



CITY OF PELLA

CITY COUNCIL OFFICIAL MINUTES

July 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 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. Five staff members and twenty-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. Potential Extension and Expansion of the Oskaloosa Street Corridor Moratorium
 - b. Tulip Time Steering Committee Request for a Tulip Field
 - c. Sidewalk Repair Project Assessment of Costs
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.

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

No comments were received.

C. APPROVAL OF CONSENT AGENDA

Schiebout moved to approve the consent agenda, seconded by De Jong.

On roll call the vote was:

AYES: Schiebout, De Jong, Bokhoven, Branderhorst, Van Stryland, Peterson.
NAYS: None.
Motion carried.

The following items were approved:

1. Approval of Minutes
 - a. Official Council Minutes for June 18, 2019
2. Report of Committees
 - a. Policy and Planning Minutes for June 18, 2019

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 8:48 p.m. The first item on the agenda was a discussion about the recreational uses of Big Rock Park. This land was deeded to the City in 1958 by Pete and Lucille Kuyper. The deed states that the 83-acres of land was conveyed "as a gift for exclusively public purposes for use as a public recreation park and as a site for a sewage disposal plant in the northeast corner thereof to detract as little as possible from the attractiveness of the area."

A letter accompanying the deed further states:

"it is our desire that this be maintained as primarily a recreation area and that the natural state, particularly the large native trees, be retained as far as practical"

"it is our hope that the people of Pella and surrounding territory may derive much pleasure in the years to come from this park area, preserved as far as possible in its natural native state"

In March of 2017, the Pella Disc Golf Club approached City staff proposing the installation of a disc golf course in Big Rock Park. Their proposal included providing volunteer labor to construct and maintain the course as well as fundraising to assist with the cost of construction. At approximately the same time period, another group approached City staff proposing the installation of trails on the exterior of the park for mountain bikes to utilize; this proposal similarly included providing volunteer labor to build and maintain the trails. After investigating both projects, staff felt they could be a benefit to the community. Furthermore, staff consulted City Attorney Stuyvesant who determined these uses were recreational in nature, aligning with the deed conveying the land. City Attorney Stuyvesant also recommended contacting the Kuyper/Farver family to ensure they had no concerns with the proposed recreational uses. In May of 2017, staff was informed the family was supportive.

After review, the Community Services Board approved submitting both projects as a part of their budget request for fiscal year 18-19. After discussion during the February 2018 budget work sessions, Council approved funding allocations of \$6,000 for the disc golf course and \$6,250 for the mountain biking course project in the fiscal year 18-19 budget.

Construction of the disc golf course began in August of 2018; 10 holes have been constructed. The City's Parks Manager supervised course construction with prior approval given for locations of the tee boxes, baskets, and fairways as well as any tree or brush removal.

On May 10, 2019, Mr. George Clark submitted a concern regarding the disc golf course in Big Rock Park. After receiving Mr. Clark's concerns, staff sent the documentation to the City Attorney for review. In addition, on May 21, 2019, the City Council directed that construction of the disc golf course cease until they had an opportunity to review the concerns.

City Attorney Kristine Stone explained that, in her opinion, this type of a use is consistent with the restrictions in the deed as long as the City is supervising the project, protecting the large trees as much as possible, and ensuring the natural state of the park is maintained as much as can occur.

Mayor Mueller reiterated that, in contrary to the comments made during the public input portion of the Council meeting stating that it seemed as though decisions regarding course construction were made behind the scenes, it is never Council's intention to deceive or hide any activity from the public. In addition, the Mayor corrected the perception that there is huge development underway within the park; stating he personally walked the park the evening prior to this meeting and he could only find one tee box and two baskets. The perception that vast amounts of trees are being clear cut is not accurate. He urged the public, if they are concerned, to make a trip through the park to see it for themselves.

Council member De Jong stated that he took a guided tour of all 10 holes and did not find them objectionable at all. In his opinion, the group thoughtfully followed the old sewer construction line that was already torn up and removed many invasive plants during course construction.

Council member Branderhorst shared concerns regarding the ecological impact of disc golf, citing a study that was conducted by the University of Tennessee. This study discussed the speed at which a disc travels as well as recommendations to relocate tee boxes and baskets on a routine basis to minimize foot traffic.

Council member Bokhoven shared concerns regarding the lack of parking during disc golf tournaments as well as the lack of a public restroom at the park. He expressed the fact that while he is not in favor of having the courses in Big Rock Park, he is in favor of helping the disc golf and mountain biking groups find the right place to put their courses as there is a lot of community interest in both activities.

Council member Schiebout stated that he would like to see the ten holes currently constructed remain there, without additional holes constructed as of now, to see what the next generation does with the park. The disc golf club volunteers can bring a lot of positive potential to the park.

Council member Peterson commented that invasive plants are not the natural native state, so the park is not being preserved in its natural native state right now. He walked the disc golf course and considers it very beautiful, with many native trees.

At the end of the discussion, staff was directed to create a committee to research the impact of both projects. The Mayor asked that the committee has representation from members of the Pella Disc Golf Club, Red Rock Area Mountain Bike Association (RRAMBA), homeowners in close proximity to Big Rock Park, and a naturalist. Council also gave direction that construction of the disc golf course should remain halted and no tournaments should occur. Furthermore, the mountain biking project would require approval of the City Council before proceeding.

Chris Meyers, speaking on behalf of the Pella Disc Golf Club, informed Council that five trees fell during a storm the previous Saturday creating a hazard on several fairways. City Administrator Nardini recommended that the handling of downed trees continue to be overseen by the Parks Department; Council agreed with this recommendation.

Staff will carry out the direction given by Council as outlined within the minutes, following up with Council later this summer, tentatively during the month of August or September.

The next item on the agenda, a discussion regarding potentially extending and expanding the Oskaloosa Street Corridor moratorium, was postponed to July 2, 2019.

The meeting adjourned at 9:42 p.m.

Respectfully submitted:

Mandy Smith

City Clerk

b. Historic Preservation Commission Minutes for March 11, 2019

Vice-Chairperson Kermode called the Historic Preservation Commission to order in the City Hall Conference Room at 5:30 p.m. Members present were: Bruce Boertje, Rhonda Kermode, and Lila Turnbull. Absent: Kathy Bruxvoort. Staff present: Finance Director Corey Goodenow and Zoning Administrator Bryce Johnson. Two members of the public were present.

APPROVAL OF TENTATIVE AGENDA

Motion by Turnbull, second by Boertje to approve the tentative agenda. Motion carried 3-0.

APPROVAL OF MINUTES

Motion by Turnbull, second by Boertje to approve the minutes from the January 14, 2019 meeting. Motion carried 3-0.

NEW BUSINESS

None.

OTHER BUSINESS/WORK SESSION

Kermode asked whether Finance Director Corey Goodenow had received a reply from the homeowner at 313 Main Street in regards to the local landmark application packet that was mailed to them. Goodenow replied no. Kermode said she had spoken with the homeowner and will give them a follow-up phone call.

Staff and the commissioners discussed the remaining vacancy on the Commission. Goodenow suggested advertising the vacancy in the City newsletter.

Historic Preservation Document Review

The Commission reviewed the Historic Preservation Commission's Procedural Rules, Chapter 165.13.5 and Chapter 33 of the City's Code, and the Dutch Residential Design Manual. Kermode suggested the creation of a separate document that outlines the guidelines for historic districts.

Adjourned at 6:53 p.m.

c. **Community Services Board Minutes for April 12, 2019**

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

Absent: None

Staff: Jeanette Vaughan, Alex Meyers, Chandler Nunnikhoven, Dyan Parker, Brenda Ross

Others: None

12:03pm Community Services Director Jeanette Vaughan called the meeting to order

Minutes - Motion by Van Zante, seconded by Amelse to approve the Community Services Board Meeting minutes of January 18, 2019. Motion carried 7-0

Discussion Items

Annual Tree Plan – Vaughan presented an updated list of trees Parks is planning to plant for the 2019 season. The shade tree inventory was also updated in the plan. No other changes were made to the plan. Nunnikhoven reported that there are 12 ash trees that the Parks Department is continuing to treat. A few, smaller remaining ash trees will be removed by staff if/when they start to decline, mainly at the Soccer Complex. Rotary Club purchased 9 trees that will be planted in May by the trail at the Sports Park.

Motion by Steimling, second by Amelse to approve the 2019 Tree Plan. Motion carried 7-0

Iowa Rush Soccer South Program Request – Vaughan relayed a request from Iowa Rush South to combine the City Rec soccer program, youths aged 4-7, with Iowa Rush South's youth program. A summary of both programs was reviewed and then the topic was opened for discussion. Several Board members commented that the City Rec program, being less expensive, was a good option for parents to determine whether their children were interested in soccer before enrolling them in a more competitive program. Concern was voiced over separating the program. Currently, the City program is for kindergarten through 8th grade. After much discussion the Board determined to keep the program in house for the foreseeable future. Although they did recommend that programming for 7th and 8th grade could be eliminated as that is typically the age when youth start playing for school or move to more competitive teams. Staff agreed and will monitor that age group for the upcoming season.

Iowa Rush Soccer South Signage Request – Iowa Rush South requested that they be allowed to have sponsorship signage at the Pella Soccer Complex. The Board previously discussed this request in January 2018. The current policy does not allow for the posting of permanent or semi-permanent signage at City of Pella Athletic Facilities. Vaughan explained that per an agreement with Fields of the Future, sponsorship signage is not allowed at the sports park and that staff would prefer to have the same policy for all athletic facilities. Current policy allows for signage/banners to be placed up at the start of games or tournament and removed when the games are finished. The Board agreed to keep the policy the same for the upcoming season.

Department Updates

Parks/Nunnikhoven reported:

- Acquired a water truck from Public Works. Now we have 3 water trucks.
- Electrical issues being addressed in the Molengracht for the decorative lighting in the plaza area.
- The Molengracht parking garage was cleaned and power washed March 15.
- Parks are being cleaned, landscaped is being trimmed and fertilizer is being applied.
- Staff is working on putting the bathrooms back together for the season. They will open as soon as temperatures allow.
- Tulips starting to peek out in some beds the week of March 10th. With an estimated 5-6 weeks to bloom, this will put them right on time for May 2-4 Tulip Time.
- The blue metal banding strip at the top of the Tulip Toren came loose. A lift was rented for the repairs. Nunnikhoven stated that it is not an experience that he wants to repeat anytime soon.
- The lower windows were replaced on the information windmill in Central Park.
- The motor for the Sunken Gardens windmill blades needs to be rebuilt. Gritters is working on the repairs and we hope to have it operational prior to Tulip Time.
- Cliff Marlow will be retiring from the City's Parks Department April 26th. Cliff has been a long time employee with 40+ years dedicated to the City's parks department.

Aquatics/Meyers reported:

- Summer Rec swim team will be combined with USA South East Aquatics swim program. The Rec team will participate in all the normal practices and meets but will also be able to attend additional practices and meets through the USA program. The feedback so far has been positive.
- Staff is working on cleaning the outdoor pool and getting ready for the summer season.
- The outdoor pool will open as usual on Memorial Day however will only have after school hours until June 7th due to lifeguard still being in school.
- Monthly lifeguard classes continuing. More guards are still needed.
- Hiring for concessions/admissions workers
- Concession services will start at the Soccer Complex the week of April 14th.
- Concession services will start at the Pella Sports Park the week of April 22nd.
- Mermaid, Princess, & Super Hero Party will take place in June.

Art & Rec/Ross reported:

- Registration has started for the summer art programs and fall soccer & football. Wednesday after school art class filled within 30 minutes.
- Art center last day is May 8th
- New kiln is delivered and waiting for electrician to make connection
- Little League has 378 practices scheduled – 314 games scheduled
- Club Soccer has 322 practices scheduled – 86 games scheduled
- 6 USSSA teams has 268 practices scheduled
- Calendars are up to date everyday on our website for anyone that would like to schedule time on the fields.
- Men's CoEd is on Sunday nights this season. This will eliminate field conflicts.
- Little League will be starting coach pitch and rookies in May instead of April to enable older teams to have games earlier time slots.

Other Discussion: Vaughan asked if the Board had any topics for discussion.

- Steimling noted Pickleball has already started up at Caldwell. There was a large crowd on Sunday afternoon.
- Vaughan noted the disc golf group has been continuing their volunteer efforts to build the course. They are currently working forms for the concrete tee boxes for holes 1-11.

- Van Zante inquired about the progress of the facility study. Vaughan reported that her understanding was that SEH was given the go ahead to finalize the study including cost estimates. Lyons confirmed that that was his understanding as well from his discussion with his co-workers at SEH that are working on the study.

Adjournment

Motion by Van Zante, seconded by Steimling to adjourn the Community Services Board Meeting. Motion carried 7-0

The next meeting is scheduled for Friday, May 17, 2019 at noon in room 206, in the Community Center.

Meeting adjourned at 12:58 pm.

Respectfully submitted:

Dyan Parker

April 15, 2019

d. Library Board Minutes for May 14, 2019

I. Call to Order: President Praveen Mohan called the meeting to order at 4:04 p.m. Board members present were Angela Adam, Verlan Den Adel, Brenda Huisman, Jane Koogler, Praveen Mohan, Kenny Nedder, and Rachel Sparks. Library Director Wendy Street was present.

II. Recognition of Visitors and Visitor Comments: There were no visitors present.

III. Approval of Agenda: There were no changes to the agenda. The agenda stood as presented.

IV. Disposition of Minutes: All Board members received the April 2019 minutes prior to the meeting. Verlan moved to approve the April minutes as written. Jane seconded the motion. The minutes were unanimously approved.

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

VI. Unfinished Business: There was no unfinished business.

VII. New Business:

- Applications for Board vacancies – All Board members received copies of the trustee applications submitted for the vacant positions prior to the meeting. The Board reviewed each member’s feedback and had a discussion on the applications. The Board then approved the recommended nominations of Dinakar Kesavapillai and Suzy Card to serve on the Board. Wendy will pass the recommended nominations along to the Mayor for City Council’s approval.

VIII. President’s Report and Announcements:

- Retirement Celebration for Wendy – Praveen and the Board along with Wendy’s input discussed ways to celebrate Wendy’s upcoming retirement.
- Filling the President’s role – Praveen and Angela had discussed filling president’s role for next term as this is Praveen’s last term on the board. There is a desire to have this position filled in the June meeting so that the new term starting in July will start with the role filled. The personal committee will work to gather a slate of candidates and present at the June meeting.
- Update on the Friends of the Library – Praveen requested an update on recent changes with the Friends of the Library. Wendy provided an update and highlighted they have elected a new treasurer but have not yet filled the vice president and communications roles. There has been no further discussion of a liaison between the two boards.

IX. Director’s Report:

- Food for Fines – During National Library Week, we collected 212 items or 209 pounds of food for the Pella Food Shelf and forgave \$171.60 in fines. We also took 52 “green screen” pictures.
- Opposing Viewpoints added to state database package – Beginning July 1, 2019, the State Library will add Opposing Viewpoints to the Online Resources Package for Iowa public libraries for FY2020. Opposing Viewpoints is an excellent online resource covering today’s most newsworthy social issues. The State Library will incur the cost of providing Opposing Viewpoints throughout FY2020 to Iowa libraries participating in the Gale Online Resources Package (that means us!)
- Building and grounds
 - Trane worked on our air conditioning on May 1 and May 6 because of a refrigerant leak. I haven’t received a bill from them yet.
 - Plans are in place to replace the phone system yet this year. This is an existing planned 2019 CIP expenditure.
- Friends of the Library news – The April book sale grossed \$1,152.29. Marla Dahm joined the Friends Board as treasurer.
- Statistics
 - Adventure passes: 17 total (6 Zoo, 6 Science Center, 5 Botanical Garden)
 - FaxScan24: 9 faxes sent
 - Mobile print service: 24 users sent 119 jobs totaling 757 pages
 - Hoopla:
 - 452 total circs borrowed by 225 patrons
 - 92 patrons used all 3 checkouts
 - Average price per circulation: \$2.07
 - 110 patrons were blocked by the budget caps
- Upcoming events –
 - May 1, 8, 15 & 22 from 3:00 to 5:00 p.m.: Whatchamacallit Wednesdays. For more information please see Katie in the Children’s Department. Intended for kids in grades K to 5th. A movie will be shown on May 15 at 3:00 p.m.
 - May 13 at 7:00 p.m.: Culture Night: Australia featuring Rob van Beek. Learn about the culture of Australia from a native, and sample authentic food. This program will be held in Room 206 at the Community Center.
 - May 14 at 6:30 p.m.: Creating the Black Utopia of Buxton, Iowa. You may have heard of Buxton, Iowa, the coal mining town established in 1900 where five thousand African Americans and Caucasians lived, worked and attended school together. Come learn about the corporations, men, and women who made Buxton one of the most amazing towns in the nation. Using photos and audio clips, author Rachelle Chase will share the fascinating events that created this unique community, its notable residents, and what made it disappear.
 - May 16 at 10:00 a.m.: Genealogy Club will visit the Marion County Courthouse.
 - May 18 at 10:00 a.m.: Planting for Pollinators: Creating Stepping Stones of Habitat. Join Kristin Siewert to learn how to provide stepping stones of habitat for pollinators. Choose what best suits you: one potted plant, a few plants for a flower garden, or more; every effort helps! Free milkweed and other plants will be given while supplies last.
 - May 20 at 10:30 a.m. -12:30 p.m. and 1:00-3:00 p.m.: Free Photo Digitizing. Do you have old photos and documents stored in boxes? Bring them to the library to be digitized and preserved for future generations. Registration is required.

- May 30 at 12:00 noon: The Brown Bag Book Club will make their selections for the coming year.

X. Trustee training reports: There were no Trustee training reports this month.

XI. Committee reports:

a. Personnel Committee:

- i. Director Search – Kenny provided an update on the director search. The committee has been working with the city and the position is posted in multiple places including some that are library specific. The posting went up Friday, May 3rd and will be open until June 3rd. The committee will continue to work with the city's HR department to help screen and review resumes. The committee will be involved in the interview and selection process. As of yesterday, six applications have been received. They are planning for a likely August or September start, but this is an optimistic timeline. The current plan has the City Manager taking on a temporary role as acting director if the position remains unfilled after July 1st.

XII. Adjournment: President Praveen Mohan adjourned the meeting at 5:21 p.m. The next regularly scheduled Board Meeting is scheduled for June 11, 2019.

e. **Planning and Zoning Commission Minutes for May 20, 2019**

Chairperson Landon called the Planning and Zoning Commission to order at 7:00 p.m. in the Public Safety Complex. Members present were: Julio Chiarella, Cathy Haustein, Kisha Jahner, Dave Landon, Robin Pfalzgraf, Gary Van Vark, Ervin Van Wyk, Ann Visser, and Teri Vos. Absent: Joe Canfield and Mark Groenendyk. Staff present: City Administrator Mike Nardini, Zoning Administrator Bryce Johnson, and Deputy City Clerk Cynthia Vaske. Two members of the public were in attendance.

APPROVAL OF TENTATIVE AGENDA

Motion by Visser, second by Jahner to approve the tentative agenda. Motion carried 9-0.

APPROVAL OF MINUTES

Motion by Van Vark, second by Chiarella to approve the minutes of the April 22, 2019 meeting. Motion carried 9-0.

PUBLIC HEARINGS

None.

NEW BUSINESS PROPOSED

Consider a Site Plan by Ring-O-Matic to Resurface Portions of Their Property at 1714 Fifield Road

Ring-O-Matic has submitted a site plan to pave an existing gravel area currently being used for storage. It is important to note that the property owner proposes to complete this resurfacing project in three phases. The total area of the resurfacing project is approximately 10,335-square feet.

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.

Erin Van Roekel with Garden and Associates explained how storm water will be handled by the development.

Motion by Visser, second by Pfalzgraf to approve the site plan as submitted. Motion carried 9-0.

Consider a Site Plan by Net Lease Development to Construct a 2,977 Square-Foot Burger King Restaurant at 1500 Washington Street

Net Lease Development has submitted a site plan to construct a 2,977-square foot Burger King fast food restaurant at 1500 Washington Street. The 1.3-acre subject property is currently vacant and is located in the southeast corner of the De Winkelen Hof development area. It is important to note that this project was also required to obtain a design permit from the Community Development Committee (CDC), which was approved earlier this month.

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.

Pfalzgraf expressed her concerns with the entrance and exit off Washington Street, which is adjacent to this property, and the increase in traffic that this business will bring to the area. Specifically, she stated the difficulty in making a left turn onto Washington Street when exiting the development. She asked if there are plans for traffic lights at that intersection. City Administrator Mike Nardini stated that is unlikely as there is already a traffic signal located a short distance away from the proposed Burger King.

Motion by Jahner, second by Van Vark to approve the site plan as submitted. On roll call the vote was: aye: Jahner, Van Vark, Chiarella, Haustein, Landon, Van Wyk, Visser, Vos; nay: Pfalzgraf. Motion carried 8-1.

Consider a Site Plan by Mill Farm II Partners, LLC. to Construct Phase II of the Reserves at Mill Farm Multi-Family Housing Development Near 1133 West 16th Street

Mill Farm II Partners, LLC. has submitted a site plan to construct three multiple-family residential apartment buildings near 1135 W. 16th Street. The 3.54-acre subject property is currently vacant and is located within the Community Commercial (CC) zoning district. It is important to note that this project was required to obtain a design permit from the CDC, which was approved on May 8, 2019.

With the exception of the fire flow requirements, 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 recommends conditional approval of the site plan, in which the site plan is approved, but issuance of a building permit is contingent upon the Pella City Council approving a plan for improving fire flows for this area.

In response to questions from the Commission, Nardini explained that of the 48 total units, six of them will be available for rent at market rate, while the remaining units will be rented out according to Section 42 housing eligibility.

Motion by Van Vark, second by Visser to approve the site plan with the condition that issuance of a building permit is contingent upon the City Council approving a plan for improving fire flows for this area. Motion carried 9-0.

OTHER BUSINESS / PUBLIC FORUM

Nardini reported that the rezoning request from Mike Dugger at the April 8, 2019 Commission meeting continues to be tabled while Dugger works with staff to consider his options. He also gave an update on the Oskaloosa Street Redevelopment Plan and the recommendations from Snyder & Associates.

Van Wyk asked about the status of the former Pizza Hut property and the enforcement of code violations on the site. Nardini said the City is not aware of any redevelopment plans for the site, but they have dealt with tall grass and weeds. Van Wyk said Pella Motors is parking cars in ditches and their parking lot has been patched with gravel. Zoning Administrator Bryce Johnson said that is something staff will look into.

Adjourned at 7:56 p.m.

f. **Community Development Committee Minutes for May 22, 2019**

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

APPROVAL OF TENTATIVE AGENDA

Motion by Canfield, second by Stienstra to approve the tentative agenda. Motion carried 6-0.

APPROVAL OF MINUTES

Motion by Cody, second by Canfield to approve the minutes from the May 8, 2019 meeting. Motion carried 9-0.

NEW BUSINESS

Consider a Design Permit Application to Repaint the Front Façade of the Building Located at 814 Main Street (Case DSN19-05)

Heather Slings has re-submitted a design permit application to repaint the front façade of the building located at 814 Main Street. The project was considered at the May 8, 2019 Community Development Committee meeting but was denied. A summary of the requested alterations is provided below.

Proposed Alterations:

1. Repaint entire awning and second-floor roof overhang using the color Paper White.
2. The color Wrought Iron will be used for the minor architectural features above and below the windows on the second-floor as well as the window and door trim on the first-floor.
3. The entire building will be painted Drizzle.
4. The window trim on the second floor will be Paper White.
5. Wrought Iron with accents of Paper White will be used for the corbel features under the second-floor overhang.
6. Doors will be painted Paper White.

Staff finds the application contains acceptable Dutch-themed colors. Therefore, staff recommends approval of this application as submitted. Slings spoke in favor of the design permit and answered questions from the Committee.

Motion by Kiser, second by Canfield to approve the design permit as submitted. Motion carried 6-0.

OTHER BUSINESS / PUBLIC FORUM

Cody mentioned seeing a sign at 400 Oskaloosa Street that had not been approved by the Sign Subcommittee. Johnson said he will look into it.

Cody mentioned the temporary banner that had been approved for 813 Washington Street and asked whether a permanent sign application for that location has been submitted. Zoning Administrator Bryce Johnson said no.

Cody reported that she, Bokinsky, and Kiser attended the joint meeting between the Planning and Zoning Commission and the City Council that was held on May 14, 2019. She shared with the Commission what they learned about the Oskaloosa Street Corridor Redevelopment Plan.

Adjourned at 5:50 p.m.

3. Petitions and Communications

a. **Renewal of Class B Native Wine Permit for Ulrich Meat Market**

BACKGROUND: Double Dutch Meat Processing, DBA Ulrich Meat Market at 715 Franklin Street, has applied for renewal of their Class B Native Wine Permit. The term of the new license is 12 months and would expire on August 14, 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
RECOMMENDATION: Approve renewal

D. *PUBLIC HEARINGS

1a. Public Hearing on Oost Poort Alley Water and Sanitary Sewer Project Bids.

No written comments were received.

Oral comments from Council were received and addressed.

Schiebout moved to close the public hearing, seconded by De Jong.

On roll call the vote was:

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

NAYS: None.

Motion carried.

BACKGROUND: This resolution approves the plans, specifications, form of contract, estimate of costs, accepts bids, and awards the contract for the Oost Poort Alley Water and Sanitary Sewer Project.

The extent of the work is generally described as follows:

- **Water Main:** Installation of 428 LF of 8" new water main from the north side of Washington Street extending south and then west to serve the businesses which abut Main Street and Franklin Street. This new water main will replace the existing 4"/6" water main which currently serves this area. As a result, fire flows in the Central Business District will be improved.
- **Sanitary Sewer:** Installation of 77 LF of new 8" sanitary sewer main running east and west including 2 new manholes just north of the existing businesses of Franklin Street. This new segment of sanitary sewer will allow some of the businesses to connect to the new sanitary sewer main. Under a separate contract, the sanitary sewer from the alley south will be lined this year once the new manhole is in place at the south end where the new sewer turns and goes west.
- **Secondary Storm Sewer:** Installation of 155 LF of 12" and 58 LF of 8" secondary storm sewer and 8 LF of 10" storm sewer to accommodate future connections of roof drains with the construction of phase 2.

The bid opening for the project was held at 11:00 a.m. on June 20, 2019. Two bids were received and are summarized below:

Contractor	Bid
Synergy Contracting, LLC	\$326,872
TK Concrete, Inc.	\$389,984

After reviewing the bid proposals and checking with multiple references, Garden & Associates, the project engineer, recommends awarding the contract to the lowest responsible bidder, Synergy Contracting, as listed in the total amount of \$326,872. It is important to note that the engineer's opinion of probable costs was \$205,673. Furthermore, the engineer does not believe rebidding the project would produce more favorable bid prices due to the difficulty of the project and the limited pool of contractors willing to perform the work as reflected with the bids received. Staff is in agreement with the engineer's recommendation.

If approved, below is an overview of the timeline for this project:

Notice to proceed issued July 19, 2019

Substantial completion date 40 working day contract/fall 2019

In summary, this resolution approves the plans, specifications, form of contract, estimate of costs, accepts bids, and awards the contract for the above referenced project to Synergy Contracting in the total amount of \$326,872. The resolution also gives the Public Works Director authorization to issue the notice to proceed once the contract, bonds, insurance certificates, and appropriate permits are in proper order and fully executed.

ATTACHMENTS: Resolution, Engineer's Recommendation, Bid Tabulation
REPORT PREPARED BY: Public Works Department
REVIEWED BY: City Administrator, City Clerk
RECOMMENDATION: Approve resolution

1b. Resolution No. 5986 entitled, "RESOLUTION APPROVING PLANS, SPECIFICATIONS, FORM OF CONTRACT, ESTIMATE OF COSTS, RECEIVING OF BIDS, AND MAKING AWARD OF CONTRACT FOR THE OOST POORT ALLEY WATER AND SANITARY SEWER PROJECT."

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.

2a. Public Hearing on Rezoning Application submitted by RDP Holdings, LLC for the Property Located West of Highway 163 and North of Highway G-28.

One written comment was received and included in the Council packet.

Oral comments from Council were received and addressed.

De Jong moved to close the public hearing, seconded by Schiebout.

On roll call the vote was:

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

NAYS: None.

Motion carried.

BACKGROUND: This proposed ordinance would change the base zoning classification for approximately 48-acres from Agricultural (A1) to a base zone of Community Commercial (CC) with a Planned Unit Development (PUD) overlay zone. It is important to note the proposed development will be completed in three phases and will be comprised of a combination of potential land uses which would consist primarily of residential and commercial land uses.

The main intent of the proposed PUD is to provide affordable workforce housing for the community. Specifically, the developer intends to create 93 single-family residential lots, which would accommodate single-family residential homes with prices ranging from \$220,000 to \$250,000. The developer also intends to develop approximately 45 townhome/condominium units with owner occupied price ranges of \$180,000 to \$220,000. In order to meet these targeted price ranges, the developer is proposing a higher density development to achieve economies of scale for the public infrastructure requirements of the development.

In addition to the residential uses, the proposed development also contains five commercial lots along Marion County Highway G-28 with lot sizes ranging from 2.14 acres to 4.86 acres. While uses for this area have not been finalized, potential uses include restaurants and other necessary retail to service the proposed residential subdivision.

Housing Needs in the City of Pella

The City of Pella's Comprehensive Plan in 2014 identified the need for an additional 480 housing units to be constructed to meet population demands through the year 2035. Furthermore, a more recent and in-depth housing analysis conducted in 2015 identified the need for an additional 966 housing units through the year 2025 to meet our community's housing needs. All forms of housing were noted as a need in our community. It is important to note that 966 housing units equates to roughly a 15% increase in the number of housing units currently located within our community.

It is also important to note, the need for additional workforce housing has been expressed by the City's large employers; therefore, housing has been identified as a key priority goal.

Comprehensive Plan

Providing additional housing in the community is a key priority goal of the Comprehensive Plan. The reason the plan stresses the need for additional housing is because it was identified as a primary concern of stakeholders and the general public during the plan's public input phase. Page 38 of the plan states that the median priced home in Pella was 35% greater than the State of Iowa. In addition, the Comprehensive Plan cites a survey completed in which 44% of workers surveyed from the City's large employers felt they could not find a preferred housing option in Pella. As a result, the plan stressed the need to provide housing that moderate income families can afford. Listed below is a caption from page 39 of the Comprehensive Plan:

"Reports in Pella and around the state indicate that there is a need for workforce housing both rental and owner occupied, for households in the 80-120% of median income category. This income group is not typically eligible for state funded programs but may still find it difficult to afford market prices. A gap exists where the market is not providing housing opportunities."

The proposed Cobb Hill development includes 138 housing units targeted toward median income households. In addition, the proposed housing development also aligns with the Comprehensive Plan by providing a diverse housing option that is currently lacking in our community.

Furthermore, the proposed commercial development would abut existing commercial areas on West Washington Street. This area is located just outside of the Highway 163 Interchange area, which was identified in the Comprehensive Plan as a key area for commercial growth. From staff's

perspective, new commercial development along this corridor would meet a key goal of the Comprehensive Plan, which is Economic Development (Chapter 3).

In considering the *Future Land Use Map* of the Comprehensive Plan, it is important to note that this map is intended to be a guide for development. Furthermore, the map can be amended to adjust for development demands of the community. Currently, the map targets the proposed site for light industrial land uses. From staff's perspective, at the time the Comprehensive Plan was developed, this area was outside of the city limits. In addition, the Comprehensive Plan was completed before the Marion County Housing Assessment was completed. This is important because the assessment identified a total of 966 additional housing units to meet demands through the year 2025. In contrast, the Comprehensive Plan identified 480 additional housing units to meet demands through the year 2035. Staff believes if the Marion County Housing Assessment was completed before the planning process in 2014, additional areas on the *Future Land Use Map* would have likely been identified as potential areas for housing, one of which could have been this potential site. Regardless, the *Future Land Use Map* is a guide and should not be used exclusively to determine conformity with the Comprehensive Plan.

The layout of the proposed development lends well in addressing potential land use compatibility issues between the proposed single-family residential and commercial uses. As proposed, the commercial development would abut the Washington Street commercial corridor. The commercial uses would then transition to high-density residential land uses. Ultimately, the single-family residential uses are buffered from the commercial areas by high-density residential land uses. From a land use compatibility standpoint, this is satisfactory.

In summary, staff believes the proposed Cobb Hill development conforms with the City's Comprehensive Plan by aligning strongly with providing additional housing and enhancing the economic vitality of the community; both areas were key priority goals in the Comprehensive Plan.

Current Zoning

The existing zoning is Agricultural (A1) which provides for and preserves the agricultural and rural use of land, while accommodating very low-density residential development generally associated with agricultural uses.

Proposed Zoning

The proposed zoning for the property is a Planned Unit Development (PUD) with a base Community Commercial (CC) zoning district. PUDs are designed to allow for comprehensively planned projects which provide for innovative and imaginative approaches to urban design and land development. A PUD is a negotiated contract for land development between the private developer and the public governmental entity. This differs from the traditional approach to land development wherein the developer develops land pursuant to minimum standards previously adopted by the government. A PUD permits flexible variation from established land regulations as contained in zoning districts and in platting and subdivision requirements. The developer, with City staff guidance, Planning and Zoning Commission review, and Council approval, may develop its own guidelines for the best development of the land in question. As a result, some requirements in the PUD will be greater than the City's zoning code and some regulations may be waived or varied. The overall intent of a PUD is to permit the establishment of unified developments with differing land uses arranged to be compatible with one another, with the site to be developed, and with the surrounding area.

A considerable amount of site planning work has taken place for this proposed PUD. The plan was reviewed by staff and the City's engineer consultant. This review included public safety issues, traffic concerns, and an infrastructure analysis. Overall, the planning for the development was completed in a comprehensive manner and in accordance with City Code.

Key Requirements of the Proposed Ordinance

In considering the proposed PUD ordinance, it is important to note, almost all the requested zoning waivers are attributed to the need to provide a workforce housing product that is currently lacking in our community. Specifically, a new single-family home that is priced under \$250,000 will require higher densities and smaller lot sizes than is currently available in the R-1 residential zoning district; therefore, the main benefit to the community is a housing product targeted to the community's large workforce.

Exhibit A

The proposed development site is required to be developed in accordance with *Exhibit A*. This conceptual development plan has been reviewed by staff and the City's engineering consultant. Staff believes this concept plan meets the City's zoning requirements.

Zoning District Modifications

The proposed ordinance requires the development to be in conformance with the base zoning district, CC, except for the following modifications:

ZONING REQUIREMENTS WAIVED OR AMENDED:

1. For property identified as being included in Phase 2, Lot 1:

- a. The requirements of Table 165.12-3, Minimum Lot Area, shall be established at 1,000 square feet.
- b. The requirements of Table 165.12-3, Minimum Lot Width, shall be established at 20 feet.
- c. The requirements of Table 165.12-3, Minimum Site Area per Housing Unit (square feet), shall be established at 2,000 square feet.
- d. The requirements of Table 165.12-3, Front Yard, shall be established at 0 feet.
- e. The requirements of Table 165.12-3, Street Side Yard, shall be established at 15 feet.
- f. The requirements of Table 165.12-3, Interior Side Yard, shall be established at 0 feet.
- g. The requirements of Table 165.12-3, Rear Yard, shall be established at 0 feet.
- h. The requirements of Table 165.12-3, Maximum Height (feet), shall be established at 50 feet.
- i. No minimum Floor Area Ratio is required.
- j. The requirements of Section 165.30(1), Required Street Frontage, are hereby waived. Each townhouse or attached residential unit shall be provided with at least twenty feet of frontage along a private drive. The private drive shall be maintained by the Developer.

2. For property identified as being included in Phase 2, Lots 2-21, and Phase 3:

- a. The requirements of Table 165.12-3, Minimum Lot Area, shall be established at 5,000 square feet.
- b. The requirements of Table 165.12-3, Minimum Lot Width, shall be established at 50 feet.
- c. The requirements of Table 165.12-3, Minimum Site Area per Housing Unit (square feet), shall be established at 0 square feet.
- d. The requirements of Table 165.12-3, Front Yard, shall be established at 25 feet.
- e. The requirements of Table 165.12-3, Street Side Yard, shall be established at 10 feet.
- f. The requirements of Table 165.12-3, Interior Side Yard, shall be established at 5 feet.
- g. The requirements of Table 165.12-3, Rear Yard, shall be established at 25 feet.
- h. The requirements of Table 165.12-3, Maximum Height (feet), shall be established at 35 feet.
- i. No minimum Floor Area Ratio is required.

LAND USE RESTRICTIONS:

1. For property identified as being included in Phase 1:

- a. The requirements of Table 165.12-2, Permitted Uses by Zoning District, are amended to include Community Center, Hospitals, College/University, and Education (university) as permitted uses.
- b. Single-family residential uses shall not be permitted in the Phase 1 area. Specifically, the requirements of Table 165.12-2, Permitted Uses by Zoning District, are amended to remove Single-Family Detached, Duplex and Manufactured Housing (Permanent Foundation) as permitted uses.

2. For property identified as being included in Phase 2, Lot 1:
 - a. The requirements of Table 165.12-2, Permitted Uses by Zoning District, are amended to include Townhouse Residential, and Single-Family Residential (Attached) as permitted uses.
3. For property identified as being included in Phase 2, Lots 2-21, and Phase 3:
 - a. Uses shall be limited to single-family residential.

Subdivision Ordinance Modifications

The proposed ordinance requires the development to be in conformance with the requirements of Chapter 170 of the City’s municipal code except for the following modifications:

1. The requirements of Section 170.11(3)(I), maximum cul-de-sac length, are waived. Cul-de-sacs with a length greater than 600 feet shall be allowed for this development.

Staff Recommendation

Staff believes the proposed ordinance meets the requirements of the City’s zoning code. In addition, staff also believes the proposed ordinance is in conformance with the City’s Comprehensive Plan. Therefore, staff is recommending approval of the proposed ordinance which would formally change the zoning for this property to PUD with a CC base zoning district. Finally, it is important to note that the Planning and Zoning Commission unanimously approved this ordinance at their meeting on June 24, 2019.

ATTACHMENTS: Ordinance, Exhibit A, Application, Current Zoning Map, *Future Land Use Map*, Written Comment
 REPORT PREPARED BY: Zoning Administrator
 REPORT REVIEWED BY: City Administrator, City Clerk
 RECOMMENDATION: Approve ordinance

2b. Ordinance No. 960 entitled, “AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY OF PELLA, IOWA, BY CHANGING THE ZONING CLASSIFICATION OF PROPERTY LOCATED WEST OF HWY 163 AND NORTH OF HWY G-28, CITY OF PELLA, MARION COUNTY, IOWA.”

Peterson moved to place ordinance no. 960 on its first reading, seconded by De Jong.

On roll call the vote was:

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

NAYS: None.

Motion carried.

E. PETITIONS & COMMUNICATIONS

1. Special Event Permit Request for Ridiculous Days.

Branderhorst moved to approve, seconded by Bokhoven.

On roll call the vote was:

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

NAYS: None.

Motion carried.

BACKGROUND: The Pella Historic Downtown Retail (PHDR) Group is requesting a special event permit for Ridiculous Days on Saturday, July 27, 2019 from 7:00 a.m. to 5:00 p.m. As background, members of the PHDR Group are requesting to display sale-priced merchandise on tables placed in front of their buildings and on the sidewalk near the curbs, leaving the middle of the sidewalk open for foot traffic.

It is important to note that no street or parking space closures have been requested.

Below is a list of the 17 participating businesses:

- Silver Lining at 733 Franklin St.
- The Hall Tree at 731 Franklin St.
- The Sanctuary at 719 Franklin St.
- The Funky Zebras at 27 Main St.
- 9Lilas at 724 Main St.
- The Work of Our Hands at 627 Franklin St.
- Simple Treasures/Blush at 635 Franklin St.
- Luv Cole at 622 Franklin
- Faux Paws at 621 Franklin St.
- Best of Thymes at 619 Franklin St.
- The Cornerstone at 617 Franklin St.
- The Wijn House at 615 Franklin St.
- Franklin St. Clothing at 612 Franklin St.
- Pella Hometown Variety at 609 Franklin St.
- emBellish at 605 Franklin St.
- Deja Vu Consignments at 630 Washington St.
- Thistles at 832 Main St.

All pertinent City departments have reviewed this application and comments are attached. The fee and insurance certificate have been received, and approval is recommended.

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

2. New Class C Liquor License with Outdoor Service, Sunday Sales, and Catering for Liberty Street Kitchen. Bokhoven moved to approve, seconded by Schiebout.

On roll call the vote was:

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

NAYS: None.

Motion carried.

BACKGROUND: LSK, LLC, DBA Liberty Street Kitchen at 705 E. 1st Street, has applied for a new Class C Liquor License with outdoor service, Sunday sales, and catering privileges. The term of the new license is 12 months and, if approved, would expire July 14, 2020.

It is important to note, the outdoor service area that is being requested as part of this liquor license is located within the Molengracht Plaza; therefore, a separate lease agreement for the rental of this area must also be approved. Furthermore, Police Chief Bokinsky and Lieutenant Haase have met with Liberty Street Kitchen to review the requested outdoor service area to ensure compliance and security when serving alcoholic beverages.

The application has been completed online with the state, and staff is recommending approval contingent upon approval of the lease agreement for rental of the Molengracht Plaza, included for Council consideration as agenda item H-1.

ATTACHMENTS: Application
REPORT PREPARED BY: City Clerk
REVIEWED BY: City Administrator
RECOMMENDATION: Conditional approval of the license as outlined above

3. New Class C Liquor License with Outdoor Service and Sunday Sales for Your Private Bartender. Bokhoven moved to approve, seconded by De Jong.

On roll call the vote was:

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

NAYS: None.

Motion carried.

BACKGROUND: Your Private Bartender, LLC., located at 1981 Fifield Road, has applied for a new Class C Liquor License with outdoor service and Sunday sales privileges. This location is the site of the Sun Valley Barn event venue. The term of the new license is 12 months and, if approved, would expire July 8, 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
RECOMMENDATION: Approve license

4. Facility Needs Assessment Results.

Representatives with SEH presented the Facility Needs Assessment report to Council. No formal Council action was taken as the report will be further discussed during the August 13, 2019 Council work session.

BACKGROUND: In August of 2018, Council approved a professional services contract with Short Elliott Hendrickson, Inc. (SEH) to develop a facility needs assessment for the City of Pella. The intention of this assessment is to generate a recommendation and plan to address the City's facility needs through the year 2040. The assessment included an evaluation of the following facilities: City Hall, Community Center, Electric Distribution, Public Library, Public Safety Complex (Police, Fire, Ambulance), and Public Works.

Listed below is a summary of the scope of services under the contract:

- Perform building condition assessments including site visits with architectural, mechanical, and electrical disciplines.
- Meet with City staff, applicable boards, focus groups, or key stakeholders for each facility to develop space needs assessments.
- Perform an analysis of the usage of the Community Center, which will include meeting with four key stakeholder groups.
- Develop concept building design layout options, including preliminary estimates of probable costs, for future growth or expansion.
- Prepare a written report outlining the items listed above. Upon completion, the final report and findings will be presented to the City Council.

SEH's drafted report documenting their findings and recommendations is included as a memo attachment.

For Council's review, staff has prepared a brief summary for each city facility:

Community Center

In considering options for the Community Center, it is important to realize the analysis conducted to date is preliminary in nature and should not be considered a formal recommendation. Rather, the information presented is intended to facilitate discussion in determining a course of action for the Community Center. Furthermore, the City Council will be the ultimate decision-making entity in determining whether to renovate the existing Community Center or build a new Community Center. In addition, if the City Council decides to build a new facility, they will also determine what amenities will be included in the new facility.

As background on this matter, the focus group interviews conducted by the consultant identified a need in excess of 45,000 square feet of space for a Community Center. It is important to note that the existing Community Center has the ability to provide 20,000 square feet of space, which excludes the theater area. The need for additional space is being driven by requests for additional gymnasiums and a large community meeting room which could accommodate approximately 300 people.

Listed below are two options for the Community Center as identified by SEH:

- *Renovate Existing Facility – \$10.3 million*
The proposed renovation would include replacement of the mechanical, electrical, and HVAC systems. In addition, there would be accessibility improvements to the gym and exterior entrance. However, due to the footprint of the structure, there would still be accessibility issues even after the renovation.
- *New Community Center – \$14.5 million*
For discussion purposes, the new 47,000 square foot Community Center is proposed to be located in close proximity to the Aquatic Center. The new facility would include two gymnasiums, one large meeting room (accommodations for 300 people) and a new Council chambers. In addition, the new facility would be able to accommodate the City's existing art and recreational activities which occur at the current facility. In considering this option, it is important to note that the proposed facility would require property acquisition from the Pella Community School District. In addition, the new facility does not include a theater, but the proposed community meeting room could be used by the community theater group for their performances.

Finally, if the City Council were to proceed with a new Community Center, this could potentially free up the Memorial Building to support other City functions as the new Community Center could be the future home to the American Legion and Veterans for Foreign Wars. Both of the above options would likely require a community referendum for financing purposes.

City Hall

The City Hall is adequately sized for existing service levels; however, if the City Council proceeds with the proposed municipal telecommunications utility, we will need to reconfigure the floor plan of the main level to accommodate areas needed for utility billing functions. In addition, there is also a proposed reconfiguration of the lower level to accommodate one additional office. The estimated cost of the reconfiguration is \$255,000.

Library

Through focus group meetings, the consultant identified the need for an additional 5,000 square feet of space at the Library to accommodate service levels through 2040. This additional space is attributed to areas needed for children's programming, meeting rooms, storage, and staff work areas. Depending on the service levels approved by Council, potential options for the renovation could range from \$345,000 to \$5.5 million. Staff recommends potential renovation options at the Library should be considered in the same time period as the Community Center as potential new meeting space options for the Community Center could potentially reduce the Library space needs.

Public Safety Complex

The long-term plans for the Public Safety Complex involve a new 28,000 square foot shared Fire/EMS building. The plans also involve renovating the existing Fire and Ambulance buildings to accommodate additional space needs by the Police Department. The estimated cost of the project is \$11.4 million. From City administration's perspective, this project should be considered within the next ten years; however, the time frame may need to be accelerated depending on service level demands of the Pella Community Ambulance. In addition, it would be beneficial if the City were able to move the Council chambers from the Public Safety Complex within the next five years as this would free up space for the Police Department.

Electric/Telecom Utility

The current plans call for a new 15,000 square foot shared Electric/Telecommunications building which could accommodate the operational needs of both departments. The new building would house administration of both utilities and would be located on the current Electric utility site. In addition, the new building would provide storage needs for both departments. This would free up approximately 2,000 square feet in the current Electric building for our distribution staff. The estimated cost of the new building is \$2.3 million. In addition, there is also a need for an additional 15,000 square feet of cold storage for the Electric utility. This should be considered by Council within the next two to five years. However, if the decision is made to construct the 15,000 square feet of cold storage with the proposed Electric/Telecom building, the estimated cost of the new building would be \$3.8 million. This option would also likely provide economies of scale to the City by building a larger facility in one construction season instead of incrementally over a period of years.

Public Works

The forecasted space needs of the Public Works campus involve additional cold storage space needs of approximately 11,700 square feet. The estimated cost of the new building is \$978,000 and should be considered by the City Council within the next 12 to 24 months.

Summary

In summary, staff would again like to emphasize that this is a preliminary assessment and there are multiple ways the City can accommodate its facility needs through the year 2040. However, it is also important to keep in mind that these options are directly related to the service level expectations established by the City Council. Finally, consultants with SEH will be in attendance on Tuesday night to discuss the facility assessment.

ATTACHMENTS:	Facility Needs Assessment
REPORT PREPARED BY:	City Administration
REVIEWED BY:	City Administrator, City Clerk
RECOMMENDATION:	Discussion item

F. PLANNING & ZONING ITEMS – None

G. ADMINISTRATION REPORTS – None

H. RESOLUTIONS

1. Resolution No. 5987 entitled, "RESOLUTION APPROVING A LEASE AGREEMENT WITH LIBERTY STREET KITCHEN FOR THE RENTAL OF 1,179 SQUARE FEET OF THE MOLENGRACHT PLAZA FOR OUTDOOR DINING."

Schiebout moved to approve, seconded by Van Stryland.

On roll call the vote was:

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

NAYS: None.

Motion carried.

BACKGROUND: This resolution approves a lease agreement with Liberty Street Kitchen (LSK) for rental of a portion of the Molengracht Plaza for outdoor dining. As background, staff received a request from LSK, located in the Molengracht Plaza, to lease 1,179 square feet outside of their establishment for two separate outdoor dining areas connected by a walkway. It is important to note, we have leased a portion of this space for this same purpose since 2011.

Below are highlights of the lease agreement:

- LSK will pay \$589.50 (\$0.50 per square foot for 1,179 square feet).
- The term of the lease is from July 15, 2019 to October 31, 2019.
- Hours of operation are limited to between 6:00 a.m. and 12:00 midnight.
- LSK may play quiet music which does not disturb those utilizing adjoining publicly owned space. The purpose of playing the music is to add to the atmosphere, and the same music that is played inside the restaurant is played in the outdoor space. This arrangement was in place during previous leases in this location with no complaints reported since this item was added in 2012.
- The City has the authority to utilize the space for special events or other City functions during the contract period.

Finally, it is important to note that placement of temporary railings, furniture, and accessories are subject to the approval of the Community Development Committee. The approved seating plan, identifying the outdoor area layout, is included as a memo attachment and summarized below:

- **Patio Dining Area:** approximately 8 ft. x 54 ft.
This is the same general area utilized from 2011 to 2018 under a previous lease agreement.
Fenced-in area with one main path of entry, 5 tables, and seating for 20.
- **Patio Lounge Area:** approximately 16 ft. x 26 ft.
Fenced-in area with two paths of entry, lounge couches/chairs, and seating for 12-14.
- **Walkway:** approximately 10 ft. x 26 ft.
This area will not be fenced, allowing public foot traffic from the north and south.

In summary, staff is recommending approval of this lease agreement with LSK for rental of a portion of the Molengracht Plaza for outdoor dining.

ATTACHMENTS: Resolution, Lease Agreement with Map, Approved Seating Plan
REPORT PREPARED BY: Community Services Department
REVIEWED BY: City Administrator, City Clerk
RECOMMENDATION: Approve resolution

2. Resolution No. 5988 entitled, “RESOLUTION ACCEPTING FOR FILING APPLICATION FOR VOLUNTARY ANNEXATION OF CERTAIN LAND TO THE CITY OF PELLA, IOWA, SETTING TIME AND PLACE OF CONSULTATION, APPOINTING REPRESENTATIVE OF THE CITY FOR CONSULTATION, DIRECTING MAILING OF NOTICE OF CONSULTATION, SETTING DATE OF PUBLIC HEARING, DIRECTING PUBLICATION OF NOTICE, AND DIRECTING THE MAILING OF NOTICES FOR APPLICATION FOR VOLUNTARY ANNEXATION OF REAL ESTATE TO THE CITY OF PELLA, IOWA.”

Bokhoven moved to approve, seconded by Schiebout.

On roll call the vote was:

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

NAYS: None.

Motion carried.

BACKGROUND: This resolution accepts, for filing, an application for voluntary annexation of 35.04 acres of land adjacent to the current city limits and proposes to annex 0.3 acres of non-consenting property to avoid the creation of an island. In addition, this resolution establishes a date and time for a consultation and public hearing regarding this annexation.

As background, in the fiscal year 19/20 budget, Council approved \$463,000 of funding to asphalt overlay 218th Avenue from Neil Drive to the entrance of the Shady Brook subdivision. Approximately 24% of this segment of road is presently within the City’s corporate limits. In order to proceed with the project, this segment of 218th Avenue either needs to be within the city limits or the City would need to have an agreement with Marion County in which they funded the portion of the project which is in the unincorporated area of the county.

Five property owners (Roozeboom, Dockter, City of Pella, Pella Iowa Duplex LLC, Marion County) have completed voluntary annexation applications. In order to avoid the creation of an island, which is not allowed by Iowa law, one additional property (Timberline Estates Development LLC) is proposed for annexation without the consent of the property owner.

In summary, staff is recommending approval of this resolution accepting, for filing, an application for voluntary annexation of 35.04 acres of land adjacent to the current city limits and proposes to annex 0.3 acres of non-consenting property to avoid the creation of an island.

In addition, this resolution establishes the following:

- Consultation with county and township representatives on July 9, 2019 at 1:00 p.m.
- Public hearing to consider the application for voluntary annexation on August 20, 2019

ATTACHMENTS: Resolution, Application with Exhibits
REPORT PREPARED BY: City Administration
REVIEWED BY: City Administrator, City Clerk
RECOMMENDATION: Approve resolution

3. Resolution No. 5989 entitled, “RESOLUTION ACCEPTING THE 2018 SIDEWALK REPAIR PROJECT.”

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: These resolutions accept the 2018 Sidewalk Repair Project and order preparation of the final plat and schedule of assessments for the project. As background, in 2018 Council approved a sidewalk inspection program which divided the City into quadrants allowing a complete sidewalk inspection every four years. The first year of the program focused on the northeast quadrant of the City, resulting in the identification of 819 defective panels.

Owner Repair Results

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. After the deadline, staff conducted a reinspection and found that 139 individual property owners, with 327 defective panels, elected to allow the City to make repairs to the defective panels.

Sidewalk Repair Project

In December of 2018, Council approved a contract with TK Concrete to conduct the repairs to the defective panels. This project has been completed in accordance with the plans, specifications, and contract. The total contract cost of the improvements is \$32,064.

Assessment and Timeline

As previously discussed, under Iowa Code 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 following guidelines outlined in Iowa Code Section 384.

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

- July 2, 2019: Council accepts the project by resolution and orders preparation of final plat and schedule of assessments against each property by resolution.
- July 8, 2019: Assessment plat and schedule filed in the office of the city clerk.
- July 16, 2019: Formal approval of the assessment schedule by resolution.
- July 17, 2019: Certificate of levy of assessments filed with the county treasurer.
- July 18, 2019: Notice of assessment is published for the first time in the Pella Chronicle.
- July 19, 2019: Notice of assessment is mailed to affected property owners.
- July 25, 2019: Notice of assessment is published for second and final time in the Pella Chronicle.
- August 19, 2019: Notify county treasurer of those assessments that have been paid in full.

In summary, staff is recommending approval of these resolutions accepting the 2018 Sidewalk Repair Project and ordering preparation of the final plat and schedule of assessments for the project.

ATTACHMENTS: Resolution 5989, Resolution 5990
 REPORT PREPARED BY: Planning and Zoning Department
 REVIEWED BY: City Administrator, City Clerk
 RECOMMENDATION: Approve resolution

4. Resolution No. 5990 entitled, "RESOLUTION ORDERING PREPARATION OF FINAL PLAT AND SCHEDULE OF ASSESSMENTS FOR THE 2018 SIDEWALK REPAIR PROJECT."

Van Stryland moved to approve, seconded by Peterson.

On roll call the vote was:

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

NAYS: None.

Motion carried.

I. ORDINANCES – None

J. CLAIMS

1. Abstract of Bills No. 2034.

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, Bokhoven moved to adjourn, seconded by Peterson.

On roll call the vote was:

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

NAYS: None.

Motion carried.

Meeting adjourned at 8:31p.m.