



CITY OF PELLA

CITY COUNCIL OFFICIAL MINUTES

July 20, 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: Mark De Jong, Liz Sporrer, Lynn Branderhorst, Calvin Bandstra, Bruce Schiebout. Absent: Dave Hopkins.

City Administrator Mike Nardini and City Clerk Mandy Smith were present.

City Attorney Kristine Stone attended from 6:05 to 7:02 p.m.

Six staff members and twenty-seven members of the general public attended in person.

Two staff members and sixteen members of the general public attended via conference call.

B. MAYOR'S COMMENTS

1. Announce the Policy and Planning meeting will be held following agenda item K-1 to discuss:

- a. Convention and Visitors Bureau Funding
- b. Request from Wonder Spelen to expand the Kiwanis Park Improvements Project Scope
- c. Public Measures on the Fall Ballot and Resolutions of Support for Public Referendums regarding Local Option Sales and Service Tax in the City of Bussey, City of Melcher-Dallas, and City of Knoxville
- d. Bos Landen Conference Center Repairs
- e. Southwest Sanitary Sewer Extension to serve Prairie Ridge Plat 3
- f. West Washington Street and Fifield Road Intersection Improvements

2. Approval of Tentative Agenda.

Bandstra moved to approve the tentative agenda as amended to hold the Policy and Planning meeting following agenda item K-1, seconded by Sporrer.

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

3. Reappointment of David Gritters to the Building Code Board of Appeals.

Schiebout moved to approve, seconded by Branderhorst.

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

BACKGROUND: Mayor DeWaard would like to reappoint David Gritters to serve another five-year term on the Building Code Board of Appeals. David was originally appointed to this Board in November 2012 and has attended all meetings held since this original appointment. David is an electrician and has lived in Pella for more than 50 years. Currently, he resides at 711 East Liberty Street. If approved, David's new term would expire on August 1, 2026.

ATTACHMENTS: None
REPORT PREPARED BY: Building Official
REVIEWED BY: City Administrator, City Clerk
RECOMMENDATION: Approve the reappointment

4. Reappointment of Wayne Stienstra to the Community Development Committee.

Branderhorst moved to approve, seconded by Bandstra.

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

BACKGROUND: Mayor DeWaard would like to reappoint Wayne Stienstra to serve another term on the Community Development Committee (CDC). Wayne has served on the CDC since January 7, 2003 and has attended all of the meetings held over the past 12-months. If approved, Wayne's new three-year term would expire on August 1, 2024.

ATTACHMENTS: None
REPORT PREPARED BY: Planning & Zoning Department
REVIEWED BY: City Administrator, City Clerk
RECOMMENDATION: Approve the reappointment

5. Announce closed session pursuant to Iowa Code Chapter 21.5 1(c) to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation.

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 July 6, 2021
2. Report of Committees
 - a. Historic Preservation Commission Minutes for June 7, 2021

Chairperson Kermode called the Historic Preservation Commission to order in the Memorial Building at 6:03 p.m. Members present were: Don André, Bruce Boertje (arrived at 6:11 p.m.), Rhonda Kermode, and Lila Turnbull. Absent: None. Staff present: Assistant City Administrator Corey Goodenow, City Planner Gerald Buydos, and the Deputy City Clerk. Twenty-three members of the public attended the meeting.

Kermode announced the meeting would begin with the presentation and discussion of the proposed historic district.

OTHER BUSINESS/WORK SESSION

Presentation and Discussion of Proposed Historic District

Boertje arrived at 6:11 p.m.

The Commission conducted an informational session regarding the establishment of a local historic district in the Scholte Garden area of Pella. The Commission and staff explained the requirements, process, and benefits of forming a historic district. The proposed district's boundaries would roughly be north of the Scholte House on Washington Street, between Main Street and Broadway Street, and south of Lincoln Street/Lincoln Elementary School. Property owners in the proposed historic district were present to ask questions of the Commission. Boertje explained the historical significance of the proposed historic district's location and its strong ties to Dominie Henry P. Scholte, the founder of Pella.

The Commission encouraged property owners to speak with each other, as they will be the ones deciding whether to move forward with the local historic district designation. If there is interest in moving forward, staff will contact State Historical Society of Iowa Architectural Historians Sara André and Paula Mohr to see if they are available to attend a future meeting to answer questions about tax credits as they pertain to historic preservation.

Meeting attendees interested in receiving further information were encouraged to provide their contact information to staff so that the Local Historic District Designation Application, an aerial map outlining the boundaries of the proposed Scholte Garden Historic District, a copy of Chapter 165.13.5 of the Pella City Code, and a link to information on historic preservation tax credits could be sent to them following the meeting.

APPROVAL OF MINUTES

Motion by D. André, second by Boertje to approve the minutes from the May 10, 2021 meeting. Motion carried 4-0.

Next Meeting Date: The next meeting is scheduled for July 12, 2021.

Adjourned at 7:16 p.m.

3. Petitions and Communications

a. Special Event Permit Request for Pathways of Pella 5K Walk/Run for Life

BACKGROUND: Pathways of Pella has requested a special event permit for their 5K Walk/Run for Life on Monday, September 6, 2021 at 9:00 a.m. Set-up is requested to begin at 8:00 a.m. with take down ending by noon.

This event is proposed to begin and end at Federated Fellowship Church. The requested route remains the same as past years with no road closures. Approximately 100 participants are expected to take part in this annual event which raises financial support for the Pathways of Pella ministry.

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

b. Special Event Permit Request for Conversations in Spanish at West Market Park

BACKGROUND: The Pella Public Library has requested a special event permit to host their Conversations in Spanish program in the West Market Park's south shelter house. If approved, this event would be held on Monday, July 26, 2021 from 4:00 to 5:30 p.m.

As background, this program is geared towards individuals who want to converse utilizing the Spanish language with the goal of promoting learning through conversation. Both native and non-native Spanish speakers are invited to participate in this program.

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

c. Special Event Permit Request for Community K-9 Fundraiser Run with your Pooch 5K

BACKGROUND: The Pella Police Department has requested a special event permit to host a "Run with your Pooch 5K" on Saturday, August 28, 2021 from 9:00 to 11:30 a.m. The purpose of this event is to continue community fundraising for the department's K-9 program. Participants of this 5K will be able to run or walk with their dog. The 5K route, which is outlined on the attached map, begins and ends at the Pella Christian High School, following the previously utilized route for the annual Gene Van Wyk 5K memorial run. No road closures have been requested for this event.

All pertinent City departments have reviewed this application and comments are attached. 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

D. CLOSED SESSION

1. At 6:05 p.m., De Jong moved to enter into closed session pursuant to Iowa Code Chapter 21.5 1(c) to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation, seconded by Branderhorst.

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

At 6:56 p.m., Bandstra moved to reconvene to regular session, seconded by De Jong.

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

No action was taken regarding this closed session.

E. PUBLIC HEARINGS – None

F. PETITIONS & COMMUNICATIONS

1. New Cigarette/Tobacco/Nicotine/Vapor Permit Application for Stierenhuis located at 727 Main Street. De Jong moved to approve, seconded by Branderhorst.

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

BACKGROUND: Stierenhuis, located at 727 Main Street, has applied for a new cigarette/tobacco/nicotine/vapor permit effective July 21, 2021 through June 30, 2022. The owners of Stierenhuis, Jeffrey Borup and Rebecca Clark, have submitted a letter in support of their application which is included as a memo attachment.

It is important to note that while the State of Iowa's application process governs the sale of cigarette, tobacco, nicotine, and vapor products utilizing one permit, Stierenhuis is proposing to only sell cigars within their business. The attached letter also outlines specific precautionary measures the business intends to put into practice. This letter has been reviewed by Chief McSheehy.

The application and fees are in order according to State of Iowa guidelines; therefore, staff is recommending approval.

ATTACHMENTS: Letter from Applicant
REPORT PREPARED BY: City Clerk
REVIEWED BY: City Administrator, Chief of Police
RECOMMENDATION: Approve permit

G. PLANNING & ZONING ITEMS – None

H. ADMINISTRATION REPORTS – None

I. RESOLUTIONS

1. Resolution No. 6315 entitled, "RESOLUTION APPROVING AN APPLICATION AND AGREEMENT FOR FEDERAL ASSISTANCE GRANT."

Bandstra moved to approve, seconded by Sporrer.

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

BACKGROUND: This resolution approves an application and agreement for federal assistance under the Coronavirus State and Local Fiscal Recovery Funds. As background, this fund will provide \$19.53 billion to support tens of thousands of non-entitlement units of local government, which are local governments typically serving a population under 50,000. Given that the City of Pella is considered a non-entitlement unit of local government, the City's allocation of approximately \$1.52 million will be distributed by the State of Iowa in two tranches, the first occurring in July/August of 2021 and the second occurring in July/August of 2022.

In order for the City to receive the funds, a request must be made by the City. As part of the request, the City must agree to the terms and conditions of the grant proceeds, which includes assurances of compliance with Title VI of the Civil Rights Act of 1964.

While specific guidelines for use of these funds are still pending, listed below are general categories for which the funds may be used:

- a) To respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality
- b) To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers
- c) For the provision of government services to the extent of the reduction in revenue due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency
- d) To make necessary investments in water, sewer, or broadband infrastructure

Staff is recommending approval of this resolution which approves an application and agreement for federal assistance under the Coronavirus State and Local Fiscal Recovery Funds. Furthermore, this resolution approves assurances of compliance with Title VI of the Civil Rights Act of 1964.

Once staff has received additional guidance from the state and federal government regarding permitted uses of these funds, staff anticipates reviewing the guidance and receiving direction on the use of the funds with the City Council.

ATTACHMENTS: Resolution, Fund Terms and Conditions, Assurances of Compliance with Title VI
REPORT PREPARED BY: City Administration
REVIEWED BY: City Administrator, City Clerk
RECOMMENDATION: Approve resolution

J. ORDINANCES – None

K. CLAIMS

1. Abstract of Bills No. 2083.

Schiebout moved to approve, seconded by De Jong.

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

At 7:06 p.m., Council went into the Policy and Planning meeting, ending at 8:11 p.m.

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

Comments were received and addressed.

M. ADJOURNMENT

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

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

Meeting adjourned at 8:42 p.m.