continued the Edge process and created an action plan with 11 items, which is included in your packet. We have already completed some of the items. The selected activities can either be added to our Strategic Plan or we can adopt a separate plan for the Edge. The State Library has committed to a second year's subscription to the Edge, so we will be able to take the assessment again next fall to see how we have improved.
 - Kenny moved to add a reference to the Edge Assessment within the Strategic Plan. Rachel seconded the motion. The motion was unanimously approved.
- c. Adventure Passes – The Iowa Libraries Adventure Pass is an online program that allows library patrons to use their library cards to visit Iowa attractions, museums, and parks for free. Libraries pay annually to participate in the Adventure Pass program, and select which passes to purchase. Pass information is loaded into the online management system for each library, and the printable passes become available for patrons to reserve. I would like to offer this to our patrons and have asked the Friends to fund it for 2019. We would start with passes for Blank Park Zoo, Living History Farms, and the Science Center.
- d. Grant from Theisen's – We received a "More for Your Community" grant from Theisen's again this year. They awarded us \$275 for STEM/STEAM items and kits for checkout. This will help to fulfill one of the activities on our Strategic Plan (Obtain maker kits for circulation.)
- e. NARCAN in libraries – Emergent BioSolutions, a biopharmaceutical company, announced October 24 that it is offering two free doses of the nasal spray version of the anti-overdose drug Narcan (naloxone hydrochloride) to all 16,568 public library locations in the United States. According to their press release, Narcan nasal spray is the only needle-free overdose reversal drug approved by the US Food and Drug Administration and requires no assembly or specialized training. Although we hope to never use it, library staff feel we should accept the free doses and go through training for staff to recognize an opioid overdose emergency.
- f. New Shelver – We hired Lily Pumphrey as our new shelver. She started on October 19. Lily is a student at Pella High School.
- g. Building and Grounds
 - Karen Spencer's quilts were hung on Oct. 30. The Friends of the Library would like to hang a plaque in the room. I hope to have a proposal for you next month.
 - We have had some problems with people going into our mechanical courtyard. We can't lock the gates because the emergency exit from the basement empties into the mechanical courtyard. The building maintenance technician will install a brighter and light and we will post signs to try to deter intruders.
- h. Statistics
 - FaxScan24: 8 faxes sent
 - Mobile print service: 13 users sent 23 jobs totaling 75 pages
 - Hoopla:
 - i. 480 total circs borrowed by 231 patrons
 - ii. Average of 2.1 circs per patron
 - iii. 105 patrons used all 3 checkouts
 - iv. Average price per circulation: \$2.08
 - v. 30 patrons were blocked by the budget caps
- i. Upcoming Events
 - November 15 at 10:15 a.m.: Genealogy Club will meet in the Meeting Room.
 - November 19 at 10:30 a.m. -12:30 pm & 1:00-3:00 p.m.: Free Photo Digitizing.
 - November 19 at 7:00 p.m.: Remembering the Orphans, a presentation by Lori Vicker. Her program will discuss the Orphan Train Movement that took place in the United States between 1854 and 1929.
 - November 29 at 12:00 noon: Brown Bag Book Club will discuss Wonder by R.J. Palacio in the Meeting Room. Bring your lunch and bring a friend!
 - December 1 at 10:30 a.m.: Spanish Story Time.
 - December 3 at 6:30 p.m.: Book Worms Book Club is a book club just for kids in 1st and 2nd grade! Books are at the Circulation Desk for check out.
 - December 4 at 4:00 p.m.: Tinker Tuesday in the Library Meeting Room. This program is for children in grades 1st to 5th. We will experiment with STEM activities and create with LEGO®.
 - December 5 and 19 from 3:00 to 5:00 p.m.: Whatchamacallit Wednesdays. Intended for kids in grades K to 5th.
 - December 6 at 6:30 p.m.: Chapter Chat Book Club is a book club just for kids in 3rd -5th grade! Books are at the Circulation Desk for check out.
 - December 8 at 10:15 a.m.: Holiday Audience Participation Movie. Families join us to watch a movie on the big screen and participate in some fun while watching!
 - December 10 at 6:00 p.m.: Holiday Pajama Story Time. Join us for stories, songs and a simple craft. All ages are welcome.
- j. Reviewed recent request to use the meeting room for a session that would charge participants to cover the cost of supplies. After discussing the request and using the meeting room policy as a guideline, the board agreed the event would violate the policy and provided direction to Wendy.

X. Trustee training reports:

- a. Iowa Library's Online Conference – Wendy informed the board that the Iowa library's online conference will be in January and usually have a session for trustees. More information will be provide once known.

XI. Committee reports: There were no committee reports.

XII. Adjournment: Vice President Angela Adam adjourned the meeting at 5:15 p.m. The next regularly scheduled Board Meeting is scheduled for December 11, 2018.

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 Privileges for Wal-Mart Supercenter #751

BACKGROUND: Wal-Mart Stores, Inc., DBA Wal-Mart Supercenter #751 at 1650 Washington 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 privileges. The term of the new license is 12 months and would expire on January 31, 2020.

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

D. *PUBLIC HEARINGS – None

E. PETITIONS & COMMUNICATIONS

1. Liquor License Renewal with Sunday Sales Privilege Addition to Class C Liquor License for The Funk. Schiebout moved to approve, seconded by Bokhoven.

On roll call the vote was:

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

NAYS: None.

Motion carried.

BACKGROUND: The Funk, located at 703 E Oskaloosa Street, has applied for renewal of their Class C Liquor License with outdoor service privileges. In addition, the applicant has requested to add Sunday sales to their license, which would allow the business to sell/serve alcoholic beverages on Sundays. If approved, the term of the new license is 12 months and would expire on January 17, 2020. The addition of Sunday sales privileges would be effective as of January 18, 2019.

Staff is recommending approval as all requirements have been completed online with the state.

ATTACHMENTS: Application
REPORT PREPARED BY: City Clerk
REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK
RECOMMENDATION: Approve renewal with Sunday sales privilege addition

F. PLANNING & ZONING ITEMS – None

G. ADMINISTRATION REPORTS – None

H. RESOLUTIONS

1. Resolution No. 5935 entitled, “RESOLUTION APPROVING CENTRAL IOWA REGIONAL TRANSPORTATION PLANNING ALLIANCE REPRESENTATIVES FOR 2019.”

Bokhoven moved to approve, seconded by Van Stryland.

On roll call the vote was:

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

NAYS: None.

Motion carried.

BACKGROUND: This resolution approves representatives of the City of Pella to serve on two Central Iowa Regional Transportation Planning Alliance (CIRTPA) committees. As background, CIRTPA manages the distribution of federal funds provided through the state for the upkeep and improvement of roads. Annually, they request member governments to appoint or reappoint representatives to the CIRTPA Transportation Policy Committee (TPC) and the Transportation Technical Committee (TTC). The City of Pella is entitled to one primary representative and one alternate representative to both the TPC and the TTC.

This resolution approves Denny Buyert, Public Works Director, as the primary representative and Doug Rikken, Street Superintendent, as the alternate representative for both CIRTPA committees in 2019.

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

2. Resolution No. 5936 entitled, "RESOLUTION NAMING DEPOSITORIES."

Schiebout moved to approve, seconded by Van Stryland.

On roll call the vote was:

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

NAYS: None.

Motion carried.

BACKGROUND: Iowa Code Chapter 12C requires cities to approve financial institutions where public funds are deposited.

This resolution approves the following list of financial institutions to be depositories of the City of Pella funds and also maintains their authorized deposit levels of \$30 million.

DEPOSITORY NAME	APPROVED MAXIMUM BALANCE
US Bank	\$30,000,000
Marion County Bank	\$30,000,000
Wells Fargo	\$30,000,000
MidWestOne	\$30,000,000
Leighton State Bank	\$30,000,000

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

3. Resolution No. 5937 entitled, "RESOLUTION FIXING DATE FOR A PUBLIC HEARING ON THE PROPOSAL TO CONVEY REAL PROPERTY TO FIRST BAPTIST CHURCH OF PELLA, AND PROVIDING FOR PUBLICATION OF NOTICE THEREOF."

Schiebout moved to approve, seconded by Branderhorst.

On roll call the vote was:

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

NAYS: None.

Motion carried.

BACKGROUND: This resolution sets the date of January 15, 2019 for a public hearing on the proposal to convey property to First Baptist Church. As background, the property under consideration is the northern 130 feet of the north/south alley located between Independence and Peace Streets in original block 70. It is important to note, the City Council is in the process of vacating this alley, which is under consideration as agenda item I-1.

In summary, staff is recommending approval of this resolution which sets the date of January 15, 2019 for a public hearing on this matter and directs the City Clerk to publish notice of the hearing.

ATTACHMENTS: Resolution, Retracement Plat of Survey
 REPORT PREPARED BY: City Administration
 REPORT REVIEWED BY: CITY ADMINISTRATOR
 CITY CLERK
 RECOMMENDED ACTION: Approve resolution

4. Resolution No. 5938 entitled, "RESOLUTION FIXING DATE FOR A PUBLIC HEARING ON THE PROPOSAL TO CONVEY REAL PROPERTY TO RDP HOLDINGS, LLC, AND PROVIDING FOR PUBLICATION OF NOTICE THEREOF."

Schiebout moved to approve, seconded by Bokhoven.

On roll call the vote was:

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

NAYS: None.

Motion carried.

BACKGROUND: This resolution sets the date of January 15, 2019 for a public hearing on the proposal to convey property to RDP Holdings, LLC. As background, the property under consideration is the southern 20 feet of the northern 150 feet of the north/south alley located between Independence and Peace Streets in original block 70. It is important to note, the City Council is in the process of vacating this alley, which is under consideration as agenda item I-1.

In summary, staff is recommending approval of this resolution which sets the date of January 15, 2019 for a public hearing on this matter and directs the City Clerk to publish notice of the hearing.

ATTACHMENTS: Resolution, Retracement Plat of Survey
 REPORT PREPARED BY: City Administration
 REPORT REVIEWED BY: CITY ADMINISTRATOR
 CITY CLERK
 RECOMMENDED ACTION: Approve resolution

5. Resolution No. 5939 entitled, "RESOLUTION FIXING DATE FOR A PUBLIC HEARING ON THE PROPOSED DISPOSAL OF CITY PROPERTY LOCATED SOUTH OF THE INTERSECTION OF LIBERTY STREET AND W 4th STREET IN THE CITY OF PELLA."

Schiebout moved to approve, seconded by Van Stryland.

On roll call the vote was:

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

NAYS: None.

Motion carried.

BACKGROUND: This resolution sets the date of January 15, 2019 for a public hearing on the proposal to convey property located south of the intersection of Liberty Street and W 4th Street (lot 4 in original block 52). This property contains a detached garage which is associated with the residence located at 1111 Liberty Street. As background, a recent title search showed that the owners of 1111 Liberty Street purchased the property in question in 2006. However, the land was then transferred to the City of Pella by Pella Railroad Property in May of 2009. The City Attorney believes that the deed from Pella Railroad Property did not lawfully convey the property to the City.

In order to clear up the chain of title, and allow the owners to sell their property, the City Attorney is recommending the City conveys the land to the owners of 1111 Liberty Street.

In summary, staff is recommending approval of this resolution which establishes a public hearing date of January 15, 2019 to consider disposal of property located south of the intersection of Liberty Street and W 4th Street. Furthermore, the City Attorney will be in attendance to answer any questions Council may have on this matter.

ATTACHMENTS: Resolution, Quit Claim Deed

REPORT PREPARED BY: City Administration

REVIEWED BY: CITY ADMINISTRATOR

CITY CLERK

RECOMMENDATION: Approve resolution

I. ORDINANCES

1. Ordinance No. 953 entitled, "AN ORDINANCE VACATING AN ALLEY RUNNING NORTH/SOUTH THROUGH THE 700 BLOCK BETWEEN INDEPENDENCE AND PEACE STREETS IN THE CITY OF PELLA."

Bokhoven moved to place ordinance no. 953 on its second reading, seconded by Schiebout.

On roll call the vote was:

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

NAYS: None.

Motion carried.

BACKGROUND: RDP Holdings, LLC and First Baptist Church are requesting the vacation of the alley running north/south adjacent to their properties. The alley is approximately 150 feet in length and is a remnant of an alley that was previously vacated in 1950. All City and private utilities were notified of the proposed easement vacation. No utilities have indicated the presence of infrastructure in the affected right-of-way, nor did any utilities object to the right-of-way being vacated.

In order to approve this request, the proposed vacation must be compatible with the City's Comprehensive Plan and not adversely affect neighboring property owners or the general public. The Comprehensive Plan does not identify the alley right-of-way as a potential thoroughfare road between Independence and Peace Streets. In addition, the only property owners abutting the proposed alleyway vacation are the applicants. Finally, all property owners within 200 feet of the alley were notified of the requested right-of-way vacation.

Staff believes the vacation request is compatible with the City's Comprehensive Plan and does not adversely affect any neighboring property owners or the general public. Therefore, staff recommends the request to vacate this portion of alley right-of-way be approved as submitted. Finally, it is important to note that the Planning and Zoning Commission unanimously approved this vacation request at their meeting on November 26, 2018.

ATTACHMENTS: Ordinance, Map, Property Owner Letters, Retracement Plat of Surveys

REPORT PREPARED BY: Zoning Administrator

REPORT REVIEWED BY: CITY ADMINISTRATOR

CITY CLERK

RECOMMENDED ACTION: Approve ordinance

I. CLAIMS

1. Abstract of Bills No. 2022.

Schiebout moved to approve, seconded by Bokhoven.

On roll call the vote was:

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

NAYS: None.

Motion carried.

Meeting adjourned at 7:23 p.m.