



CITY OF PELLA

CITY COUNCIL OFFICIAL MINUTES

January 4, 2022

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 (614 Main Street) at 6:00 p.m., Mayor Don DeWaard presiding. Council members present were: Mark De Jong, Liz Sporrer, Lynn Branderhorst, Calvin Bandstra, Dr. Spencer Carlstone (joined via phone at 6:10 p.m.), Dave Hopkins. Absent: None. City Administrator Mike Nardini and City Clerk Mandy Smith were present. Eight staff members and fifty-nine members of the general public attended in person. Seventeen members of the general public attended via conference call.

B. MAYOR'S COMMENTS

1. Approval of Tentative Agenda.

Branderhorst moved to approve, seconded by Bandstra.
On roll call the vote was: AYES: 5, NAYS: None. Motion carried.

2. Reappointment of Mark De Jong as Mayor Pro Tem.

Hopkins moved to approve, seconded by Sporrer.
On roll call the vote was:
AYES: 4 (Hopkins, Sporrer, Branderhorst, Bandstra)
NAYS: None
ABSTAIN due to a conflict of interest: 1 (De Jong)
Motion carried.

BACKGROUND: Mayor DeWaard requests the reappointment of Mark De Jong as Mayor Pro Tem. The Mayor Pro Tem performs the duties of Mayor in cases of absence or inability of the Mayor to perform such duties. Mark has been a Council Member since 1978 and was first appointed as Mayor Pro Tem in January of 1984. This reappointment is for a two-year term, expiring in January of 2024.

ATTACHMENTS: None
REPORT PREPARED BY: City Administration
REVIEWED BY: City Administrator, City Clerk
RECOMMENDATION: Approve reappointment

3. Reappointment of Mandy Smith as City Clerk.

Branderhorst moved to approve, seconded by De Jong.
On roll call the vote was: AYES: 5, NAYS: None. Motion carried.

BACKGROUND: Mayor DeWaard requests the reappointment of Mandy Smith as City Clerk. The City Code requires Council to appoint a City Clerk at the Council meeting in January following the regular City election. Mandy has served as City Clerk since December of 2016. This reappointment is for a two-year term, expiring in January of 2024.

ATTACHMENTS: None
REPORT PREPARED BY: City Administration
REVIEWED BY: City Administrator, City Clerk
RECOMMENDATION: Approve reappointment

4. Appointment of Randy Bogaard as Fire Chief.

Hopkins moved to approve, seconded by De Jong.
On roll call the vote was: AYES: 5, NAYS: None. Motion carried.

BACKGROUND: Mayor DeWaard requests the appointment of Randy Bogaard as the new Fire Chief effective January 5, 2022. Randy was born and raised in Pella. He is well known in the community as he has served as a volunteer with the Pella Fire Department since January of 1985. His total 37 years of service to the Department include serving as Captain from 2010 to 2020 as well as serving as Assistant Chief for the past year in preparation for this opportunity. It is important to note that the Fire Department volunteers recently voted unanimously to recommend Randy to serve as their next Fire Chief. Currently, Randy is an owner/partner of Pella Concrete Contractors, Inc. Randy and his wife, Hazel, reside in Pella and are the proud parents of two grown sons. This appointment is for a two-year term, expiring in January of 2024.

ATTACHMENTS: None
REPORT PREPARED BY: City Administration
REVIEWED BY: City Administrator, City Clerk
RECOMMENDATION: Approve appointment

5. Reappointment of Lyle Vander Meiden to the Board of Adjustment.

Branderhorst moved to approve, seconded by De Jong.

On roll call the vote was: AYES: 5, NAYS: None. Motion carried.

BACKGROUND: Mayor DeWaard is recommending reappointment of Lyle Vander Meiden to the Board of Adjustment. Lyle has served on the Board since July 2, 2002 and attended three of the four meetings held in the last 12 months. Lyle and his family have owned and operated KAL Services, DBA Midwest Sanitation, since 1981. If approved, Lyle's new five-year term would expire on January 1, 2027.

ATTACHMENTS: None
REPORT PREPARED BY: Deputy City Clerk
REVIEWED BY: City Administrator, City Clerk
RECOMMENDATION: Approve reappointment

Carlstone joined via phone at 6:10 p.m.

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

Comments were received and addressed.

D. APPROVAL OF CONSENT AGENDA

Bandstra moved to approve the consent agenda, seconded by Branderhorst.

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

The following items were approved:

1. Approval of Minutes
 - a. Official Council Minutes for December 21, 2021
2. Report of Committees
 - a. Library Board Minutes for November 9, 2021

I. Call to Order: President Brenda Huisman called the meeting to order at 4:05 p.m. Board members present were Suzy Card, Nathan Copeland, Darath Fisher, Dayrel Gates and Matt Van Gelder. Members not present: Kristi Leonard. Library Director Mara Strickler was present. Meeting held Pella Public Library.

II. Recognition of Visitors and Visitor Comments: Chris Brown, Assistant Library Director

III. Approval of Agenda: The November meeting agenda was received by all Board members prior to the meeting.

There were no changes to the agenda. The agenda stood as presented. Motion for approval by Darath, motion seconded by Suzy, in favor: all in favor

IV. Disposition of Minutes: All Board members received the October 2021 meeting minutes prior to the meeting. Brenda motioned to approve the October minutes with the following revisions. Suzy seconded the motion. The minutes were unanimously approved with revisions. Darath noted in October's meeting the September meeting minutes stated "...minutes approved with the following amendments...", however no changes were listed. Upon review the September minutes were approved without revision. Corrections have been submitted to the Library Director. Brenda noted in October's meeting, Committee Policy review had tabled Fines and Fees review. Corrections have been submitted to the Library Director.

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, Brenda moved to approve the November bills. Dayrel seconded the motion. The bills were unanimously approved.

Discussion: COSUGI, Penworthy: Expense is for children activity materials, SirsiDynix: Annual Expense, Mara shared: through the first quarter the library has consumed 21% of annual budget.

VI. Unfinished Business:

RFID update: Received final contract and have signed contract in place. Moving forward with implementation next board meeting.

New strategic plan and community data: Planning for Results: Initial Report - Maryann looking forward to presenting. Presentation to the Board (November 29th @ 4:30pm - 6:30pm). Meeting will be a public

COVID-19 status update and Library services: Mara reviewed metrics. Library services will maintain current plan.

VII. New Business:

December 2021 holiday schedule: City offices are closed on the Dec. 23 and 24th. Question to Board - given awareness to City's holiday schedule, does the Board want to change the holiday schedule? Board decided to maintain holiday schedule as planned, open on the 23rd.

Approve 22/23 operating budget and 22/23 - 26/27 CIP budget: Question to Board: should the Friends of the Library's Pella Community Foundation Funds for the Community roll over or be used for a particular project. Mara to recommend rollover. Brenda motioned to rollover the Friends of the Library's Pella Community Foundation Funds. Suzy seconded the motion. Motion was unanimously approved.

County funding model will remain the same.

Salaries, health, and insurance are recommended by Finance.

Remaining budget remains static from previous years.

Exceptions:

1. Increase to Other maintenance and repair required to maintain RFID and Technology services

2. Increase for DVD (adult and juvenile)

A separate ledger will be created for eBooks account/funding.

Increase for office supplies and programming costs will be need to offset reduced funding from The Friends of the Library.

Friends of the Library membership has declined resulted in reduced funding to the library.

Suzy motioned to approve the 22/23 budget as presented, Matt seconded the motion. Motion was unanimously approved

Suzy motioned to approve the 22/23 - 26/27 CIP budget as presented, Brenda seconded the motion. Motion was unanimously approved.

Discussed accelerated budget process.

Discussed Library Department vehicle. Darath motioned to approve department vehicle, Matt seconded the motion. Motion was unanimously approved.

Discussed bathroom update being moved ahead of original plan. Already approved by City Administration for FY22. Mara to monitor council agenda on this topic.

Discussed HVAC update (preventative maintenance). Darath motioned to approve HVAC update, Suzy seconded the motion. Motion was unanimously approved.

Review ADA checklist priorities 1&2 - tabled for next month.
Intellectual Freedom Update. Mara: attended webinar conference regarding state and federal library materials. 60% increase, nationwide, in Library materials being contested. Local examples:
1. Two weeks ago, Waukee Public Library materials were contested.
2. Recent Pella material request resulted in a patron opening dialog with Library Staff.
3. Patron was informed a meeting could be scheduled, on a particular material item.
4. Staff reviewed material upon receipt and agreed to place item in adult collection
5. Library Director discussed with Board President
6. Brenda agreed Library staff followed approved policy and procedures
7. Staff state that the material in question is in line with existing policy and procedure.
VIII. President's Report and Announcements:
New Pella Library app... Features are great
IX. Director's Report:
Woodwork at the Library: Scott Keith, father of Library Assistant Hannah Stephenson, Bench, Lamp, side tables. Promote these pieces... Discussed with Friends of the Library to feature. Broken book shelf from Carnegie... need disposition. Need to understand City scrap procedure/threshold.
Library App.
Statistics: Adventure passes getting activity. Brenton passes will be available in January. Hoopla continuing as budget allows. Read Grateful - All ages, encouraging family participation.
Upcoming events
X. Trustee training reports: There were no Trustee training reports this month.
Question was posed if Knoxville (Marion County) gathering will be recorded as board training event. Mara to check with Maryann.
XI. Committee reports: There were no committee reports.
Personnel Committee: none.
Policy Committee: Policy Review: Fines and Fees Policy. 4.1 - Circulation Policies. Board reviewed revisions. No changes to draft were requested/recommended. Nathan motioned to approve policy as presented, Dayrel seconded motion. Motion was unanimously approved.
4.2 - Fines and Fees Policy. No changes to draft were requested/recommended. Suzy motioned to approve policy as presented, Matt seconded motion. Motion was unanimously approved.
XII. Adjournment: President, Brenda H. adjourned the meeting at 5:27 p.m. The next regularly scheduled Board Meeting is scheduled for December 14, 2021. Location: Library.

b. Board of Adjustment Minutes for November 15, 2021

Chairperson Westra called the Board of Adjustment to order at 6:00 p.m. in the Public Safety Complex. Members present were: Kristi Kious, Vince Nossaman, Jaci Nunnikhoven, Susan Reiter, Merlan Rolffs, Mike Vander Wert, and Corey Westra; absent: Lyle Vander Meiden. Staff present: Planning and Zoning Director Gerald Buydos, Zoning Analyst Jared Parker, and the Deputy City Clerk. One member of the public attended the meeting in person and four members of the public attended via telephone.

CHAIRPERSON'S COMMENTS:

Approval of the Tentative Agenda: Motion by Reiter, second by Nossaman to approve the tentative agenda. Motion carried 7-0.

APPROVAL OF MINUTES: Motion by Reiter, second by Nunnikhoven to approve the June 21, 2021 minutes. Motion carried 7-0.

PUBLIC HEARINGS

Consider a Variance Request to Construct a Ground Solar Array Taller than Six Feet at 2123 Idaho Drive

1 Source Solar submitted a variance application to construct a solar panel taller than six feet at 2123 Idaho Drive. The applicant requested relief from the requirements of Section 165.26.5, which establishes a six-foot maximum height. The applicant sought to construct the solar panel in the rear yard of 2123 Idaho Drive. If approved, this would allow the structure to be built to a maximum height of nine feet. The City's zoning code requires a variance request to meet all seven of the conditions required for approval. While staff finds that the proposed height increase could improve the project, staff does not believe the request meets all seven requirements, particularly criterion #1, which must, "deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this chapter", criterion #4, which requires "...demonstrable and exceptional hardship as distinguished from variations for purposes of convenience, profit, or caprice", and criterion #7, which states, "...the owner has been deprived of all beneficial or productive use of the land." Staff does recognize that the height requested would provide the best way for the proposed project to work. However, it is the opinion of staff that this request fails to meet all seven criteria required in the City's zoning code and recommended denial of the variance.

Convened Public Hearing on the variance request. No written comments were received.

1 Source Solar Energy Specialist Ryan Knutson and 1 Source Solar Operations Manager Mike Drilling were present via telephone to answer questions from the Board and spoke in favor of the variance. They stated that a ground solar array on the north side of the property would be less visible to those neighbors to the south. Additionally, a roof-mounted solar array would likely need to be 20% larger than a ground array in order to have the same productivity. They also explained that they are unsure whether there are any racking systems available on the market that are under the six-foot height limitation. Planning and Zoning Director Gerald Buydos suggested looking into a horizontal mount for the solar array instead of a vertical one. Drilling said he can try to find a racking manufacture that fits those specifications. A neighbor, Mike Kooker, was present to ask questions about the project. He shared his concerns with the proposed height of the solar array and stated that it may devalue his property.

Motion by Rolffs, second by Kious to close the Public Hearing as no further comments were received. Motion carried 7-0.

The Board asked staff to look into what was approved by the City for Vermeer Corporation's ground solar array. The Board also asked that the applicant look into whether a horizontal orientation of the array would be feasible, in order to reduce the height of the array.

Motion by Nossaman, second by Reiter to table the variance request until the Board meeting scheduled for December 20, 2021. Motion carried 7-0.

Consider a Special Use Permit Request to Construct a Solar Array at 2123 Idaho Drive

1 Source Solar submitted a Special Use Permit application to construct a 585-square-foot solar array in the rear yard of 2123 Idaho Drive. Under Chapter 165.26.5 of the Zoning Code, all freestanding solar arrays over 100 square feet on residential lots require a Special Use Permit (SUP).

Staff believes the proposed use agrees with the zoning code and recommends approval. Staff proposed the following restriction: the location of the panel must follow the site plan submitted with the application.

Convened Public Hearing on the Special Use Permit request. No written comments were received.

Motion by Reiter, second by Nunnikhoven to close the Public Hearing as no further comments were received. Motion carried 7-0.

Motion by Nossaman, second by Nunnikhoven to table the Special Use Permit request until the Board meeting scheduled for December 20, 2021. Motion carried 7-0.

The next meeting is scheduled for December 20, 2021.

Adjourned at 6:26 p.m.

c. **Airport Committee Minutes for November 19, 2021**

Members Present: Matt Hutchinson, Rick Gritters, Eric Recker, Jeff Bollard, Ted Zylstra. Members Absent: None.

Others Present: Denny Buyert, Shane Vande Voort.

Approval of Minutes: September 24, 2021 minutes reviewed. Motion to approve Gritters, support Zylstra. Motion passed.

Discussion on filling open airport committee positions. Motion to submit Trevor Nikkel to the City for membership to the airport committee Bollard, support Zylstra. Motion passed.

Airport Managers report to the committee-Shane Vande Voort:

Equipment Update: We have been cleaning and storing mowing equipment this week as well as getting snow removal equipment ready. The plow truck and pickup have been serviced by public works and the tractor will be serviced at the airport. The equipment is in good shape to begin the season, we are looking forward to the new pickup and blade arriving when available.

FBO operations: Classic Aviation continues to be busy in most services that we offer. We currently have positions available in maintenance, avionics, flight instruction, and part and full time line service/groundskeeping. To increase availability with have switched pilots on our charter certificate and hope to have multiple pilots on after the first of the year. Our biggest challenge recently has been finding evening and weekend staff for both locations. Also, the cost of such help has gone up significantly since our last contract update.

Project Updates: The AWOS continues to be unreliable. The ceiling was missing for weeks but recently began working again. We hope the new AWOS becomes available soon and can be installed quickly.

Hangar and ramp space: In day-to-day operation of the airport our two biggest challenges continue to be lack of hangar space and lack of any designated parking area on the existing ramp. We are grateful that a new corporate hangar has been built and that we are able to lease heated hangar space for 3 small aircraft. We have driven as much shop business to the Oskaloosa airport as we can, but still have a need for more heated shop space at PEA. The challenges of a small ramp with no designated parking areas where an aircraft can be parked for any length of time are compounded by the activity that continues to grow. With help shortages it becomes harder for me to have someone who is capable to tow jets available 7 days a week.

Last week I completed the annual based aircraft update for the FAA. PEA currently has thirty-four based aircraft including five jets and two multi-engine twins. I have no doubt this number could be greater with more available T-hangars since the newest T-hangar on the field was built in 1996.

Corporate operators have notified the city of need for additional ramp space stating "we do need investment to our current airport with the most immediate need for additional ramp space to park local, transient, and overnight aircraft." I know the committee has stated this need before and is aware this would be a significant public investment. Keep in mind with the construction of a new corporate hangar and significant modifications to an existing hangar there is a substantial investment of private sector funds at the airport as well. Ramp space for overnight turbine aircraft would mean enough room to taxi into and away from a parking spot without the need to be towed.

Special Events: Please be thinking of the annual Tulip Time Flight breakfast and be ready to begin planning after the first of the year. The Cirrus Owners and Pilots Association planes to hold a two day Pilot Proficiency Program with an emphasis in aircraft ownership and maintenance at PEA in August 2022. Ground training will be available one day and flight training the next and the event is expected to draw up to 25 airplanes and 50 attendees. Classic will be hosting Santa Claus on the evening of Thursday December 2, please plan to join us and bring some kids to see Santa and the airplanes.

Report from Denny Buyert:

Insulating Hangar Project – Structural questions being researched

New Pickup has arrived, accessory equipment back ordered (i.e. blade)

Motion for CIP requests Gritters, support Recker. Motion passed unanimously.

Expand existing ramp space due to the increased ground operations in front of the corporate hangars, and to provide dedicated tie-down locations for transient and overnight aircraft parking.

Approximately 150' x 500' ramp expansion with a minimum of three permanent tie down locations, to provide for safe and efficient ground operations on the ramp.

Repair/replace the existing underground fuel tank monitoring system

Provide real time fuel data to the FBO, and to help with leak detections, which is an environmental concern, along with monitoring for water incursion which could be a liability risk if contaminated fuel is dispensed

Hard surfacing of W 15th Street, from the old Fifield Road intersection to the Vermeer corporate hangars.

This will help prevent the possibility of dangerous debris from the gravel road being transferred to the runway in the winter, due to city owned plow equipment being used to plow the road, parking lots, and runway. Additionally, the gravel road does not portray the city in a positive image to visitors flying into Pella.

Adjourn: Motion by Zylstra, support Gritters. Passed unanimously.

Next regular meeting will take place on December 17, 2021 7am

d. **Planning and Zoning Commission Minutes for November 22, 2021**

Chairperson Canfield called the Planning and Zoning Commission to order at 7:00 p.m. in the Public Safety Complex. Members present were: Sarah Buchheit, Joe Canfield, Julio Chiarella, Mark Groenendyk, Cathy Haustein (via phone), Robin Pfalzgraf, Ann Visser, and Teri Vos; absent: Kisha Jahner and Tom Johnson. Staff present: City Administrator Mike Nardini, Planning and Zoning Director Gerald Buydos, Zoning Analyst Jared Parker, and the Deputy City Clerk. Sixteen members of the public were present.

APPROVAL OF TENTATIVE AGENDA: Motion by Pfalzgraf, second by Visser to approve the tentative agenda. Motion carried 8-0.

PROCLAMATION IN RECOGNITION OF DAVID LANDON'S YEARS OF SERVICE ON THE PLANNING AND ZONING COMMISSION

David Landon served on the Planning and Zoning Commission over the last 14 years. A proclamation was read to show the Planning and Zoning Commission's appreciation for David Landon's service to our community. Following a reading of the proclamation, a signed copy was given to a member of Landon's family.

APPROVAL OF MINUTES: Motion by Visser, second by Vos to approve the minutes of the October 25, 2021 meeting. Motion carried 8-0.

PUBLIC HEARINGS

Consider a Rezoning Application Submitted by Mid North Properties to Rezone the Properties Located at 413 Jefferson St. and 1108 E.

Second St. Pella from Institutional (INS) to Multiple-Family Residential (R3)

Buchheit stated that she would be abstaining from voting on and discussing this agenda item.

Mid North Properties submitted a conditional rezoning application for 413 Jefferson St. and 1108 E. Second St. to change the zoning from Institutional (INS) to Multiple-Family Residential (R3). The subject property is currently vacant but was previously the Jefferson Place Care Facility.

The proposed zoning for these properties is R3. This district is intended to provide locations primarily for multiple-family housing, with supporting and appropriate community facilities. It also permits some non-residential uses to allow for the development of mixed-use neighborhoods. A property across from the proposed rezoning is zoned R3. As a result, staff does not believe this request constitutes spot zoning. City Code Section 165.04 notes that the City "intends [the] Zoning Ordinance and any amendments to it shall be consistent with the City's Comprehensive Plan." The Comprehensive Plan's Future Land Use Map identifies the subject site and the area surrounding it as High

and Medium-Density Residential. Surrounding the property on the Future Land Use Map is a combination of Commercial and Low-Density Residential.

Table 1.5 of the Comprehensive Plan, the Land Use Compatibility Matrix, assigns compatibility scores to different land use pairs. The matrix scores range from one (incompatible) to five (completely compatible). The proposed R3 use will abut an institutional use to the north, which is considered Mixed Use, and is labeled as a five, or completely compatible. To the east, west, and south the proposed R3 district will abut existing medium-density and high-density residential, which is labeled as a five, or completely compatible. Staff believes the proposed rezoning aligns with key strategic priorities of the Comprehensive Plan, which are housing and housing variety.

Staff believes that the rezoning meets the housing needs noted in the Comprehensive Plan and does not believe that it would be detrimental to the immediate area. Therefore, staff recommended this ordinance be approved as submitted.

Convened Public Hearing on the proposed ordinance. No written comments were received.

Carl Lantz, with Mid North Properties, explained that they intend to have 24 apartment units on the property; 19 units will be one-bedroom units and five will be two-bedroom units. He stated that traveling nurses working at Pella Regional Health Center may find the location of the apartments convenient. Nathan Smith with Mid North Properties estimated the rent for the one-bedroom units between \$695.00 to \$750.00 and the two-bedroom units will likely be in the \$800.00 range.

Planning and Zoning Director Gerald Buydos explained that parking will be evaluated as part of the site plan process.

Pfalzgraf asked the applicant whether the scope of the project is going to change, because she did not want to give approval for a project that may end up being entirely different than what is currently being proposed for the site. Lantz said no. He gave background on Mid North Properties' current rental properties and stated that he is proud of the clean, quality housing Mid North Properties is able to provide to the community. Pfalzgraf thanked him for providing affordable rental housing.

Motion by Pfalzgraf, second by Canfield to close the public hearing as no further comments were received. On roll call, the vote was: ayes: Pfalzgraf, Canfield, Chiarella, Groenendyk, Visser, and Vos; nays: none; abstain: Buchheit and Haustein. Motion carried 6-0.

Motion by Pfalzgraf, second by Chiarella to approve the ordinance as submitted. On roll call the vote was: Pfalzgraf, Chiarella, Canfield, Groenendyk, Visser, and Vos; nays: none; abstain: Buchheit and Haustein. Motion carried 6-0.

Consider an Application to Amend the Exhibits Established by a Previously Approved Planned Unit Development (PUD) Located at the Northwest Quadrant of the Intersection of Main Street and Peace Street Also Known as South Main

This proposed ordinance amends and replaces the previously approved South Main Planned Unit Development (PUD). As background, the City Council adopted a PUD ordinance for South Main in 2019. The ordinance is being amended at the request of the developer, RDP Holdings, to accommodate the proposed mixed-use development which is located on approximately 2.89 acres at 403 Main St., 413 Main St., and 400 Broadway St.

Specifically, the developer is proposing to build four new single-family attached homes (two new buildings) in lieu of the condominium building reflected in the current PUD Ordinance No. 997. This amendment would adopt a new development layout and elevations.

It should be noted that the proposed elevations for the proposed single-family attached buildings match the existing single-family attached building in the current PUD Ordinance No. 997. Overall, the owner is proposing to construct 24 housing units for the development. Eighteen housing units have already been constructed on this site. It is staff's understanding that the developer would like to construct the remaining six housing units in 2022.

The proposed ordinance contains essentially the same zoning requirements and modifications as the previously approved PUD ordinances.

As background, the current PUD ordinance requires the development to be in conformance with the base Commercial-Mixed Use Urban Center (CUC) zoning district except for the modifications previously approved as part of the original PUD. This ordinance amendment proposes one change as it relates to commercial uses. The current PUD ordinance permits commercial uses in Building 4; however, this proposed amendment limits commercial uses to Building 1 as identified on Exhibit A. The allowable commercial uses are limited to General Office only as permitted and defined in the CUC zoning district. The remainder of the buildings within this development are limited to residential uses.

Staff believes the proposed ordinance meets the requirements of the zoning code. In addition, staff believes the proposed ordinance does not impact conformance with the Comprehensive Plan. As a result of these findings, staff recommended approval of the proposed ordinance which would formally amend the development regulations for the South Main development.

Jade Dix explained that the north unit of Building 1 has not yet been sold; Lean Technologies would like to purchase the unit and move their business there. He explained that the neighboring owners have indicated they are okay with this use. Pfalzgraf asked about parking. Buydos stated that the unit has two parking spaces and the owner will be required to install an ADA-compliant space. The owner will need to work with South Main to provide additional parking either on the development site or off-site.

Convened Public Hearing on the proposed ordinance. No written comments were received.

Motion by Groenendyk, second by Vos to close the public hearing as no further comments were received. Motion carried 8-0.

Vos asked whether the proposed single-family attached homes would meet the required setbacks. Buydos replied that the permitting process will ensure the setbacks are met.

Motion by Chiarella, second by Vos to approve the ordinance as submitted. Motion carried 8-0.

The next regular Planning and Zoning Commission meeting is scheduled for December 27, 2021.

Adjourned at 7:35 p.m.

e. Library Board Minutes for November 29, 2021

I. Call to Order: President Brenda Huisman called the meeting to order at 4:30 p.m. Board members present: Kristi Leonard, Nathan Copeland, Darath Fisher, Dayrel Gates and Matt Van Gelder. Members not present: Suzy Card. Library Director Mara Strickler was present. Meeting held Pella Public Library.

II. Recognition of Visitors and Visitor Comments: Maryann Mori, Central District Consultant – State Library of Iowa.

III. Approval of Agenda: The special session meeting agenda was received by all Board members prior to the meeting.

There were no changes to the agenda. The agenda stood as presented. Motion for approval by Kristi, motion seconded by Dayrel, in favor: all in favor.

IV. Unfinished Business:

Planning for Results –presentation by Maryann Mori of the State Library: Review data and community comments. Maryann – Made phone calls with approximately 15 people. Q: What sticks out from the responses? Respondents still do not know exactly what the library does/offers. Ideas: several ideas generated to promote and address the above topic. Q: Did respondents provide any specifics on what they wish the library offered? Electronic newsletter, Events vs. Ongoing services, Facebook events vs. Posts. Discussed “boost” options for social media posts.

Consider service options: Maryann recommended Strategic plan needs to address “new” expanded activities. Q: Based on respondents' comments what would Maryann recommend focusing on? MaryAnn: consider focusing on Civic/Community Engagement. Lifelong Learning. Spaces/Places.

Staff Development. Many comments in favor for this area in the next strategic plan. Develop the plan. Maryann: Strategic plan statements should follow a simple template. Goal: “What the public receives...” Objective: “What the library does to meet this goal...” Mara suggested

“qualitative vs. Quantitative”. Not achieving goals can be disheartening for Staff. Q: how can we engage staff on “measurement” for new strategic plan. Maryann: Goals can be to “explore” not just “accomplish”.
Adjournment: President, Brenda H. adjourned the meeting at 5:27 p.m. The next regularly scheduled Board Meeting is scheduled for December 14, 2021. Location: Pella City Council Chambers (if available).

3. Petitions and Communications

a. Renewal of Class C Liquor License with Outdoor Service and Sunday Sales for The Funk

BACKGROUND: The Funk, located at 703 E Oskaloosa Street, has applied for renewal of their class C liquor license with outdoor service and Sunday sales privileges. The term of the new license is 12 months and, if approved, would expire on January 17, 2023. The application has been completed online with the state and, at the time of packet publication, is pending dram shop certification. Staff is recommending conditional approval pending the receipt of dram shop certification.

ATTACHMENTS: None
REPORT PREPARED BY: City Clerk
REVIEWED BY: City Administrator
RECOMMENDATION: Approve renewal pending dram shop certification

b. Renewal of Special Class C Liquor License (Beer/Wine) with Sunday Sales for New Yamato Pella

BACKGROUND: New Yamato Pella, DBA Yamato Japanese Steak House at 1590 Washington Street, has applied for renewal of their special class C liquor license (beer/wine) with Sunday sales privileges. The term of the new license is 12 months and, if approved, would expire on January 20, 2023. The application has been completed online with the state and, at the time of packet publication, is pending dram shop certification. Staff is recommending conditional approval pending the receipt of dram shop certification.

ATTACHMENTS: None
REPORT PREPARED BY: City Clerk
REVIEWED BY: City Administrator
RECOMMENDATION: Approve renewal pending dram shop certification

E. PUBLIC HEARINGS

1a. Public Hearing regarding an Ordinance Amending City Code Chapter 165.33 Sign Regulations as they apply to Highway 163 Monument Signage.

No written or oral comments were received.

Hopkins moved to close the public hearing, seconded by Sporrer.

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

BACKGROUND: This ordinance amends City Code to adopt regulations pertaining to Highway 163 Monument Signage. As background, in October, Council discussed a request from Lely North American to construct an internally lit monument sign for their new corporate headquarters located southwest of Highway 163 at exit 44. The proposed sign is approximately 212 square feet which exceeds limits established under the City Code. Currently, the zoning code allows one freestanding externally lit ground sign, a maximum of 45 square feet, when located 100 feet from any specific public right-of-way. This size decreases to 22.5 square feet when the sign is internally lit.

Under the direction of the City Council, the Planning and Zoning Commission reviewed this request. Their review included researching allowable signage details from comparable communities that abut Iowa interstates and highways. After noting that several jurisdictions allow for freeway signs to be in the 100+ square foot range, the Commission felt that an ordinance amendment was justified. As a result, staff presented the attached ordinance to Council for review. This ordinance allows freestanding ground signs facing the freeway of up to 200 square feet, a maximum of 10 feet in height, and one per parcel. After review, Council directed staff to proceed with formal consideration of the ordinance.

Proposed Ordinance: This ordinance allows a maximum of one 10-foot-high monument sign for any parcel that has frontage on Highway 163 or Highway 163 off-ramps. Highway monument signs are only allowed to be placed on occupied parcels in the Community Commercial (CC), Institutional (INS), Limited/Light Industrial (M1), and Heavy Industrial (M2) districts. Highway monument signs are not allowed in the public right-of-way.

Height Allowance: This ordinance allows the maximum height depending on the lineal feet, as outlined below:

- Properties under 300 lineal feet are allowed a maximum of seven feet high
- Properties 300 to 750 lineal feet are allowed a maximum of eight feet high
- Properties over 750 lineal feet are allowed a maximum of 10 feet high

Size Allowance: The allowable sign size is calculated by lineal frontage of the property that touches Highway 163, specifically 0.2 square feet for every lineal foot of highway frontage, not to exceed 200 square feet in size. Additionally, signage must be orientated in the longitudinal direction. The Planning and Zoning Commission suggested clarification on the sign calculation to include the outline of freestanding letters.

Design Requirements: Enhanced requirements for sign design are included as part of this ordinance. Specifically, the sign and supporting structure must create visual interest and be integrated into, or at a minimum, complement the surroundings, incorporating architectural elements and unique design elements consistent with the materials, colors, and building elements of the site.

Additional Requirements: Below is an outline of the additional requirements included as part of the attached ordinance:

- Structure: The highway sign structure shall be uniform in design and horizontal in nature. No support poles visible and the structure shall be constructed with similar building materials and colors used on the principal building on the parcel.
- Sign Face Design: All highway sign faces shall be composed of individual dimensional letters (channel letters, reverse channel letters, solid letters, or silhouettes), routed face or designed in a similar manner such that only the text, copy or graphic content of the sign is illuminated, and the background is opaque or open. Pylon, post, panel, and box signs with letters painted or adhered to the face of the sign, composed of wood material or signs with sheet metal as its primary material shall be prohibited.
- Base Design and Standards: All sign bases and surrounds shall be designed and constructed with similar building materials as those used on the principal building. Sign bases and surrounds shall be dominated with materials of permanency and strength, such as brick, stone, block, other masonry or concrete materials, or architectural paneling and shall be compatible with other structures and signs in the development. Sign bases shall be at least 12 inches in height, while all sign surrounds, when incorporated, shall be at least six inches in thickness.
- Sign Setbacks: The signs would be required to be setback from the freeway property line and minimum of 20 feet and a maximum of 50 feet. Please note that Highway 163 has an average right-of-way of almost 375 feet.
- Lighting: Lighting is to be internal or ground mount. No portion of the sign shall be change panel, digital, LED panel, or neon. No animated signs allowed.
- Landscaping: Landscaping plans for the area within a 15-foot radius of the base of the sign shall be completed and reviewed as part of the sign permit approval process.

• Distance from Other Signs: A highway monument sign must be at least 300 feet from any other highway monument sign. For parcels with less than a minimum of 300 feet of frontage on the interstate, two or more adjoining parcels may be combined to satisfy such minimum frontage requirement and share a single interstate identification sign provided that they shall enter into a development agreement.

• Permits and Approvals: All applicable permits and regulatory approvals as required by law shall be obtained from the state and federal government prior to the issuance of a permit from the City. Highway monument sign approvals will be granted through the full Community Development Committee.

Summary: In summary, staff is recommending approval of this ordinance adopting regulations for Highway 163 Monument Signage. Finally, it is important to note that the Planning and Zoning Commission approved this ordinance unanimously at their meeting on December 27, 2021.

ATTACHMENTS: Ordinance
REPORT PREPARED BY: Planning and Zoning Director
REPORT REVIEWED BY: City Administrator, City Clerk
RECOMMENDATION: Approve ordinance

1b. Ordinance No. 1006 entitled, "AN ORDINANCE AMENDING CITY CODE SECTION 165.33 SIGN REGULATIONS BY ADOPTING REGULATIONS PERTAINING TO HIGHWAY 163 MONUMENT SIGNAGE."

De Jong moved to place ordinance no. 1006 on its first reading, seconded by Branderhorst. On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

It was moved by Bandstra that the statutory rule requiring said ordinance to be considered and voted on for passage at two Council meetings prior to the meeting at which it is to be finally passed be suspended, seconded by Hopkins.

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

Bandstra moved that ordinance no. 1006 be adopted, seconded by Branderhorst.

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

Mayor DeWaard declared the ordinance duly passed and adopted.

F. RESOLUTIONS

1. Resolution No. 6374 entitled, "RESOLUTION NAMING DEPOSITORIES."

Branderhorst moved to approve, seconded by De Jong.

On roll call the vote was:

AYES: 5 (Branderhorst, De Jong, Carlstone, Hopkins, Sporrer)

NAYS: None

ABSTAIN due to a conflict of interest: 1 (Bandstra)

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 increases their authorized deposit levels to \$40 million.

Depository Name	Approved Maximum Balance
US Bank	\$40,000,000
Marion County Bank	\$40,000,000
MidWestOne	\$40,000,000
Leighton State Bank	\$40,000,000
Bank Iowa	\$40,000,000

ATTACHMENTS: Resolution
REPORT PREPARED BY: Finance Department
REPORT REVIEWED BY: City Administrator, City Clerk
RECOMMENDED ACTION: Approve resolution

G. CLAIMS

1. Abstract of Bills No. 2094.

Branderhorst moved to approve, seconded by De Jong.

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

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

No comments were received.

I. POLICY AND PLANNING

From 6:49 p.m. to 7:58 p.m., Council adjourned to the Policy and Planning meeting to hold a discussion regarding the following items, with no formal Council action taken:

1. Review of Pella Public Library Organizational Structure and Collection Development Policy
2. City Council Procedural Rules Review

Council adjourned for a brief recess from 7:58 p.m. to 8:03 p.m.

I. CLOSED/EXEMPT SESSION

1. At 8:03 p.m., Hopkins moved to enter into closed session pursuant to Iowa Code Chapter 21.5 1(j) to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property, seconded by Sporrer.
On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

Council reconvened to open session at 9:01 p.m.

No action was taken regarding this closed session.

2. At 9:02 p.m., Hopkins moved to enter into exempt session pursuant to Iowa Code Chapter 21.9 to discuss employment conditions of employees not covered by collective bargaining agreements, seconded by Sporrer.
On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

Council reconvened to open session at 9:08 p.m.

No action was taken regarding this exempt session.

K. ADJOURNMENT

There being no further business claiming their attention, Bandstra moved to adjourn, seconded by Sporrer.
On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

Meeting adjourned at 9:09 p.m.