



# CITY OF PELLA

## CITY COUNCIL OFFICIAL MINUTES

June 1, 2021

### **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: Liz Sporrer, Lynn Branderhorst, Calvin Bandstra, Bruce Schiebout, Dave Hopkins. Absent: Mark De Jong.  
City Administrator Mike Nardini and City Clerk Mandy Smith were present.  
Five staff members and four members of the general public attended in person.  
One staff member and three members of the general public attended via conference call.

### **B. MAYOR'S COMMENTS**

1. Announce Policy and Planning meeting following the regular Council meeting to discuss:
  - a. Proposed Amended Wage Scale for Fiscal Year 21/22
  - b. Proposed Health Plan Premiums for Fiscal Year 21/22
  - c. Proposed Personnel Policy Manual Update
2. Approval of Tentative Agenda.  
Sporrer moved to approve, seconded by Bandstra.  
On roll call the vote was: AYES: 5, NAYS: None. Motion carried.
3. Reappointment of Brenda Huisman to the Library Board of Trustees.  
Schiebout moved to approve, seconded by Sporrer.  
On roll call the vote was: AYES: 5, NAYS: None. Motion carried.  
BACKGROUND: Mayor DeWaard would like to reappoint Brenda Huisman to serve a second term on the Library Board of Trustees. Brenda currently serves as the Board President and, if approved, would continue in that role through fiscal year 21/22. Brenda and her family live at 73 Brook Circle in Pella. She is the Lead One to Grow On and Preschool teacher at Pella Christian Grade School. Brenda has attended all meetings held over the past year. If approved, Brenda's second term would begin July 1, 2021 and expire July 1, 2024.  
ATTACHMENTS: None  
REPORT PREPARED BY: Library Director  
REVIEWED BY: City Administrator, City Clerk  
RECOMMENDATION: Approve reappointment
4. Announce closed session pursuant to Iowa Code Chapter 388.9(1) to discuss marketing and pricing strategies or proprietary information of a city utility if its competitive position would be harmed by public disclosure not required of potential or actual competitors, and if no public purpose would be served by such disclosure.
5. Announce exempt session pursuant to Iowa Code Chapter 21.9 to discuss employment conditions of employees not covered by collective bargaining agreements.

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

No comments were received.

### **C. APPROVAL OF CONSENT AGENDA**

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

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

The following items were approved:

1. Approval of Minutes
  - a. Official Council Minutes for May 18, 2021
2. Report of Committees
  - a. Policy and Planning Minutes for May 18, 2021

PRESENT: Mayor Don DeWaard, Liz Sporrer, Lynn Branderhorst, Calvin Bandstra, Bruce Schiebout, Dave Hopkins

ABSENT: Mark De Jong

OTHERS: City staff and visitors

The Policy and Planning meeting began at 6:55 p.m. The first agenda item was a continuation of a discussion regarding golf cart and utility vehicle (UTV) use. Council initially discussed this topic on October 6, 2020. At that time, Council directed staff to conduct further research on the matter. As background, golf cart usage is currently allowed on certain streets in the corporate limits. Generally, these are local streets. Golf cart usage is not allowed in the Central Business District (CBD) or on arterial or collector streets. Golf carts are subject to additional

requirements such as licensed driver restrictions and operating hour limitations. Currently, UTVs are not allowed to operate on streets or roadways within city limits.

Recently, staff conducted a non-scientific survey regarding golf cart/UTV usage in Pella which was available to residents and non-residents. Due to these factors, Council should be careful in interpreting the survey results. In summary, it appears a majority of the survey participants were in favor of a golf cart/UTV transportation program.

In addition, staff gathered data from surrounding cities and counties regarding the usage of golf carts and UTVs. Generally, metro cities which are experiencing population growth either do not allow golf cart/UTV usage on city streets or the usage is limited strictly to golf carts in certain locations. In contrast, smaller rural cities generally allow golf cart and UTV usage on city streets.

While staff understands the merit of the request, we also believe increasing golf cart/UTV usage on city streets during a time of growth could lead to unintended consequences; therefore, if allowing usage of UTVs on city streets is a Council priority, staff recommends it should be reviewed in the context of a comprehensive transportation program.

At the end of the discussion, the Police Chief was directed to conduct further research regarding best practice recommendations for UTV programs which should include a potential registration/licensing program as well as recommended restrictions such as licensed driver requirements, safety belt usage, and headlight requirements. Council requested that a potential UTV program would restrict usage to the same local streets currently approved for golf cart usage. Additionally, Council expressed a desire to include golf carts in a future registration/licensing program for consistency.

These recommendations will be brought before Council for further discussion during a future meeting. Furthermore, Council expressed that this item should be considered very low priority and scheduled accordingly.

The next item on the agenda was a request from the Pella Police Department. The Police Department is requesting permission to begin a community-based fundraising campaign with the goal of raising \$75,000 to implement a K-9 program. The proposed program would utilize a K-9 unit for community engagement, searching/tracking needs, and narcotics detection functions.

Below is an outline of the estimated costs involved with a K-9 program:

K-9 purchase and training	\$12,500 to \$15,000
K-9 use equipment	\$1,000 to \$1,450
K-9 vehicle	\$33,000 to \$36,300
Vehicle equipment	\$20,000
Annual training	\$400 to \$800
Annual vet services	\$250 to \$350
Annual care and maintenance	\$650 to \$1,000

At the end of the discussion, staff was directed to proceed with the community-based fundraising campaign with the goal of raising \$75,000 to implement a K-9 program.

The meeting adjourned at 7:56 p.m.

Respectfully submitted:

Mandy Smith  
City Clerk

## b. Historic Preservation Commission Minutes for April 12, 2021

Chairperson Kermode called the Historic Preservation Commission to order in the Public Safety Complex at 5:04 p.m. Members present were: Don André, Bruce Boertje, Rhonda Kermode, and Lila Turnbull. Staff present: Assistant City Administrator Corey. One member of the public attended the meeting.

APPROVAL OF TENTATIVE AGENDA: Motion by André, second by Turnbull to approve the tentative agenda. Motion carried 4-0.

APPROVAL OF MINUTES: Motion by Boertje, second by André to approve the minutes from the March 8, 2021 meeting. Motion carried 4-0.

OTHER BUSINESS/WORK SESSION: Discussion of Future Potential Historic Overlay Zone Locations within the City of Pella

The Commission continued to discuss future potential historic overlay zones, including the area near the Scholte House, which has a high concentration of historic homes. The Commission discussed sending out letters to property owners and scheduling an informational meeting for property owners regarding a potential historic overlay zone for the area. Kermode will attempt to complete sample site inventory forms for a couple of the properties. Assistant City Administrator Corey Goodenow stated that he will draft a letter to property owners in the Scholte House area that the Commission can then review at the next meeting on May 10, 2021. He will also get a sample of the site inventory form. Boertje will send Goodenow the list of property owners that he has compiled for the Scholte Garden area.

Discussion of Historic District Signage: Goodenow reported that signage work by Iowa Prison Industries is delayed, due to Anamosa State Penitentiary prisoners being placed on lockdown. He will follow up with his contact at Iowa Prison Industries to see if there is an update on when signage orders will resume and to check on pricing and design options offered.

Other: Kermode stated she will contact Jennifer Price to ensure she received the letter of agreement she sent her regarding the evaluation of the Pella Fire Station.

Kermode inquired about placing signage in yards throughout the Collegiate Neighborhood Historic District to identify and explain the historic significance of several homes in the district to Tulip Time visitors. Goodenow will check to see if this would comply with the City's temporary sign requirements.

Kermode reported speaking with Laurie Baugh about serving on the Commission and said that Baugh seemed excited about the prospect. Goodenow asked Kermode to send him Baugh's contact information so that staff can follow up with her. Boertje said he also spoke to Stan Van Wyk about potentially serving on the Commission.

The annual Preserve Iowa Summit virtual conference costs \$25.00 to attend and is scheduled for June 3, 4, and 5, 2021.

Boertje asked about the status of the City of Pella becoming a certified local government (CLG). Goodenow explained that a presentation was given to the City Council on CLGs. He will look into the CLG application process and requirements.

Next Meeting Date: The next meeting is scheduled for May 10, 2021.

Adjourned at 5:57 p.m.

## c. Library Board Minutes for April 12, 2021

I. Call to Order: President Brenda Huisman called the meeting to order at 4:02 p.m. Board members present were: Suzy Card, Nathan Copeland, Darath Fisher, Dayrel Gates, Kristi Leonard, and Kenny Nedder. Library Director Mara Strickler was present. All members were present. Due to heightened public health risks associated with the COVID-19 pandemic, accommodations were made to broadcast this meeting via Zoom video conference.

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

III. Approval of Agenda: The April meeting agenda was received by all Board members prior to the meeting. There were no changes to the agenda. The agenda stood as presented.

IV. Disposition of Minutes: All Board members received the March 2021 meeting minutes prior to the meeting. Kenny moved to approve the March minutes as amended. Nathan seconded the motion. The minutes were unanimously approved.

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

VI. Unfinished Business:

a. Review of service models and COVID-19 – Mara provided an update on the key Marion county COVID-19 statistics as well as updates on the plans to ease restrictions on in-person programming, quarantining of materials, and capacity limits. She will create a written plan for the Board to consider and then review with the City Manager.

b. Board Recruitment: demographics, existing gaps in Board membership – Mara provided an update on the application and recruiting efforts for the upcoming open board positions.

c. Pella Public Library: Closing Schedule for Staff Inservice – Friday, December 10, 2021 – Mara recommended changing the Staff Inservice date from December 10th to December 17th due to a conflict with the ILA Board Meeting on December 10th. Brenda moved to approve the change. Darath second the motion. The motion was unanimously approved.

VII. New Business:

a. Iowa Trustee's Handbook: 2021 Edition – Tabled until the May meeting

b. Director's Planned Time-Off and the May Board Meeting – Mara reviewed her upcoming plans for time-off and discussed the logistics around preparing for the May meeting.

c. State Funding – Mara reviewed her recommendation for allocation of the remaining state funding. She will prioritize about \$7,500 on library materials, \$420 on digitization efforts, and \$1000 on the room reservation subscription. Kenny moved to approve the recommendation as presented Suzy seconded the motion. The motion was unanimously approved.

VIII. President's Report and Announcements:

a. President Brenda thanked the board members for turning in write-ups to support the Library Week campaign – why the library.

IX. Director's Report:

a. Library Staffing - Vivian Koolstra has announced her retirement; Vivian has been with the Library for just over 30 years, Vivian is our longest serving Assistant and has been an exemplary employee. Dawn Van Berkum will be transitioning into Vivian's position. We have completed interviews for Dawn's current position and Amy Kelpel will join the team as a Library Assistant. We will be holding a recognition of Vivian on Friday, 4/23 (her last day) from 8:30 am – 9:30 am; please join us!

b. FOL Board Annual Meeting – The Friends of the Library Board's annual meeting will take place on Tuesday, 4/21 at 9:30 am, followed by their regular business meeting. The FOL Board will vote on incoming members. Many thanks to outgoing Board members: Jennifer Smart, Robin Martin, Wanda Coleman, and Jaime Adrian for their work on the FOL Board and their support of the Pella Public Library. The FOL Board will also review the state of the Library and the annual Treasurer's report

c. Statistics: Fax24: 8 faxes sent in March; Adventure Passes: 16 passes checked out in March (3 to the Blank Park Zoo, 2 to the Botanical Gardens of Des Moines, 2 to Des Moines Children's Museum, 9 to the Science Center of Iowa); Hoopla: (680 total circulations borrowed by 271 unique patrons, Average circulation per patron: 2.5, Average price per circulation: \$1.85, Total monthly cost: \$1,254.61)

d. Marion County Libraries Director's meeting – The Directors of the Marion County Libraries will meet on Tuesday, 4/20/21 at the Knoxville Public Library at 10 am. We will be discussing plans for the Marion County Community Read of We the Interwoven v. 3 on Tuesday, 4/27/21 at 6 pm via Zoom. We will also review an alternative funding distribution model under consideration to present to the County Board of Supervisors; this model proposes distributing funding based upon Marion County's rural population by zip code

e. Upcoming events: see our April calendar: <https://pellalibrary.libcal.com/calendar/main?cid=8842&t=m&d=0000-00-00&cal=8842&inc=0>

f. Additional updates – Mara provided some additional updates including the upcoming Friends of the Public Library meeting, woodworking projects, additional grant opportunities for Bridges expansion, and that the Pella Public Library will be assisting with interlibrary loans for the Central College Library this summer.

X. Trustee training reports: Mara reviewed upcoming training opportunities:

a. Marion County Board of Directors Meeting: Thursday, September 9, 2021, CE Provided by State Library Consultant: Maryann Mori

b. State Library Boardroom Series – Inspire your Community with Inspiring Library Stories: Tuesday, May 25, 2021 from 6:00-7:30 p.m.

XI. Committee reports:

a. Personnel Committee: There was no committee report.

b. Policy Committee:

i. Unattended Children policy – Board members received a copy of the Unattended Children policy. No changes were recommended. Brenda moved to continue with the policy unchanged. Suzy seconded the motion. The motion was unanimously approved.

ii. Patron Assistance policy – Board members received a copy of the Patron Assistance policy. The committee recommends removing the limited number of holds and fee associated with that limit to better align with the curb-side service that was adopted last year and that will continue. Kristi moved to approve the updated policy. Brenda seconded the motion. The motion was unanimously approved.

iii. Computer and Internet Use policy – Board members received a copy of the Computer and Internet Use policy. The committee recommends changing the language regarding the viewing obscene material as referenced by Iowa Code 728.2. Brenda moved to approve the updated policy. Kristi seconded the motion was unanimously approved.

XII. Adjournment: President Brenda Huisman adjourned the meeting at 5:17 p.m. The next regularly scheduled Board Meeting is scheduled for May 11, 2021.

d. Community Services Board Minutes for February 19, 2021

Present: Stephen Fyfe, Mike Lyons, Glenn Steimling, Arvin Van Zante

Absent: Lauri Amelse, Nathan Guess, Amanda Schwerdtfeger

Staff: Jeanette Vaughan, Alex Meyers, Dyan Parker, Brenda Ross, Kevin Vos

12:05pm Community Services Director Jeanette Vaughan called the meeting to order

Minutes - Motion by Van Zante, seconded by Steimling to approve the Community Services Board Meeting minutes of January 15, 2021.

Motion carried 4-0

Discussion Items

Lease Agreements – Ross reviewed an additional 2021 USSSA user agreement that was received past the deadline. However, as the team would be using the Babe Ruth field there was available field time to accept the agreement. Vaughan reported that no other agreements or tournament bookings will be accepted until after Little League had submitted their schedules.

Motion by Fyfe, second by Van Zante to approve the lease agreement from an additional USSSA Team. Motion carried 4-0

12:14pm Steimling exits the meeting.

Logo Review and Selection– Vaughan outlined the process that was used to develop the logos that were being presented for review. A subcommittee was created that consisted of Glenn Steimling-Community Services Board, Chandler Nunnikhoven-Parks Manager, Alex Meyers-Aquatics Manager, Jarod Robertson- local Graphic Arts Student and Jeanette Vaughan-Community Services Director. Vaughan explained that this subcommittee worked with Clay Township Design to create various options for the logos. The subcommittee met several times to review and modify different options until it was narrowed down to 3 designs for the Board to review. Vaughan revealed the 3 options highlighting that each design included Central Park's sundial to represent the department as a whole. Each design was then modified

to represent each of the different divisions within the department. After discussing the options, the Board chose option #1 to be the favorite of those presented. After additional discussion, Fyfe commented that the recreation logo was limited by showing a soccer ball when we also offer a football program. Van Zante observed that a logo for the Community Center could be added to the options. Lyon asked if the Aquatic logo could also include the yellow stripe visible in the other reiterations. Vaughan said that she would contact Clay Township to incorporate the suggestions. Vaughan said that she will send out the logos and revisions for review and any further comments. Once the designs are all finalized it will need to go to Council for approval.

Department Updates:

Aquatics/Alex Meyers

- Hiring lifeguards and admissions/concessions
- Working on Swim Lessons to begin in March
- Continuing work on CIP projects.

Art & Rec/Brenda Ross

- Lathe and plaster detached from the ceiling in the kiln room causing debris and the ceiling tile to fall. Nothing was damaged and parks staff cleaned up the mess.
- The wooden floor in the memorial building ballroom will be refinished starting Feb 23rd. The process will take about a week.
- The art instructors are working on art classes for the summer.
- Renting a lot of skates now that the ice rink is open.

Golf & Athletic Fields/Kevin Vos

- Equipment maintenance on 40 units.
- Staff completing safety training.
- Planning 2021 golf and athletic field programs and events
- Working on replacing light fixtures at the Sports Park parking lot. 12 fixtures need to be replaced.

Parks/Jeanette Vaughan for Chandler Nunnikhoven

- Indoor Pool HVAC valve causing building to overheat. Still waiting on a part from Cunningham to fix.
- Staff fixing and cleaning snow equipment
- 500 gals of fuel was used at the Community Center from Saturday, Feb 13 to Tuesday, Feb 16 after we switched over from natural gas due to Alliant notification.
- Ice rink is open and busy.

• 3 bids were received for the Kiwanis/Wonder Spelen park project on February 17th. The engineer is reviewing the bids and will supply a recommendation later in the week. The project is next expected to be discussed at the March 2nd council meeting. If awarded, the contractor would be able to start work as soon as weather permits with a completion date of October 31, 2021.

Vaughan reported that Council Budget work sessions were held earlier in the week. Discussion on the Community Center building, proposed recreational facility and Memorial Building was not held but is expected at a later date.

Adjournment: The next meeting is scheduled for Friday, March 19, 2021 at noon in room 206, in the Community Center.

Meeting adjourned at 12:30 pm.

Respectfully submitted:

Dyan Parker

### 3. Petitions and Communications

#### a. Renewal of Cigarette/Tobacco/Nicotine/Vapor Permits for Casey's General Store #2598, Casey's General Store #2694, Casey's General Store #3566, Fareway Stores, Inc. #995, Hy-Vee Food Store, Hy-Vee Wine & Spirits, and Wal-Mart Supercenter #751

BACKGROUND: Permits are required for the retail sale of all tobacco products. All current permits expire June 30, 2021 and renewals will be valid until June 30, 2022.

The following businesses have applied for renewal of their cigarette/tobacco/nicotine/vapor permits:

Casey's General Store #2598	414 S Clark Street
Casey's General Store #2694	2421 Washington Street
Casey's General Store #3566	509 Main Street
Fareway Stores, Inc. #995	2010 Washington Street
Hy-Vee Food Store	118 SE Ninth
Hy-Vee Wine & Spirits	512 E Oskaloosa Street
Wal-Mart Supercenter #751	1650 Washington Street

Staff is recommending approval as all applications and fees are in order.

ATTACHMENTS: None

REPORT PREPARED BY: City Clerk

REVIEWED BY: City Administrator

RECOMMENDATION: Approve renewal of cigarette/tobacco/nicotine/vapor permits

#### b. Renewal of Class C Liquor License with Catering and Sunday Sales for Buenas Corporation, DBA Cantaritos

BACKGROUND: Buenas Corporation, DBA Cantaritos at 1205 Washington Street, has applied for renewal of their class C liquor license with Sunday sales and catering privileges. The term of the new license is 12 months and, if approved, would expire on June 3, 2022. The application has been completed online with the state, and staff is recommending approval.

ATTACHMENTS: None

REPORT PREPARED BY: City Clerk

REVIEWED BY: City Administrator

RECOMMENDATION: Approve renewal

#### c. Renewal of Class C Beer Permit with Class B Wine Permit and Sunday Sales for Hy-Vee Food Store

BACKGROUND: Hy-Vee, Inc., DBA Hy-Vee Food Store at 118 SE 9th Street, has applied for renewal of their class C beer permit with class B wine permit and Sunday sales privileges. The term of the new license is 12 months and, if approved, would expire on July 22, 2022. The application has been completed online with the state, and staff is recommending approval.

ATTACHMENTS: None  
REPORT PREPARED BY: City Clerk  
REVIEWED BY: City Administrator  
RECOMMENDATION: Approve renewal

d. **Special Event Permit Request for Summer Library Programming**

BACKGROUND: The Pella Public Library has requested a special event permit to host several summer programs in outdoor locations, as outlined below:

Outdoor Story and Art Time

The Library and Art Center are proposing to hold story and art programs at the West Market Park south shelter house from 10:30 to 11:30 a.m. on the following dates:

- June 18, 25, 29
- July 2, 9, 16, 23, 30
- August 6, 13

If approved, set-up for the events would begin at 9:00 a.m. with take down complete by noon.

Tulip Toren Programs

The Library is requesting to hold the following programs on the Tulip Toren:

- July 22 from 3:30 to 4:30 p.m.: Juggler Jason Kollum. If approved, set-up for this event would begin at 2:00 p.m.
- July 29 from 11:00 a.m. to noon: Singer Jennifer Daniels. If approved, set-up for this event would begin at 10:00 a.m.

All pertinent City departments have reviewed this application and comments are attached. Staff is recommending approval of this special event permit.

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

e. **Special Event Permit Request for American Legion Food Drive**

BACKGROUND: The American Legion has requested a special event permit to host their annual 5k ruck/walk food drive on Monday, July 5, 2021 from 8:00 to 11:00 a.m.

As background, the promoter is requesting to locate the 5K start/finish line on the sidewalk in front of the Memorial Building; this location has been approved by the Community Services Department to ensure it does not conflict with the City's Independence Day festivities. If approved, participants would walk using the sidewalks from the Memorial Building, south to the Highway 163 overpass, then turning around to return to the Memorial Building, as outlined on the attached map. No road closures are requested.

All pertinent City departments have reviewed this application and comments are attached. The fee and insurance certificate have been received. Staff is recommending approval of this special event permit.

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

f. **Special Event Permit Request for Community Independence Day Celebration**

i. **Resolution No. 6300 entitled, "RESOLUTION TEMPORARILY CLOSING PUBLIC WAYS OR GROUNDS IN CONNECTION WITH A SPECIAL EVENT KNOWN AS COMMUNITY INDEPENDENCE DAY CELEBRATION"**

BACKGROUND: The City of Pella is requesting a special event permit for this year's Independence Day Celebration activities. Plans call for a celebration on Monday, July 5, 2021 with entertainment on the Tulip Toren, food vendors, parade, fireworks, fishing at Caldwell Park, and live music from the Pella City Band after the parade.

In order to encourage social distancing, the parade route was lengthened last year. The same route is being proposed for this year's parade. If approved, the parade route would begin at the corner of Franklin and E 2nd Street and end at the corner of Main and Union Street.

The following street closures are associated with this event, as outlined on the attached map:

1. Parade staging from 11:00 a.m. to 8:00 p.m.
  - Franklin Street from E 2nd to E 3rd
  - Liberty Street from E 1st to E 3rd
  - E 2nd Street from Washington to Union
2. Parade route from 4:00 to 8:00 p.m.
  - Franklin Street from E 2nd to Broadway
  - Main Street from Washington to Union
  - Washington Street from Broadway to Main
  - Broadway Street from Franklin to Washington
3. Food vendors from 6:00 a.m. to 9:30 p.m.
  - Franklin Street from bank alley on W 1st to Broadway
  - Broadway Street from Franklin south ½ block
4. Horse trailers/carriage rides from 2:00 to 8:00 p.m.
  - Parking spaces on the west side of Main Street by Central Park
5. Fireworks display
  - From noon to midnight: East University Street from E 15th to 240th
  - From 8:00 to 10:30 p.m.: 240th Place from East Oskaloosa to E Vermeer

The rain date for fireworks only will be Thursday, July 8, 2021, after the Thursday in Pella event.

All pertinent City departments have reviewed this application and comments are attached. Staff is recommending approval of this special event permit and associated resolution.

ATTACHMENTS: Resolution, Application, Maps, Department Comments  
REPORT PREPARED BY: City Clerk  
REVIEWED BY: City Administrator  
RECOMMENDATION: Approve special event permit and resolution

**D. PUBLIC HEARINGS** – None

**E. PETITIONS & COMMUNICATIONS**

1a. Special Event Permit Request for Pella Farmer’s Market.

Branderhorst moved to approve, seconded by Sporrer.

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

BACKGROUND: The Pella Farmer’s Market has requested a special event permit to change the location for their 2021 market. As background, the market currently operates in the parking lot of First Reformed Church at 603 Broadway Street. The event promoter is requesting to relocate to the east side of Central Park in an effort to make the market more visible and accessible for the community.

If approved, the Pella Farmer’s Market would begin operating in this new location from 4:00 to 7:00 p.m. on June 3, 2021 and continue these hours of operation every Thursday through October 28, 2021. Set-up for each event is requested to begin at 3:00 p.m. with take down complete by 8:00 p.m. In addition, the promoter is requesting to store two rolling signs under the Tulip Toren for the season.

Additionally, the Pella Area Community and Economic (PACE) Alliance has assisted the applicant with the special event permit process. It is staff’s understanding that the PACE Alliance is in agreement with allowing this special event permit to operate during their previously approved Thursdays in Pella special event permit.

Included with this request is a resolution closing all parking spaces on the west side of Main Street, from Washington Street to Franklin Street, from 3:00 to 7:30 p.m. for each Farmer’s Market event.

All pertinent City departments have reviewed this application and comments are attached. The fee and insurance certificate have been received. Staff is recommending approval of this special event permit and resolution.

ATTACHMENTS: Resolution, Application, Map, Department Comments

REPORT PREPARED BY: City Clerk

REVIEWED BY: City Administrator

RECOMMENDATION: Approve special event permit and resolution

1b. Resolution No. 6301 entitled, “RESOLUTION TEMPORARILY CLOSING PUBLIC WAYS OR GROUNDS IN CONNECTION WITH A SPECIAL EVENT KNOWN AS PELLA FARMER’S MARKET.”

Sporrer moved to approve, seconded by Hopkins.

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

**F. PLANNING & ZONING ITEMS** – None

**G. ADMINISTRATION REPORTS** – None

**H. RESOLUTIONS**

1. Resolution No. 6302 entitled, “RESOLUTION APPROVING THE RENEWAL OF THE YARD WASTE TRANSPORTATION AND DISPOSAL AGREEMENT WITH METRO WASTE AUTHORITY.”

Schiebout moved to approve, seconded by Branderhorst.

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

BACKGROUND: This resolution approves renewal of the yard waste transportation and disposal agreement with Metro Waste Authority (MWA). As background, the existing agreement, which expired on December 31, 2020, has continued with an understanding that a new agreement will need to be considered by both the City of Pella and MWA. Over the past several years, the City of Pella has approved the annual contract renewals administratively, with no cost increases. For the first time in more than five years, MWA is increasing pricing for the program. If approved, the pricing for this program would increase as follows:

	Current Price	New Price
Individual Yard Waste Bags	\$0.95	\$1.08
5-pack of Yard Waste Bags	\$4.75	\$5.40
Individual Yard Waste Stickers	\$0.70	\$0.85

Service under the proposed agreement includes the processing of bagged and bundled yard waste collected from City of Pella residents. Collection and transportation of the yard waste is handled under a separate contract between MWA and Midwest Sanitation.

MWA has one of the only comprehensive composting programs in our area where yard waste is processed into a high-quality product for future use. Presently, the City’s yard waste program is supported by those who use the service through the cost of bags and stickers, and there are no additional costs to the City of Pella.

In summary, MWA is increasing the price of its yard waste program (“Compost It!”) for the first time in five years. Staff is recommending approval of this agreement as this program is the only comprehensive program in the area. Currently, the costs of this program are fully funded by the sale of stickers and bags to Pella residents, as outlined in City Code Chapter 171.12. On June 15, 2021, staff is scheduled to present an ordinance for City Council consideration which would amend City Code Chapter 171.12 to account for the increased pricing as outlined above.

ATTACHMENTS: Resolution, Agreement

REPORT PREPARED BY: City Administration

REVIEWED BY: City Administrator, City Clerk

RECOMMENDATION: Approve resolution

**I. ORDINANCES** – None

## **I. CLAIMS**

1. Abstract of Bills No. 2080.  
Hopkins moved to approve, seconded by Sporrer.  
On roll call the vote was: AYES: 5, NAYS: None. Motion carried.

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

Comments were received and addressed.

## **L. CLOSED/EXEMPT SESSION**

1. At 6:39 p.m., Hopkins moved to enter into closed session pursuant to Iowa Code Chapter 388.9(1) to discuss marketing and pricing strategies or proprietary information of a city utility if its competitive position would be harmed by public disclosure not required of potential or actual competitors, and if no public purpose would be served by such disclosure, seconded by Sporrer.  
On roll call the vote was: AYES: 5, NAYS: None. Motion carried.

At 7:59 p.m., Hopkins moved to reconvene to regular session, seconded by Sporrer.

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

No action was taken regarding this closed session.

2. At 8:00 p.m., Sporrer 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 Hopkins.

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

At 8:05 p.m., Hopkins moved to reconvene to regular session, seconded by Sporrer.

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

Branderhorst moved to approve Resolution No. 6303 entitled, "RESOLUTION AMENDING INFECTIOUS DISEASE ACTION PLAN/POLICY RELATED TO THE COVID-19 PUBLIC HEALTH CRISIS," seconded by Sporrer.

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

## **M. ADJOURNMENT**

There being no further business claiming their attention, Hopkins moved to adjourn, seconded by Sporrer.

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

Meeting adjourned at 8:06 p.m.