

CITY OF PELLA, IOWA
TENTATIVE CITY COUNCIL MEETING AGENDA
August 2, 2016–7:00 p.m. – Public Safety Complex
Liberty Street Entrance

A. CALL TO ORDER BY MAYOR AND ROLL CALL

B. MAYOR'S COMMENTS

1. Announce Policy and Planning Meeting following the regular Council meeting to discuss:
 - a. Personnel Policy Manual Update.
2. Approval of tentative agenda.
3. Oath of Office for Police Officer Andrew Shinkle.
4. Reappointment of Patsy Cody to the Community Development Committee.
5. Reappointment of Mike Kiser to the Community Development Committee.
6. Reappointment of Linda Groenendyk to the Community Development Committee.

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

(Public comments are limited to 3 minutes.)

C. APPROVAL OF CONSENT AGENDA

"Consent Agenda" means that all items listed below will be automatically approved with one Roll Call vote approving the "Consent Agenda". Any City Council member may ask to pull an item from the "Consent Agenda" for discussion and a separate vote. The purpose of a "Consent Agenda" is to expedite routine items and allow Council time to discuss more important matters."

1. Approval of Minutes
 - a. Official Council Minutes for July 19, 2016.
2. Report of Committees
 - a. Policy and Planning Minutes for July 19, 2016.
 - b. Planning and Zoning Minutes for June 27, 2016.
 - c. Planning and Zoning Minutes for July 11, 2016.
3. Petitions and Communications
 - a. None
4. Administration Reports
 - a. None

D. *PUBLIC HEARINGS

(Statutory rule may be waived and ordinance passed without further readings.)

NONE

E. PETITIONS & COMMUNICATIONS

1. New Class B Native Wine Permit for Ulrich Meat Market.
2. Special Event--Casey's MDA Fundraiser.

F. PLANNING AND ZONING ITEMS

NONE

G. ADMINISTRATION REPORTS

NONE

H. RESOLUTIONS

1. Resolution No. 5711 entitled, "RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF A DEVELOPMENT AGREEMENT BY AND BETWEEN THE CITY OF PELLA AND VERMEER CORPORATION".

I. ORDINANCES

(Statutory rule may be waived and ordinance passed without further readings.)

1. Ordinance No. 911 entitled, "AN ORDINANCE AMENDING THE CITY CODE OF THE CITY OF PELLA BY AMENDING CHAPTER 165, ZONING ORDINANCE, 165.11 CLASSIFICATION OF USES BY AMENDING THE PROVISIONS PERTAINING TO RESIDENTIAL USE TYPES AND AMENDING TABLE 165.12-2 PERMITTED USES BY ZONING DISTRICTS. (3rd Reading)

2. Ordinance No. 912 entitled, "AN ORDINANCE AMENDING THE CITY CODE OF THE CITY OF PELLA BY AMENDING CHAPTER 165, ZONING REGULATIONS, 165.16 AND 165.17 BY AMENDING THE PROVISIONS PERTAINING TO THE DESIGN REVIEW AND DUTCH RESIDENTIAL DESIGN REVIEW OVERLAY DISTRICTS". (3rd Reading)

3. Ordinance No. 913 entitled, "AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY OF PELLA, IOWA, BY AMENDING THE BOUNDARIES OF THE INS DISTRICT TO INCLUDE THE PROPERTY LEGALLY DESCRIBED IN "EXHIBIT A" AND DIRECTING THE ZONING ADMINISTRATOR TO NOTE THE ORDINANCE NUMBER AND DATE OF THIS CHANGE ON THE OFFICIAL ZONING MAP". (2nd Reading)

J. CLAIMS

1. Abstract of bills No. 1964.

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

(Public comments are limited to 3 minutes.)

L. CLOSED SESSION

NONE

M. ADJOURNMENT

NOTICE: Items to be presented to the City Council must be in the hands of the City Clerk no later than 4:00 p.m. on the Monday before the week of the Council meeting. A packet containing the agenda and documentation for each item listed on the agenda is then prepared on Friday and delivered to each Councilmember. The next regular Council meeting is scheduled for August 16, 2016. The deadline for items is August 8, 2016. *The CITY OF PELLA encourages all citizens of Pella to attend Council meetings. Our Council Chambers are handicapped accessible and City Staff are available to give assistance if needed. If you are hearing impaired or vision impaired or a person with Limited English Proficiency and require an interpreter or reader, please contact City Hall by NOON on the Monday prior to Council meetings to arrange for assistance. (641-628-4173). TTY telephone service available for the hearing impaired through Relay Iowa 1-800-735-2942.*



THE
CITY of PELLA

STAFF MEMO TO COUNCIL

ITEM NO: B-1-a

SUBJECT: Personnel Policy Manual Update

DATE: August 2, 2016

BACKGROUND:

Over the past eleven months the City's Departments, along with assistance from legal counsel, have performed a thorough review of the City's personnel manual to ensure compliance with state and federal relations. Several new sections and policies have been added and many existing sections have been expanded to enhance employee understanding of the section. In addition, care has been taken to delete any unnecessary language or any implied contractual statements. It should be noted that with this update, the Personnel Manual is also applicable to Collective Bargaining Agreement (CBA) employees. The following sections were an area of focus during the review process:

Drug and Alcohol Policy

Historically, the City's personnel policy did not address drug and alcohol testing for employees who were not required to possess a CDL as part of their position. The proposed personnel manual includes possible drug and alcohol testing for non-CDL positions based on the employee's job description, reasonable suspicion and post workplace accidents. This revision meets current industry best practices and provides additional flexibility in ensuring the safety of the City's workforce.

Social Media Policy

The proposed personnel manual includes new sections focusing on the use of social media for the City and also for personal use. All city accounts are required to be utilized for the benefit of the City and in a professional and beneficial manner. The use of personal social media accounts must refrain from libelous, defamatory, obscene or maliciously false behavior directed at City officials.

Several other sections of the policy were amended or added to ensure compliance with new and existing employment requirements. A summary of these changes can be found included with this memo.

Following approval by Council, the new policy manual update will be distributed to all full-time and regular part-time employees including Public Works union and Electric union employees.

ATTACHMENTS: Summary of Changes, Revised Personnel Policy Manual

REPORT PREPARED BY: City Administration

REPORT REVIEWED BY: City Administrator
City Clerk

RECOMMENDED ACTION: Seeking Council input.

Employee Handbook Summary of Changes

Chapter 1

B. Applicability to Collective Bargaining Agreements (CBA), Independent Employment Agreement and Civil Service Regulations. Amended the section to include CBA employees when not conflicting with existing CBAs.

Chapter 2

C. Genetic Information Nondiscrimination Act (GINA). This is a new section added in its entirety.

Chapter 3

C. Variable Hour Employee. This was amended from “Part-Time Employee” to more clearly articulate the role of the employment status and to differentiate from “Regular Part-Time Employee”. This section was also expanded to clearly define the employment status and incorporate clarification regarding health insurance eligibility.

D. Temporarily/Seasonal Employee. Subsection 2 incorporated information regarding insurance eligibility.

Chapter 4

C. Hours of Work. Subsection 2 was amended to include information regarding the standard work week. Under the proposed section the standard work week “shall commence at 12:01 a.m. Sunday and end on 12:00 midnight on the succeeding Saturday”. This was the standard operating procedure, but was not formally included in the manual.

E. Compensatory Time. Subsection 1.b was amended to clarify when payment of overtime should occur.

Chapter 5

B. Executive Pay Plan. This section incorporates the use of the executive pay plan and initiates the creation of Appendix C which lists the eligible positions. Appendix C will list eligible positions as:

- Community Services Director
- Electric Director
- Electric Operations Superintendent
- Electric Distribution Supervisor
- Finance Director
- Library Director
- Planning and Zoning Director

Police Chief
Public Works Director

C. Performance Evaluation. Subsection 1 was amended to reflect new variable hour employee classification. Variable hour employees will have performance evaluations annually and/or at termination. Temporary and seasonal employees will be evaluated at termination.

J. Demotion. Subsection 1 was amended to change demotions to the discretion of the City Administrator. Subsection 2 was deleted in entirety to allow the City Administrator to more clearly set the demoted employees pay. It is also consistent with Subsection 1.

K. Involuntary Transfer to a Lower Grade. Subsection 1 was amended to provide additional discretion of the City Administrator set to set the transferred employees pay grade.

Chapter 6

B. Updated to comply with Iowa's Veteran's Preference Law.

D. Amended to state that job offers may be conditioned upon a medical examination.

F. Probation period includes statement that if employee is not fulfilling requirements of the position during probation period, the employee may be terminated.

I. Nepotism. This section has been amended to expand discouraging the hiring of relatives to include "members of the household". Additionally, the list of relatives was updated to include step relatives and adopted relatives. A definition of the phrase "member of household" was added.

J. Residency requirement. The 20 minute drive time is specified as "under normal driving conditions".

Chapter 7

B. As required by law, this section incorporates language required by federal law for providing break times for nursing mothers.

E. Use of Equipment and Vehicles. Employees smoking in vehicles may be subject to discipline up to and including termination. Also, language was added prohibiting texting or making calls while driving.

G, Substance Abuse. Employees who are not required to possess a CDL must refer to the policy in Appendix E for the applicable drug and alcohol and testing policy. Employees who are required to possess a CDL must refer to the policy in Appendix F for the applicable drug and alcohol and testing policy.

H. Tobacco Free Policy has been expanded to prohibit using any form of tobacco product except for nicotine patches during working hours unless the employee is on break.

J. Internet, Email and Computer Use. Language was added to this section regarding the City's right to monitor use of City-supplied technology. Inappropriate or illegal use may be subject to disciplinary action up to and including termination.

K. Social Media policy. A general social media policy has been added. This policy is to provide guidance for employee use of computers, internet network and social media. The policy applies to all electronic devices provided by the City, to all devices (both privately owned and provided by the City) that connect to the City's network and is intended to apply generally to online forums including but not limited to social networking sites, services, and blogs.

L. Cooperation in Investigations has been added to the section L, Workplace Monitoring.

M. Political Activities has added language regarding no undue pressure is to be placed on officials and employees to contribute time, money, services or items of value to political campaigns.

O. Conflict of Interest. Language has been added to require council members, department heads, city employees or members of their immediate family to disclose to the appropriate City authority financial interests or outside relationships that might reasonably be considered a conflict of interest.

S. Notification of Arrests and other Governmental Action. This new policy covers when employees are to notify the Personnel Officer of such things as arrests, criminal charges, charges while operating a motor vehicle while intoxicated, child abuse complaints and traffic citations if the position requires a CDL. Employee who do not notify the City as required by this policy may be subject to disciplinary action up to and including terminations.

Chapter 8

A. Travel outside of a two-hour driving distance must be authorized in advance by the City Administrator or designee.

D. Private Vehicles. Mileage shall be calculated using the most direct route and shall not include incidental mileage for personal purposes.

E. Rental Vehicles. This section was added to allow for the use of rental vehicles if no other transportation is available and the rental vehicles is less expensive. Prior approval by the Department head is required. Also traffic or parking tickets issued will be paid by the employee driving the vehicle.

G. Meal Reimbursement. The City will not reimburse the meal cost of persons who are not employed by the City.

Chapter 9

B. FMLA leave has been modified slightly to include incapacity due to pregnancy or prenatal medical care as a serious health condition and to clarify that the City may request a copy of a military member's active duty orders to verify a request for military exigency leave.

E. Sick Leave. Added language to clarify that if an employee has an injury or illness that requires the services of a physician and this results in restrictions for work or non-work activities, it is the responsibility of the employee to obtain a medical release authorizing his or her return to work. Failure to do so may result in forfeiting paid time off and disciplinary action.

F. Worker's Compensation. The first paragraph has been modified to distinguish that the employees covered under Chapter 411 are excluded from the provisions of the Worker's Compensation Act and payments they receive pursuant to the City's IMWCA endorsement are not coordinated with workers' compensation benefits. The City's IMWCA endorsement covers medical benefits only and not wages.

Additional language has been added to state that under Iowa Code (85.39) the City has the right to designate a medical care provider for work place injuries and illnesses. The City has designated the Pella Occupational Health Clinic as its designated medical provider. If an employee goes to another provider without referral from the authorized treating clinic, the employee will be responsible for all expenses related to that visit(s).

G. The Modified Restrictive Duty Work Program has been removed and replaced with a Return to Work Program – Work Related Job Injuries and Illness.

K. Language has been added regarding the process of scheduling and the paying out of paid time off (PTO) for regular part-time employees.

M. Pregnancy Leave. This section has been added as per Iowa Code Section 216.6(2)(e).

Chapter 10

A. Resignation. The language has been changed from requiring employees and Department Heads to give a minimum advance notice of resignation to "are encouraged" to give such notice.

H. COBRA. If an individual qualifies for COBRA benefits due to a qualifying event such as divorce, the employee or a family member must also notify the Personnel Officer, or designee. This notice should be given before the qualifying event, or as soon as possible thereafter, but not more than thirty days after the qualifying event.

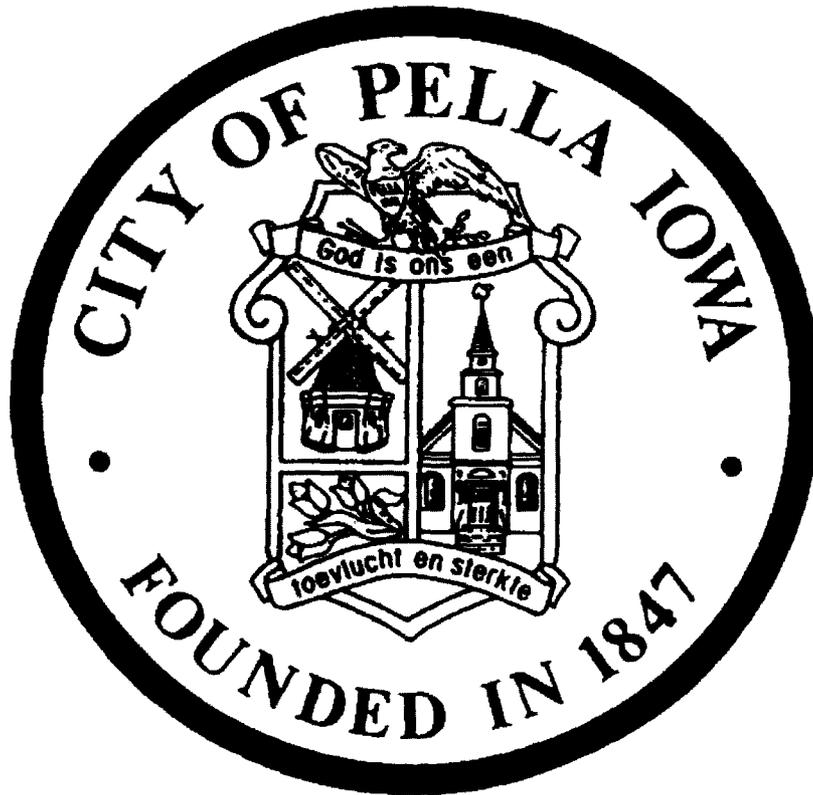
Chapter 11

B. Complaint Procedure. Added the statement that whenever possible, complaints will be handled during the regularly scheduled work hours of the parties. Additionally, records of complaint proceedings and supporting documentation will be maintained separately

from the complaining employee's personnel record. The procedure now includes language that time limits may be extended by mutual agreement of the parties; that the employee is responsible for the carrying the complaint forward to the next level; and that failure to comply with time limits or to carry the complaint to the next level, will constitute an abandonment of the complaint.

Chapter 12

No changes



PERSONNEL POLICY MANUAL

Adopted 12/19/89

Update 7/5/00

Update Effective 2/19/02

Update Effective July 1, 2005

Update Effective September 1, 2016

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CHAPTER 1

PURPOSE

A. PURPOSE

The purpose of this policy manual is to establish personnel practices and regulations relating to the employee's work and working conditions with the City of Pella, Iowa, hereinafter referred to as the City.

This manual is provided for informational purposes only. The policies, procedures, benefits, and plans described in the manual may be revised by the City at any time without prior notice. The City retains the exclusive right to change, add to, eliminate, or modify any of the policies in the manual at any time at its discretion, with or without notice.

Any promises, representations, or actions by a City official or employee which are contrary to this manual are not the official policy of the City and are of no force or effect. This manual supersedes and cancels the effect of any previous versions of a City employee policy manual.

This manual is not intended to create any contractual rights in favor of the employee or the City. This manual is not to be construed as an employment contract, expressed or implied, or as a promise that you will be employed for any specified period of time. Employees may resign their employment at any time and for any reason, and the City reserves the right to discontinue any individual's employment at any time and for any reason. Nothing in this manual changes the at-will nature of your employment with the City.

The language in this manual is designed to be gender neutral. All references to a particular gender shall be inclusive of both sexes.

B. APPLICABILITY TO COLLECTIVE BARGAINING AGREEMENTS (CBA), INDEPENDENT EMPLOYMENT AGREEMENTS (IEA), and CIVIL SERVICE REGULATIONS (CSR)

The personnel policies and procedures set forth in this manual shall be applicable to all City employees. Employees covered under a Collective Bargaining Agreement (CBA) are expected to comply with these personnel policies to the extent that they do not conflict with the applicable CBA. The policies and procedures set forth in this manual shall take precedence over any previously adopted personnel manual, with the exception of any policy or procedures established

in an existing Independent Employment Agreement (IEA) or Civil Service Regulation (CSR). In instances where the language of this manual conflicts with an IEA or CSR, the IEA or CSR shall be binding.

CHAPTER 2

EQUAL EMPLOYMENT OPPORTUNITY & PROHIBITION ON DISCRIMINATION

A. EQUAL EMPLOYMENT OPPORTUNITY

It shall be the policy of the City that recruitment, hiring, promotions, transfers, compensation, benefits, layoffs, return from layoffs or other employment decisions will be administered without regard to age, race, creed, color, religion, sex, national origin, disability, veteran status, gender identity, sexual orientation, or genetic information nor on the basis of any other characteristic prohibited by federal, state, or local law. The City affirms its commitment to providing Equal Employment Opportunity for all employees and applicants of the City. The City expressly prohibits any form of unlawful employee harassment.

B. AMERICANS WITH DISABILITY ACT (ADA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendment Act (ADAA) prohibit discrimination against qualified individuals on the basis of disability. It is the policy of the City to comply with all federal and state law concerning the employment of persons with disabilities. The City will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of that person's physical or mental disability.

An individual is considered to have a "disability" if the employee has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. The ADA applies to impairments that substantially limit major life activities as defined by the ADA and the ADAA.

The City will not require an applicant to take a medical examination before making a job offer. Except under lawful circumstances, the City will not make any pre-employment inquiry about a disability or the nature or severity of a disability. Questions may be asked about an applicant's ability to perform specific job functions, and where an applicant has an obvious disability, the City may ask whether the applicant needs a reasonable accommodation, and, if so, what type of accommodation.

The City reserves the right to use a post-offer medical examination to disqualify an individual if it demonstrates that the individual would pose a "direct threat" in the workplace (i.e., significant risk of substantial harm to the health or safety of the individual or others) that cannot be eliminated or

reduced below the "direct threat" level though reasonable accommodation. Tests for illegal drug use are not medical examinations under the ADA. (See Chapter 6, General Employment Practices, "Medical Examinations").

In compliance with the ADA, the City will consider reasonable accommodations that do not pose undue hardship to the City to enable qualified applicants or employees with disabilities to perform the essential functions of the position.

The City encourages applicants or employees to make suggestions regarding reasonable accommodations to their supervisors, Department Heads, or the City ADA Coordinator. If an employee feels that he or she has been subjected to discrimination based on a disability by the City or a vendor or customer of the City, the employee may file a complaint with the Personnel Officer, or designee, and utilize the City's complaint procedure (see Chapter 11, Complaint Procedure).

The City is dedicated to protecting the rights provided to individuals with disabilities by the ADA and ADAA. Accordingly, no one in a position of responsibility will retaliate against anyone who asserts the rights provided by the ADA and ADAA or any state human rights laws.

C. GENETIC INFORMATION NONDISCRIMINATION ACT (GINA)

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law.

To comply with this law, we are asking that you not provide any genetic information when responding to any request by the City for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

CHAPTER 3

EMPLOYEE STATUS

A. FULL-TIME EMPLOYEE

A full-time employee is one who is regularly scheduled to perform work 40 hours per week, 2080 hours per year, except that a full-time police officer is scheduled to perform work 160 hours in a 28-day work period.

Full-time employees shall receive holiday, vacation, sick leave, and all other benefits available from the City.

B. REGULAR PART-TIME EMPLOYEE

A regular part-time employee is one who is regularly scheduled to perform less than 30 hours per week and who is regularly scheduled to work on a weekly, year round basis, with a definite day and time assignment.

A regular part-time employee shall receive PTO benefits.

C. VARIABLE HOUR EMPLOYEE

An employee whose schedule can include a variety of time assignments that can depend on seasons, departmental workload, and employee's non-work needs. Variable hour employees have the opportunity to work up to 12 months in a calendar year but are not full-time employees.

Variable Hour employees are not eligible for benefits, unless otherwise required by law.

D. TEMPORARY/SEASONAL EMPLOYEE

An employee hired to perform work (up to 40 hours per week) for a specific period of time not to exceed six months in a calendar year, and not exceeding 1040 hours within a calendar year. Temporary/seasonal employees will be terminated at the conclusion of the season and may be eligible for rehire during succeeding years.

Seasonal Employees are not eligible for benefits unless otherwise required by law.

E. SUPERVISORY EMPLOYEE

A supervisory employee is defined as any individual who customarily and regularly has authority to, or has the authority to recommend, in the interest of the public employer, any of the following actions over at least two or more other full-time employees or their equivalent:

- a. Hire
- b. Transfer
- c. Suspend
- d. Layoff
- e. Recall
- f. Promote
- g. Discharge
- h. Assign
- i. Reward or discipline
- j. Adjust their complaints, or
- k. Responsibility to direct work duties.

The foregoing exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

Hiring or discharge actions are subject to established City personnel procedures.

F. FAIR LABOR STANDARDS ACT

The Fair Labor Standards Act (FLSA) was created to establish a minimum wage, limit the number of hours that may be worked in a standard work week at the regular base wage, and provide specific requirements for determining whether a job is eligible for exemption from the overtime provisions of the Act. The Personnel Officer, or designee, determines whether a position is “exempt” or “non-exempt” by interpreting the provisions of the Act. The City’s decision is subject to review by the U.S. Department of Labor.

The City is committed to fulfilling all the requirements of the Fair Labor Standards Act. The Fair Labor Standards Act (FLSA) is a federal law which requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

However, Section 13(a)(1) of the FLSA provides an exemption for both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional and outside sales employees. Section 13(a)(17) also exempts certain computer employees. To qualify for exemption, employees must meet certain tests as established by the Department of Labor. Job titles do not determine exempt status. In order for an exemption to apply, an employee’s specific

job duties and salary must meet all requirements of the Department of Labor's regulations.

It is the City's policy to comply with the salary basis requirements of the FLSA. Therefore, the City prohibits any improper deductions from salaries of exempt employees. It is important that employees are aware of this policy and that the City does not allow deductions that violate the FLSA. If you believe that an improper deduction has been made to your salary, you should immediately report this information to your supervisor. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be reimbursed for any improper deduction made.

G. NO GUARANTEES REGARDING HOURS OF WORK

Nothing in this or any other section of this manual shall be construed as a guarantee of the number of hours an employee will be scheduled to work.

CHAPTER 4

COMPENSATION & INSURANCE

A. PAY PLAN

The City Council adopts, on an annual basis, a pay plan which sets the classification and pay scale of each non-union, non-Executive Pay Plan position within City government. The pay plan runs concurrently with the City's fiscal year of July 1st through June 30th. A copy of the current classification pay plan is found in Appendix A and Appendix B of this manual. Each employee will receive an amended copy of the pay plan as modifications and adjustments are made to the plan by the City Council.

The City will, in its salary administration and wage and hour policy, follow the rules and regulations set forth by federal and state labor laws.

B. PAY PERIOD

Employees will be paid every other Friday for the two-week period prior to the week of payday. In the event a holiday falls on a Friday, employees will be paid on the preceding Thursday. Paychecks will be distributed only to the individual employees. Any employee desiring their check to be delivered, mailed, or picked up by another family member or friend, must notify the City Office in writing of said designation. Employees may elect to have their payroll direct deposited into their account by signing a direct deposit authorization form at the City Office.

Applicable federal, state, and local income taxes, as well as federal Social Security taxes, are withheld from each paycheck. The City will obey all laws that pertain to payroll, including garnishments.

C. HOURS OF WORK

The normally scheduled workday shall be eight hours for full-time City employees except Police Officers and Communications Specialists, whose normally scheduled workday shall be for twelve hours or eight hours, depending on their schedule.

Except for Police Department employees, the normally scheduled workweek shall consist of five consecutive workdays and shall commence at 12:01 a.m. Sunday and end on 12:00 midnight on the succeeding Saturday. For Police Officers, the normal work schedule consists of a 28 day work

period consisting of 160 hours of scheduled work. The City Administrator must approve exceptions to the established workweek. Daily and weekly work schedules shall be those established by the City.

D. OVERTIME

The City has the right to require overtime work as may be necessary to meet the City's service needs.

Except for Police Officers, one and one-half (1½) times the regular hourly rate will be paid for all time worked in excess of the regular 40 hours in a work week, if such hours are worked at the direction of or approval of a supervisor or Department Head. For Police Officers, one and one-half (1½) times the regular hourly rate will be paid for all time worked in excess of 160 hours in a 28-day period. Holidays, vacation, sick leave, funeral leave, jury duty, and Worker's Compensation time shall be treated as hours worked for the purpose of computing overtime.

Department Heads and/or Supervisors must give prior approval for all overtime worked.

Any employee called in to work after or before the employee's regular schedule of hours shall be allowed two-hour call time as a minimum for the number of hours worked on such call. It is understood that the City may require the called employee to perform two hours of actual work. If the employee works over the two-hour call time, the employee shall be allowed the amount of time for the hours actually worked. The two-hour minimum shall not apply for contiguous hours worked consecutively before or after an employee's regular schedule of hours.

All employees who are exempt under the Fair Labor Standards Act (FLSA) as identified in the City's classification plan shall be considered ineligible to receive overtime pay.

E. COMPENSATORY TIME

Employees shall be allowed to earn and use compensatory time subject to the following guidelines:

- a. Compensatory time shall be earned at the rate of 1½ hours for each overtime hour worked. Compensatory time shall not be treated as hours worked for the purpose of computing overtime.
- b. Compensatory time may be earned up to a maximum of 80 hours per employee per calendar year. Any overtime hours worked after the maximum compensatory time has been earned will be paid at the overtime rate. Compensatory hours

earned, but not used as of December 31, shall be paid out in January.

- c. Compensatory time may be taken with a three-day prior notice and approval of the supervisor or Department Head. The three-day notice may be waived at the discretion of the supervisor or Department Head. In no event shall compensatory time be earned or used without the prior approval of the supervisor or Department Head.
- d. Compensatory time may not be carried forward to the next calendar year. Compensatory time must be used or paid out by the end of each calendar year. Employees may request to use or be paid out for earned compensatory time subject to supervisory approval.
- e. All employees who are exempt under the Fair Labor Standard Act (FLSA) as identified in the City's Classification Plan (see Appendix A) shall be considered ineligible to receive compensatory time.
- f. The granting of compensatory time versus payment of overtime hours for each department shall be at the discretion of the Department Head, taking into account the scheduling requirements of the department.

F. FLEXIBLE TIME

At the sole discretion of the Department Head, FLSA exempt employees may be allowed flexible time in scheduling. Flexible time is not available to non-exempt employees.

The Department Head and the employee must agree on a work schedule for the flexible time. For example, an exempt employee may have the flexibility to arrive at work between 7:30 a.m. and 8:00 a.m. leaving the departure time flexible depending upon arrival time and the length of the lunch break.

G. GROUP HEALTH INSURANCE

Eligible Employees, as defined and interpreted in accordance with the Affordable Care Act, will be eligible for Group Health Insurance coverage and will be notified of their status during their new hire orientation with the Personnel Officer, or designee. Terminating employees shall be eligible for continuation of insurance coverage under the applicable COBRA (Consolidated Omnibus Budget Reconciliation Act) regulations by completing an authorization form and paying the full insurance premium (see Chapter 10, Resignation, Termination and Reduction in Force, "Resignation").

The City shall contribute 90 percent of the insurance premium and the employee will contribute 10 percent of the premium amount. The employee's portion of the premium will be payroll deducted from the employee's paycheck. One-half of the employee's share of the monthly insurance premium will be deducted from the first paycheck of the month with the remaining one-half deducted from the second paycheck of the month.

The City will, on a regular basis, review insurance coverage, premium cost, and the City's share of the cost, making whatever adjustments the City believes to be necessary while maintaining protection for the employee and the employee's dependents. The City may require employees to participate in the cost of group health and/or life insurance premiums as they are determined from time-to-time. The type, extent, and cost of coverage is subject to change depending upon availability.

I. LIFE AND DISABILITY INSURANCE

Only full-time employees are eligible for group life coverage. The City will pay 100% of the premium consistent with the policy currently in effect for the City.

Only full-time employees are eligible for disability insurance for non-work related illness or injury. The City will pay 100% of the premium consistent with the policy currently in effect for the City.

During the period of disability, the City will continue to pay the insurance premiums and similar payroll deductions for the period of time the employee is eligible to receive accrued sick leave and vacation benefits. After such benefits expire, the employee will be responsible for payment of monthly premiums and similar payroll deductions. If the employee has worked 80 or more hours in a month, the insurance normally paid for by the City will be paid for said month by the City. To maintain insurance coverage during a leave of absence, an employee must pay to the City the amount of employee's full monthly premium contribution. Payments required by this section must be made to the City prior to the first day of the month for which coverage is sought. Failure to make the required payment will result in the cancellation of the employee's coverage by the City.

Employees shall be covered from the first day of employment for life and disability insurance coverage.

The Police and Fire Retirement Systems provide disability to their respective members when they become incapacitated and unable to perform their duties. Coverage is effective upon membership, and benefits vary according to the nature of the disability. *Code of Iowa*, Chapter 411.

J. SUPPLEMENTAL INSURANCE

The City will offer to full-time employees and regular part-time employees the option of obtaining supplemental insurance at group rates. (Regular part-time employees' eligibility will depend upon the terms of the supplemental insurance product selected.) Premiums will be 100% employee paid. Supplemental insurance coverages available include but are not limited to dental, life, short-term disability, cancer, vision, accident and sickness which include intensive care and hospital coverage. Continuation of the supplemental insurance program will be at the City's discretion and subject to employee participation levels.

K. PRIVACY POLICY and PROCEDURE GUIDELINES for the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule

The purpose of this policy is to ensure that the City complies with the Health Insurance Portability and Accountability Act (HIPAA) privacy provisions pertaining to the safety and confidentiality of individually identifiable medical information. As plan sponsor of the City's employee health care plan, dental plan and flex benefit plan, the City receives, uses, and maintains personal and confidential health information. The City respects the privacy of employees and the confidentiality of personal health information. At no time will personal health information be knowingly shared or disclosed to unauthorized parties. A copy of the City's privacy policies is available in the office of the Personnel Officer or designee.

CHAPTER 5

MERIT CLASSIFICATION PLAN

A. CLASSIFICATION PLAN FOR NON-UNION AND NON-EXECUTIVE PAY PLAN EMPLOYEES

In establishing the classification of each position, the City will take into consideration the prevailing wage rates for employees in other cities of similar size who perform similar work. In addition, other economic factors such as prevailing wage rates of other employers in the City's defined labor market will be evaluated. It is the primary goal of the City to have a pay program that is fair, reasonable, and competitive. Employees represented by CBAs (Collective Bargaining Agreements), IEAs (Independent Employment Agreements), and the Executive Pay Plan are not included in the City's use of the Decision Band Method of Merit Classification (DBM™).

The City has adopted the Decision Band™ Method (DBM™) of job classification for employees who are not covered by the Executive Pay Plan or CBAs (Collective Bargaining Agreements). The basic premise of DBM is that the value of the job to an organization is based on its level of responsibility. Responsibility is reflected, and therefore measured, by the decision-making requirements of each job. Each job function requires the employee to make different kinds of decisions, some of which may be of a higher level or greater difficulty than others. Entire jobs are classified according to the highest level decision required for a particular duty. Using the DBM™ methods, each position is classified by band, grade and subgrade. Grading classifies the jobs according to the difficulty and effort involved in the supervisory responsibilities, if any. Subgrading involves assessing the relative difficulty, complexity and skills required of the job in comparison to the other jobs within the same band and grade.

The Decision Bands are defined as follows:

BAND C PROCESS DECISIONS
Decisions determine the means or process of achieving the objectives, standards or guidelines established by Department Head decisions.

BAND B OPERATIONAL DECISIONS
Decisions focus on how to carry out the operations of the process specified by a B and C decision. There is, within the limits set by the specific process, a choice as to how and when the operations are carried out, but not as to what operations constitute the process.

BAND A DEFINED DECISIONS

Decisions are confined to the manner and speed of performing the elements of an operation. There is, within the limits set by the prescribed operation, a choice as to how the elements are performed, but not as to what elements constitute the operation.

The City has adopted the DBM™ Classification Plan for Band C level positions and below. Appendix A includes the DBM™ band/grade/subgrade classification plan or job evaluation rating established for the City. Appendix B is the wage structure established by the City for the current fiscal year for the DBM™ classification plan.

B. EXECUTIVE PAY PLAN

The City has adopted the Executive Pay Plan for certain upper level managers within the City government organization. The purpose of the Executive Pay Plan is to ensure that the upper level managers are compensated at a level that reflects the demand of their responsibilities, extensive experience and education, decision making skills, and leadership qualities. The Executive Pay Plan is a pay for performance plan administered by the City Administrator. Appendix C includes the Executive Pay Plan positions established for the City.

C. PERFORMANCE EVALUATION REVIEW

Each full or regular part-time employee who works for the City will have an initial performance evaluation, six months from the employee's date of hire and then annually on the employee's anniversary date of hire. Police Officers will have an additional performance evaluation following the end of their nine month probationary period. Variable hour employees will have a performance evaluation at least annually and/or at termination of employment. Supervisors will utilize the short form evaluation for all variable, temporary and seasonal employees and library shelvers.

Full-time employees may be eligible for a merit step increase based on each evaluation. Regular part-time employees may be authorized to receive merit salary increases following performance evaluations. Eligibility shall be attached to the position and will relate to the number of hours authorized in the budget and annual hours generally assigned. As a guideline, regular part-time positions authorized as at least half-time (1,040 hours) will be eligible for the initial six month merit increase. Regular part-time positions authorized as at least half-time, but who work over 1,040 hours between the evaluations, are eligible for annual merit increases. Positions authorized as one quarter to half-time (500 to 1,040 hours) will be eligible for biennial merit increases, starting at one year of service and biennially thereafter.

Since a merit-based pay plan allows for an increase beyond midpoint (step 7) based on performance, an employee may be eligible for additional increases if the employee's supervisor determines that the employee's performance rating exceeds expectations.

Evaluations shall be submitted to the Personnel Officer, or designee, at least 15 days prior to the employee's anniversary date.

Additional performance reviews may be conducted at the discretion of the supervisor or department head in order to address performance standards, objectives or concerns. Such additional performance evaluations will be used as a tool to either attempt to improve performance of the employee or to recognize such improvement.

If the employee's supervisor determines that the employee's performance rating is below expectations, then the employee has failed the review and will be placed on probation. The employee will receive a detailed action plan as a tool to improve performance and will receive another review in 90 days. Employees who fail two merit performance reviews over a 24-month period may be discharged for poor performance.

D. CLASSIFICATION REVIEW

From time to time, it may be necessary to reevaluate the classification of a position. This is to ensure duties normally assigned to the position have not substantially changed in a manner that the current classification is no longer valid. A classification review may be initiated when:

- a. The classification has been assigned additional duties or duties have been eliminated from that classification.
- b. A vacancy occurs in the position.
- c. At the request of the Department Head.
- d. At the discretion of the City Administrator or the Mayor and/or City Council.
- e. At the request of the employee. The employee's request should be made in writing to the Department Head who in turn will make a recommendation to the Personnel Officer, or designee.

The Personnel Officer, or designee, in conjunction with a designated review committee, if assigned by the City Administrator, will be responsible for conducting the classification review using the adopted classification system. Upon completing the review, the Personnel Officer or designated

committee will make a recommendation to the City Administrator as to whether a change of classification is warranted. No change in classification shall be effective without the final approval of the City Administrator.

Employees will be notified in writing of the results of the reclassification.

E. CLASSIFICATION OF NEW HIRES

It shall be the policy of the City to place all new hires at Step 1 of the new position. There may be instances, however, when the City Administrator may waive this requirement with respect to a specific new hire. Waiver of this requirement will be based upon:

- a. The previous experience and/or pay of the new hire.
- b. The "specialized" nature of the position to be filled.
- c. The competitive market environment for the same or similar position.

If the employee is hired at a rate higher than what is provided for in the classification of the position, no merit or general structure increases will be granted until the maximum grade for the position equals or exceeds the employee's wages.

F. STATUS CHANGE FROM REGULAR PART-TIME, VARIABLE HOURS OR SEASONAL TO FULL-TIME

When an employee moves from regular part-time, variable hours, or seasonal status to full-time status and becomes eligible for employee benefits allotted to full-time employees, the employee's anniversary date for the computation of these benefits shall be the date the employee went to full-time status. The employee's anniversary date of hire will remain the same for the purposes of performance evaluations, provided the change to full-time status does not include a change in job status.

If the change to full-time status includes a job classification change and/or grade increase, the anniversary date for performance evaluations will be the same as other promotions above.

G. JOB RE-EVALUATION

If an existing position is reclassified to a higher grade (DBM™ level), the employee will be immediately placed in the new grade at the step for which the pay is equal to or greater than the

employee's current rate of pay within the new pay range or at the minimum of the range, whichever is greater.

When an employee's position is reclassified to a lower grade because a reevaluation indicates reduced duties (i.e., staff reduction due to cutback), no salary reduction will immediately occur.

H. LATERAL TRANSFER

When necessary, the City may change an employee or group of employees from one job to another within the same pay band, grade and subgrade. This will happen when the City deems this to be in the interest of efficiency and meeting objectives. When an employee is transferred to a position of comparable value or worth, the employee will not receive an adjustment in pay.

I. PROMOTION

An employee who is promoted to a position in a higher range will receive an immediate pay increase. Promoted employees will be placed at the step for which the pay is above the employee's current rate of pay within the new pay range. If an employee's placement at the step the pay for which is above the current rate of pay does not give them an increase of at least 5%, then the employee will move to the next highest step, provided the additional increase is justifiable relative to other salaries for similar positions within the City.

If an employee's current rate of pay prior to promotion is less than the minimum rate for the new salary range, the employee's rate of pay will be increased at least to the minimum rate of the new range. In no case shall a promotional increase place an employee's salary above the maximum of the assigned range.

All newly promoted employees will have a six month probationary period and will be eligible for a pay increase upon completion of that probation period and the corresponding performance evaluation review. In addition, the anniversary date for performance evaluations will be based upon the date the employee assumed duties in the new position, and all subsequent annual performance evaluations and eligibility for step increases will be based on the new anniversary date.

J. DEMOTION

Employees who are demoted will be assigned to the band/grade/subgrade classification for the new position. At the discretion of the City Administrator, the employee may or may not receive an immediate reduction in pay depending on the circumstances surrounding the demotion. If the

employee does not receive an immediate salary reduction and the employee's current rate of pay does not correspond with any of the steps available in the new pay range, the employee shall be "off step," and shall remain at the current rate of pay until such time as the employee receives a merit increase.

All newly demoted employees will have a six month probationary period and will be eligible for a pay increase upon completion of that probation period and the corresponding performance evaluation review. In addition, the anniversary date for performance evaluations will be based upon the date the employee assumed duties in the new position and all subsequent annual performance evaluations and eligibility for step increases will be based on the new anniversary date.

K. INVOLUNTARY TRANSFER TO A LOWER GRADE

When an employee is given an involuntary transfer, not resulting from demotion, to a new position with a range that is less than the range of the employee's current grade (i.e., abolition of a job and consequent reassignment to a position with a lower grade), the City Administrator shall have discretion to allow the employee to continue in his or her pre-transfer salary range for a period of time. If the employee's current salary is above the maximum of the lower grade, no merit or general structure increases will be granted until the maximum for the new grade equals or exceeds the employee's salary.

L. PAY RATES FOR WORK IN A HIGHER JOB CLASSIFICATION

When assignment or scheduling of work requires an employee to perform in a higher level classification (higher pay range), a temporary pay rate may be established for the period of that assignment or work schedule. The establishment of a temporary pay rate is at the discretion of the supervisor, however, an employee should be working in the higher classification at least 50% of the time for a minimum of 60 days to be eligible for a temporary pay rate.

The pay rate will be within the pay range for the salary grade of the temporary assignment and should be determined using the same considerations, as noted above, for a promotional increase. This policy does not apply to situations of vacation replacement or probationary periods when an employee is learning the duties of the higher level classification.

M. PAY RATES WHILE ON LEAVE OF ABSENCE

Salary increases are not earned while on unpaid leave of absence. Upon reinstatement, an employee shall be paid at the same rate the employee had prior to the unpaid leave of absence

unless otherwise required by law. If, during the absence, a general increase was provided to all employees, the salary of the employee will be reviewed at the time the employee returns. The City will comply with the provisions of the federal Uniformed Services Employment and Reemployment Rights Act for all returning employees to whom this law applies.

CHAPTER 6

GENERAL EMPLOYMENT PRACTICES

A. JOB DESCRIPTIONS

The City DBM™ Classification Plan provides an inventory of all positions in the City which are sufficiently alike in duties and responsibilities to be called by the same descriptive title, to be accorded the same pay scale and to require substantially the same qualifications on the part of the employee. Employees represented by CBAs (Collective Bargaining Agreements), IEAs (Independent Employment Agreements), and the Executive Pay Plan are not included in the City's use of the Decision Band Method of Merit Classification (DBM™).

Job descriptions will be available for all classifications. The Personnel Officer, or designee, will maintain all job descriptions for the City and will update current descriptions and create new ones as needed following an approved format. Job descriptions shall state the essential functions of each classification in accordance with the guidelines of the Americans with Disabilities Act.

B. POSTING AND PUBLICATION OF VACANCIES

Vacancies and promotions within the City shall be filled on the basis of qualifications, skill, ability, work record, and length of service. Physical fitness may be a factor only when necessary for successful performance of the job. When the qualifications, skill, ability and job-related physical fitness of two or more employees are substantially equal in the judgment of the City, length of continuous service shall be the governing factor. This section shall not be applicable to collective bargaining unit employees to the extent that job bidding and posting is governed under existing CBAs, which take precedence.

The City will post a notice of vacancies of non-temporary positions in the city departments and on the City's website at least ten days before the deadline to submit an application. The City reserves the right to post vacancies internally before posting externally on public media. An employee wishing to apply for the vacancy must submit an application for employment to the Personnel Officer, or designee, at the City Office.

Vacancies shall be filled by the most qualified applicant. In the event that the City, in its discretion, determines that none of the employees who apply for a vacancy and/or promotion are most qualified, the City reserves the right to seek qualified employees from outside City employment.

The City will comply with Iowa's Veteran's Preference Law.

C. REFERENCES

All requests for references about current, retired or terminated employees must be referred to the Personnel Officer, or designee. No supervisor is authorized to give any information about current or former employees without the approval of the Personnel Officer, or designee.

Generally, only facts concerning hire date, position title and pay rate are given. Additional information about an employee's performance will be furnished only if the employee has signed an authorization for the release of this information. Only facts about the employee's performance will be given and only after a written request has been received from an authorized individual.

To the extent permitted or required by law, information will be given in response to duly authorized requests from law enforcement agencies, including investigators, summons, subpoenas, and judicial orders. The City need not inform an employee that personal information has been disclosed to law enforcement agencies if it concerns an investigation into the employee's on-the-job conduct, especially when an employee's actions endanger other employees or City security or property.

D. MEDICAL EXAMINATIONS

Full time, regular part-time, variable hours, and/or temporary/seasonal job offers may be conditioned upon a medical examination to determine whether the individual is able to perform the essential functions of the position. No person shall be disqualified for appointment of the basis of such examination, unless it is determined that no reasonable accommodation (required by state or federal law) can be made.

Some new employees may be required to have a post-offer, pre-employment medical examination, including a back assessment and hearing test (as required by OSHA regulations) which will be performed by the designated City physician or clinic (see Chapter 2, Equal Employment Opportunity Policy, "ADA"). Police Officers are subject to the Medical Examination and fitness requirements established by the State of Iowa and the Municipal Fire and Police Retirement System of Iowa (MFPRSI).

The City retains the right to conduct employee medical examinations where there is evidence of job performance or safety problems, as required by other federal laws, to determine current "fitness" to perform a particular job and, on a voluntary basis, as part of employee health and wellness programs. Tests for illegal use of drugs are not subject to medical exam restrictions, and the City reserves the right to conduct them according to City policy and current federal, state and local laws.

E. EMPLOYEE ORIENTATION

A new employee's supervisor shall be responsible for the orientation of each new employee under his or her supervision. On the first day of employment, the Personnel Officer, or designee, and then the departmental supervisor shall meet with new employees and advise them of all general conditions of employment such as hours of work, fringe benefits, pay and pay periods, and City rules, regulations, privileges and responsibilities. Such orientation shall include introductions on work standards, rules of conduct, safety regulations, break periods and other departmental, office functions, or working conditions and regulations.

F. PROBATION PERIOD

All newly hired employees shall serve a probation period for a period of six (6) months from date of hire. This probation period may be extended for up to a total of 12 months by the employee's Department Head after consultation with the Human Resources Department. If an employee is granted a leave of absence during the probation period, the probation period shall be extended by the length of the leave of absence. During the probation period, the employee has the obligation to demonstrate proper attitudes and abilities for the position for which employed. If during the probation period, it is determined that the employee is not fulfilling the requirements of the position, the employee will be terminated.

In the case of police patrol officers, if the employee has successfully completed training at the Iowa Law Enforcement Academy or another training facility certified by the director of the Iowa Law Enforcement Academy before the initial appointment as a police patrol officer, the probation period shall be for a period of up to nine months and shall commence with the date of initial appointment as a police patrol officer. If the employee has not successfully completed training at the law enforcement academy before initial appointment as a police patrol officer, the probation period shall commence with the date of initial employment as a police patrol officer and shall continue for a period of up to nine months following the date of successful completion of training at the Iowa Law Enforcement Academy or another training facility certified by the director of the Iowa Law Enforcement Academy. A police patrol officer transferring employment from one jurisdiction to another shall be employed subject to a probation period of up to nine months. (Iowa Code, Chapter 400, Section 8, Paragraph 3).

An employee promoted to a higher paying position will serve a six (6) month probation period in the new position. During such period, an employee may be removed from such position and returned to a position in the employee's former classification at the discretion of the City. In the event an employee fails to remain in the higher position, the employee and others like affected shall be returned to the employee's former position and wage rate without loss of seniority or benefits.

G. PERSONNEL RECORDS

The City shall maintain an official, confidential personnel file for each employee. The official personnel file shall be that file which is kept in the City Hall office and maintained by the Personnel Officer, or designee. The City shall comply with all federal and state rules governing records management and shall provide copies of personnel files as legally required.

The City shall, upon written request of an employee to the Personnel Officer, or designee, allow the employee to inspect any personnel documents which are used or have been used in determining the employee's qualifications for employment, promotion, transfer, additional compensation, termination, or other disciplinary action.

Excluded from the right of review shall be letters of reference, personal information about an individual other than the employee, medical records, records relating to investigation of possible criminal offenses committed by the employee, records relating to workplace harassment investigation, exit interview documents and staff planning information.

The right to review an employee's personnel file must take place in the presence of the Personnel Officer, or designee.

If the employee disagrees with any information contained in the record, the employee may submit a written explanation of the employee's position which will be attached to the disputed portion of the personnel record.

H. PERSONAL DATA

An employee must promptly report any change in status which may affect the employee's personal records, insurance or other benefits such as changes to tax exemptions, dependents, marital status (including legal separation or divorce), beneficiaries, addresses, or phone numbers. Such changes are to be reported to the Personnel Officer, or designee, in writing.

I. EMPLOYMENT OF RELATIVES (NEPOTISM)

It shall be the policy of the City to discourage the hiring of relatives or members of the household of present employees to work within the same City department. If, in the opinion of the Department Head and after use of standard recruitment procedures, the employment of a relative is considered in the best interest of the affected department, the Department Head shall submit justification for hire to the Personnel Officer, or designee, for review and final approval by the City Administrator.

A "relative" is defined, for the purpose of this section only, as the employee's spouse, children, mother, father, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law, grandparents, grandchildren, uncles, aunts, nieces, nephews and cousins. This list of relatives will be interpreted to include all step relatives and adopted relatives. A "member of the household" is defined as any individual living in the same domicile as the employee, including an employee's ward, stepchildren, foster children, common law spouse, girlfriend, boyfriend, fiancé, or any individual with whom the employee has a similar relationship.

No person shall be employed, promoted, or transferred to a department of the City, or to a division, when as a result, the employee would be supervising or receiving supervision from a relative or member of the household.

J. RESIDENCY REQUIREMENTS

An employee may be required, according to the position job description adopted by the City, or as specified in a CBA, to reside within a City address or within a 20-minute drive time of the worksite to which they normally report. The drive time is under normal driving conditions and is subject to supervisor review and verification. The purpose of this requirement is to ensure that an employee will be available for work in the event of an emergency affecting matters which are the responsibility of the employee's department. The City's standard for employee response for a call-in situation is that the employee will report within 30 minutes of notification. Accordingly, an employee whose job description or CBA specifies residency shall be required to meet residency requirements within 60 days of the completion of the probationary period. An employee who fails to comply with this residency requirement is subject to discharge. The City Administrator may waive and/or extend the timeline in this provision.

All City employees are encouraged to live within the Pella City limits.

K. OUTSIDE EMPLOYMENT/WORKING MORE THAN ONE CITY POSITION

The City discourages employment by a full-time employee outside of the employee's regular job with the City. However, employees of the City shall be free to engage in any employment activities outside of working hours which do not constitute a conflict of interest with assigned duties, impair the reputation of the City, and/or interfere with the efficient performance of duties for the City. Employees shall provide the City Administrator and Department Head with advance notice of any outside employment and a telephone number and/or location where the employee may be contacted in the event of an emergency.

Employees shall not be employed in more than one position with the City if the position will result in the employee being scheduled to work more than an average of 30 hours per week over a twelve month period.

CHAPTER 7

EMPLOYEE CONDUCT

A. NOTICE OF ABSENCE

If an employee is unable to report to work at the scheduled time, the employee shall notify his immediate supervisor or Department Head by telephone or messenger. When possible, employees must notify the appropriate supervisor or Department Head at least one hour prior to the start of the regularly scheduled workday or as specified in an applicable CBA.

If an employee fails to report for work for two consecutive workdays without notification to the appropriate supervisor or Department Head, the employee may be disciplined up to and including termination.

B. REST PERIODS

Employees regularly scheduled to work at least an eight hour shift or longer, shall be entitled to one 15-minute paid rest period as work allows for each four hours of regularly scheduled work in a work day.

The City will provide a reasonable break time to express milk as frequently as needed by a nursing mother. The employee must communicate with her supervisor regarding the timing of the breaks. The location provided will be functional as a space for expressing breast milk and will be available when needed by the employee. The location will be in an area other than a bathroom and will be shielded from view, and free from any intrusion from co-workers and the public. Employees who use break time to express milk will be compensated in the same way that other employees are compensated for break time.

C. MEAL BREAK

Employees scheduled to work more than six hours in a regularly scheduled workday shall take a 30-minute or 60-minute unpaid meal period. The Department Head will schedule meal break time for each department. Meal breaks shall be scheduled at such time and of such duration as to provide the least disruption and the most efficiently scheduled operation of the department.

D. RULES OF CONDUCT AND DISCIPLINE

The City has established certain Rules of Conduct (see Appendix D) which apply to all employees of the City. Each employee will receive a copy of the Rules of Conduct at orientation and additional copies are posted in all departments. Employees should refer to these for examples of expected behavior. This list is not all-inclusive but is intended as a guideline for acceptable conduct and can be changed at any time at the discretion of the City.

Employees shall comply with all reasonable work rules. The City has the right to determine and enforce reasonable rules and regulations and the right to make changes in such rules and to enforce said changes. Employees may be subject to discipline for offenses not included in the Rules of Conduct.

E. USE OF EQUIPMENT AND VEHICLES

In using the City's vehicular equipment, employees must keep in mind the fact that City employees are representatives of City government and that employees' conduct in adhering to the rules of safety and courtesy on the road is a reflection on the City. It is imperative that employees abide by these rules and policies with the highest degree of professionalism. Employees shall wear their seat belt while operating a City owned vehicle. Any fines or forfeitures incurred by an employee while operating a City vehicle due to traffic or parking violations shall be the responsibility of the employee, and all fines, forfeitures or monies shall be paid by the employee.

City vehicles, equipment, machinery, property, supplies, tools and uniforms shall not be used for personal or other unauthorized purposes. This is to include all office equipment. Any salvage, scrap or broken items from City projects are to be returned to respective department storage locations. In no case shall City employees or non-employee individuals directly receive extras, overstocks, or surplus items. City employees may purchase discarded items or equipment when offered for sale to the general public.

Employees shall be responsible for the proper care and use of City vehicles, equipment, supplies, tools and uniforms and shall promptly report to the supervisor all accidents, breakdowns or the malfunction of any equipment so that the repairs may be made.

City-owned vehicles may not be taken home overnight unless authorized by the City Administrator.

Iowa law prohibits smoking in City vehicles. Any employee violating these policies may be subject to discipline up to and including termination.

Texting while driving is strictly prohibited by state law and City policy. Employees shall not write,

send, or read a text message, email, or other transmission while operating a motor vehicle while conducting City business.

It shall be the policy of the City of Pella to prohibit the use of hand-held cell phones and other electronic devices while operating a motor vehicle (whether the vehicle is in motion or stopped at a traffic light) on any street or public highway unless such mobile telephone or other electronic device is equipped and used with a hands-free or voice-activated device.

F. WORKPLACE HARASSMENT

City policy, in accordance with federal and state discrimination laws, prohibits illegal discrimination in the workplace. It is a violation of City policy, as well as of applicable laws, for any employee to deliberately discriminate in word or action against a fellow employee or applicant for employment on the basis of race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability or on the basis of any other protected characteristic or status.

This policy prohibits the use in the workplace of racial, sexual, or other epithets and stereotypes, slang words or names, or any other language or actions which by their nature or effect degrade or insult a person, or any group of persons, on the basis of race, color, creed sex, sexual orientation, gender identity, national origin, religion, age or physical or mental impairment or on the basis of any other protected characteristic or status.

This policy prohibits harassment in the workplace based on the race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age, or disability of an employee or other individual or on the basis of any other protected characteristic or status.

City policy and applicable laws prohibit sexual harassment, which is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when the following conditions apply:

- a. Submission to such conduct is either explicitly or implicitly a term or condition of an individual's employment;
- b. Submission to or rejection of such conduct by an individual is used as the basis of employment decisions affecting the individual;
- c. Such conduct creates an intimidating, hostile, or offensive work environment which seriously affects the psychological well-being of the employee;
- d. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance.

Sexual harassment may consist of a variety of behaviors, including, but not limited to the following examples:

- a. Verbal conduct such as sexual innuendos, speculations, suggestive comments, jokes of a sexual nature, sexual propositions, or threats;
- b. Non-verbal or visual material such as sexually explicit posters, photography, graffiti, cartoons, drawings, or gestures;
- c. Physical conduct such as unwelcome touching, hugging, kissing, coerced sexual contact or assault;
- d. Requests, threats or demands to submit to sexual requests in order to keep a job or receive some job-related benefit;
- e. Conditioning job-related benefits on submission to sexual advances or tolerance of a sexually hostile work environment, or giving preferential treatment because of submission to sexual advances or tolerance of a sexual hostile work environment; or
- f. Retaliation for reporting or threatening to report harassment.

The City believes that all employees are entitled to a workplace free of harassment, and expects that all employees will treat each other and City customers with courtesy, dignity, and respect. Employees are responsible for maintaining workplace conduct characterized by high standards of honesty, integrity and impartiality.

Sexual harassment and other prohibited harassment are forms of employee misconduct which constitute a serious offense and subject offenders to disciplinary action, up to and including discharge.

Employees are encouraged to express objections to behaviors that could constitute sexual or other prohibited harassment to the person engaged in the behavior.

Any employee who has a complaint of harassment at work, by anyone, including supervisors, Department Heads, co-workers or visitors to the workplace, should immediately bring the problem to the attention of an immediate supervisor, Department Head or the Personnel Officer, or designee.

The person receiving a complaint of sexual or other prohibited harassment shall immediately notify the City Administrator who shall promptly name an impartial investigator. If the City Administrator is named in the complaint, the person receiving the complaint shall immediately

notify the Mayor, who shall promptly name an impartial investigator.

Alleged sexual or other prohibited harassment complaints will be thoroughly investigated in a timely manner. To the extent possible, the employee's confidentiality and that of any witness and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, the employee will be informed of the outcome of that investigation (i.e., whether or not the harassment complaint was founded, unfounded or unable to be determined.)

Investigation of a complaint normally will include conferring with the parties involved and any named or apparent witnesses. All employees shall be protected from coercion, intimidation, retaliation, interference or discrimination for filing a complaint under this policy, participating in an investigation or filing a complaint with a state or federal agency.

Any employee determined after investigation to have harassed another employee will be subject to appropriate disciplinary procedures depending on the severity of the behavior, up to and including termination. The City will take appropriate action intended to punish the offender and to prevent further harassment.

In the event a non-employee subjects an employee to sexual or other prohibited harassment in the workplace, the employee's supervisor will inform the non-employee of the City's policy against sexual or other prohibited harassment. Other action will be taken as appropriate.

To reinforce this policy against workplace harassment and assure that employees are aware of internal complaint mechanisms, the City will periodically re-circulate the harassment policy and conduct workplace harassment training for both employees and supervisors.

Disciplinary action will be taken against an employee who knowingly and willingly files a false claim of harassment or discrimination.

G. DRUG TESTING POLICY

Employees who are not required to possess a CDL must refer to the policy in Appendix E for the applicable drug and alcohol and testing policy.

Employees who are required to possess a CDL must refer to the policy in Appendix F for the applicable drug and alcohol and testing policy.

H. TOBACCO FREE POLICY

The City Council has established by Ordinance a tobacco free policy to protect public and

employee health, safety and welfare. Employees are prohibited from using any form of tobacco product, with the exception of nicotine patches designed for smoking cessation, during working hours, unless the employee is on a break. Additionally, all City workers, visitors, and members of the general public must comply with Iowa's Smokefree Air Act.

- a. No person shall smoke or use tobacco in any public building, including City owned, operated, and/or leased space in buildings and offices, including elevators, stairways, hallways, restrooms, break rooms, conference rooms, or lounge areas.
- b. No person shall smoke or use tobacco in any City owned, operated and/or leased vehicle or equipment, including cars, trucks, vans, heavy equipment, lawn mowers, etc.

Smoking and use of tobacco may be allowed in designated areas on City premises but outside of City owned, operated, and or leased buildings and offices, vehicles and equipment. These areas shall be designated at the discretion of the Department Head of each facility.

The City will comply with Iowa Code Chapter 142D "Smokefree Air Act."

I. WORKPLACE VIOLENCE

The safety and security of the City's employees, customers, vendors, contractors and the general public are of vital importance. Therefore, acts and threats of violence by an employee against another person's life, health, well-being, family or property will not be tolerated. Employees found guilty of acts or threats of violence will be subject to discipline, up to and including immediate termination.

The City prohibits the following:

- a. Any act or threat of violence made by an employee against another;
- b. Any act or threat of violence, including, but not limited to, intimidation, harassment or coercion;
- c. Any act or threat of violence which endangers the safety of employees, customers, vendors, contractors or the general public;
- d. Any act or threat of violence made directly or indirectly by words, gestures or symbols;
- e. Unauthorized use or possession of a weapon on City's premises.

It is a requirement that employees report, in accordance with this policy, any behavior that compromises the City's ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential to the extent possible.

J. INTERNET, E-MAIL AND COMPUTER USE

All City-supplied technology and City-related work records belong to the City and not to the employee. The City may monitor use of City-supplied technology. At any time and without prior notice, the City reserves the right to examine e-mail, voice mail, personal file directories, and other information stored on or transmitted through City computers or other technology. An employee's use of the City's computer systems or electronic technology constitutes consent to such examination. Inappropriate or illegal use of communications may be subject to disciplinary action up to and including termination of employment.

During the employee's working hours, the use of employee-owned computers and electronic devices, whether accessed via the City's system or otherwise, is subject to the City's policies regarding use of electronics and the Internet. This includes, but is not limited to, access to the Internet, communication on personal webpages, transmission or receipt of e-mail messages, blogging, instant messaging, use of regular and cellular phones, voicemail, and/or text messaging.

This policy is intended to encourage responsible and acceptable use of the Internet services provided by the City, while continuing to support the needs of our citizens and affiliates. This policy reflects a realization that efficient utilization of the Internet for communications and research can:

- a. Enhance partnership and the exchange of information and ideas of our citizens and affiliates;
- b. Provide information both internally and to the public about the activities and services of the City;
- c. Improve the quality, productivity and general cost-effectiveness of the City of Pella's work force.

The City's Internet account is a resource granted to increase productivity and provide opportunities for professional growth. It must be used with these goals in mind. Improper use could result in the cancellation of the user's Internet account.

Each user of a City provided Internet access is responsible and accountable at all times for the proper use of that account. All Internet users are expected to know the tools, rules and etiquette of the Internet and behave accordingly. The following rules for Internet utilization apply to all employees:

- a. Users are prohibited from using the City's Internet connections for private gain or profit.
- b. Users may not violate the privacy of others and must be sensitive to the fact that Internet news group postings, certain e-mail messages, websites and various other communications of the Internet are public.
- c. Users are prohibited from using obscene, racist or sexist language or images. Users may not transmit threatening, obscene or harassing materials or engage in any form of harassment based on an employee's or individual's protected characteristic or status.
- d. Users may not interfere with or disrupt any City network or Internet users, services, programs or equipment. Disruptions include, but are not limited to, propagation of computer worms, viruses or other debilitating programs, and using the City network to make unauthorized entry to any other machines accessible via the network or Internet. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.
- e. Users will not share assigned Internet passwords, access codes or other authentication devices with others. Staff members are individually and directly responsible for checking that virus protection programs have been updated, except, in the case where a contractor is providing, maintaining, and updating virus protection for the system.
- f. E-mail (both internal and via the Internet) is often considered to be a public record and may be subject to public disclosure in accordance with applicable law. Routine backup of electronic mail will occur as part of the system maintenance. Individual personal computer hard drives should be backed up on a regular basis, no less than monthly.

Employees must use the Internet in accordance with all applicable laws and regulations. This includes compliance with copyright and license laws covering programs, data and written material accessed, obtained or provided to others via the Internet. Email and other computer files provided by the City are to be used for business purposes only. All City computer equipment and all computer passcodes must be available to the City at all times. The City reserves the right to enter, search, and monitor the computer files or e-mail of any employee, without advance notice, for business purposes, such as investigating theft, disclosure of confidential business or proprietary information, personal abuse of the system or monitoring workflow or productivity. Employees have no expectation of privacy with regard to communications made on, stored on, or transmitted through the City's computer system and equipment.

Violations of this policy will be handled in accordance with policies and procedures set forth in this manual and/or Rules of Conduct.

Disclaimers:

- a. A wide variety of information exists on the Internet. Some persons may find part of that information to be offensive or otherwise objectionable. Employees should be aware that the City has no control over and can, therefore, not be responsible for the content of information on the Internet other than what we, as an organization, place there.
- b. The City's Internet host computers are traceable to the City. Persons using City-provided Internet accounts should not assume they are provided any degree of anonymity or privacy. Outside users who want to identify machines associated with the City can do so easily.
- c. E-mail messages and other transfer of information via the Internet may not be secure. Persons desiring to send someone confidential or sensitive communications should not use the Internet.

K. SOCIAL MEDIA

Purpose. This policy provides guidance for employee use of computers, Internet, network, and social media. This policy applies to the use of all electronic devices provided by the City that sends or receives data transmission. This policy applies to all devices, whether privately owned or provided by the City, that connect to the City's network or which use City resources to access the Internet. This policy is also intended to apply generally to online forums including, but not limited to, social networking sites, services, and blogs.

Policy. Computer systems and Internet access are provided by the City to support open communications and exchange of information, as well as to provide the opportunity for collaborative City-related work.

The computer systems' hardware and software are the property of the City. All messages sent or received, and all information stored on the City's computer systems are the property of the City and not the private property of any employee. An employee is solely responsible and shall be personally liable (legally, financially, or otherwise) for the employee's use of City-owned computer systems outside the scope of the employee's employment.

Employees acknowledge that any communication or transmission using City-owned equipment, usernames, email addresses, or Internet connections might be subject to review by a third party

and may be subject to Iowa's Open Records laws. At any time and without prior notice, the City reserves the right to examine e-mail, voice mail, personal file directories, and other information stored on or transmitted through City computers. An employee's use of the City's computer systems or electronic technology constitutes consent to such examination.

Employees shall only access or use information they are authorized to obtain or utilize. Employees who discover a violation of any part of this policy must immediately notify their Department Head and the Finance Director. Misuse of the City's computer systems can be grounds for disciplinary action, up to and including termination of employment.

Procedures. Employees must use the Internet in a professional and ethical manner that complies with this policy and any additional policies implemented by a Department Head. The following principles apply to professional use of social media and transmissions over the Internet on behalf of the City:

- a. Even though the City uses various automated mechanisms in an attempt to keep spam or objectionable material from employee's mailboxes, the City does not guarantee that all objectionable material will be identified or stopped. Users of the City e-mail systems are expected to make a reasonable individual effort to attempt to identify potentially objectionable content before opening an email item that they may find offensive.
- b. Employees must not use electronic communication devices for harassment or other inappropriate behavior regarding race, color, creed, religion, sex, sexual orientation, gender identity, ancestry, national origin, age or disability or any other characteristic protected by law.
- c. Employees must not use electronic communication devices to create, access, display, archive, store, distribute, transmit, edit or record material which is sexually explicit, immoral, obscene, threatening, defrauding, violent or unlawful.
- d. Employees must not create, distribute, copy, or knowingly use unauthorized copies of copyrighted material or software, store such copies on City computers, or transmit them over the City's networks.
- e. Employees must use the Internet only to access information that is publicly available or to which the employee has authorized access. Employees must not use electronic communication devices for illegal activity.
- f. Confidential or sensitive information should not be transmitted over the Internet without appropriate security measures taken to safeguard the information. The City cannot guarantee confidentiality over the Internet. Therefore, individuals

entering personal information (such as credit card numbers or social security numbers) for personal use do so at their own risk.

- g. Exchanges of software between the City and any third party shall not proceed unless permission has been received from the department director and the Finance Director.
- h. To avoid libel, whenever any affiliation with the City is included with an Internet or internal message or posting, "flaming" or similar written attacks are strictly prohibited. Whenever staff members indicate an affiliation with the City on personal social media accounts, they must also clearly indicate that the opinions expressed are their own and do not reflect those of the City using a statement such as "Opinions expressed are solely my own and do not express the views or opinions of my employer."
- i. Users shall not use another user's e-mail account without permission of the account's owner. Unless specifically acting as an agent for another when sending a message from another account, users should clearly identify themselves as the author of the e-mail message.
- j. Users must comply with all licenses and agreements between the City and third-party vendors, including licensing agreements for City-owned software, or user agreements for City-facilitated websites.

Limitations. The following are limitations regarding personal use of the City's computer systems:

- a. Use must not interfere with the performance of the employee's duties or productivity.
- b. Use is of nominal cost or value.
- c. Use must not negatively impact the performance of the City's computing infrastructure or the system/device being used.
- d. Use must not interfere with the intended function of the device being used. Personal activities that place a "drain" on the City's network, including gaming and streaming video, is strictly prohibited in the workplace.
- e. Use must not create the appearance of impropriety.
- f. Use must not load or download any personal software onto City computers.

- g. Use is reasonable in time, duration, and frequency and make only minimal use of hardware and software resources.
- h. Use must not reflect poorly on the City or its reputation. Employees may not speak on behalf of the City unless they have received prior approval to do so.
- i. Use must not circumvent firewalls, virus scanning software, or other appropriate security devices put in place by the Finance Director.
- j. Use must not be malicious, obscene, threatening or intimidating or anything that might constitute bullying or harassment.

Social Media Guidelines. In addition to the procedures and limitations described above, the City also expects employees to approach social media in a professional manner. Social media accounts facilitated by the City shall be used for the purpose of informing the public about City business, services, and events. All official City presence on social media accounts are considered an extension of the City's information networks.

This policy covers all social media messages generated on or handled by electronic communication systems owned by the City. Where applicable, this policy is also applicable to all social media messages generated by employees of the City on personally owned communication devices. The regulation of employee speech is subject to the right of employees to freedom of speech as that right has been interpreted by the courts.

All City social media accounts should be viewable to the public and not use privacy settings. The City logo and authorized departmental extensions should be used on all social media accounts to confirm authenticity of site. Department social media accounts should be tied to a City e-mail address.

If a department chooses to participate in social media and receives written approval from the City Administrator, online representation on social media accounts is ultimately the responsibility of the Department Head or designee. Employees representing the City via social media accounts must conduct themselves at all times as representatives of the City and must comply with the Guidelines contained in this policy.

Any employee who discovers a violation of this policy shall immediately notify their Department Head who shall in turn inform the Finance Director. An employee who violates this policy or uses social media for improper purposes shall be subject to disciplinary action up to, and including, termination of employment.

The Finance Director reserves the right to delete submissions that are deemed inappropriate, according to prescribed unacceptable content standards. If any record is deleted for unacceptable

content, it is the responsibility of the affected Department to retain a public record of that content and keep a record of why the information was removed. Friends, fans, or followers should be removed if they continue to post inappropriate content. One warning should be given. If the individual posts inappropriate content a second time, they should be removed or blocked.

Personal Use of Social Media. Employees should make certain any online activities do not interfere with their effectiveness at work and ensure any on-duty personal use is limited in nature. If on-duty personal use is interfering with work effectiveness, employees will be subject to disciplinary action. Employees may not use their City e-mail account in connection with a personal social networking account.

Employees who engage in libelous, defamatory, obscene, or maliciously false behavior directed at the City, Departments, elected officials, appointed officials, other employees, or members of the public may be disciplined, up to and including termination.

Employees may not post confidential information which they have learned through their employment with the City and which they are not authorized by law to release to the public such as HIPPA-protected information, personnel information which is not a public record, personnel records which are not public records, and criminal history information which is not a public record.

L. WORKPLACE MONITORING & COOPERATION IN INVESTIGATIONS

Employees work output, whether it be paperwork, computer files, internet history, products, customer calls, or customer interaction, belongs to the City. As such, work output is always subject to review by the City, whether it is stored electronically, on paper, or in any other form. In addition, business equipment, including computers, desks, files, and lockers belong to the City and are subject to search or investigation.

All employees are required to fully cooperate with any representative of the City who is conducting a work-related investigation. Employees will be disciplined for lying to any representative of the City, or providing information to any representative of the City which is dishonest, misleading, inaccurate, or incomplete.

Employees will also be disciplined for impeding, obstructing, or failing to cooperate with an inquiry or investigation conducted by any representative of the City. "Obstructing" includes, but is not limited to, threatening, intimidating, or coercing other individuals who may be contacted by a representative of the City, and discouraging other individuals who may be contacted by a representative of the City from responding to or cooperating with the City. "Failing to cooperate" includes, but is not limited to, failing to provide information, documents, or materials requested by a representative of the City, and providing information, documents, or materials to a representative of the City which are dishonest, misleading, inaccurate, or incomplete.

If the City conducts an examination or inspection under the terms of this policy, there will be at least two individuals present at the time of the examination or inspection.

M. POLITICAL ACTIVITIES

City employees shall not engage in political activities to such extent that the participation distracts from performance of employees' duties, nor should they engage in political activities in such a way that would lead members of the electorate to conclude City departments or employees in their official capacity are taking a position in an election. No City employees, during the hours that they are on duty, may engage in political activities. City employees engaged in political activities while off duty should clearly act as private individuals and not convey the impression they are acting in their official capacity as City employees. This policy is not intended to restrict one's constitutional rights but to dramatize and protect the neutrality of public service personnel.

There should be no undue pressure placed on officials and employees to contribute time, money, services, or items of value to political campaigns. There should be no solicitation during business hours.

These regulations do not prevent any employee on the employee's own time, off duty, and not as official representative of the City from:

- a. Becoming or continuing to be a member of a political club, organization, or party.
- b. Attending a political meeting.
- c. Voting.
- d. Seeking signatures to an initiative or referendum petition directly affecting the employee's rates of pay, hours of work, retirement or other working conditions.
- e. Distributing badges, pamphlets, or handbills, or other participation in any campaign in connection with a petition, if the activity is not carried on during hours of work or they are not in uniform required in any department of the City.

N. GIFTS AND GRATUITIES

No employee shall directly or indirectly accept or receive loans, gifts of money or goods, services or other arrangements for personal benefit under any circumstances directly or indirectly involving influence upon the manner in which the employee performs work, makes decisions, or otherwise

discharges duties as a City employee.

No employee of the City shall violate the terms or conditions as articulated in Chapter 68B of the Code of Iowa.

O. CONFLICT OF INTEREST

No employee of the City shall have financial interest, direct or indirect, in any contract with the City, or be financially interested directly or indirectly, in the sale to the City of land, materials, supplies or services, except on behalf of the City as an employee.

If at any time a Council Member, Department Head, or city employee, or a member of their immediately family finds that he or she was or is considering the assumption of a financial interest or outside relationship which might reasonably be considered a conflict of interest, it shall be the duty of that individual to make a timely disclosure of those facts and concerns to the appropriate City authority.

P. LICENSES AND CERTIFICATIONS

Applicants for a position requiring a license and/or certification must present valid proof prior to the first assigned starting date or according to time frames established in the job description.

Persons operating a City vehicle or equipment must possess an appropriate and valid operator's license and submit that license as proof. Those positions requiring special certification by an agency of the state must submit proof of satisfactory completion with certification to professionally practice in the State of Iowa.

Various other certifications may be requested as proof of completed education at a recognized institution or university. The City reserves the right to obtain necessary information regarding academic transcripts, educational files, health records, or prior employment records of any applicant.

Q. PERSONAL APPEARANCE

All employees represent the City. Employees' neat appearance and dress help create a professional atmosphere and reflect a good image of the City and the employee as an individual. It is expected that all employees will exercise good judgment and dress appropriately for their jobs. These are the factors that should be taken into consideration when determining appropriate dress:

- a. The nature of the work.
- b. Safety considerations, such as necessary precautions when working near machinery or hazardous work areas. Employees will be required to wear proper safety equipment at all times, without exception for any reason.
- c. The nature of public contact, if any, and the normal expectations of outside parties with whom employees will work.
- d. The prevailing personal appearance of other workers in similar jobs.

Each Department Head is responsible for establishing a reasonable dress code appropriate to the job performed. If the Department Head or supervisor feels an employee's personal appearance is inappropriate, the matter shall be discussed with the employee. If continued counseling fails to bring the desired response, the supervisor may initiate disciplinary action.

R. SAFETY AND ACCIDENT PREVENTION

The City Administrator has appointed a Safety Committee to put together rules and safety regulations for the benefit of all employees covered under this manual. These rules and regulations may be found in a separate document maintained by each department. Each Department is responsible for instructing its employees regarding information contained in the Department's Safety Manual.

S. NOTIFICATION OF ARRESTS AND OTHER GOVERNMENT ACTION

Employees are expected to perform their assigned jobs, respect and follow City policies, and obey the law. In the event that employees are arrested or receive a citation for any crime, have any criminal charges filed against them, receive notice of the disposition of any criminal charges pending against them (including, but not limited to, a conviction, a guilty plea, a plea of nolo contendere (no contest), or deferred judgment) or receive notice of any charges relating to operating a motor vehicle while intoxicated, they must notify the Personnel Officer or designee. Notification to the Personnel Officer or designee must occur within five (5) business days of notification to the employee.

Employees whose duties require possession of a Commercial Driver's License and/or who regularly and frequently operate City vehicles must report all charges and citations, including traffic tickets such as speeding tickets. Other employees need not report such traffic tickets.

Employees who have any contact with minor children must notify the Personnel Officer or designee of any child abuse complaints filed against them. Employees must notify the Personnel Officer or designee regarding the findings in any complaint against them alleging child abuse. The Personnel Officer or designee must be notified of any complaints and findings within five (5) business days of notification to employee.

Information relating to arrests, criminal charges and child abuse complaints will be treated as confidential and maintained as part of the employee's personnel file. Employees who do not notify the City as required by this policy may be subject to disciplinary action up to and including termination.

CHAPTER 8

TRAVEL AND EXPENSE POLICY

A. PURPOSE

The purpose of this section is to set forth the policies governing travel expenses and to describe certain procedural matters concerning travel authorization, documentation and accounting. The City's objectives are to allow travel arrangements that conserve funds and allow travel in a manner that is dignified and reflects credit on the City. This regulation is applicable for all travel expenses incurred on behalf of the City by employees, elected officials, and board and commission members.

B. AUTHORIZATION TO TRAVEL OUT OF STATE

Because the objective of the City's travel and expense policy is to conserve funds and use good judgment in the use and stewardship of the City's resources, requests for out of state travel must be submitted to the City Administrator for approval prior to the requested date of convention/meeting attendance. If the travel is for a conference or a training program, a descriptive brochure or announcement must accompany the travel request. Registration and tuition fees for authorized professional meetings and conferences may be reimbursed at the discretion of the City Administrator.

C. CITY VEHICLES

Non-emergency City vehicles, when available, shall be used for travel when distances, time requirements or other justification warrants it. Gasoline, repairs and other expenses attributable to the vehicle are reimbursable and paid receipts must be submitted. Tolls, parking and garage charges are also reimbursable. Receipts must be submitted within two weeks of returning for reimbursement and a detailed mileage and expense record must be kept. City vehicles shall be used whenever available for all local travel between job sites and on errands or City business. Personal vehicles shall only be used when a City vehicle is not available and with prior approval of the Department Director.

D. PRIVATE VEHICLES

Reimbursement for use of a personal vehicle shall be limited to the current "IRS rate" plus tolls,

parking and garage charges. When two or more people travel in the same vehicle, reimbursement shall be paid to the owner of the vehicle. Receipts must be submitted within two weeks of returning for reimbursement and a detailed mileage and expense record must be kept. Mileage shall be calculated using the most direct route and shall not include incidental mileage for personal driving.

Since the City assumes no responsibility when private vehicles are used beyond making a mileage reimbursement allowance, it is the employee's responsibility to protect against damage to his vehicle and legal liability in such form and amount as the employee deems adequate. In particular, the employee should consult with the employee's insurance carrier and consider carrying liability insurance in such form and amount as the employee deems adequate to avoid a potential situation which could be a financial burden to the employee.

E. RENTAL VEHICLES

The use of rental vehicles is permitted only when there is no other transportation available or when alternate transportation would be more expensive or impractical. When rental vehicles are used, the least expensive vehicle practical will be used. Prior approval by the Finance Director is required. Any traffic or parking tickets issued will be paid by the employee driving the vehicle and will not be reimbursed by the City.

F. COMMERCIAL TRANSPORTATION

Commercial carrier fares shall be limited to "coach" or "economy" fares when such services are the most feasible and are approved by the City Administrator. Travel to and from train stations and airports may be by bus, hotel limousine, taxi, or private vehicle whichever is less costly. When possible, travel arrangements should be made by the City through a travel agency and billed directly to the City. Receipts for transportation costs are required if reimbursement is requested.

G. MEALS REIMBURSEMENT

When authorized functions away from the City, primary residence and/or primary worksite, include one or more meals, the maximum allowable reimbursement will be a total of \$27.00 per person per day (excluding reasonable tips of 20%). On a travel day of less than 24 hours, the per person per day amount will be pro-rated based on the time traveled. This pro-rate will be up to 1/3 for breakfast or lunch, and up to 2/3 for dinner. The pro-rate calculation will not apply to travel days of 24-hours.

The IRS has designated some locations as high-cost areas, qualifying for higher allowances. For

travel to these locations meals will be reimbursed up to the designated standard meal allowance per day. The applicable IRS Code section is available from the City Administrator or designee.

This reimbursement is not applicable if the meal expense is included within a conference or meeting registration fee. The City will not reimburse costs for alcoholic beverages. The City will not reimburse the meal cost of persons who are not employed by the City.

Occasions may arise in which a meeting is held in conjunction with a meal. The Department Head may have the option to provide payment for the meal and obtain subsequent reimbursement.

H. LODGING

Hotel or motel reservations are expected to be made well in advance to ensure lodging is secured at moderate rates. Receipts for lodging are required. Reimbursement of lodging shall be limited to the minimum number of nights required to conduct the assigned City business. If a conference, for example, opens on Sunday evening and closes Thursday noon, reimbursement for Sunday through Wednesday night would be allowed. If the traveler chooses to arrive earlier or stay later, the additional lodging and other expenses related to this decision are personal expenses and will not be reimbursed.

If a spouse and/or other family member travels on an official trip, reimbursement shall be limited to the single rate for the room occupied. In the absence of accounting on the travel expense report, the City will determine the single room rate and deduct the difference between the rates on the bill for lodging submitted as a receipt.

No lodging expense shall be reimbursed for meetings or conferences held within two hours driving distance of the City unless prior approval is obtained from the City Administrator.

I. RECEIPTS

Itemized receipts are to be filed with the Department Head or designee within two weeks of incurring the expense and are required for the following expenses in order to receive reimbursement:

- a. Fuel, repairs and vehicle expense
- b. Tolls, parking and garage charges
- c. Lodging, if previously authorized by the City Administrator
- d. Registration and tuition fees, if previously authorized

e. Meals

f. Extraordinary expenses not covered by these regulations

Expense report forms are to be obtained from the Department Head or designee for use when seeking reimbursement for the above.

CHAPTER 9

LEAVE

A. FUNERAL LEAVE

A full-time employee may be granted a maximum of three consecutive scheduled workdays paid leave of absence to attend the funeral of an employee's:

Spouse	Son	Father-in-law	Step-son
Daughter	Mother	Mother-in-law	Step-daughter
Father	Sister	Brother-in-law	Step-parent
Brother	Grandparents	Sister-in-law	
Son-in-law	Daughter-in-law	Grandchildren	
Aunt	Uncle	Niece or Nephew	

In addition, an employee may be granted an additional two days unpaid leave of absence to attend the funeral of an employee's:

Spouse	Parent	Child
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Only scheduled workdays missed will be paid for at the rate of eight hours times the employee's straight-time hourly rate, excluding any premium rate. To qualify for paid leave, the employee must attend the funeral. No payment will be made during holidays, layoffs, or leaves of absence. In no event shall the paid funeral leave extend more than one workday after the day of the funeral.

Upon written request and approval by the City Administrator, an employee may be granted an extension of funeral leave. An employee may elect to use accrued/unused sick leave, comp time, or vacation time. If the employee has no accrued time coming, then additional leave may be granted without pay.

The City Administrator may, at his or her discretion, grant paid or unpaid leave to employees to attend the funeral of an individual not described above. Requests must be submitted as soon as is practical.

B. FAMILY MEDICAL LEAVE (FMLA)

FMLA provides that employees who have been employed with the City at least 12 months and for

at least 1,250 hours during the preceding 12-month period shall be eligible for up to 12 weeks of unpaid leave in a 12-month period. The City requires all accrued vacation, sick leave, and banked sick hours to be used concurrently with FMLA leave and this paid time off will be considered as part of the 12 weeks of FMLA leave. The 12-month period will be calculated on a rolling basis, i.e., the last 12 months measured backward from the first date an employee uses any FMLA leave, rather than calculated by calendar year. The employee will be entitled to this leave for one or more of the following reasons:

- a. Incapacity due to pregnancy or prenatal medical care.
- b. The birth of, or to care for, the employee's child within the first 12 months after birth;
- c. The placement of a child with the employee for adoption or foster care and to bond with and care for the child (within the first 12 months after placement);
- d. To care for the employee's child (under age 18, or older than 18 but incapable of self-care because of mental or physical disability), spouse, or parent (not including in-laws) with a serious health condition;
- e. Because of a serious health condition that renders the employee unable to perform the essential functions of the employee's job;
- f. The employee experiences a qualifying exigency that arises out of the fact that a spouse, parent, or child has been called to or is on active military duty as a member of the Armed Forces.

Military Caregiver Leave. In addition, an employee who is the spouse, parent, child, or next of kin of a current member or veteran of the Armed Forces (including the National Guard or Reserves) who incurred an injury or illness while on active duty may be eligible for up to 26 weeks of FMLA leave in a 12-month period, including the types of leave listed above. The military caregiver leave for the care of veterans extends only to family members of veterans when the veteran was a member of the Armed Forces at some point in the five years preceding the date on which the veteran received medical treatment or therapy, unless otherwise provided by law.

The employee may use an intermittent or a reduced work schedule for FMLA leave according to the following provisions:

- a. When medically necessary, employees may take FMLA leave intermittently or on a reduced schedule basis for their own serious health condition, the serious health condition of a family member, or for military caregiver leave. Employees are required to cooperate with the employer to arrange reduced work schedules or

intermittent leave so as to minimize disruption of business operations.

- b. Qualifying exigency leave may be taken intermittently to attend to any category of qualifying exigency as defined by the U.S. Department of Labor.
- c. For the birth, adoption or foster care of a child, the employer and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

No more than 12 weeks of FMLA leave may be taken in any 12-month period, unless the additional leave falls under the Military Caregiver provision. Additional leave beyond 12 weeks may be requested under other provisions of the City's leave policies and Collective Bargaining Agreements (CBAs). An employee and employee spouse who are both employed by the City may take a combined total of 12 weeks of leave in a 12 month period for the birth, adoption or foster placement of a child; to care for and bond with such child; to care for an employee's parent (not in-law) with a serious health condition; or a combination of the above. For military caregiver leave, the employee and employee spouse may be limited to a combined total of 26 weeks of leave in a 12-month period, including the types of leave listed above in this paragraph.

The procedure for requesting leave includes the following:

- a. When requesting FMLA leave, the employee must provide verbal or written notice of the need for leave with sufficient information for the City to be aware that the FMLA may apply to the leave requested, as well as information regarding the anticipated timing and duration of leave.
- b. An employee will be required to submit a written request to the employee's supervisor at least 30 days in advance of a birth, adoption, or planned medical procedure.
- c. The supervisor will forward such request to the Human Resources Department who will determine whether the employee is eligible for FMLA leave.
- d. The employee must cooperate with all requests for information regarding whether absences are FMLA-qualifying. Failure to comply may result in leave being delayed or denied.
- e. If the employee is eligible for FMLA leave and all requests for information have been obtained, the City will inform the employee, whether the leave will be designated as FMLA leave and count towards the FMLA leave entitlement. Whether or not a particular situation is covered by FMLA depends on whether the

law's requirements have been met, not on whether an employee actually requests FMLA leave. The City will designate leave as FMLA leave if the employee is eligible for FMLA and if the law's other requirements are satisfied, even if the employee has not requested FMLA leave.

- f. In the case of an unexpected emergency or where the reason for leave will occur in fewer than 30 days, the employee must provide as much notice as practicable (i.e., within one to two days of learning of the need for the leave.)
- g. The City may make leave designations under the FMLA provisions in the event an employee fails to request leave but has verbally requested sick leave which extends for a period longer than three consecutive calendar days, or in the event that a vacation leave should turn into an FMLA-qualifying medical leave.

Employees will be required to provide a medical certification if the leave request is: 1) for the employee's own serious health condition, 2) to care for a family member's serious health condition, or 3) military caregiver leave. Failure to provide the requested certification in a timely manner may result in denial of the leave until it is provided. If an employee refuses to provide a certification, the employee's leave request may be denied and the employee may be disciplined.

Other types of FMLA leave may require verification. For example, the City may request a copy of a military member's active duty orders to verify a request for military exigency leave.

The City, at its expense, may require a medical examination by a health care provider of its own choosing if it has reasonable questions regarding the medical certification provided by the employee. In lieu of a second opinion, the City may contact the health care provider directly to clarify or authenticate a medical certification. Second opinions may not be required for military or caregiver leave.

While an employee is on leave, the City will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the City will require the employee to reimburse the City the amount it paid for the employee's health insurance premium during the leave period.

Under current City policy, the employee pays a portion of the health care premium. While on paid leave, the City will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received at City Hall by the first day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. The City will provide notification prior to the employee's loss of

coverage.

The City's responsibility to continue the employee's health care benefits (except for COBRA continuation coverage) ends when:

- a. Notice is received that the employee does not intend to return to work at the end of the approved leave period, even though the employee is able to work at that time; or
- b. Employee fails to return from leave at the end of the 12-week period; or
- c. Employee's position is eliminated as part of a nondiscriminatory reduction in force.

All accrued vacation, sick leave and banked sick hours must be used concurrently with FMLA leave to the extent the circumstances for taking FMLA leave satisfy the City's usual requirements for the use of such accrued leave, and this paid time off will be considered as part of the 12 weeks of FMLA leave. An employee who is using military FMLA leave for a qualifying exigency or using FMLA military caregiver leave must also use all accrued vacation, sick leave, and banked sick hours concurrently with their FMLA leave. Absences in excess of these accumulated days will be treated as FMLA leave without pay. Additionally, workers' compensation leave and disability leave will be designated as FMLA leave and run concurrently with FMLA.

The City may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work. This requirement will be communicated to the employee when the leave commences.

Because the City wishes to ensure the well-being of all employees, any employee returning from FMLA leave for the employee's own serious health condition may need to provide a Fitness for Duty (FFD) certification signed by the employee's health care provider. An employee who fails to provide a Fitness for Duty certification that the City has directed him or her to provide will be prohibited from returning to work until it is provided. An employee who fails to provide a Fitness for Duty certification that the City has directed him or her to provide may be disciplined or terminated. Fitness for Duty certifications may be required when an employee returns from intermittent FMLA leave if serious concerns exist regarding the employee's ability to resume his/her duties.

If an employee exhausts all available FMLA leave and is not able to return to work, the employee may apply for an unpaid leave of absence (see Chapter 9, Leave, "Other Leaves of Absence").

Upon return from FMLA leave, an employee shall be placed in the employee's previously held position or an equivalent position with equivalent pay and benefits. If an employee does not return to work following the conclusion of FMLA leave, the employee will be considered to have

voluntarily resigned. Unpaid leave granted under this policy will not be considered time worked for purposes of accruing vacation or sick leave benefits. Seniority benefits shall accrue only during the first 30 days of an approved unpaid leave of absence. Employee benefits that were accrued prior to such leave will not be lost if not depleted during the leave.

Reinstatement from FMLA leave may not be granted to salaried employees who are within the highest paid 10% of the work force, if such a leave would create "substantial and grievous economic injury" to the City's operations.

C. COURT LEAVE/JURY DUTY

The City believes that every person has an obligation to the community.

A full-time employee who is required to report for or to serve on jury duty on any scheduled workday will be paid for the regular scheduled hours which the employee would have worked in the absence of being called for jury duty, computed at the applicable straight-time hourly rate for each such day less any remuneration received by the employee for jury service, excluding mileage. To receive such compensation, the employee must furnish satisfactory evidence that jury duty was performed on the days for which the employee claims payment.

When an employee is excused from jury service, either temporarily or permanently, on any scheduled workday, the employee shall promptly report to the employee's immediate supervisor and shall complete any remaining hours of the scheduled workday if required.

A regular part-time or variable hour employee who is required to report for jury duty during any scheduled work day will be paid for the regular scheduled hours which the employee would have worked in the absence of being called for jury duty, computed at the applicable straight-time hourly rate for each hour of regular scheduled duty less any remuneration received by the employee for jury service, excluding mileage.

Court leave/jury duty shall not be extended to include subpoenaed witnesses. Such leave shall be granted as unpaid leave or an employee may use accrued vacation hours or accumulated compensation time. An exception may be granted if the employee should be subpoenaed on behalf of the City in a pending litigation.

D. MILITARY LEAVE

The City will grant leaves of absence for military service to full-time, regular part-time, and variable hour employees in accordance with applicable State and Federal law. A full-time, regular part-time, or variable hour employee who is a member of the uniformed services, when ordered by proper authority to serve in the uniformed services, shall be granted leave for the period of

service.

The first 30 calendar days of military leave each calendar year shall be without loss of pay. Military leave may not be carried over from one year to the next and will not be paid out, if unused. Any amount of military leave taken during any part of an employee's scheduled workday, regardless of the number of hours taken, will count as one day toward the 30 calendar days without loss of pay. Absences required for military service that exceed 30 calendar days shall be granted in accordance with the City's policies on vacation, compensatory time, paid time off or unpaid leave, and with applicable State and Federal law.

An employee returning from military leave will be accorded reinstatement rights in accordance with the terms of the applicable Federal statutes and regulations which shall supersede any conflicting seniority provisions contained within any CBAs.

E. SICK LEAVE

Full-time employees of the City will accrue sick leave at the rate of eight hours for each month of service. Sick leave will accrue on the last scheduled workday of the month, with a maximum accumulation of 720 hours. To earn eight hours, an employee must have worked at least 80 hours in said month. For purposes of this Section, paid vacation, holidays, jury duty, funeral leave, compensatory time and sick leave shall be counted as hours worked for accrual of sick leave. An employee who has not completed the six-month probation period will not be allowed to earn, accrue or use sick leave benefits. Upon completion of the employee's probation period, the sick leave account will be credited with those days which would have been earned during the probation period.

Sick leave will only be paid at a straight-time rate for days of scheduled work missed due to personal illness, injury, or doctor's appointment of the employee or immediate family members. For the purpose of this section only, immediate family members shall mean member of household, children or parent. At the discretion of each Department Head, a written verification or a doctor's written statement justifying the approval of the requested leave may be required.

In all cases of injury or illness (including FMLA leaves) requiring the services of a physician and which result in restrictions for work or non-work activities, it is the responsibility of the employee to obtain from the physician a release or medical certificate authorizing his or her return to work. The release shall indicate the date upon which the employee may return to work and document any necessary on-the-job restrictions. Employees who fail to provide documentation regarding work restrictions may forfeit eligibility of paid time off and may be subject to disciplinary action.

The City shall notify all employees of sick leave hours accrued during the current year on regular pay stubs. Each employee shall receive a report of the employee's total sick leave balance on an

annual basis.

On December 1st of each year, employees have the option of selling back to the City up to 50% of the unused sick leave they have accrued during the previous 12-month period. Only sick leave accrued and unused during the previous 12 months will be eligible for buy-back. Employees who are on probationary status on November 30th are not eligible to participate in the buy-back program. Payment for sick leave sold back to the City will be at the employee's regular straight-time hourly rate as of November 30th. On or before November 30th of each year, all eligible employees must notify the City of the portion (0 to 50%) of their accrued sick leave that they wish to sell back to the City.

Each full-time employee who retires, quits, or is discharged from active employment with the City may be paid for accumulated sick leave and sick bank hours in cash at the employee's regular hours straight-time rate at the time of separation up to a maximum of 720 sick bank hours plus current accrued, unused sick leave hours according to the following schedule:

<u>Years of service</u>	<u>Percent of Sick Leave</u>
At least 10 years of continuous service	50%
At least 15 years of continuous service	75%
At least 20 years of continuous service	100%

For employees who do not have at least 10 years of continuous service, only current accrued, unused sick leave hours since the last City buy-back will be eligible for buy-back (50%) upon resignation, retirement or termination.

F. WORKERS' COMPENSATION

Workers' Compensation provides medical and financial benefits for individuals who, in the performance of work, become temporarily disabled, permanently disabled or die as a result of a job-related injury or disease.

Please note that employees covered under Chapter 411 are excluded from the provisions of the Workers' Compensation Act and payments they receive pursuant to the City's IMWCA endorsement are not coordinated with workers' compensation benefits. Please refer to your Department Head for individual department policies for employees covered under Chapter 411.

Employees injured on the job shall report the injury immediately to the supervisor, if physically able to do so. If it is a non-life or limb threatening injury, the employee shall then immediately call 1-888-770-0928 to speak to a nurse about care advice or medical referral. This phone call creates the First Report of Injury report required by OSHA. All incidents, however minor, are to be

reported by the injured employee or the employee's supervisor to the Human Resource Department. The supervisor completes and signs the *Employer Investigation Report*. This form should be forwarded to the Human Resource Department as soon as possible for processing and forwarding as requested to the City's Workers' Compensation carrier.

Under Iowa Code (85.39), the City has the right to choose a medical care provider for the evaluation and treatment of work place injuries and illnesses. The City has designated Pella Occupational Health Clinic, as its designated medical provider. Employees with a work-related illness or injury are required to have their initial evaluation with this designated clinic. If appropriate, and with prior approval from the Iowa Municipal Workers' Compensation Association (IMWCA), the City's designated physician may make referrals to other specialists.

If an employee decides to go to another provider without the referral from the authorized treating clinic, the employee will be responsible for all expenses related to that visit(s). Workers' Compensation benefits will be delayed or denied unless the employee is seen by the City's designated physician.

It is each individual's responsibility to report that they have been injured or have been temporarily disabled as the result of a work-related disease. Department Heads are to contact the Personnel Officer or the Personnel Officer's designee without delay so that the administrative requirements set by the State of Iowa, including the preparation of a written report, can be satisfied. If any employee suffers an accidental injury or disablement as the result of occupational disease, arising out of and in the course of his employment, the procedures stated above for reporting the same shall be followed.

When an employee is receiving temporary total or temporary partial Workers' Compensation payments as a result of injury sustained while in the course of employment with the City, the following procedures shall apply:

- a. An employee who is eligible for Workers' Compensation may use sick leave for scheduled workdays lost during the first three days following the injury or illness. If the employee continues to be eligible for Workers' Compensation, the employee will be paid at the State of Iowa Workers' Compensation rate of pay starting on the fourth day of the disability.
- b. An employee may supplement Workers' Compensation benefits with accumulated sick leave if the employee requests the supplement in writing. After receiving verification of the benefit amount the employee will receive from Workers' Compensation, the City will compensate the employee for the difference between the employee's Workers' Compensation payment and the available sick leave payment. The employee's accumulated sick leave will be reduced accordingly. If an employee prefers not to comply with the aforementioned course of action, then no

unused sick leave shall be paid while the employee is off work receiving Workers' Compensation benefits. If an employee is receiving Workers' Compensation benefits and does not have any unused accrued sick leave, then the employee will only receive Workers' Compensation benefits.

- c. If the employee is off work for more than 14 calendar days, the insurance carrier will then pay for the first three days following the illness or injury. If the employee has elected to supplement Workers' Compensation with accumulated sick leave, the City will then deduct the amount equal to the Workers' Compensation benefit for those first three days from the employee's next regular payroll check. If the employee does not elect to supplement workers' compensation with accumulated sick leave, the City will deduct a full day's pay for those first three days from the employee's next regular payroll check.

Worker injuries as a result of violations of safety policies or accident reporting procedures may result in disciplinary action against the employee; Workers' Compensation coverage, however, will not be denied.

Medical certification stating that the employee is able to perform the functions of the job with or without restrictions from the physician who has been treating the employee (and is approved by the City's Workers' Compensation insurance carrier) will be required by the City before the employee returns to work.

G. RETURN TO WORK PROGRAM - WORK RELATED JOB INJURIES and ILLNESS

It is the policy of the City to provide modified or alternate work for an employee injured on the job who is unable to temporarily or permanently return to his/her regular job classifications. Regular modified and alternate work will be provided as available in compliance with the Americans with Disabilities Act (ADA), its amendments, and Iowa's Workers' Compensation rules.

The City will make reasonable accommodations to a disability unless the accommodations would impose an undue hardship on the employer. The disabled employee must be able to perform the essential functions of the job with or without reasonable accommodations.

The feasibility of reasonable accommodations shall be determined on a case-by-case basis taking into consideration the employee, the specific physical or mental impairment, the essential functions of the job, the work environment, and the ability to provide accommodations.

Return to Work Program Objectives:

- a. To return the employee who is injured on the job to work as soon as possible when

there is not a significant risk of substantial harm to themselves and others.

- b. To minimize financial hardship and emotional stress to the employee who has sustained a work-related injury.
- c. To assist the employee in returning to work at a level as close as practicable to his/her pre-injury earnings and productivity.
- d. To retain qualified and experienced employees.
- e. To reduce the cost of disability benefit programs.

Temporary Alternate Duty (TAD) is defined as modified duties or hours assigned to a worker injured on the job, when the physician indicates the employee can return to work but is not yet physically capable of handling the entire job duties normally assigned, and his/her work-related injury has not reached maximum medical improvement.

The purpose of Temporary Alternate Duty (TAD) is to provide temporary work, within medical restrictions, for an employee injured on the job. TAD may be available with medical prognosis indicating that the employee is expected to return to full duty following a course of medical treatment.

If an alternate duty position is available, the employee will be provided with Temporary Alternate Duty (TAD) as soon as medically feasible. An alternate duty position may be either within his/her department, if available, or within another department, as coordinated by the City Temporary Alternate Duty (TAD) designee. TAD should be consistent with the employee's physical/mental abilities.

An employee in Temporary Alternate Duty (TAD) capacity will continue to receive the salary and benefits of his/her job classification. A TAD assignment should be reviewed after each medical appointment, normally every 7 to 14 days. Temporary Alternate Duty (TAD) will not normally exceed three months (90 calendar days).

H. OTHER LEAVES OF ABSENCE

When an employee is unable to perform the duties of the employee's job because of illness, physical injury, or pregnancy disability and when this employee does not qualify for FMLA or Workers' Compensation Leave, a request for an leave of absence for a period not to exceed 30 calendar days shall be made in writing to the Department Head with final approval to be given by the City Administrator.

Any request for extension of the leave period beyond 30 days must be submitted in writing by the employee through the Department Head and forwarded to the City Administrator for review and determination. Extensions may be granted at the sole discretion of the City Administrator.

The City shall have the right to require medical examinations of the employee or require continuing satisfactory proof that the employee is still unable to work prior to the granting of sick leave or any extensions thereof. The City shall have the right to require periodic updates regarding the employee's medical condition during the leave period.

When a full-time employee who suffers an off-the-job injury or sickness exhausts all accrued benefits (including sick leave, vacation, compensatory time and holidays) and is not eligible for FMLA leave, the employee will be placed on an unpaid leave of absence. Benefits will not accrue during this leave; however, an employee will be permitted to continue their coverage under the Group Health Insurance at the employee's own expense.

If the employee has worked at least 80 hours in said month, the insurance normally paid for by the Employer will be paid for said month by the Employer. To maintain health insurance coverage during a leave of absence other than FMLA, an employee must pay to the City the amount of their full monthly premium contribution. Payments required by this section must be made to the City prior to the first day of the month for which coverage is sought. Failure to make the required payment may result in the cancellation of the employee's coverage by the City.

Upon return from a leave of absence, the City shall have the right to require the employee to submit valid medical proof that the employee is in a suitable physical condition to perform the job assigned and whether the City or its employees will or would be exposed to an abnormal hazard. The City shall have the right, after such medical statement is submitted, to, if it so desires, require the employee to take a physical examination by a City-appointed doctor to determine whether the job assigned to that employee is suitable to the employee's physical condition or whether the City or employees will or would be exposed to an abnormal hazard or whether the employee is capable or in proper physical condition to return to work.

Although the City does not guarantee the employee's reinstatement to his original position, the City will permit the employee to resume the employee's original status, if that position is still in existence and vacant. If the position no longer exists, or is filled, the City will make an active effort to place the employee in a comparable position as soon as one becomes available in the organization.

I. HOLIDAY LEAVE

Full-time employees of the City are entitled to paid holidays. Eligible employees will be paid for eight hours at the employees' regular straight-time hourly wage rate for the following holidays:

New Year's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	

To be eligible for holiday pay, an employee must perform work on their regularly scheduled workday prior to and after the holiday unless excused from duty by their Department Head.

In addition to the holidays previously enumerated, each full-time employee who has successfully completed the six-month probation period, shall be eligible for one floating holiday from January 1st to December 31st of each year. A floating holiday may be taken with three days' prior notice and approval of the Department Head. The time limit provided herein may be waived at the sole discretion of the Department Head. There shall be no carryover of this floating holiday from calendar year to calendar year. Upon termination of employment, if the employee has not used the floating holiday for the year, the floating holiday will not be paid out.

A recognized paid holiday shall be observed on the calendar day in which it falls, or the day designated by the City. When a holiday falls on Sunday, the following Monday may be observed. When a holiday falls on Saturday, the preceding Friday may be observed. Different departments may have differing holiday schedules; however, full-time employees shall be paid for no more than 10 holidays per year (including the floating holiday). Full-time employees who are scheduled to work a "City" holiday may "flex" their paid holiday to another day with supervisory approval.

Employees on unpaid leave of absence or layoff and not working within one week before or one week after the holiday will not receive pay for that holiday. An employee on paid sick leave or paid vacation within one week before or one week after the holiday qualifies for applicable holiday pay instead of sick leave or vacation.

Except as provided below, employees shall be compensated at two times their regular straight-time hourly rate, in addition to holiday pay, for all work performed on a scheduled holiday.

Variable hour Community Services employees will receive 1½ times their regular hourly rate for hours worked on the following three holidays: Memorial Day, Independence Day and Labor Day.

Regular part-time Communications Specialists will receive 1½ times their regular hourly rate for hours worked on the following three holidays: Thanksgiving, Christmas, and New Year's Day.

J. VACATION LEAVE

Full-time employees of the City will earn and accrue vacation time and pay according to the

following schedule:

6 months to 1 year of continuous service	40 hours per year
2 years to 6 years of continuous service	80 hours per year
7 years to 14 years of continuous service	120 hours per year
15 years to 29 years of continuous service	160 hours per year
After 30 years of continuous service	200 hours per year

Vacation leave shall accrue at a bi-weekly rate on the last day of each pay period with a maximum accumulation of two times the annual accrual rate. Employees who are exempt under FLSA and, therefore, do not normally receive overtime pay or compensatory time, will receive an additional week of vacation based on the above vacation schedule.

Only full-time employees will be entitled to vacation time and pay. New hire employees who have not completed the six-month probation period, will not be allowed to earn, accrue or use vacation benefits. After the successful completion of the probation period, an employee will be credited either 20 hours or 40 hours vacation according to the schedule appropriate to the employee's status.

The Department Head shall establish a program for the scheduling of vacation periods. The Department Head shall schedule vacations in keeping with the seniority and the operating needs of the City. The Department Head will take into consideration vacation time which has already been requested by the employee in scheduling vacations.

Vacation earned can be taken with three days prior notice and approval of the Department Head. The time limits provided herein may be waived at the sole discretion of the Department Head.

Vacation pay will be at the employee's normal pay rate for the day which the employee would have been regularly scheduled to work.

Upon termination of employment, the employee shall be paid for all accrued and unused vacation leave not to exceed two times the employee's annual accrual rate.

K. PAID TIME OFF (PTO) FOR REGULAR PART-TIME EMPLOYEES

Regular part-time employees who are paid 1040 or more hours in the previous calendar year and have at least one year of service, will accrue Paid Time Off (PTO) in the amount of 40 hours per year. After 10 years of service, the accrued PTO hours per year will increase to 60 hours. Regular part-time employees are not eligible for any other benefit, unless required by law.

PTO hours will be credited to an eligible employee's account in January of each year based on the

total hours paid during the previous calendar year. PTO hours may not be carried forward from year to year without prior approval of the City Administrator.

The Department Head shall establish a program for the scheduling of PTO usage. The Department Head shall schedule PTO in keeping with the seniority and the operating needs of the City. The Department Head will take into consideration PTO time which has already been requested by the employee in scheduling PTO.

PTO earned can be taken with three days prior notice and approval of the Department Head. The time limits provided herein may be waived at the sole discretion of the Department Head.

PTO pay will be at the employee's normal pay rate for the day which the employee would have been regularly scheduled to work. PTO time will not be considered "hours worked" for the calculation of overtime or for any other calculation, unless required by law.

Upon termination of employment, the employee shall be paid for all accrued and unused PTO hours.

L. SHARED LEAVE POLICY

The purpose of shared sick leave is to permit all City non-probationary full-time employees to aid another City employee who is suffering from or who has an immediate family member suffering from an extraordinary or severe illness, injury, impairment, or physical or mental conditions which has caused or is likely to cause the employee to take leave without pay or to terminate his or her employment. The City is willing to assume the cost of this program.

Definitions for the purpose of the shared leave policy are as follows:

- a. "Extraordinary or severe" condition is defined as extreme and/or life threatening. Examples of conditions not considered "extraordinary or severe": include normal pregnancy/delivery, sprained ankle, chicken pox, cold, flu, elective cosmetic surgery or short term or sporadic conditions or illnesses, such as recurrences of chronic allergies or conditions; short-term absences due to contagious diseases; or medical or therapeutic treatments. These examples are illustrative, not all-inclusive. Each case must be examined and decided based on its conformity to policy intent and must be handled consistently and equitably.
- b. For purposes of this policy, "immediate family member" means a child, spouse, parent, parent-in-law, grandparent, sibling, or other person for whom the City Administrator determines falls under this policy.

- c. "Child" means biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis*.
- d. "Parent" means a biological parent of an employee, or a parent who adopted an employee or an individual who stood *in loco parentis* to an employee when the employee was a child.

Shared leave may be requested by a non-probationary full-time employee needing shared leave or by any individual aware of an employee's need for shared leave by notifying the Human Resources Department in writing. If the request is submitted by someone other than the employee, the request will not be processed further without the employee's consent.

The request for shared leave must include an explanation of the circumstances that make the donations necessary and will be considered only if all of the following conditions apply:

- a. The employee suffers, or has an immediate family member suffering, from an extraordinary or severe illness, injury, impairment, or physical or mental condition which is likely to cause the employee to take leave without pay or to terminate their employment with the City.
- b. The employee has depleted or will deplete his/her total accrued vacation, sick leave, sick bank, compensatory time, and holiday time.
- c. Prior to the use of shared leave, the employee has abided by the City's "Sick Leave" and "Leave of Absence" policies. Failure to provide proper leave notification to the employer in a timely manner and/or receipt of any corrective/disciplinary action for absenteeism or attendance-related problems may be cause for denial of this request.
- d. The employee has been found to be ineligible for worker's compensation benefits and long term disability leave.
- e. The employee has provided a medical certificate from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the condition.
- f. The use of shared sick leave will not significantly increase the City's costs except for those costs which would otherwise be incurred in the administration of this program and which would otherwise be incurred by the employee's department.

- g. The use of shared leave will not be approved until the employee has exhausted all available accrued vacation, sick leave, sick bank, compensatory time, and holiday time.

The City Administrator, with the approval of both the Human Resources Department and the Department Head, may permit an employee to receive shared leave under the provisions listed above.

The Human Resources Department will determine the amount of shared leave which an employee may receive. The employee will provide appropriate medical justification and documentation which supports the necessity for the leave and the duration of the absence.

An employee may receive no more than a total of 480 hours of shared leave in any 12-month period. The 12-month period is defined as a "rolling" 12-month period measured backward from the date an employee uses shared leave.

The donating employee may donate any amount of sick leave provided the donation does not cause the employee's total sick leave balance to fall below 96 hours.

Employees wishing to donate accrued sick leave to another employee should obtain a Sick Leave Donation Form from Human Resources. The employee donating the leave will indicate whether the employee is donating sick *bank* or currently accrued sick *leave* hours. Sick leave donations that an employee receives are not eligible for the sick leave buy back program and will not accrue or be paid out to the donee if unused.

If any leave donated under this policy is not used, it will be returned to the donating employee(s) provided that there is no reasonable expectation that the leave will be needed in the near future in connection with the illness or condition for which the donation was permitted. Any unused donated leave will be returned to the donor(s) on a *pro rata* basis and credited to the leave account from which it was donated.

Leave may be transferred from employee(s) in one department to an employee of the same department or to an employee of another department.

While an employee is on shared leave, they will continue to be classified as a City employee and shall receive salary and benefits as they would otherwise receive if using accrued leave. All salary benefit payments made to the employee on a shared leave shall be made by the department employing the person using the shared leave.

The Human Resources Department will monitor the program and maintain all shared leave records to ensure impartial treatment of all City employees. Inappropriate use of the provisions of this

policy may result in the cancellation of the donated leave or use of shared leave. In no event will any unused shared leave be paid to the donee employee in the event of leaving the City's employ.

Individual leave records are confidential. The identity of donors is confidential and will not be revealed unless necessary to administer the donation or as required by law. All donations of leave must be given voluntarily. Employees are free to participate or not to participate at will. No employee shall be coerced, threatened, intimidated, or financially induced into donating leave for purposes of this program.

The City, in its sole discretion, may cancel this program. Participation in the program will be predicated upon a receipt from each affected bargaining unit of a written waiver by the appropriate union representative indicating that the union understands that the program will not establish a past practice by the City or otherwise obligate the City to continue the program and acknowledges that the City may cancel the program at any time or review it on one-year increments, extending it from time to time as the City, in its sole discretion, determines appropriate.

M. PREGNANCY LEAVE

Iowa Code Section 216.6(2)(e) provides job-protected pregnancy leave. This leave may also be available under the FMLA.

There is no length of service or minimum hour requirement for an employee to be eligible for this job protected, unpaid leave.

Once the pregnancy leave commences, the employee may be eligible for additional disability leave.

Pregnancy leave under this section runs concurrently with any other available leave, including FMLA leave or accrued sick leave.

CHAPTER 10

RESIGNATION, REDUCTION IN FORCE, TERMINATION

A. RESIGNATION

An employee shall give a written letter of resignation to his Department Head, who shall forward such information to the Personnel Officer. The letter shall give the reason for resigning and the effective date. Employees are encouraged to provide written notice a minimum of 14 calendar days prior to the termination date. Once a resignation has been submitted, the action cannot be withdrawn except upon mutual agreement by the employee and the Department Head. Department Heads are encouraged to provide written notice a minimum of 30 calendar days prior to their termination date.

The final workday for proper notice shall exclude vacation and holidays and any other paid time off. Failure to provide proper notice of resignation shall cause the employee's personnel record to indicate that the employee did not leave the City in good standing. The City Administrator retains the right to waive the resignation notice requirement if it is in the best interest of the City to do so.

B. LAYOFFS AND STAFF REDUCTIONS

Layoffs and staff reductions involving City employees could become necessary when there is a lack of work, a significant change in work unit or department responsibilities, a lack of available operating funds, or for other reasons. To the extent possible, layoffs will be avoided through the transfer of the employee affected to a vacant position that the employee may be qualified to fill.

No layoffs will be initiated by Department Heads without a directive from or the approval of the City Administrator. When final determination has been made by the City Administrator that a layoff is necessary, the Department Head will provide the employee or employees affected with a letter citing the reason for the layoff. The City will make a reasonable effort to give a minimum of 10 working days' notice in advance of a layoff.

Seniority is the continuous employment of a full-time employee since the date of original employment or reemployment with the City. Seniority shall not accrue during any period of layoff or unpaid leave of absence which exceeds 30 continuous days. An employee's seniority and his or her employment relationship with the City shall terminate for any of the following reasons:

- a. Employee is discharged.

- b. Employee fails to report for work for two consecutive workdays without notification to the appropriate supervisor or Department Head.
- c. Employee retires.
- d. Employee fails to return to work after the expiration of an unpaid leave of absence, or a period of eligibility for Worker's Compensation for temporary-total or temporary-partial disability, or fails to report for work within five calendar days after notice of recall from layoff is received or dated undeliverable.
- e. Employee performs no work for a continuous period of time equivalent to accumulated seniority or 12 calendar months, whichever is lesser.

New employees shall not have seniority rights during their probation period but shall be granted seniority from the date of initial employment upon satisfactory completion of such probation period.

In the event the City decides to reduce the number of personnel in any job classification in any department by means of layoff, the employee in the job classification affected with the least amount of job classification seniority in that department shall be the first person laid off, providing the City retains qualified employees to perform the remaining available work. In the event an employee has more total City-wide seniority than an employee in an equal or lower paying job classification in the same or different department, such employee may be allowed to replace that employee at the lower rate of pay, provided that such employee with more seniority is capable of performing the work in the equal or lower paying job classification.

Whenever possible, training, regular part-time, variable hour, seasonal and other limited term employees in the same classification will be laid off before any full-time employee.

The last employee laid off shall be the first employee reemployed in the event of an opening in the employee's previous job classification or lower paying job classification in the same or different department provided that such employee is available for work, desires to return, is capable of performing the available work and has not lost his seniority due to lack of service. Notice of recall shall be sent by certified mail, return receipt requested, to the last address the City has on file and such notice, whether actually received or not, shall satisfy the City's notice obligation.

C. TERMINATION

It is the City's policy to retain, to the extent consistent with the City staffing requirements, the services of all employees who perform their duties efficiently and effectively. However, it may become necessary under certain conditions to terminate employment for the good of the

employee and/or the City.

Involuntary termination is a serious course of action that will be taken only when it is clear that performance or behavior is unacceptable. Normally, discharge for poor performance can be considered when an employee has received an overall rating below expectations (failed review) on two merit performance reviews over a 24-month period.

When the discharge is for disciplinary reasons, it is equally important that all applicable steps of the progressive discipline program have been followed. This includes a record of the incidents leading to disciplinary action, with the dates and other circumstances, the disciplinary steps taken, the policies violated; and the consequences of employees' actions. However, certain types of employee misconduct are so severe that one incident of misconduct will result in immediate dismissal without prior use of progressive discipline.

A supervisor or Department Head who feels discharge is in order should submit a recommendation for discharge to the Human Resource department. The recommendation should include copies of all collected documentation of progressive discipline or may include a documented reason for any deviation.

The City Administrator authorizes final approval for involuntary termination.

The employee termination procedure does not represent a contract between the City and its employees. Instead, it describes the City's philosophy on termination decisions. Each termination will be judged on its own merits.

Termination at-will means that the City and its employees recognize that their employment relationship can be terminated, with or without cause, at any time, either at the City's, or at the employees' option. No supervisor or Department Head of the City has any authority to enter into any agreement with anyone else for employment for any specific period of time or to make any arrangement contrary to the foregoing.

D. RETIREMENT

For purposes of continuing health insurance until age 65 pursuant to Iowa Code Section 509A.13, a retired employee shall be defined as an employee who is eligible for retirement under IPERS or MFPRSI. Spouses of employees covered under either Iowa Code Section 509A.13 or COBRA who are not yet 65 (Medicare eligible) when the employee reaches age 65, will be allowed to continue their insurance coverage under either Iowa Code Section 509A.13 or COBRA until they become eligible for Medicare.

Application for retirement benefits should be made directly to IPERS or MFPRSI.

E. COMPUTATION OF FINAL PAYCHECK

Any employee who leaves the employment of the City either voluntarily or involuntarily shall be paid for all hours worked up to and including the last day of employment including regular and overtime compensation, unused compensatory time, and days off in lieu of holidays to which the employee is entitled, but has not taken prior to the termination date.

Accrued and unused vacation time, accrued and unused sick leave, and accrued and unused paid time off (PTO) shall be paid according to the provisions in those sections previously stated.

Continuation of coverage or conversion from a group to an individual plan under the various kinds of insurance plans available to City employees will be determined by the provisions of the applicable state and federal law. Treatment of an employee's contributions to IPERS will be determined by the options open to an employee under fund rules in effect at the time of termination.

F. DISPOSITION OF FINAL PAYCHECK

The final paycheck or direct deposit earnings statement for employees who have retired, resigned or been dismissed shall be computed and ready to be picked up at the employee's department or in the Personnel Officer's office only on the regular scheduled payday following the termination date. If an employee cannot come in personally on that date or thereafter, the employee shall notify the Personnel Officer, or designee, of the address where the employee desires the check or direct deposit earnings statement to be mailed. All benefit deductions for amounts owed by the employee to the City will be computed and deducted from the final paycheck. Prior to picking up the final paycheck, employees should:

- a. Complete an Exit Interview Questionnaire form and participate in an Exit Interview with the Personnel Officer.
- b. Complete a separation check list, if applicable, of items and equipment previously issued. The separation check list is sent by the employee's supervisor to the Personnel Officer prior to the Exit Interview. All City employees leaving the service of the City shall be responsible for returning any City property that they may have in their possession. Upon termination of service, any such property must be returned to the employee's department.

G. FINAL COMPENSATION UPON DEATH OF AN EMPLOYEE

If an employee dies, the City will pay all wages due the employee to the executor of the

employee's estate or a personal representative. The amount of wages due includes unused vacation allowance earned but not taken prior to death, unused paid time off (PTO) earned but not taken prior to death, unused compensatory time earned but not taken prior to death, accrued unused sick leave for the current year up to the month prior to the employee's death, and accumulated unused sick bank hours. Payment of accrued unused sick leave and accumulated unused sick bank hours is according to the following schedule:

<u>Years of service</u>	<u>Percent of Sick Leave</u>
At least 10 years of continuous service	50%
At least 15 years of continuous service	75%
At least 20 years of continuous service	100%

H. CONTINUATION OF HEALTH COVERAGE (COBRA)

The City adheres to all the requirements of the Consolidated Omnibus Budget Reconciliation Act (COBRA) as they apply to City employees. Should employees lose their health coverage under the City's health care plan as the result of a qualifying event, employees and employees' spouses and dependent children will be given the opportunity to continue to purchase coverage as a group member for the legally-specified period of time following the loss of coverage.

Although employees' right to elect continuation coverage occurs upon the happening of a qualifying event to employees, coverage is not automatic. Employees and employees' spouses and dependents must make an affirmative election of coverage before coverage will begin. An election form will be sent with the notice of eligibility. The election must be made within 60 days of the date coverage is lost or the date that the notice of eligibility is sent, whichever is later. An election is considered to have been made on the date employees send in the election form or a letter indicating an election is being made.

Employees are eligible for continuation coverage if terminated from employment for any reason other than gross misconduct, or if a reduction in hours results in the loss of coverage under the City's group health plan. If an individual qualifies for COBRA benefits due to a qualifying event such as divorce, the employee or a family member must also notify the Personnel Officer, or designee. This notice should be given before the qualifying event, or as soon as possible thereafter, but not more than thirty days after the qualifying event.

CHAPTER 11

COMPLAINT PROCEDURE

A. PURPOSE FOR COMPLAINT PROCEDURE

This complaint procedure is promulgated in the hope that its accessibility, simplicity, speed, and high standards of fairness will encourage employees to seek redress of perceived injustices or discrimination. This procedure applies to complaints which may arise in matters of general personnel administration which directly affect the personal interests and well-being of the employee. Any employee believing they have been done an injustice through action of another employee, supervisor, or other person acting for the City may bring a complaint under these procedures.

Complaints which are covered exclusively under provisions in a valid CBA remain subject to those provisions.

Where a dispute exists as to whether a particular matter is subject to coverage by these complaint procedures, the City reserves the right to make the final judgment on that question through the office of the of the attorney representing the City.

B. COMPLAINT PROCEDURE

The employee should first discuss the complaint with the employee's immediate supervisor. Whenever possible, complaints will be handled during the regularly scheduled work hours of the parties. If the complaint remains unresolved, the employee may discuss it with the Department Head. If circumstances of the complaint prevent discussion with either the employee's immediate supervisor or the Department Head, or if the Department Head does not resolve the complaint within five working days, the employee should put the complaint in writing and submit it to the City Administrator.

If the complaint resulted from a violation of personnel policies or employment law, the City Administrator shall take or direct appropriate administrative steps to enforce the policies or law and resolve the complaint immediately. If the complaint involves a question of judgment or opinion not covered by personnel policies or employment law, the City Administrator shall counsel with the employee, supervisor and Department Head to resolve the complaint, if possible. If the complaint involves the City Administrator or an elected official, the complaint should be directed to the Mayor. The Mayor shall assign someone to investigate the complaint and report back to the Mayor within five working days.

Any retaliatory action taken by an employee of the City for testifying against any other employee as a result of that person's seeking redress under these procedures, cooperating in an investigation, or otherwise participating in any proceeding under these procedures is prohibited and shall be regarded as a separate and distinct matter subject to complaint under these procedures.

Records of complaint proceedings and supporting documentation will be maintained separately from the complaining employee's personnel record.

The parties to the complaint may extend time limits specified in this procedure upon mutual agreement. Upon failure of the City to comply with the time limits, the employee may proceed to the next level of review. The employee will be responsible for carrying the complaint forward. Failure of the employee to comply with the time limit, or failure to carry the complaint to the next level, will constitute an abandonment of the complaint.

CHAPTER 12

CIVIL SERVICE COMMISSION

A. PURPOSE

Civil Service employees are those placed under Civil Service by the City, who have been certified through examination by the Civil Service Commission, and who have been appointed to the position by an appropriate appointing authority.

The Rules and Regulations for the Pella Civil Service Commission will be adopted by the Commission and shall take precedence over any other Rules of Conduct adopted by the City.

City of Pella
DBM™ Classification Structure- Full-Time Employees
(Effective 7/1/2016)

Classification Title:	DBM Rating:	Eligible Range	FLSA Status
Band C: Decisions in Band C involve determining the means or process of achieving the objectives, standards or guidelines established by Band D decisions. They are subject to the limits imposed by the available technology and resources and to the constraints set by Band D. Selecting the process is a decision that must precede carrying out the operations that make up the process. A process decision specifies what is to be done at Band B. These are typically decisions made by managers, professionals such as Accountants, Public Information Officers and/or senior technical specialist positions.			
Assistant Library Director	C42	Step 1 – Step 13	Exempt
City Clerk	C42	Step 1 – Step 13	Exempt
GIS/Engineering Coordinator	C42	Step 1 – Step 13	Exempt
Personnel Officer	C42	Step 1 – Step 13	Exempt
Police Lieutenant	C42	Step 5 – Step 13	Exempt
Public Works Superintendent	C42	Step 1 – Step 13	Exempt
Senior Accountant	C42	Step 1 – Step 13	Exempt
Wastewater Plant Superintendent	C42	Step 1 – Step 13	Exempt
Water Treatment Plant Superintendent	C42	Step 1 – Step 13	Exempt
Aquatics and Recreation Manager	C41	Step 1 – Step 13	Exempt
Building Official	C41	Step 1 – Step 13	Exempt
Police Administrative Services Manager	C41	Step 1 – Step 13	Exempt
Management Analyst	C41	Step 1 – Step 13	Exempt
Electric Operations Analyst	C41	Step 1 – Step 13	Exempt
Youth Services Librarian	C41	Step 1 – Step 13	Exempt
Band B: These decisions focus on how to carry out the operations of the process specified by a Band C decision. There is, within the limits set by the specific process, a choice as to <u>how</u> and <u>when</u> the operations are carried out, but not as to what operations constitute the process.			
Distribution Automation Specialist	B24	Step 1 – Step 13	Non-exempt
Billing Specialist	B23	Step 1 – Step 13	Non-exempt
Community Center Manager	B23	Step 1 – Step 13	Non-exempt
Parks Manager	B23	Step 1 – Step 13	Non-exempt
Administrative Support Specialist	B23	Step 1 – Step 13	Non-exempt
Police Officer	B22	Step 1 – Step 13	Non-exempt
Aquatic Coordinator II	B21	Step 1 – Step 13	Non-exempt
Police/Fire Support Specialist	B21	Step 1 – Step 13	Non-exempt
Police Communications Specialist	B21	Step 1 – Step 13	Non-exempt

City of Pella
DBM™ Classification Structure- Full-Time Employees

(Effective 7/1/2016)

Classification Title:	DBM Rating:	Eligible Range	FLSA Status
Band A: Band A decisions are confined to the manner and speed of performing the elements of an operation. There is, within the limits set by the prescribed operation, a choice as to how the elements are performed, but not as to what elements constitute the operation.			
Athletic Fields Maintenance Technician, Sr.	A13	Step 1 – Step 13	Non-exempt
Facilities & Grounds Maintenance Tech., Sr.	A13	Step 1 – Step 13	Non-exempt
Horticulture Technician, Sr.	A13	Step 1 – Step 13	Non-exempt
Administrative Accounts Clerk	A12	Step 1 – Step 13	Non-exempt
Administrative Support Technician	A12	Step 1 – Step 13	Non-exempt
Community Services Technician	A12	Step 1 – Step 13	Non-exempt
Facilities & Ground Maintenance Technician	A12	Step 1 – Step 13	Non-exempt
Horticulture Technician	A12	Step 1 – Step 13	Non-exempt
Custodian	A11	Step 1 – Step 13	Non-exempt
Receptionist/Office Support	A10	Step 1 – Step 13	Non-exempt

City of Pella
DBM™ Classification Structure – Regular Part-Time, Part-Time, Seasonal, and Casual
(Effective 7/1/2016)

Classification Title:	DBM Rating:	Eligible Range	FLSA Status
Band A: Band A decisions are confined to the manner and speed of performing the elements of an operation. There is, within the limits set by the prescribed operation, a choice as to how the elements are performed, but not as to what elements constitute the operation.			
Aquatic Coordinator I	A12	Step 1 – Step 13	Non-exempt
Library Assistant II	A12	Step 1 – Step 13	Non-exempt
Custodian	A11	Step 1 – Step 13	Non-exempt
Maintenance Worker (part-time)	A11	Step 1	Non-exempt
Library Assistant I	A10	Step 1 – Step 13	Non-exempt
Community Services Program Specialist- Aerobic Instructors (part-time)	A9	Step 8 – Step 13	Non-exempt
Seasonal Laborers (summer workers)	A8	Step 1 – Step 5	Non-exempt
Seasonal Parks Maintenance/Equipment Operators	A8	Step 5 – Step 7	Non-exempt
Community Services Program Specialist (lifeguard instructors)	A8	Step 4 – Step 6	Non-exempt
Community Services Program Specialist (lifeguards)	A8	Step 3 – Step 5	Non-exempt
Community Services Lead Aquatic Program Instructor	A8	Step 11	Non-exempt
Community Services Lead Art Instructor	A8	Step 11	Non-exempt
Community Services Lead Program Official	A8	Step 11	Non-exempt
Community Services Program Instructors (Community Center)	A8	Step 5	Non-exempt
Community Services Program Instructors (Recreation and Aquatic Center)	A8	Step 1	Non-exempt
Community Services Program Instructor Assistants	A8	Step 5	Non-exempt
Community Services Program Instructor Supervisors/Assistants	Non- banded	Paid per Season/Session	Non-exempt
Community Services Art Instructor's Assistant	Non- banded	Minimum Wage	Non-exempt
Concession Stand/Admissions Workers	Non- banded	Minimum Wage	Non-exempt
Library Shelters	Non- banded	Minimum Wage	Non-exempt

CITY OF PELLA
Wage Structure
 Full-Time Employees
 July 1, 2016

Appendix B

DBM Rating	Minimum (Step 1)	(Step 2)	(Step 3)	(Step 4)	(Step 5)	(Step 6)	Midpoint (Step 7)	(Step 8)	(Step 9)	(Step 10)	(Step 11)	(Step 12)	Maximum (Step 13)
A10	\$ 27,685	\$ 28,454	\$ 29,224	\$ 29,973	\$ 30,742	\$ 31,554	\$ 32,302	\$ 33,072	\$ 33,925	\$ 34,653	\$ 35,443	\$ 36,171	\$ 36,941
A11	\$ 30,014	\$ 30,826	\$ 31,678	\$ 32,510	\$ 33,342	\$ 34,195	\$ 35,090	\$ 35,880	\$ 36,733	\$ 37,606	\$ 38,397	\$ 39,312	\$ 40,144
A12	\$ 32,344	\$ 33,259	\$ 34,174	\$ 35,110	\$ 35,984	\$ 36,941	\$ 37,814	\$ 38,750	\$ 39,603	\$ 40,560	\$ 41,454	\$ 42,370	\$ 43,306
A13	\$ 34,715	\$ 35,714	\$ 36,629	\$ 37,669	\$ 38,688	\$ 39,582	\$ 40,581	\$ 41,538	\$ 42,578	\$ 43,534	\$ 44,512	\$ 45,448	\$ 46,426
B21	\$ 36,379	\$ 37,502	\$ 38,709	\$ 39,832	\$ 41,038	\$ 42,182	\$ 43,347	\$ 44,533	\$ 45,718	\$ 46,862	\$ 48,048	\$ 49,234	\$ 50,378
B22	\$ 38,667	\$ 39,853	\$ 41,142	\$ 42,349	\$ 43,597	\$ 44,886	\$ 46,114	\$ 47,445	\$ 48,610	\$ 49,899	\$ 51,106	\$ 52,354	\$ 53,560
B23	\$ 40,914	\$ 42,245	\$ 43,576	\$ 44,907	\$ 46,218	\$ 47,570	\$ 48,838	\$ 50,190	\$ 51,522	\$ 52,894	\$ 54,184	\$ 55,536	\$ 56,826
B24/B31	\$ 42,931	\$ 44,491	\$ 46,072	\$ 47,611	\$ 49,213	\$ 50,752	\$ 52,333	\$ 53,914	\$ 55,515	\$ 57,013	\$ 58,573	\$ 60,195	\$ 61,755
B25/B32	\$ 46,280	\$ 47,986	\$ 49,733	\$ 51,397	\$ 53,123	\$ 54,787	\$ 56,472	\$ 58,178	\$ 59,821	\$ 61,547	\$ 63,232	\$ 64,979	\$ 66,622
C41	\$ 48,194	\$ 50,128	\$ 52,125	\$ 54,018	\$ 55,973	\$ 57,990	\$ 59,904	\$ 61,880	\$ 63,856	\$ 65,770	\$ 67,746	\$ 69,763	\$ 71,635
C42	\$ 50,378	\$ 52,416	\$ 54,496	\$ 56,576	\$ 58,531	\$ 60,611	\$ 62,691	\$ 64,709	\$ 66,768	\$ 68,806	\$ 70,866	\$ 72,925	\$ 74,963
C43	\$ 52,582	\$ 54,808	\$ 57,013	\$ 59,301	\$ 61,506	\$ 63,752	\$ 66,019	\$ 68,224	\$ 70,574	\$ 72,634	\$ 74,859	\$ 77,002	\$ 79,165

Hourly Equivalents:

DBM Rating	Minimum (Step 1)	(Step 2)	(Step 3)	(Step 4)	(Step 5)	(Step 6)	Midpoint (Step 7)	(Step 8)	(Step 9)	(Step 10)	(Step 11)	(Step 12)	Maximum (Step 13)
A10	\$ 13.31	\$ 13.68	\$ 14.05	\$ 14.41	\$ 14.78	\$ 15.17	\$ 15.53	\$ 15.90	\$ 16.31	\$ 16.66	\$ 17.04	\$ 17.39	\$ 17.76
A11	\$ 14.43	\$ 14.82	\$ 15.23	\$ 15.63	\$ 16.03	\$ 16.44	\$ 16.87	\$ 17.25	\$ 17.66	\$ 18.08	\$ 18.46	\$ 18.90	\$ 19.30
A12	\$ 15.55	\$ 15.99	\$ 16.43	\$ 16.88	\$ 17.30	\$ 17.76	\$ 18.18	\$ 18.63	\$ 19.04	\$ 19.50	\$ 19.93	\$ 20.37	\$ 20.82
A13	\$ 16.69	\$ 17.17	\$ 17.61	\$ 18.11	\$ 18.60	\$ 19.03	\$ 19.51	\$ 19.97	\$ 20.47	\$ 20.93	\$ 21.40	\$ 21.85	\$ 22.32
B21	\$ 17.49	\$ 18.03	\$ 18.61	\$ 19.15	\$ 19.73	\$ 20.28	\$ 20.84	\$ 21.41	\$ 21.98	\$ 22.53	\$ 23.10	\$ 23.67	\$ 24.22
B22	\$ 18.59	\$ 19.16	\$ 19.78	\$ 20.36	\$ 20.96	\$ 21.58	\$ 22.17	\$ 22.81	\$ 23.37	\$ 23.99	\$ 24.57	\$ 25.17	\$ 25.75
B23	\$ 19.67	\$ 20.31	\$ 20.95	\$ 21.59	\$ 22.22	\$ 22.87	\$ 23.48	\$ 24.13	\$ 24.77	\$ 25.43	\$ 26.05	\$ 26.70	\$ 27.32
B24/B31	\$ 20.64	\$ 21.39	\$ 22.15	\$ 22.89	\$ 23.66	\$ 24.40	\$ 25.16	\$ 25.92	\$ 26.69	\$ 27.41	\$ 28.16	\$ 28.94	\$ 29.69
B25/B32	\$ 22.25	\$ 23.07	\$ 23.91	\$ 24.71	\$ 25.54	\$ 26.34	\$ 27.15	\$ 27.97	\$ 28.76	\$ 29.59	\$ 30.40	\$ 31.24	\$ 32.03
C41	\$ 23.17	\$ 24.10	\$ 25.06	\$ 25.97	\$ 26.91	\$ 27.88	\$ 28.80	\$ 29.75	\$ 30.70	\$ 31.62	\$ 32.57	\$ 33.54	\$ 34.44
C42	\$ 24.22	\$ 25.20	\$ 26.20	\$ 27.20	\$ 28.14	\$ 29.14	\$ 30.14	\$ 31.11	\$ 32.10	\$ 33.08	\$ 34.07	\$ 35.06	\$ 36.04
C43	\$ 25.28	\$ 26.35	\$ 27.41	\$ 28.51	\$ 29.57	\$ 30.65	\$ 31.74	\$ 32.80	\$ 33.93	\$ 34.92	\$ 35.99	\$ 37.02	\$ 38.06

CITY OF PELLA

Wage Structure

Regular Part-Time, Varied Hours and Seasonal Employees

July 1, 2016

Appendix B

DBM Rating	Minimum (Step 1)	(Step 2)	(Step 3)	(Step 4)	(Step 5)	(Step 6)	Midpoint (Step 7)	(Step 8)	(Step 9)	(Step 10)	(Step 11)	(Step 12)	Maximum (Step 13)
A8	\$ 16,640	\$ 17,160	\$ 17,680	\$ 18,200	\$ 18,720	\$ 19,240	\$ 19,760	\$ 20,280	\$ 20,800	\$ 21,320	\$ 21,840	\$ 22,360	\$ 22,880
A9	\$ 23,546	\$ 24,190	\$ 24,939	\$ 25,667	\$ 26,333	\$ 27,123	\$ 27,830	\$ 28,517	\$ 29,307	\$ 29,952	\$ 30,701	\$ 31,387	\$ 32,136
A10	\$ 26,499	\$ 27,248	\$ 28,038	\$ 28,808	\$ 29,578	\$ 30,389	\$ 31,138	\$ 31,866	\$ 32,718	\$ 33,426	\$ 34,216	\$ 35,006	\$ 35,776
A11	\$ 28,829	\$ 29,661	\$ 30,514	\$ 31,346	\$ 32,178	\$ 33,030	\$ 33,925	\$ 34,715	\$ 35,568	\$ 36,442	\$ 37,232	\$ 38,147	\$ 38,958
A12	\$ 31,179	\$ 32,094	\$ 33,010	\$ 33,946	\$ 34,798	\$ 35,776	\$ 36,650	\$ 37,586	\$ 38,438	\$ 39,354	\$ 40,269	\$ 41,184	\$ 42,099
A13	\$ 33,488	\$ 34,549	\$ 35,464	\$ 36,504	\$ 37,523	\$ 38,418	\$ 39,374	\$ 40,331	\$ 41,371	\$ 42,328	\$ 43,326	\$ 44,262	\$ 45,261
B21	\$ 35,152	\$ 36,338	\$ 37,544	\$ 38,626	\$ 39,853	\$ 41,018	\$ 42,141	\$ 43,347	\$ 44,533	\$ 45,677	\$ 46,862	\$ 48,048	\$ 49,192
B22	\$ 37,502	\$ 38,646	\$ 39,978	\$ 41,163	\$ 42,411	\$ 43,701	\$ 44,928	\$ 46,238	\$ 47,424	\$ 48,693	\$ 49,941	\$ 51,189	\$ 52,354
B23	\$ 39,707	\$ 41,059	\$ 42,370	\$ 43,722	\$ 45,032	\$ 46,384	\$ 47,653	\$ 49,005	\$ 50,336	\$ 51,709	\$ 52,978	\$ 54,350	\$ 55,640

Hourly Equivalents:

DBM Rating	Minimum (Step 1)	(Step 2)	(Step 3)	(Step 4)	(Step 5)	(Step 6)	Midpoint (Step 7)	(Step 8)	(Step 9)	(Step 10)	(Step 11)	(Step 12)	Maximum (Step 13)
A8	\$ 8.00	\$ 8.25	\$ 8.50	\$ 8.75	\$ 9.00	\$ 9.25	\$ 9.50	\$ 9.75	\$ 10.00	\$ 10.25	\$ 10.50	\$ 10.75	\$ 11.00
A9	\$ 11.32	\$ 11.63	\$ 11.99	\$ 12.34	\$ 12.66	\$ 13.04	\$ 13.38	\$ 13.71	\$ 14.09	\$ 14.40	\$ 14.76	\$ 15.09	\$ 15.45
A10	\$ 12.74	\$ 13.10	\$ 13.48	\$ 13.85	\$ 14.22	\$ 14.61	\$ 14.97	\$ 15.32	\$ 15.73	\$ 16.07	\$ 16.45	\$ 16.83	\$ 17.20
A11	\$ 13.86	\$ 14.26	\$ 14.67	\$ 15.07	\$ 15.47	\$ 15.88	\$ 16.31	\$ 16.69	\$ 17.10	\$ 17.52	\$ 17.90	\$ 18.34	\$ 18.73
A12	\$ 14.99	\$ 15.43	\$ 15.87	\$ 16.32	\$ 16.73	\$ 17.20	\$ 17.62	\$ 18.07	\$ 18.48	\$ 18.92	\$ 19.36	\$ 19.80	\$ 20.24
A13	\$ 16.10	\$ 16.61	\$ 17.05	\$ 17.55	\$ 18.04	\$ 18.47	\$ 18.93	\$ 19.39	\$ 19.89	\$ 20.35	\$ 20.83	\$ 21.28	\$ 21.76
B21	\$ 16.90	\$ 17.47	\$ 18.05	\$ 18.57	\$ 19.16	\$ 19.72	\$ 20.26	\$ 20.84	\$ 21.41	\$ 21.96	\$ 22.53	\$ 23.10	\$ 23.65
B22	\$ 18.03	\$ 18.58	\$ 19.22	\$ 19.79	\$ 20.39	\$ 21.01	\$ 21.60	\$ 22.23	\$ 22.80	\$ 23.41	\$ 24.01	\$ 24.61	\$ 25.17
B23	\$ 19.09	\$ 19.74	\$ 20.37	\$ 21.02	\$ 21.65	\$ 22.30	\$ 22.91	\$ 23.56	\$ 24.20	\$ 24.86	\$ 25.47	\$ 26.13	\$ 26.75

City of Pella
Executive Pay Plan
(Effective 7/1/2016)

Position Title:	FLSA Status
<p>The purpose of the Executive Pay Plan is to ensure that the upper level managers are compensated at a level that reflects the demand of their responsibilities, extensive experience and education, decision making skills, and leadership qualities. The Executive Pay Plan is a pay for performance plan administered by the City Administrator.</p>	
Community Services Director	Exempt
Electric Director	Exempt
Electric Distribution Supervisor	Exempt
Electric Operations Superintendent	Exempt
Finance Director	Exempt
Library Director	Exempt
Planning and Zoning Director	Exempt
Police Chief	Exempt
Public Works Director	Exempt

CITY OF PELLA EMPLOYEE RULES OF CONDUCT

Effective December 1, 1990

Revised March 1996

Revised October 2, 2007

In order for any group of people to work together efficiently and safely, it is necessary to have reasonable rules of conduct. The City has established various rules governing conduct for the mutual benefit of the City and its employees. The City's aim is to assure that all employees receive fair and just treatment. All personnel policies will be administered in conformance with equal opportunity standards with regard to race, creed, color, religion, age, sex, national origin, marital status, gender identity, or sexual orientation. The following rules supersede and replace any previously issued regulations.

The City believes our people determine the character and the strength of the City. Progress and growth is influenced by the hard work and cooperation of all City employees working together harmoniously and presenting a positive image to the citizens of Pella. All employees are expected to treat the public courteously and to handle all complaints quickly. Personal behavior and work habits should enhance the employee's image to the general public. Personal appearance should be neat and appropriate for work assignments. All departments will cooperate with one another in completing the work load for any given department. City employees should strive for a team effort with everyone working for the good of the City and its citizens. The City encourages work habits which promote the safety and welfare of employees and protect personal and City property.

VIOLATIONS

All offenses which lead to discipline are not of the same degree of seriousness. Violations are either of a *major* or *minor* type.

MAJOR VIOLATIONS

Major violations may warrant immediate suspension or discharge even for the first offense. Major violations are serious violations which generally follow the rules of society and will be governed by the circumstances surrounding the violation and the employee's prior work record. Examples of Major violations include, but are not limited to the following:

- Insubordination - Refusal to perform duties or follow directives; both written and oral, assigned/issued by an employee's supervisor or City management; or an offensive and abusive attitude toward management or an employee's supervisor, or refusal to obey any reasonable order of those in charge of the employee's work (unless you reasonably believe doing so would endanger your health or safety).

- Dereliction of Duty: willfully, through negligence or culpable inefficiency, fails to perform one's expected duties.
- Commission of acts or omissions unbecoming of an incumbent of the particular office or position held, which render his reprimand, suspension, demotion, or discharge necessary or desirable for the economical and efficient conduct of the business of the City, or for the best interest of the municipal government.
- Falsifying, altering, misuse, or misrepresentation of any City record or report, such as an application for employment, motor vehicle record, a medical report, a work record, production record, a time record, absenteeism and sickness record, an expense account, an absence report, and receiving records.
- Failing to perform job duties or willfully impeding the effectiveness of any program administered or implemented by the City, or suggesting or encouraging any other employee to engage in such misconduct.
- Being absent from work without proper notification to the City unless it was physically impossible or beyond the control of the employee to notify the City.
- Fighting or provoking or instigating a fight on any City premise or job site or threatening or intimidating any other employee.
- Theft or sabotage or attempted theft or sabotage of any property on the City's premises or job site or being an accessory to the same.
- Use or possession of any illegal or unauthorized drugs, intoxicants or alcoholic beverages on City property or job site, or during City paid time while away from the premises.
- Possession of unauthorized firearms, explosives or weapons on City property or job site, or during City paid time while away from the premises.
- Failure to maintain acceptable standards of quality and quantity of work output.
- Physical or verbal abuse of another person while on duty.
- Making false, vicious or malicious statements about any employee, the City and/or its services.
- Conduct on City premises which violates common decency or morality, including sexual harassment or abuse.

- Reporting to work in an unfit condition so as to be unable to perform work.
- Reporting to work under the influence of drugs, intoxicants, or alcoholic beverage.
- Misusing, destroying or damaging any City property or the property of any employee through reckless or willful conduct, or through carelessness resulting in serious loss.
- Sleeping while on duty and/or inattention to job duties.
- Horseplay which causes or could cause serious loss or injury.
- Removal from City premises or job site property, records or other materials or the property of other employees without proper authorization.
- Revealing confidential records, materials or information to any third party or news media without proper authorization.
- Violation of any City, State, or Federal law which would have an adverse bearing on the employee's relationship with the City or other employees.
- Participation in or promotion of any organized gambling, money lending schemes, etc. on City property/job sites or during a period of time while on paid City business.
- Conviction of a crime, which casts doubt on the ability of the employee to perform the job effectively.
- Any off-duty conduct including, but not limited to, being arrested for operating a motor vehicle while intoxicated, that jeopardizes an employee's ability to perform essential job duties.

MINOR VIOLATIONS

Minor violations may not warrant immediate suspensions. These are the violations which may involve progressive verbal warnings and written reprimands, suspension and ultimate discharge. Examples of Minor violations may include, but are not limited to the following:

- Absence from work station or job site without authorization.
- Excessive absenteeism or tardiness.
- Stopping work before quitting time, loitering or leaving the facility and/or job site during the work shift without permission or job completion.

- Failure to clock in or clock out when arriving at or leaving work or during the lunch hour.
- Neglect of job duties or responsibilities, such as reading books, magazines or newspapers while on duty or engaging in other activities causing inattention to job duties.
- Failure to follow work instructions or to fill out required records and reports.
- Carelessness in performing work or abuse or destruction of City property not resulting in serious loss.
- Neglect, waste or mishandling of machinery, tools or supplies and/or operating, using or possession of machines, tools or equipment to which the employee has not been assigned.
- Health and safety violations.
- Smoking in other than designated smoking areas.
- Failure to immediately report accidents or personal injuries in the routine manner set up for all employees.
- Participating in practical jokes, pranks or horseplay not likely to have serious results.
- Contributing to unsanitary conditions or poor housekeeping. Personal appearance and hygiene shall meet acceptable standards.
- Incompatibility or inability to work in harmony with fellow workers.
- Using profane, obscene or abusive language on City premises and/or job sites.
- Conducting personal business on City premises or job site during working time or soliciting for any purpose during working time. Working time shall mean that time when employees are scheduled to be performing work, exclusive of rest breaks and lunch periods.
- Distribution of non-work related written or printed material at any time in work areas or during an employee's working time.
- Failure to maintain acceptable standards of courtesy and respect for citizens and members of the general public.
- Unauthorized use of City facilities or equipment.

- The posting, removal or defacing of official notices, signs or writing in any form, on City bulletin boards or property without authorization.
- Inviting or allowing any non-employee to enter City premises or job site at any time without proper authorization.

Discipline may take the form of a documentation of discussion, (recorded verbal warning), written reprimand, suspension or discharge. Steps may be omitted or repeated depending on the frequency, severity and/or nature of the action in question. Progressive disciplinary action on minor offenses, whether a series of unrelated problems or repeated violations of the same problem, *normally* proceeds as follows, depending upon the severity of the offense:

- (a) First Offense: A documentation of discussion shall be given by the employee's supervisor who shall also keep a written record of all actions taken.
- (b) Second Offense: A written reprimand signed by the employee's supervisor shall be given to the employee, explaining the reasons for the reprimand and the consequences of repeated violations.
- (c) Third Offense: The employee shall receive a written reprimand and suspension without pay for a period to be determined by the employee's supervisor.
- (d) Fourth Offense: The employee shall be discharged.

In determining the penalty to be imposed, the City shall consider the severity and gravity of the offense and the employee's work record, including length of service. Nevertheless, major violations may warrant immediate suspension or discharge even for the first or second offense.

Any written record of disciplinary action is retained in the non-union employee's personnel file for a minimum of 12 months. Disciplinary documents will be removed from the file in 12 months if no further disciplinary actions occur during that time. If there are any intervening disciplinary actions, all previous written record of disciplinary actions are retained in the file until there has been one full year without a written record of disciplinary action. Once a file is cleared of all disciplinary actions, the progressive discipline process begins anew for any future incident.

Any written record of disciplinary action for a union employee is retained in the employee's personnel file in accordance with the applicable Collection Bargaining Agreement.

Employees in disagreement with the application of these Rules of Conduct may seek remedy through the grievance procedures of their Collective Bargaining Agreements or under the Complaint Procedure outlined in the Personnel Policy Manual.

**APPENDIX E
CITY OF PELLA
DRUG AND ALCOHOL POLICY**

***Testing Program for Individuals NOT Required To
Possess a Commercial Driver's License***

A. STATEMENT OF POLICY

It is the policy of the City of Pella that the following conduct is prohibited: (1) the use, sale, offering for sale, or possession of illegal drugs, controlled substances, imitation controlled substances, or counterfeit controlled substances, on the job, on the City's premises, or in City vehicles; (2) any improper use of "legal" or physician-prescribed drugs on the job, on the City's premises, or in City vehicles (whether or not the employee is "on duty"); (3) the use, sale, offering for sale, or possession of alcoholic liquor (beer, wine, or alcohol) on the job, on the City's premises, or in City vehicles (whether or not the employee is "on duty"); and (4) being under the influence of illegal drugs or controlled substances, alcoholic liquor (beer, wine, or alcohol) or improperly used prescription drugs on the job, on the City's premises, or in City vehicles (whether or not the employee is "on duty").

B. APPLICATION OF POLICY

The City reserves the right to conduct alcohol and drug testing for employees that are NOT required to possess a Commercial Driver's License (Non-DOT employees) under any of the following circumstances:

- Pre-Employment Testing - When a position warrants a pre-employment drug test, testing will occur after the City makes an offer of employment but prior to the prospective employee's first day of work.
- Reasonable Suspicion Testing - Where there is evidence that an employee may be impaired on the job due to the use of illegal drugs, controlled substances, prescription drugs, or alcohol.
- Post-Workplace Accident – After a workplace accident if there is an injury to a person or if there is damage to property in excess of \$2,500.
- Follow-Up Testing/Return-To-Work Testing – When an employee returns to work after a violation of this policy.
- Where there is evidence that an employee has violated some provision of this policy.

C. DEFINITIONS

As used in this policy, the term “controlled substance” or “drug” for purposes of this policy means any substance specified in Schedule I, II, III, IV, or V of the federal Controlled Substances Act, 21 U.S.C. 801 et. seq. and published at 21 CFR 1308.11 and 21 CFR 1308.12, and any substance defined as a “controlled substance” by state law.

“Alcohol” means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohol including methyl or isopropyl alcohol. The term “alcohol” includes, but is not limited to, beer, wine, liquor, other alcoholic beverages, and medicines containing alcohol (unless the packaging seal is unbroken).

D. PRE-EMPLOYMENT TESTING

All employees whose position warrants a pre-employment drug test as required by the job description or Department rules, will be required to pass a drug test after they have been extended a conditional offer of employment with the City.

Prospective employees who refuse to take the required drug test, who fail to cooperate in any aspect of the testing procedure, or who test positive for any of the designated drugs will be ineligible for City employment for a minimum of two years and will be removed from all eligibility lists.

E. REASONABLE SUSPICION TESTING

Any employee who is reasonably suspected of being impaired by or under the influence of a controlled substance or alcohol (that is, having a controlled substance or alcohol in the body) while “on the clock,” performing their job duties, or using city equipment, shall be either suspended from their job duties pending an investigation and verification of their condition or, if drug testing facilities are not available, ordered to immediately discontinue all work activities and leave the City’s premises. Employees who are reasonably suspected of being impaired by or under the influence of a controlled substance or alcohol will not be permitted to drive a motor vehicle after they have been suspended. If the employee has driven a motor vehicle to work, the employee must either make arrangements with another individual to drive their vehicle or must make arrangements for alternative transportation. In certain circumstances, the Police Department may be called to assist.

Employees may be subject to testing when there is reason to believe that an employee is using or has used alcohol or other drugs in violation of the City’s written policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. For purposes of this provision, facts and inferences may be based upon, but are not limited to, any of the following:

1. Observable phenomena while at work, such as direct observation of alcohol or drug use or abuse or of the physical symptoms or manifestations of being impaired due to alcohol or other drug use.
2. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
3. A report of alcohol or other drug use provided by a reliable and credible source.
4. Evidence that an individual has tampered with any drug or alcohol test during the individual's employment with the City.
5. Evidence that the employee has manufactured, sold, distributed, solicited, possessed, used, or transferred drugs while working or while on City's premises or while operating the City's vehicle, machinery, or equipment.

Reasonable suspicion testing will only be applicable during, just before, or just after the period of the day when the employee is engaged in work functions. In certain circumstances, testing may take place on the weekend immediately following the shift in which the employee's behavior gave rise to the need for reasonable suspicion testing. Employees who are required to submit to reasonable suspicion testing will be suspended from their job duties pending an investigation and the report of the tests. If the test of the employee results in an alcohol concentration of less than .04 and a Medical Review Officer (MRO) verified negative test for the use of controlled substances, then the period of suspension will be with pay. If the test of the employee results in an alcohol concentration of more than .04 or a MRO-verified positive test for the use of controlled substances, then the period of suspension will be without pay.

F. POST-WORKPLACE ACCIDENT TESTING

Employees may be subject to testing if they have suffered a work-related injury. Generally, Post-Workplace Accident Testing will occur whenever an employee is involved in an accident resulting in a bodily injury that required immediate medical treatment away from the scene of the accident, or resulting in property damage estimated to be in excess of \$2,500. Any employee subject to post accident testing will be relieved of duties pending the results of the testing.

The employee is permitted to obtain necessary medical attention following an accident, to leave the scene of an accident for the period necessary to obtain necessary emergency medical care, but the employee will be subject to post-injury testing and must remain readily available for testing or the employee will be deemed to have refused to submit to testing.

Alcohol tests will be administered as soon as practicable, but no later than 8 hours after the injury. Tests for controlled substances will be administered as soon as practicable, but no later

than 32 hours after the injury. The only time a blood test will be administered is when one is requested by a medical care provider without direction from the City.

G. FOLLOW-UP TESTING/RETURN-TO-WORK TESTING

Any employee who is found to be in violation of this policy regarding drug and alcohol use and who returns to any employment with the City will do so subject to conditions set by the City including conditions that the employee comply with the following return-to-duty or follow-up testing procedures:

1. The employee must receive any recommended counseling or treatment.
2. The employee must submit to a drug and alcohol test (at City expense) like any other applicant or new employee.
3. After returning to duty, the employee will be subjected to six unannounced follow-up tests within the next twelve (12) months for alcohol, drugs or both; and
4. The employee's immediate supervisor, in consultation with the substance abuse professional, can terminate the follow-up testing requirement after the first six (6) tests have been successfully completed or can continue the follow-up testing for up to sixty (60) months from the date of the employee's return to duty.

H. COOPERATION REQUIRED

Any individual who refuses to submit to an alcohol or controlled substance test (other than for a legitimate medical reason, verified independently at employee's expense), who provides false information in connection with a test, or who attempts to falsify test results through tampering, contamination, adulteration, or substitution will be subject to disciplinary action up to and including termination.

The phrase "refuses to submit to an alcohol or controlled substance test" means that the individual:

1. Fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing, or
2. Fails to provide adequate urine for controlled substance testing without a valid medical explanation after he or she has received notice of the requirement for urine testing, or
3. Engages in conduct that obstructs the testing process.

Testing shall be conducted in a manner to assure the highest degree of accuracy and reliability by using techniques and laboratory facilities which meet the requirements of the Iowa Department of Health.

I. CONFIRMATORY TESTING

If the result of the initial test is an alcohol concentration of .04 or greater or if the result of the initial test is positive for the presence of a controlled substance, a confirmatory test must be performed. The confirmatory drug or alcohol test shall be a chromatographic technique such as gas chromatography/mass spectrometry, or another comparably reliable analytical method.

J. EMPLOYEE REQUESTED TESTING

If a confirmed positive drug or alcohol test for a current employee is reported to the City by the medical review officer, the City shall notify the employee in writing by certified mail, return receipt requested, of the results of the test, the employee's right to request and obtain a confirmatory test of the second sample collected at an approved laboratory of the employee's choice, and the fee payable by the employee to the City for reimbursement of expenses concerning the test. The fee charged an employee shall be an amount that represents the costs associated with conducting the second confirmatory test, which shall be consistent with the City's cost for conducting the initial confirmatory test on an employee's sample.

If the employee, in person or by certified mail, return receipt requested, requests a second confirmatory test, identifies an approved laboratory to conduct the test, and pays the City the fee for the test within seven days from the date the City mails by certified mail, return receipt requested, the written notice to the employee of the employee's right to request a test, a second confirmatory test shall be conducted at the laboratory chosen by the employee. The results of the second confirmatory test shall be reported to the medical review officer who reviewed the initial confirmatory test results and the medical review officer shall review the results and issue a report to the City on whether the results of the second confirmatory test confirmed the initial confirmatory test as to the presence of a specific drug or alcohol. If the results of the second test do not confirm the results of the initial confirmatory test, the City shall reimburse the employee for the fee paid by the employee for the second test and the initial confirmatory test shall not be considered a confirmed positive drug or alcohol test for purposes of taking disciplinary action.

If a confirmed positive drug or alcohol test for a prospective employee is reported to the City by the medical review officer, the City shall notify the prospective employee in writing of the results of the test, of the name and address of the medical review officer who made the report, and of the opportunity for the prospective employee to request records.

K. CONSEQUENCES FOR VIOLATIONS

If the test of an individual who is an applicant for employment results in a Medical Review Officer (MRO)-verified positive test for the use of controlled substances or an alcohol concentration of .04 or greater, the applicant will not be eligible for employment.

Disciplinary action, including termination of employment, may be taken against employees for any of the following reasons:

1. A violation of any provision of Pella City Policy.
2. If the test of the employee results in a Medical Review Officer (MRO)-verified positive test for the use of controlled substances or an alcohol concentration of .04 or greater.
3. A failure or refusal to submit to testing.

L. PAYMENT FOR EVALUATION AND TREATMENT

The City's responsibility for the cost of any evaluation, treatment, or counseling will be limited to the benefits provided by the City's health insurance plan for such evaluation, treatment, or counseling.

M. RECORD RETENTION

All records created under this policy, including records of individual employee drug test results, will be retained in accordance with state and federal law. Drug test results will be maintained in a confidential file, separate from the employee's personnel file.

**APPENDIX F
CITY OF PELLA
DRUG AND ALCOHOL POLICY**

***Testing Program for Individuals Required To
Possess a Commercial Driver's License (CDL)***

A. STATEMENT OF POLICY

The City recognizes that the use or abuse of alcohol or controlled substances by drivers of commercial vehicles presents a serious threat to the safety and health of the drivers, other City employees, and the general public. It is the policy of the City that all drivers are free of drugs and alcohol while on duty and as otherwise required by the Omnibus Transportation Employee Drug Testing Act of 1991. In order to comply with this law, the City has established a drug and alcohol testing program designed to discourage drug and alcohol abuse and prevent traffic accidents and injuries to City employees and the public. The following terms are used:

1. **Commercial Driver:** An employee whose position has been designated as requiring possession of a Commercial Driver's License (CDL).
2. **Commercial Vehicle:** A vehicle with a gross vehicle weight of 26,001 or more pounds, or a vehicle unit that is used to transport 16 or more persons.
3. **DOT Drug Test:** Any drug test performed under Department of Transportation (DOT) regulations for the five specified controlled substances: Marijuana (THC), cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP).
4. **Safety Sensitive Functions:** Jobs wherein an accident could cause loss of human life, serious bodily injury, or significant property or environmental damage, including a job with duties that include immediate supervision.
5. **Medical Review Officer (MRO):** A Doctor of Medicine (MD) or Osteopathy (DO), who has been designated by the City or its agents to review the results of drug and/or alcohol tests.

B. APPLICATION OF POLICY

The following policies pertain to employees holding a CDL and whose duties include the performance of safety-sensitive functions in connection with the operation of a commercial vehicle. Safety-sensitive functions include, but are not limited to, the following:

1. Waiting to be dispatched or remaining in readiness to operate a vehicle. For employees who are required to have a CDL, this generally means all hours of work.
2. Operating a commercial vehicle.
3. Performing maintenance, or loading or unloading a commercial vehicle.
4. All time the CDL employee is on public property.
5. All time inspecting, servicing, loading/unloading, repairing, or conditioning a City-owned vehicle.
6. All time spent performing driver requirements relating to accidents.

Covered employees will **not** engage in the following conduct:

1. Be on standby, report for duty, or remain on duty, requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.02 or greater.
2. Be on duty or operate a commercial motor vehicle while possessing alcohol.
3. Use alcohol while performing safety-sensitive functions.
4. Perform safety-sensitive functions within four hours after using alcohol.
5. Use alcohol for eight hours following an accident or until undergoing a post-accident test.
6. Refuse to submit to an alcohol or drug test.
7. Be on standby or duty, report for duty, remain on duty, or perform a safety-sensitive function under the influence of drugs or if tested positive for drugs.

All covered employees may use prescription drugs only if the doctor has advised the employee that the drug will not adversely affect the driver's ability to safely operate a vehicle. Employees using prescription drugs must carry such drugs in their original containers, which must be labeled with the name of the doctor and the drug prescribed.

The City reserves the right to conduct alcohol and drug testing for employees that ARE required to possess a Commercial Driver's License (DOT Employees) under any of the following circumstances:

- Pre-Employment Testing
- Reasonable Suspicion Testing
- Post-Accident
- Random Drug and Alcohol Testing
- Follow-Up Testing/Return-To-Work Testing
- Where there is evidence that an employee has violated some provision of this policy.

C. PRE-EMPLOYMENT TESTING

All prospective employees whose position will require them to drive a vehicle weighing over 26,000 pounds, whose position requires them to possess a valid commercial driver's license to hold the position, who may be transporting 16 or more passengers, including the driver, at a given time, who may be transporting hazardous materials at a given time, or whose position is a safety-sensitive position identified by the City will be required to pass a drug test after they have been extended a conditional offer of employment with the City.

Prospective employees who refuse to take the required drug test, or who fail to cooperate in any aspect of the testing procedure, or who test positive for any of the designated drugs will be ineligible for City employment and will be removed from all eligibility lists.

In addition to being required to pass a drug test after a candidate has been extended a conditional offer of employment with the City, applicants who are required to have a CDL must also sign a written statement authorizing the City to obtain all information related to alcohol and drugs from former employers.

Prior to allowing an employee to perform a safety sensitive function, and no later than 14 days after performing a safety sensitive function, the following information must be obtained about the employee from previous employers for the preceding two years from the date of the application:

- 1) Alcohol test results of .04 or greater;
- 2) Positive drug test results; and
- 3) Refusals to be tested

D. REASONABLE SUSPICION TESTING

When a supervisor has reasonable suspicion that an employee is using or is under the influence of illegal drugs or alcohol, the supervisor will require the employee to take a drug and/or alcohol test. Only a supervisor who has been trained in making such observations may order a test. It is recommended, but not required, that a second, trained supervisor also observe the employee. The reasons for the reasonable suspicion must be documented within twenty-four hours or prior to the release of the test results. If more than one employee trained to determine reasonable suspicion observes the employee, that employee must also document his or her reasons. The report will be signed by the supervisor and forwarded up through the chain of command to the Department Director and to the Personnel Officer. The Personnel Officer will comply with the DOT documentation and reporting requirements.

Employees may be subject to testing when there is reason to believe that an employee is using or has used alcohol or drugs in violation of the City's written policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. The decision to test must be based on specific contemporaneous, describable observations concerning the appearance, behavior, speech or body odors of the employee and this determination must be made just before, during, or just after the time in which the employee must be in compliance with this policy. For purposes of this provision, facts and inferences may be based upon, but are not limited to, any of the following:

- 1) Observable phenomena while at work such as direct observation of alcohol or drug use or abuse or of the physical symptoms or manifestations of being impaired due to alcohol or other drug use.
- 2) Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
- 3) Report of alcohol or drug abuse from a reliable and credible source.
- 4) Evidence that an individual has tampered with any drug or alcohol test during the individual's employment with the City.
- 5) Evidence that an employee has manufactured, sold, distributed, solicited, possessed, used, or transferred drugs while working or while on the employer's premises or while operating a City vehicle, machinery, or equipment.

Employees who are reasonably suspected of being impaired by or under the influence of a controlled substance or alcohol (that is, having a controlled substance or alcohol in the body) shall be either suspended from their job duties pending an investigation and verification of their condition, or, if drug-testing facilities are not available, ordered to immediately discontinue all work activities and leave the City's premises. Employees who are reasonably suspected of being impaired by or under the influence of a controlled substance or alcohol will

not be permitted to drive a motor vehicle after they have been suspended. The supervisor must transport the employee to the test site or arrange for another member of the City staff to do so. The person accompanying the employee will, when possible, call the test site in advance.

A reasonable suspicion alcohol test must be performed within two hours and no later than eight hours after determining reasonable suspicion. If the alcohol test is not given within two hours, the reasons for the delay must be documented. If the alcohol test is not given within eight hours, attempts to test are stopped and the reason for not testing must be documented.

Employees who are required to submit to reasonable suspicion testing will be suspended from their job duties pending an investigation and the report of the tests. If the test of the employee results in an alcohol concentration of less than .04 and a MRO-verified negative test for the use of controlled substances, then the period of suspension will be with pay. If the test of the employee results in an alcohol concentration of more than .04 or a MRO-verified positive test for the use of controlled substances, then the period of suspension will be without pay.

E. POST-ACCIDENT TESTING

As soon as practical following a motor vehicle accident involving City employees driving under a CDL license, the surviving drivers shall be tested for alcohol and drugs if either of the following occurred:

1. The driver received a citation and either (a) bodily injury occurred to a person who, as a result of the injury, required immediate medical treatment away from the scene of the accident, or (b) a vehicle was towed from the scene irrespective of the value of the damage to the vehicle, or (c) the City vehicle driven by the employee was involved in property damage estimated at over two thousand five hundred dollars (\$2,500) total damage.

Or

2. A fatality occurred.

Following a vehicle accident that requires alcohol/drug testing, the driver shall be readily accessible for testing. Being unavailable for testing or leaving the scene will be treated the same as a positive test and will subject the driver to disciplinary action. Necessary medical attention will not be denied to a driver while awaiting post-accident drug or alcohol testing. Drivers shall not consume any alcohol for eight hours following an accident or until they have received post-accident testing, which will normally be conducted within thirty-two hours.

The results of a breath test for the use of alcohol or a urine test for the use of drugs conducted by federal, state or local officials having independent authority for the tests, shall be considered

to meet the requirements of this section, provided such tests conform to applicable federal, state or local requirements and that the results of the tests are obtained by the City.

F. RANDOM TESTING

Upon notification that an employee has been selected for testing and the collection site has scheduled the random testing, Human Resources will notify the employee's supervisor. The employee will be instructed to go to the collection site and must be prepared to provide his or her CDL driver's license.

Employees' identification numbers are selected by a scientific method giving all employees an equal chance to be selected. Random tests are unannounced and performed throughout the year.

Employees selected for random drug and/or alcohol testing will be informed of a random drug and/or alcohol test just before, during or just after performing a safety sensitive function.

The City will document why some, if any, employees were selected but not informed.

G. FOLLOW-UP TESTING/RETURN-TO-WORK TESTING

Any employee who is found to be in violation of this policy regarding drug and alcohol use and who returns to any employment with the City will do so subject to conditions set by the City including conditions that the employee comply with the following return-to-duty or follow-up testing procedures:

1. The employee must receive any recommended counseling or treatment.
2. The employee must submit to a drug and alcohol test like any other applicant or new employee.
3. After returning to duty, the employee will be subjected to six unannounced follow-up tests within the next twelve (12) months for alcohol, drugs or both; and
4. The employee's Director, in consultation with the substance abuse professional, can terminate the follow-up testing requirement after the first six (6) tests have been successfully completed or can continue the follow-up testing for up to sixty (60) months from the date of the employee's return to duty.

H. TESTING PROCEDURES

Upon arrival at the collection site, the employee will present the required identification. Laboratory personnel will brief the employee as required by DOT regulations and as may otherwise be appropriate.

The employee will sign the consent form and other required documents. Failure to sign the consent form or to cooperate fully in any mandatory aspect of the testing procedure will be treated as a positive test result and will subject the employee to disciplinary action, up to and including, discharge.

I. ALCOHOL TESTING

All alcohol breath testing will be conducted by a Breath Alcohol Technician (BAT) using an evidential breath testing (EBT) device approved by the NHTSA (National Highway Traffic Safety Administration). Two breath tests are required to determine if a person has a prohibited alcohol concentration.

A screening test is conducted first. Any result less than .02 alcohol concentration is considered a "negative" test. If the alcohol concentration is .02 or greater, a second, confirmation test must be conducted.

If a breath alcohol test indicates a concentration of 0.02 or greater, a second verification test will be conducted. The DOT regulations do not provide for further challenge of breath alcohol testing results. Employees must sign all forms necessary for the completion of the initial test and the confirmation test. A refusal to sign the necessary form will be considered a refusal to test.

If the test results indicate an alcohol concentration of at least 0.02 but less than 0.04, the driver will be removed from the job for at least 24 hours and shall be permitted to use compensatory time, sick leave, vacation, or leave without pay, if paid leave is not available. Alternatively, the employee may be assigned to non-safety-sensitive duties with approval of the Department Director. The employee may return to safety-sensitive duty at his or her next scheduled shift after completion of the following:

- At least 24 hours have elapsed from the EBT breathalyzer test that indicated an alcohol concentration of at least 0.02.
- The employee has taken another EBT breathalyzer test that indicates an alcohol concentration of less than 0.02.

If a breath alcohol test indicates a concentration of 0.04 or greater, the employee will be removed from duty and referred to an appropriate Substance Abuse Professional (SAP) for

assessment and possibly enrollment in a treatment and rehabilitation program. Enrollment in a treatment or rehabilitation program will be solely at the employee's own (private) expense.

J. ALCOHOL TESTING PROCEDURE

If an evidential breath testing (EBT) is not administered within two hours following the event, the supervisor of the driver shall prepare and submit the report stating the reasons why the test was not promptly administered.

If the breathalyzer test is not administered within eight hours following the event, the supervisor shall cease attempts to arrange for a breathalyzer test and shall prepare and submit the report stating why the test could not be administered within eight hours. This report must be signed by the supervisors and forwarded to the Department Director and Human Resources.

If an employee fails to produce a sufficient amount of breath to properly administer a breath alcohol test, the employee shall be referred to a Medical Review Officer. The doctor will review the employee's pulmonary health and provide the City a written report concerning the employee's ability to produce an adequate amount of breath for testing. Failure to provide an adequate amount of breath will be regarded as a refusal to submit to testing, unless the doctor determines that a medical condition caused the failure to provide adequate breath.

K. DRUG TESTING

Collection site staff will obtain a urine sample from the employee. The sample will be split into a primary sample and a secondary sample, both of which will be sent to the designated laboratory where the primary sample will be analyzed and the secondary sample held in reserve in the event of a challenge testing.

Employees who cannot provide an adequate amount of urine will receive instructions for drinking water and repeating the test. The drug test will be stopped when the employee fails twice to provide an adequate amount of urine. A doctor may analyze the employee's inability to provide adequate urine. Failure to provide adequate urine will be regarded as a refusal to submit to testing, unless the doctor determines a medical condition caused the failure to provide adequate urine.

The laboratory will conduct a screening test for the DOT regulated drugs. If the screening test shows evidence of any of these substances, a confirmation test will be conducted, but only for the substances that were indicated by the screening test.

L. DRUG TESTING PROCEDURE

If a drug test is not administered within 32 hours following the event, the supervisor shall cease attempts to arrange for the test and will prepare and submit the report stating why the test could not be administered within 32 hours. This report must be signed by the supervisor and forwarded via the organizational chart to the Department Director and the Personnel Officer. If the confirming test indicates the presence of any of the five drugs, the laboratory will report the results to the Medical Review Officer (MRO). The MRO will contact the employee by telephone to determine whether there is a legitimate reason for the positive test indication. If so, the MRO will report a negative test result to the City. If the MRO determines that the test is positive, it will be reported to the designated City contact as such, and the employee will be removed from duty and to an appropriate Substance Abuse Professional (SAP) for assessment and possibly enrollment in a treatment and rehabilitation program. Enrollment in a treatment or rehabilitation program will be solely at the employee's own (private) expense.

Upon receiving notice of a positive drug test result, the employee may exercise the option of having the secondary sample tested by another certified laboratory within 72 hours. If the results of the test of the secondary sample are negative, it will be recorded as such and the City will pay for the test. If the test is positive, the results will be treated the same as a positive result on the original test, and the employee will pay for the test.

M. CONSEQUENCES OF POSITIVE TESTS PAY STATUS

Upon being relieved from duty and pending evaluation by an SAP, the employee shall be permitted to use compensatory time, sick leave, vacation, or leave without pay, if paid leave is unavailable. If an SAP determines that the positive test was associated with chemical dependency, upon the employee's request and with appropriate documentation, the employee may be placed on Family and Medical Leave.

Employees who have been evaluated by a SAP, who comply with any recommended treatment, who have taken a return to duty test and passed, and who are then subject to unannounced follow-up tests at the employee's expense, may return to work. The employee shall be returned to his/her regular duty assignment or an equivalent position. As a condition of continued employment, the employee must comply with prescribed follow-up care.

N. SUBSTANCE ABUSE PROFESSIONAL (SAP) RECOMMENDATION

If the SAP determines that no treatment or follow-up testing is required, the employee may return to duty if at least 24 hours have elapsed since testing and if a return to duty test indicates the absence of drugs and an alcohol concentration of less than 0.02.

If the SAP recommends treatment, the employee must agree to undergo treatment and must successfully complete the treatment program as a condition of continued employment with the City. Under some circumstances, treatment programs are covered by the City health insurance plan. If the treatment program is not covered by the City health insurance plan, all expenses of the substance abuse treatment and rehabilitation program shall be the responsibility of the employee.

Failure to undergo or successfully complete the treatment program will result in termination. The SAP will determine whether the employee can return to work while undergoing treatment.

O. DISCIPLINE

In the case of random testing that results in a positive drug or alcohol test, the employee will not ordinarily be subject to disciplinary action for the first occurrence, provided that he or she cooperates fully in all aspects of the testing, evaluation and treatment procedures, and successfully completes any required treatment program. Discipline, however, will be imposed for prohibited acts on the job, such as drug or alcohol use, possession, or sale, and in some cases, following an accident in which the employee was involved.

In the case of a second or subsequent positive drug or alcohol test, the employee will be subject to discharge.

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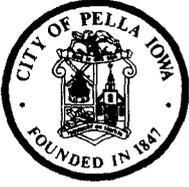
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THE
CITY of PELLA
STAFF MEMO TO COUNCIL

ITEM NO: B-3

SUBJECT: Oath of Office for Police Officer Andrew Shinkle

DATE: August 2, 2016

BACKGROUND:

Andrew Shinkle has accepted a position as a sworn police officer with the City of Pella. Andrew is a 2011 graduate of Lynnville-Sully HS and has just completed a five year period of enlistment with the US Air Force. His most recent assignment was in the Air Force Security Forces at Offutt Air Force Base where he attained the rank of Staff Sergeant. While serving in the military, Mr. Shinkle earned an Associate's degree in criminal justice from the Community College of the Air Force and a Bachelor of Arts degree from Bellevue University where he majored in Emergency Management and attained a cumulative 3.978 gpa.

Mr. Shinkle excelled in all competitive segments of the hiring process and is scheduled to attend the Iowa Law Enforcement Academy's 270th Basic Academy Class beginning August 22, 2016.

ATTACHMENTS: Oath

REPORT PREPARED BY: Robert A. Bokinsky, Chief of Police

REPORT REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK

RECOMMENDATION: Administer Oath of Office

OATH OF OFFICE

STATE OF IOWA, MARION COUNTY, ss. PELLA, IOWA

I, Andrew Shinkle, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Iowa, and that I will faithfully and impartially, to the best of my ability, discharge all duties of the office of Police Officer in Pella, County of Marion, State of Iowa, as now or hereafter required by law.

Police Officer

Subscribed and sworn to before me this 2nd day of August, 2016.

James Mueller, Mayor

ATTEST:

Ronda Brown, City Clerk



THE
CITY of PELLA
STAFF MEMO TO COUNCIL

ITEM NO: B-4

SUBJECT: Reappointment to Community Development Committee

DATE: August 2, 2016

BACKGROUND:

Patsy Cody was appointed to the Community Development Committee on May 6, 2003 and is interested in serving another term. She has been an active member in the Pella business community, including past President of the Chamber of Commerce. Patsy currently resides at 1541 Pleasant Drive. Her new term would expire on 08/01/19.

ATTACHMENTS: None

REPORT PREPARED BY: Building Official

REPORT REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK

RECOMMENDED ACTION: Approve appointment.



THE
CITY of PELLA
STAFF MEMO TO COUNCIL

ITEM NO: B-5

SUBJECT: Reappointment to Community Development Committee

DATE: August 2, 2016

BACKGROUND:

Mike Kiser was appointed to the Community Development Committee on July 9, 2003 and is interested in serving another term. He has been a resident of the Pella area his whole life, graduating from Pella High and Central College. Mike served in the Iowa Air National Guard and is a volunteer EMT with Pella Ambulance as well as a member of the American Legion. Mike and his family currently reside at 1202 Shadow Lane. His new term would expire on 08/1/19.

ATTACHMENTS: None

REPORT PREPARED BY: Building Official

REPORT REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK

RECOMMENDED ACTION: Approve appointment.



THE
CITY of PELLA
STAFF MEMO TO COUNCIL

ITEM NO: B-6

SUBJECT: Reappointment to Community Development Committee

DATE: August 2, 2016

BACKGROUND:

Linda Groenendyk was appointed to the Community Development Committee on June 6, 2012 and is interested in serving another term. She has lived in Pella eight years and currently resides at 1307 East 7th Street. Linda is employed by Pella Regional Health Center as a registered nurse. Her new term would expire 08/01/19.

ATTACHMENTS: None

REPORT PREPARED BY: Building Official

REPORT REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK

RECOMMENDED ACTION: Approve appointment.

**CITY OF PELLA, IOWA
CITY COUNCIL
OFFICIAL MINUTES
JULY 19, 2016**

A. CALL TO ORDER BY MAYOR AND ROLL CALL

The City Council of the City of Pella, Iowa, met in regular session at the Public Safety Complex meeting room at 7:00 p.m., Mayor James Mueller presiding. Members present were: Mark De Jong, Tony Bokhoven, Dan L. Vander Beek, Harold Van Stryland. Absent: Bruce Schiebout, Larry Peterson. City Administrator Mike Nardini, City Attorney Bob Stuyvesant, and City Clerk Ronda Brown were present. Seven staff members and ten members of the general public signed the register.

B. MAYOR'S COMMENTS

1. Announce Policy and Planning Meeting following the regular Council meeting to discuss:
NONE

2. Approval of tentative agenda. Councilmember Bokhoven moved to approve the tentative agenda, seconded by Councilmember Vander Beek. On roll call the vote was: AYES: Bokhoven, Vander Beek, Van Stryland, De Jong. NAYS: None. Motion carried.

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

NONE

C. APPROVAL OF CONSENT AGENDA

Councilmember Vander Beek moved to approve the consent agenda, seconded by Councilmember Van Stryland. On roll call the vote was: AYES: Vander Beek, Van Stryland, De Jong, Bokhoven. NAYS: None. Motion carried. The following items were approved:

1. Approval of Minutes
 - a. Official Council Minutes for July 5, 2016.
2. Report of Committees
 - a. Policy and Planning Minutes for July 5, 2016.

Policy and Planning Minutes
July 5, 2016

PRESENT: Mayor Jim Mueller, Mark De Jong, Tony Bokhoven, Dan L. Vander Beek, Harold Van Stryland, Bruce Schiebout, Larry Peterson
ABSENT: None
OTHERS: None
No meeting was held.
Respectfully Submitted,
Ronda Brown, City Clerk

- b. Library Minutes for June 14, 2016.

PELLA PUBLIC LIBRARY
Board of Trustees Meeting
June 14, 2016

I. Call To Order: President Rebecca Manifold called the meeting to order at 4:03 PM. Board members present were: Mary Barnes, Rebecca Manifold, John Evenhouse, and Kenny Nedder. Library Director Wendy Street was present. Alli Bogard, Jane Koogler, and Praveen Mohan were excused.

II. Recognition of Visitors and Visitor Comments: Rachel Sparks was present. She is a new board member. Her term will start July 1, 2016.

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

IV. Disposition of Minutes: All Board members received the May minutes prior to the meeting. A minor spelling correction was proposed by Rebecca. Kenny moved to approve the minutes as amended; Mary seconded the motion. The minutes were unanimously approved.

V. Approval of Bills: All Board members received the May list of bills prior to the meeting. After some general discussion and questions regarding the monthly bills, John moved to approve the May bills. Rebecca seconded the motion. The bills were unanimously approved.

VI. Unfinished Business: There was no unfinished business.

VII. New Business: There was no new business.

VIII. President's Report and Announcements:

- A. **Recognition of service: Mary Barnes:**
Rebecca led a recognition and thank you for Mary's years of service on the Library Board. Mary's term on the board has ended effective at the end of the month. There was some general reflection on the changes and progress made over the past years.

IX. Director's Report:

- A. **Summer Reading Program**

As of June 6, we have given out 952 reading logs and already awarded 224 prizes. Twenty one kids have already received their level three prizes.

B. State Funding

- The new book drop was installed May 26. Most people like it, although we have had one complaint that it is too high.
- I ordered the new hand dryers. They have arrived but have not been installed.
- I decided to renew Evanced (our current meeting room reservation software) for one more year.
- We have run into a problem with our plan for 4G backup for our internet connection. Our IT consultants originally greenlighted this option, but have now changed their minds and are recommending against 4G as a backup. We have already purchased the device they recommended. Although we can return it, we will get a credit, not a refund. How do you want us to proceed?
 - After general discussion on the value, lower cost compared with other solutions, and Pella Corporation's good success with this type of a solution, it was recommended to continue to move forward pursuing the 4G backup internet connection.

C. Building Remodel

As you know, our long range plan calls for an architectural assessment in 2018 to determine if a remodel and/or mezzanine addition would best meet our needs for future growth. This expense has been approved in our CIP budget for FY18/19. Because there are a couple of other potentially large building projects coming up in the city, there has been some discussion about changing the timelines to make them all coincide. It doesn't make sense to pass a bond referendum to remodel the Community Center in 2017 and then need another bond referendum in 2019 for the library. The other potential project is an expansion of the Fire Department section of the Public Safety complex. City Council will discuss the timing and the possibility of combining the projects at their June 21 meeting. This will be a Policy & Planning item, and will be discussed *after* the regular Council meeting, so I can't give you an exact time. I encourage one or more of you to attend.

D. Building & Grounds

- Halvorson Trane serviced our air conditioner on May 12 and came back on May 20 to replace a faulty part. I haven't received the bills yet, but they will be considerable.
- The LED light bulbs for the large fixtures in the great room were installed May 23. The ballasts for the pole fixtures were installed May 24. There is a bill in your packet from Gritters for the electrical conversion of the large fixtures. We have applied for a rebate on the bulbs with Bright Energy Solutions.
- I met with a representative from Iowa Audio Video about a white noise system for the library. He has not gotten back to me with a cost, but he said it would be "expensive."
- A new wireless access point was installed near the Quiet Room to improve signal strength in that area.
- Unfortunately, we will not be able to install a washer/dryer in the basement, so we are looking for an alternate location.

E. Staff activities

Youth Services Librarian: Katie visited all of our area schools in May to promote the summer reading program. Summer Reading is now in full swing, and programs start next week.

Assistant Director: This month Chris completed a couple of staff performance reviews and worked on upgrading the library laptop fleet to Windows 10. He also worked on moving the 4G Internet backup project forward.

Director: I attended two webinars, finished weeding the 600s, organized the Adult Summer Reading Program, and did several volunteer orientations.

F. Upcoming events

- June 9, 16, and 23 at 12:00 p.m.: **Theater Thursday** in the Meeting Room. Kids and parents are welcome to bring a sack lunch to the library at 12:00 p.m. The movie will start at 12:30 p.m. Children under the age of 5 must have a parent or mature person in the room watching the movie. Children under the age of 8 must have a parent or mature person in the library while watching the movie. For the movie title, please call the library.
- June 13 at 7:00 p.m.: Book signing by author **Bob Brink** in the Meeting Room. Brink, an Iowa native, is the author of two novels.
- June 14 at 7:00 p.m.: **Family Fun Night**. Join us for outdoor games and fun. We will meet in the Meeting Room at 7:00 p.m. All ages are welcome. The program will be held rain or shine.
- June 16 at 10:15 a.m.: **Genealogy Club** meeting in the Heritage Room.
- June 30 at 12:00 noon: **Brown Bag Book Club**. Call the library for the book title to be discussed.
- June 30 at 3:00 p.m.: **Pockets Full of Fun** (puppet and ventriloquist show) at the JFK Auditorium in the Community Center. All ages are welcome.
- **Story Time** will be offered on June 13, 20 and 27 at 10:30 a.m.
- **Tot Time** will be offered on June 14, 21 and 28 at 10:15 and 11:00 a.m.
- **Saturday Story time** is offered every Saturday at 10:30 a.m. Saturday story time is suggested for ages 3 and up with parents.

X. Committee reports:

A. Personnel/Nominating:

- 1) Proposed slate of officers: It was discussed that the same officers had agreed to serve in the same positions for another year. The proposed officers will be Rebecca as President, Praveen as Vice President, and Alli as Secretary. There will be a vote on these proposed officers during the July board meeting.
- 2) Director's evaluation: There was no update.

B. Governance/Policy:

- 1) Review of PA System Policy (no changes recommended). Revision of InterLibrary Loan Policy. Rebecca motioned for the revision to be approved as presented. Mary seconded and the motion carried.
- 2) A new revision of Fines & Fees Policy was presented by Wendy. John motioned for the revision to be approved as presented. Mary seconded and the motion carried.
- 3) Wendy requested confirmation on a discussion to taking credit cards in person or online but not over the phone. This position was confirmed by all.

XI. Adjournment: President Rebecca Manifold adjourned the meeting at 4:55 PM. The next regularly scheduled Board Meeting is scheduled for July 12, 2016 at 4:00 PM.

3. Petitions and Communications

a. Renewal of Class C Liquor License with Catering, Outdoor Sales, and Sunday Sales for Billyjak's Saloon.

SUBJECT: Renewal of Class C Liquor License for Billyjak's

DATE: July 19, 2016

BACKGROUND: Billyjak Enterprises Corporation, dba Billyjak's Saloon, located at 514 ½ Main, has applied for renewal of their Class C liquor license with Catering, Outdoor Service, and Sunday Sales. The application has been completed online with the State. The term for the new license is 12 months and would expire July 20, 2017. Staff is recommending approval.

ATTACHMENTS: Application
REPORT PREPARED BY: Administrative Accounts Clerk
REPORT REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK
RECOMMENDED ACTION: Approve renewal of Liquor License.

b. Special Event—Crop Walk.

SUBJECT: Special Event Permit Request for Crop Walk
DATE: July 19, 2016
BACKGROUND: Larry Happel has requested a special event permit for the Pella Crop Walk scheduled for September 25, 2016 starting at 2:00 p.m. Set up/take down is scheduled from 12:30-3:30 p.m. As background, Crop Walk promotes awareness and raises funds for local and international hunger relief projects. The sponsors estimate there will be 50-75 participants. The 5K walk begins and ends at the Tulip Toren following the same route as the Klompen Classic, using the sidewalks. The required insurance certificate and fee have been received. All pertinent City Departments have reviewed this application, and approval is recommended.
ATTACHMENTS: Application, Map, Department Comments
REPORT PREPARED BY: City Hall Staff
REPORT REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK
RECOMMENDED ACTION: Approve special event.

c. Renewal of Class A Liquor License with Outdoor Service and Sunday Sales for Pella Golf & Country Club.

SUBJECT: Renewal of Class A Liquor License for Pella Golf & Country Club
DATE: July 19, 2016
BACKGROUND: Pella Golf & Country Club, located at 600 Elm Street, has applied for renewal of their Class A liquor license with Outdoor Service and Sunday Sales. The application was completed with the state online. The term of the new license is twelve months and would expire July 23, 2017. At this time, the dram shop insurance is still pending. Staff recommends approval of the license pending receipt of dram shop insurance and approval from the Alcoholic Beverages Division.
ATTACHMENTS: Application
REPORT PREPARED BY: Administrative Accounts Clerk
REPORT REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK
RECOMMENDED ACTION: Approve pending receipt of dram shop insurance.

4. Administration Reports

a. None

D. *PUBLIC HEARINGS

(Statutory rule may be waived and ordinance passed without further readings.)

1. a. Public Hearing on Rezoning for Pella Christian Grade School. No written comments were received. Oral comments were received and addressed. Councilmember Vander Beek moved to close the public hearing, seconded by Councilmember Van Stryland. On roll call the vote was: AYES: Vander Beek, Van Stryland, De Jong, Bokhoven. NAYS: None. Motion carried.

SUBJECT: Rezoning for Pella Christian Grade School
DATE: July 19, 2016
BACKGROUND:

Pella Christian Grade School is requesting to rezone three properties located at 302 Liberty Street, 301 Franklin Street, and 219 Franklin Street from R2 Two Family Residential to INS Institutional District. The purpose of the rezoning request is to support the proposed 40,000 square foot addition to the current Pella Christian Grade School. It is staff's understanding the proposed properties for this rezoning application will be used for additional parking and driveway access for Pella Christian Grade School. The parcel sizes are as follows: 302 Liberty Street: 16,512 square feet; 301 Franklin Street: 9,600 square feet; 219 Franklin Street: 20,000 square feet.

Zoning

The current zoning for these properties is R2 Two Family Residential. This district is intended to provide locations for medium density residential areas for single-family and two-family use with supporting and appropriate community facilities. Its regulations are intended to minimize traffic congestion and to assure that density is consistent with the carrying capacity of infrastructure.

The requested zoning classification for these properties is Institutional District (INS). This district accommodates a variety of Institutional uses such as college campus environments, schools, churches, hospitals, medical campus and elder care facilities. The district is designed to provide appropriate space regulations and assure that facilities are served with adequate parking facilities.

Staff does not believe there are any spot zoning concerns associated with this request because these properties are adjacent and in close proximity to an existing institutional use.

Comprehensive Plan

The Comprehensive Plan, Future Land Use Map, targets the proposed properties for Low Density Residential. However, it is also important to note, Pella Christian Grade School abuts two of these properties and is in close proximity to the third. Furthermore, the Land Use Compatibility Matrix of the Comprehensive Plan suggests compatibility between Institutional Uses and Low Density Residential Uses.

Summary

This proposed ordinance would amend the boundaries of the INS District to include three parcels of land owned by Pella Christian Grade School (302 Liberty Street, 301 Franklin Street, and 219 Franklin Street) from R2 Two Family Residential to INS Institutional District. If the ordinance is approved, a resolution to amend the Comprehensive Plan, Future Land Use Map will be submitted for Council consideration at a future meeting. It should be noted, the Planning and Zoning Commission at their June 27, 2016 meeting approved the rezoning on a 10 to 0 vote and also recommended an amendment to the Comprehensive Plan, Future Land Use Map on a 10 to 0 vote.

ATTACHMENTS: Ordinance
 REPORT PREPARED BY: Planning and Zoning
 REPORT REVIEWED BY: CITY ADMINISTRATOR
 CITY CLERK
 RECOMMENDATION: Consider Planning and Zoning recommendation and approve rezoning request.

1. b. Ordinance No. 913 entitled, "AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY OF PELLA, IOWA, BY AMENDING THE BOUNDARIES OF THE INS DISTRICT TO INCLUDE THE PROPERTY LEGALLY DESCRIBED IN "EXHIBIT A" AND DIRECTING THE ZONING ADMINISTRATOR TO NOTE THE ORDINANCE NUMBER AND DATE OF THIS CHANGE ON THE OFFICIAL ZONING MAP". Councilmember Vander Beek moved to place Ordinance No. 913 on its first reading, seconded by Councilmember Van Stryland. On roll call the vote was: AYES: Vander Beek, Van Stryland, De Jong, Bokhoven. NAYS: None. Motion carried.

2. a. Public Hearing on the West Central Electric Underground Conversion Project. No written comments were received. Oral comments were received and addressed. Councilmember Bokhoven moved to close the public hearing, seconded by Councilmember Vander Beek. On roll call the vote was: AYES: Bokhoven, Vander Beek, Van Stryland, De Jong. NAYS: None. Motion carried.

SUBJECT: Resolution Approving Plans, Specifications, Form of Contract, Estimate of Costs, Receiving Bids and Making Award of Construction Contract for the West Central Electric Underground Conversion Project

DATE: July 19, 2015

BACKGROUND: This resolution approves the plans, specifications, form of contract, and estimate of costs, accepts bids, and awards the contract for the West Central Electric Underground Conversion Project to Anderson Underground of Sauk Rapids, MN in the amount of \$221,398.35

The project consists of installation of underground conduit and secondary cable for the electric distribution system, including installing all below grade equipment such as box pads and pull boxes. The boundaries for this phase are Washington Street (north), University Street (south), West Fifth Street, including Central Drive (west), and West First Street (east)—see attached map.

The bid opening was held at 1:30 on July 7, 2016. Five bids were received and are summarized below.

Company	Location	Yes/No	Amount
Anderson Underground	Sauk Rapids, MN	Yes	\$221,398.35
Dig America	St. Cloud, MN	Yes	\$247,206.53
AEI Construction	Perham, MN	Yes	\$275,294.77
MP Nexlevel	Maple Lake, MN	Yes	\$292,247.60
S & F Underground	Grinnell, IA	Yes	\$367,349.75

After reviewing the bid proposals, the project Engineer, DGR, recommends awarding the contract to Anderson Underground of Sauk Rapids, MN in the amount of \$221,398.35. The estimate for construction was \$275,000 - \$290,000. The Engineer's estimate for the total project is \$540,000.

If Council approves this resolution, the Notice to Proceed is scheduled to be issued on or before August 1, 2016. This project has a substantial completion date of November 15, 2016. This resolution also gives the City Administrator and Electric Director authorization to issue the notice to proceed once the contract, bonds, insurance certificates and appropriate permits are in proper order and fully executed.

ATTACHMENTS: Resolution, Bid Summary, Bid Tabulation, Engineer's Recommendation, Contract
 REPORT PREPARED BY: Electric Department
 REPORT REVIEWED BY: CITY ADMINISTRATOR
 CITY CLERK
 RECOMMENDED ACTION: Approve resolution.

2. b. Resolution No. 5705 entitled, "RESOLUTION APPROVING PLANS, SPECIFICATIONS, FORM OF CONTRACT, ESTIMATE OF COSTS, RECEIVING BIDS AND MAKING AWARD OF CONTRACT FOR THE CONSTRUCTION OF THE WEST CENTRAL ELECTRIC UNDERGROUND CONVERSION PROJECT". Councilmember Van Stryland moved to approve, seconded by Councilmember Vander Beek. On roll call the vote was: AYES: Van Stryland, Vander Beek, De Jong, Bokhoven. NAYS: None. Motion carried.

3. a. Public Hearing on "Furnishing Water System Materials—Vermeer Road Utility Project, Pella, Iowa". No written comments were received. Oral comments were received and addressed. Councilmember Vander Beek moved to close the public hearing, seconded by Councilmember De Jong. On roll call the vote was: AYES: Vander Beek, De Jong, Bokhoven, Van Stryland. NAYS: None. Motion carried.

SUBJECT: Resolution Approving Plans, Specifications, Form of Contract, Estimate of Costs, Receiving Bids and Making Award of Contract for the Furnishing of Water System Materials—Vermeer Road Utility Project, Pella, Iowa

DATE: July 19, 2016

BACKGROUND: This resolution approves the plans, specifications, form of contract, and estimate of costs, accepts bids, and awards the contract for the materials associated with the Vermeer Road Utility Project, Pella, Iowa. The project consists of the materials necessary for the construction of a new 12" water main along Vermeer Road from 240th Place to 250th Street and along 250th Street from Vermeer Road to 900 feet north.

As Council is aware, this is a joint project between the City of Pella and Vermeer Corporation in which the City will provide the materials for the new public water main and Vermeer Corporation will install the main. Once the project is completed, Vermeer Corporation will dedicate the new main back to the City of Pella, and it will become part of the City's water infrastructure. The proposed development agreement will be presented for Council's consideration in August of 2016.

On July 14, 2016, bids were received and are summarized below.

HD Supply Waterworks	Complete	\$212,884.00
Municipal Supply Inc.	Complete	\$220,481.00
Brown Supply Company	Complete	\$214,408.80
Utility Equipment Company	Incomplete	\$212,785.11

After reviewing the bid proposals, the project Engineer, Garden and Associates, recommends awarding the contract to the lowest responsible bidder HD Supply Waterworks with a total bid of \$212,884. It should be noted, the bid from Utility Equipment Company did not meet the bid specifications requirements. The engineer's estimate for material was \$246,000.

This resolution approves the purchase of materials listed above in the amount of \$212,884 to HD Supply Waterworks. It also authorizes the City Clerk and Public Works Director to sign the material agreement and gives the Public Works Director the authority to issue the notice to proceed once the material agreement is in proper order and fully executed.

ATTACHMENTS: Resolution, Bid Summary, Engineer's Recommendation

REPORT PREPARED BY: Administration

REPORT REVIEWED BY: CITY ADMINISTRATOR

CITY CLERK

RECOMMENDATION: Approve resolution.

3. b. Resolution No. 5707 entitled, "RESOLUTION APPROVING PLANS, SPECIFICATIONS, FORM OF CONTRACT, ESTIMATE OF COSTS, RECEIVING BIDS AND MAKING AWARD OF CONTRACT FOR MATERIAL FOR THE FURNISHING OF WATER SYSTEM MATERIALS FOR THE VERMEER ROAD UTILITY PROJECT, PELLA, IOWA". Councilmember Van Stryland moved to approve, seconded by Councilmember De Jong. On roll call the vote was: AYES: Van Stryland, De Jong, Bokhoven, Vander Beek. NAYS: None. Motion carried.

E. PETITIONS & COMMUNICATIONS

1. Fox Engineering Presentation. Lance Aldrich P.E. from Fox Engineering gave an update on the National Pollutant Discharge Elimination System discharge permit for the Wastewater Treatment Plant.

SUBJECT: Fox Engineering Presentation

DATE: July 19, 2016

BACKGROUND:

In June 2016, the Iowa Department of Natural Resources (IDNR) issued a draft National Pollutant Discharge Elimination System (NPDES) permit for our Wastewater Treatment Plant. Initial review indicates that the new effluent limits and the schedules set forth in the draft permit to meet these new requirements seem to be in line with what other communities have been receiving over the last several years.

Fox Engineering will be in attendance to discuss the draft permit and the steps necessary to comply with the new discharge limits.

ATTACHMENTS: Draft NPDES Permit

REPORT PREPARED BY: City Administration

REPORT REVIEWED BY: CITY ADMINISTRATOR

CITY CLERK

RECOMMENDATION: Information Item

2. New Liquor License for The Wijn House. Councilmember Vander Beek moved to approve, seconded by Councilmember De Jong. On roll call the vote was: AYES: Vander Beek, De Jong, Bokhoven, Van Stryland. NAYS: None. Motion carried.

SUBJECT: New Class C Native Wine Permit for The Wijn House

DATE: July 19, 2016

BACKGROUND: Jeremy and Tara Kohlhaas have applied for a new Class C Native Wine permit for their new business, The Wijn House, located at 615 Franklin. The application has been filed online with the State to be effective September 1, 2016. The term of the new license is twelve months and would expire August 31, 2017.

It should be noted that on June 28, 2016, the Board of Adjustment approved a special use permit for the Wijn House.

At this time, the dram shop insurance is still pending. Staff recommends approval of the license pending receipt of dram shop insurance and approval from the Alcoholic Beverages Division.

ATTACHMENTS: Application

REPORT PREPARED BY: City Administration

REPORT REVIEWED BY: CITY ADMINISTRATOR

CITY CLERK

RECOMMENDED ACTION: Approve license contingent upon receipt of dram shop insurance and ABD approval.

3. Special Event—Freedom Walk. Councilmember De Jong moved to approve, seconded by Councilmember Van Stryland. On roll call the vote was: AYES: De Jong, Van Stryland, Bokhoven, Vander Beek. NAYS: None. Motion carried.

SUBJECT: Special Event Permit Request – Freedom Walk

DATE: July 19, 2016

BACKGROUND: Emily Van Gent has requested a special event permit for "Freedom Walk". The event is scheduled for October 15, 2016 from 9-11:00 a.m. with set-up for the event beginning at 7:30 a.m and take down by noon. The Freedom Walk will be held on sidewalks with participants walking in a silent single file as a remembrance to human trafficking survivors and to raise awareness and funds. This is the first year the event is scheduled to be held in Pella, but the third year globally with anti-trafficking organization A21. It is estimated that 50 people will participate.

The route will begin at the Tulip Toren and head west on Franklin, north on Broadway, west onto Washington, south on W 3rd, east through Central's Campus, south on Broadway, east on University, north on Main, east through the Molengracht, north on East 1st, west on Franklin and ending at the Tulip Toren. All pertinent City Departments have reviewed this application, and comments are attached. The insurance certificate and fee have been received, and approval is recommended.

ATTACHMENTS: Application, Map, Department Head Comments

REPORT PREPARED BY: Administration

REPORT REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK

RECOMMENDED ACTION: Approve permit as requested.

4. a. Special Event—T-Bucket Ford Regional Event. Councilmember Vander Beek moved to approve, seconded by Councilmember Bokhoven. On roll call the vote was: AYES: Vander Beek, Bokhoven, Van Stryland, De Jong. NAYS: None. Motion carried.

SUBJECT: Special Event Permit Request – T-Bucket Ford Regional Event

DATE: July 19, 2016

BACKGROUND: The Pella Convention and Visitors Bureau has requested a special event permit for "T-Bucket Ford Regional Event". The event is scheduled for Saturday, July 23, 2016 from 9 am to 1 pm. Set-up for the event would begin at 6:00 am with take down by 1:30 pm.

The T-Bucket Club is a hot rod club focused on the Model T based hot rods commonly known as T-Buckets. This group is scheduled to spend three days in Pella for their regional event and would like to display their vehicles on Saturday.

As a part of this request, a resolution is included that would permit the closing of Broadway Street from City Hall north to Washington Street from 6:00 a.m to 1:30 p.m. on Saturday, July 23, 2016.

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

ATTACHMENTS: Resolution, Application, Map, Department Head Comments

REPORT PREPARED BY: Administration

REPORT REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK

RECOMMENDED ACTION: Approve permit and resolution as requested.

4. b. Resolution No. 5708 entitled, "RESOLUTION TEMPORARILY CLOSING PUBLIC WAYS OR GROUNDS FOR THE SPECIAL EVENT KNOWN AS "T-BUCKET FORD REGIONAL EVENT". Councilmember Van Stryland moved to approve, seconded by Councilmember Bokhoven. On roll call the vote was: AYES: Van Stryland, Bokhoven, Vander Beek, De Jong. NAYS: None. Motion carried.

5. a. Special Event—Jump Heroes 5K Run/Walk. Councilmember Bokhoven moved to approve, seconded by Councilmember De Jong. On roll call the vote was: AYES: Bokhoven, De Jong, Vander Beek, Van Stryland. NAYS: None. Motion carried.

SUBJECT: Special Event Permit Request for "JUMP Heroes 5K Run/Walk"

DATE: July 19, 2016

BACKGROUND: George Clark is requesting a special event permit for September 17, 2016 from 7:30-10:00 a.m. for "JUMP Heroes 5K Run/Walk". The event is a benefit race for Journey Up Mentoring of Pella (JUMP), a local non-profit organization that matches adult mentors with children in kindergarten through 8th grade. Their mission has been to provide successful mentoring relationships for youth to launch them towards better citizenship. They anticipate approximately 150 runners/walkers. The event starts and ends at Schipper Stadium on the campus of Central College.

As a part of this request, a resolution is included that would permit the closing of several streets from 7:30 a.m to 10:00 a.m. on Saturday, September 17, 2016 as listed below:

Alley between W 2nd Street & W 3rd Street
W 2nd Street from Independence Street to Liberty Street
Liberty Street from W 2nd Street to Broadway Street
Broadway Street from Liberty Street to South Street
Independence Street from W 4th Street to W 2nd Street
Huber Street from Broadway Street to W 1st Street
W 1st from Huber Street to South Street
W 4th from Peace Street to Independence Street
W 5th from Peace Street to Independence Street

It should be noted, part of this event will take place on private property owned by Central College and Pella Corporation and a signature has been obtained from their representatives.

The required fee and insurance certificate have been received. All pertinent City Departments have reviewed this application, and approval is recommended.

ATTACHMENTS: Resolution, Application with Department Head Comments, Map

REPORT PREPARED BY: City Administration

REPORT REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK

RECOMMENDED ACTION: Approve special event permit and resolution.

5. b. Resolution No. 5709 entitled, "RESOLUTION TEMPORARILY CLOSING PUBLIC WAYS OR GROUNDS FOR THE SPECIAL EVENT KNOWN AS "JUMP HEROES 5K RUN/WALK". Councilmember De Jong moved to approve, seconded by Councilmember Bokhoven. On roll call the vote was: AYES: De Jong, Bokhoven, Vander Beek, Van Stryland. NAYS: None. Motion carried.

F. PLANNING AND ZONING ITEMS

NONE

G. ADMINISTRATION REPORTS

NONE

H. RESOLUTIONS

1. Resolution No. 5710 entitled, "A RESOLUTION CALLING FOR A PUBLIC REFERENDUM TO AUTHORIZE THE IMPOSITION OF A LOCAL SALES AND SERVICES TAX IN THE CITY OF PELLA, COUNTY OF MAHASKA, IOWA AT THE RATE OF ONE PERCENT (1%)". Councilmember Van Stryland moved to approve, seconded by Councilmember De Jong. On roll call the vote was: AYES: Van Stryland, De Jong, Bokhoven, Vander Beek. NAYS: None. Motion carried.

SUBJECT: Resolution Calling for a Public Referendum to Authorize the Imposition of a Local Sales and Services Tax in the City of Pella, County of Mahaska, Iowa at the Rate of One Percent (1%)

DATE: July 19, 2016

BACKGROUND:

On February 16, 2016, Council approved a resolution requesting that the Mahaska County Commissioner of Elections submit a public referendum in Mahaska County on May 3, 2016 for a local option sales and services tax at the rate of one percent (1%). The proposed local option tax would be effective January 1, 2017 and remain for twenty years (20) years, ending December 31, 2036.

Since there were no votes cast on May 3, 2016 in our jurisdiction, the public measure was considered failed. The Mahaska County Board of Supervisors recently adopted a resolution to place the question on the General election ballot for November 8, 2016, and the City of Pella may submit ballot language for the General election.

As Council is aware, the City of Pella's corporate limits include approximately 40 acres in Mahaska County. Since the City of Pella extends into Mahaska County, the City Council will need to approve a resolution authorizing uses for the LOSST funds if the voters in Mahaska County authorize the tax.

Staff would like to include the same language for the General Election ballot as previously approved in February. If the citizens of Mahaska County approve the LOSST, then this resolution authorizes the following eligible items.

20% for Property Tax Relief

80% for any lawful purpose including but not limited to:

Road Improvements

Park Improvements--including aquatic center improvements and bike trails.

ATTACHMENTS:

Resolution

REPORT PREPARED BY: City Administration

REPORT REVIEWED BY: CITY ADMINISTRATOR

CITY CLERK

RECOMMENDED ACTION: Approve Resolution.

I. ORDINANCES

(Statutory rule may be waived and ordinance passed without further readings.)

1. Ordinance No. 910 entitled, "AN ORDINANCE AMENDING WATER RATES OF THE CITY OF PELLA, IOWA." Councilmember Vander Beek moved to place Ordinance No. 910 on its third and final reading, seconded by Councilmember Van Stryland. On roll call the vote was: AYES: Vander Beek, Van Stryland, De Jong, Bokhoven. NAYS: None. Motion carried. Councilmember Vander Beek moved that Ordinance No. 910 be adopted, seconded by Councilmember De Jong. On roll call the vote was: AYES: Vander Beek, De Jong, Bokhoven, Van Stryland. NAYS: None. Mayor Mueller declared the motion carried and the ordinance duly passed and adopted.

SUBJECT: Ordinance Amending Water Rates of the City of Pella

DATE: July 19, 2016 (3rd Reading)

BACKGROUND:

Purpose

The FY 16-17 Budget includes a 7% increase in the City's water rates which is needed to fund the long term water supply plan. Listed below is background information on the proposed increase.

Long-term Water Supply Plan

The City's long-term water supply plan is intended to meet the community's supply and treatment needs through the year 2037. Overall the plan includes a new 3.0 million gallon per day (MGD) reverse osmosis (RO) treatment process, an additional Jordan Well and new water main, and improvements to the existing lime softening treatment plant. The estimated cost of the plan is \$16 million, and the tentative completion date for the plan is the fall of 2017.

Proposed Rate Structure

The proposed rate increase of 7% would be effective for utility bills due August 20, 2016 for July usage. At that time, the base fee for inside the City limits would increase from \$15.52 per month to \$16.61 per month. In addition to the increase in base fee, the ordinance would amend the cost per 1,000 gallons from \$3.75 to \$4.01.

Impact of Water Rate Increases

The proposed ordinance represents a water rate increase of 7% for all customer classes. The following chart represents the impact of the water rate increase in both dollar amount and percentage of increase for different customer types inside the City limits. As you can see, for the average residential customer using 7,000 gallons per month, the proposed increase is \$2.91 per month. For the average commercial customer using 35,000 gallons per month, the proposed increase is \$10.19 per month. For the average industrial customer using 100,000 gallons per month, the proposed increase is \$27.09 per month.

Residential	7,000	\$41.77	\$44.68	\$2.91	7%
Commercial	35,000	\$146.77	\$156.96	\$10.19	7%
Industrial	100,000	\$390.52	\$417.61	\$27.09	7%

Comparable Cities

The chart below compares water rates of similar sized cities in our region. For the average residential user, Pella would continue to have the highest rate by a minimal amount. For the average commercial user, Pella would pay just slightly more than the City of Knoxville and would still be significantly less than the City of Oskaloosa. For the industrial user, the City of Pella would continue to remain very competitive with the City of Knoxville and continue to be significantly less than the City of Oskaloosa.

It is important to note that when comparing our rates to others in the region one must consider the service level provided by the utilities. For instance, there are utilities who perform minimal water treatment. In comparison, our water treatment process is a significant component of our rates. In order to compensate for the lack of water treatment, their customers will often need to install additional filtration systems to obtain a higher quality of water. Unfortunately, these costs are typically not included in water rate comparisons.

Water Rate Comparisons--In City Limits

Knoxville	\$8.00	\$28.00	\$140.00	\$400.00
Oskaloosa	\$10.26	\$58.26	\$250.28	\$696.04
Pella	\$15.52	\$41.77	\$146.77	\$390.52
Pella Proposed	\$16.61	\$44.68	\$156.96	\$417.61

Summary

This ordinance would approve a 7% increase in the City's water rates. The proposed increase is needed to fund the City's long term water supply plan. This proposed rate increase reflects the second of four projected rate increases. Once fully implemented, the rate increases are expected to result in an overall 20-30% increase. However, future rate increases will be implemented on an incremental basis. The reason for this approach is to potentially minimize the financial impact to the rate payers while at the same time ensuring the utility has adequate cash flows to fund the plan.

ATTACHMENTS: Ordinance
 REPORT PREPARED BY: City Administration
 REPORT REVIEWED BY: CITY ADMINISTRATOR
 CITY CLERK
 RECOMMENDATION: Approve Ordinance.

2. Ordinance No. 911 entitled, "AN ORDINANCE AMENDING THE CITY CODE OF THE CITY OF PELLA BY AMENDING CHAPTER 165, ZONING ORDINANCE, 165.11 CLASSIFICATION OF USES BY AMENDING THE PROVISIONS PERTAINING TO RESIDENTIAL USE TYPES AND AMENDING TABLE 165.12-2 PERMITTED USES BY ZONING DISTRICTS. Councilmember Vander Beek moved to place Ordinance No. 911 on its second reading, seconded by Councilmember Van Stryland. On roll call the vote was: AYES: Vander Beek, Van Stryland, De Jong, Bokhoven. NAYS: None. Motion carried.

SUBJECT: Amendments to Chapter 165 Zoning Regulations by Amending the Provisions Pertaining to 165.11 Zoning Classification of Uses, Table 165.12-2 Permitted Uses by Zoning Districts

DATE: July 19, 2016 (2nd Reading)

BACKGROUND:

This proposed ordinance amendment would add additional housing definitions to the City Code. The purpose of the new definitions is to assist and provide guidance to housing developers.

Ordinance for Additional Housing Definitions

This proposed ordinance amendment adds the three housing definitions below. In addition, it also adds single family attached and townhome residential as permitted uses in the City zoning code.

- (1.) *Single-Family Residential (Detached):* A single-family residential use in which one dwelling unit is located on a single lot, with no physical or structural connection to any other dwelling unit.
- (2.) *Single-Family Residential (Attached):* A single-family residential use in which one dwelling unit is located on a single lot and is attached by a party wall to only one other adjacent dwelling unit on another single lot. Said party wall shall meet the requirements of the City's Building Code.
- (3.) *Townhouse Residential:* The use of a site for three or more attached dwelling units, each occupied by one family and separated by party walls extending from foundation through roof without openings. Each townhouse unit must have at least two exposed exterior walls and be located on a separate lot. Said party walls shall meet the requirements of the City's Building Code.

The ordinance proposes to add Single-Family Attached to 165.12 12-2 Permitted Uses by Zoning Districts under Residential Uses with P for permitted use added under the R1A, R1B, R1C, R2 and R3 Districts. The R1A, R1B and R1C Districts are single family residential districts but which have somewhat smaller lot size requirements than the standard R1 District. The R2 District is the Two Family Residential Zoning District which permits both single family homes and duplexes while R3 is Multiple Family Residential. The ordinance proposes to add Townhouse Residential to 165.12 12-2 Permitted Uses by Zoning District under Residential Uses with P for permitted use added under R3 District. The R3 is the Multiple Family Residential Zoning District.

Summary

Staff is recommending approval of this proposed ordinance amendment which would add additional housing definitions to the city code. It is important to note, the Planning and Zoning Commission approved the proposed amendment on a 10-0 vote at their June 27, 2016 meeting.

ATTACHMENTS: Ordinance
REPORT PREPARED BY: City Administration
REPORT REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK
RECOMMENDED ACTION: Approve Ordinance.

3. Ordinance No. 912 entitled, "AN ORDINANCE AMENDING THE CITY CODE OF THE CITY OF PELLA BY AMENDING CHAPTER 165, ZONING REGULATIONS, 165.16 AND 165.17 BY AMENDING THE PROVISIONS PERTAINING TO THE DESIGN REVIEW AND DUTCH RESIDENTIAL DESIGN REVIEW OVERLAY DISTRICTS". Councilmember De Jong moved to place Ordinance No. 912 on its second reading, seconded by Councilmember Bokhoven. On roll call the vote was: AYES: De Jong, Bokhoven, Vander Beek, Van Stryland. NAYS: None. Motion carried.

SUBJECT: Amendments to Chapter 165 Zoning Regulations by Amending the Provisions Pertaining to Design Review in 165.16 and 165.17

DATE: July 19, 2016 (2nd Reading)

BACKGROUND:

This proposed ordinance amendment would establish a design review district for new single and two family homes along the Washington Street and Main Street Corridors. This new design district is identified as the Dutch Residential District – Gateway Corridor (DURE-GC). Listed below is a summary of the main provisions of the design district:

1. **Existing Design Review District for Residential Properties** - In considering this proposed design district, it is important to note new residential properties in the Central Business District are subject to design review standards. This design review district is identified as the Dutch Residential District Central Business District (DURE-CBD). The proposed design district is based on the same concepts utilized in the DURE-CBD.
2. **Properties Subject to Review** - The properties subject to DURE-GC review would be residential properties along West Washington Street west of the DURE-CBD extending to the city limits and Washington Street east of the DURE-CBD to Hazel Street (see map). In addition, the new design district would extend south of the DURE-CBD along Main Street to Oskaloosa Street and north of the DURE-CBD to Elm Street (see map).
3. **Design Review Permit** – The design standards under this proposed ordinance would be for new construction only:
 - A. Any new residential building (building used for residential purposes) or residential building addition, residential accessory structure.
 - B. It is important to note, setback requirements and other bulk regulations would be pursuant to the underlying base zoning district and Gateway Corridor Overlay District standards, including Section 165.18 D(4).
 - C. A design permit would be reviewed and issued by the Community Development Committee.

Revisions to the Dutch Residential Design District Manual

In order to accommodate the proposed Gateway Corridor Overlay District, staff is proposing modifications to the Dutch Residential Design District Manual which would be administered by the Community Development Committee. The main adjustment will be simply differentiating between design DURE-CBD and DURE-GC as per the proposed ordinance. The intention is to designate different design standards with the CBD area more traditional or Netherlands style Dutch. Likewise the Gateway Corridor area would include early 20th century residential styles. The intention for the Gateway Corridor Design Standards is to simply fit in with the existing neighborhood. Therefore, the proposed standards are less rigid than those in the CBD.

In addition, there is a proposed change to the Dutch Residential Design Manual in regards to garages and parking. Clarification language was added to emphasize the preference for garages to be installed in the rear yard. If it is not feasible to install a garage in the rear yard, they would be allowed to be attached to the housing unit as long as the garage is a minimum of five feet behind the front façade. The intention of this clarification is not to have the garage as the dominant feature of the front façade.

Summary

Staff is recommending approval of this proposed ordinance amendment which would establish a design review district for new single and two family homes along the Washington Street and Main Street Corridors. It is important to note, the Planning and Zoning Commission approved the proposed amendment on an 8-2 vote at their June 27, 2016 meeting.

ATTACHMENTS: Ordinance; Map, Proposed Design Manual
REPORT PREPARED BY: City Administration
REPORT REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK
RECOMMENDED ACTION: Approve Ordinance.

J. CLAIMS

1. Abstract of bills No. 1963. Councilmember Bokhoven moved to approve, seconded by Councilmember Vander Beek. On roll call the vote was: AYES: Bokhoven, Vander Beek, Van Stryland, De Jong. NAYS: None. Motion carried.

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

NONE

L. CLOSED SESSION

NONE

M. ADJOURNMENT

There being no further business claiming their attention, Councilmember Bokhoven moved to adjourn, seconded by Councilmember Vander Beek. On roll call the vote was: AYES: Bokhoven, Vander Beek, Van Stryland, De Jong. NAYS: None. Motion carried. Meeting adjourned at 8:15 p.m.

C-2-a

Policy and Planning Minutes
July 19, 2016

No meeting was held.

Respectfully Submitted,
Ronda Brown, City Clerk



THE
CITY of PELLA

PLANNING & ZONING COMMISSION MINUTES

C-2-b

June 27, 2016

Regular Meeting

7:00 P.M.

Public Safety Complex

614 Main Street

1. Meeting was called to order by City Administrator Mike Nardini.
2. Roll Call: Commission Members Present: Craig Agan, Julio Chiarella, Cathy Haustein, David Landon, Robin Pfalzgraf, Mike Vander Molen, Gary Van Vark, Ervin Van Wyk, Ann Visser, Teri Vos. Commission Members Absent: None
3. Approval of Minutes: A motion to approve was made by Agan and seconded by Chiarella. On roll call the vote was: Yes: Craig Agan, Julio Chiarella, Cathy Haustein, David Landon, Robin Pfalzgraf, Mike Vander Molen, Gary Van Vark, Erin Van Wyk, Ann Visser, Teri Vos. No: None. Motion carried.
4. The Planning and Zoning Commission opened the Public Hearing on a rezoning application by Pella Christian Grade School to Rezone Property from R2 Two Family Residential Zoning District to INS Institutional Zoning District. (Legal Description: Lot 8 in Block 43 to the City of Pella, Iowa, according to the plat thereof recorded June 12, 1848, except the East 12' thereof; The East ½ of Lot 1 in Block 43 in the City of Pella, Iowa; Lot 13 in East Annex to City of Pella, Iowa, except easement extending Eastward from the alley in Block 43 in the City of Pella, Iowa, and also except the West 6 feet thereof).

There were no written comments received.

There were no petitions received either in favor of the proposed rezoning request or in opposition to the request.

Staff provided an overview of the request by Pella Christian Grade School. In summary, the properties proposed to be rezoned are contiguous to an existing institutional usage. In addition, staff did not identify any spot zoning concerns with this request. The Future Land Use Map of the Comprehensive Plan identifies the properties for low density residential use. Likewise, the Land Use Compatibility Matrix of the Comprehensive Plan indicated the surrounding residential properties were compatible with the proposed institutional usage.

Public comments were received by David and Kim Spreacker who reside at 306 Union Street. Larry De Vries also made comments on behalf of Pella Christian Grade School.

With no further comments received, the Commission closed the public hearing.

5. Rezoning Application by Pella Christian Grade School to Rezone Property from R2 Two Family Residential Zoning District to INS Institutional Zoning District.

The Commission discussed the request and at the conclusion of the discussion a motion was made by Ervin Van Wyk and seconded by David Landon to approve the rezoning request. On roll call the vote was: Yes: Craig Agan, Julio Chiarella, Cathy Haustein, David Landon, Robin Pfalzgraf, Mike Vander Molen, Gary Van Vark, Ervin Van Wyk, Ann Visser, Teri Vos.

No: None. Motion carried.

In addition, David Landen made a motion to recommend to the Pella City Council to update the Future Use Land Map of the Comprehensive Plan in the event the rezoning request is approved by the Council. Gary Van Vark seconded the motion. On roll call the vote was: Yes: Craig Agan, Julio Chiarella, Cathy Haustein, David Landon, Robin Pfalzgraf, Mike Vander Molen, Gary Van Vark, Ervin Van Wyk, Ann Visser, Teri Vos. No: None. Motion carried.

6. The Planning and Zoning Commission opened the Public Hearing on Amendments to Chapter 165 Zoning Regulations by Amending the Provisions Pertaining to 165.11 Zoning Classification of Uses, Table 165.12-2 Permitted Uses by Zoning Districts and the Provisions Pertaining to Design Review in 165.16 and 165.17.

There were no written or public comments received.

Staff provided an overview of the ordinance amendment pertaining to Chapter 165.11 and 165.12-2 of the City Code. The proposed amendment for housing definition and permitted zoning district uses was intended to encourage additional housing options in the community. In addition, staff stated the proposed ordinance would also provide guidance and assistance to potential housing developers.

Staff also provided an overview of the proposed amendments to Chapter 165.16 and 165.17 of the City Code which pertains to design review standards. The proposed new design standards for single and two family homes located in the Washington Street and Main Street corridors would be for new construction only. The intent of the new design standards was new homes in these corridors to fit in with the surrounding neighborhood properties. In addition, staff stated the new standards were based on the recommendations of the City's ad-hoc Gateway Corridor Committee which was appointed by the Pella City Council.

With no further comments received, the Commission closed the public hearing.

- 7a) Amendments to Chapter 165 Zoning Regulations
a) Amendments to the Provisions Pertaining to 165.11 Zoning Classification of Uses, and Table 165.12-2 Permitted Uses by Zoning Districts.

The Commission discussed the proposed ordinance and at the conclusion of the discussion a motion was made by Mike Vander Molen and seconded by Cathy Haustein to approve the ordinance. On roll call the vote was: Yes: Craig Agan, Julio Chiarella, Cathy Haustein, David Landon, Robin Pfalzgraf, Mike Vander Molen, Gary Van Vark, Erin Van Wyk, Ann Visser, Teri Vos. No: None. Motion carried.

- 7b) Amendments to the Provisions Pertaining to Design Review in 165.16 and 165.17.

The Commission, discussion the proposed ordinance, and at the conclusion of the discussion, a motion was made to approve by David Landon and seconded by Cathy Haustein to approve the ordinance. On roll call the vote was: Yes: Craig Agan, Julio Chiarella, Cathy Haustein, David Landon, Robin Pfalzgraf, Gary Van Vark, Ann Visser, Teri Vos. No: Mike Vander Molen, Ervin Van Wyk. Motion carried.

- 8) Site Plan for Pella Regional Health Center.

Staff provided an overview of the proposed maintenance facility relocation on the Pella Regional Health Center campus. In summary, staff believes the proposed site plan met the requirements of the City's zoning code and conforms with the comprehensive plan.

The Commission discussed the proposed site plan, and at the conclusion of the discussion, a motion was made to approve by Gary Van Vark and seconded by Julio Chiarella to approve the site plan. On roll call the vote was: Yes: Craig Agan, Julio Chiarella, Cathy Haustein-s, David Landon, Robin Pfalzgraf, Mike Vander Molen, Gary Van Vark, Ervin Van Wyk, Ann Visser, Teri Vos. No: None. Motion carried.

- 9) Other Business

Staff informed the Commission elections for Chair and Vice Chair of the Planning and Zoning Commission were tentatively scheduled for July 25, 2016. Staff also stated a training session was also tentatively schedule for the July 25th meeting.

Members from the Planning and Zoning Commission recognized and thanked George Wesselhoft for his years of service as the City's Planning and Zoning Director. It was stated George's last day with the City of Pella was scheduled for June 30, 2016.

- 10) With no further business noted, the meeting was adjourned at 8:30 p.m.



C-2-c

CITY OF PELLA, IOWA
PLANNING & ZONING COMMISSION MINUTES
July 11th, 2016

Monday, July 11, 2016 7:00 A.M. Public Safety Complex Liberty Street Entrance

A. Call to order by the Chairperson and Roll Call.

Members Present: Agan, Pfalzgraf, Vander Molen, Van Vark, Visser, Vos

Absent: Chiarella, Haustein, Van Wyk, Landon,

Quorum present.

Visitors: Brad Uitermarkt, Jim Corbett, David Bente

B. Chairperson's Comments.

1. Approval of tentative agenda: A motion to approve was made by Vander Molen and seconded by Visser. On roll call the vote was: YES: Agan, Van Vark, Pfalzgraf, Vander Molen, Visser, Vos. NO: None. Motion carried.

C. Approval of Minutes (at next regularly scheduled meeting)

D. Site Plan: Iowa Orthopedic Center, PC

This request will permit construction of a 2 story medical and office building approximately 53' x 80' in size. The proposed location is west of the hospital parking lot west of the helicopter pad. (AR-001.16). In summary, staff stated they believe the proposed site plan meets the requirements of the City's zoning code and conforms with the comprehensive plan.

Commission Member Agan moved to approve, seconded by Commission Member Van Vark. On roll call the vote was: YES: Agan, Van Vark, Pfalzgraf, Vander Molen, Visser, Vos. NO: None. Motion carried.

E. Site Plan: Vande Noord Homes

This request will permit construction of a multi-family dwelling containing 8 dwelling units. The proposed 2 story building is approximately 36' x 160' in size. The proposed building will be located on a parcel at the southwest corner of East 8th Street and Vermeer Road intersection. The parcel of land is 3.72 acres in area. (AR-002.16). In summary, staff stated they believe the proposed site plan meets the requirements of the City's zoning code and conforms with the comprehensive plan.

Commission Member Vander Molen moved to approve, seconded by Commission Member Visser. On roll call the vote was: YES: Vander Molen, Visser, Agan, Van Vark, Pfalzgraf, Vos. NO: None. Motion carried.

F. Other Business / Public Forum

G. Adjourn

With no further business noted, the meeting was adjourned at 7:40 A.M.



THE
CITY of PELLA
STAFF MEMO TO COUNCIL

ITEM NO: E-1

SUBJECT: New Class B Native Wine Permit for Ulrich Meat Market

DATE: August 2, 2016

BACKGROUND: Double Dutch Meat Processing, dba Ulrich Meat Market, has applied for a new Class B Native Wine Permit for their business located at 715 Franklin. The application has been filed online with the State to be effective August 15, 2016. The term of the new license is twelve months and would expire August 14, 2017.

Staff is recommending approval.

ATTACHMENTS: Application

REPORT PREPARED BY: City Administration

REPORT REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK

RECOMMENDED ACTION: Approve request.

Applicant License Application ()

Name of Applicant: Double Dutch Meat Processing
Name of Business (DBA): Ulrich Meat Market
Address of Premises: 715 Franklin St
City Pella **County:** Iowa **Zip:** 50219
Business (641) 628-2771
Mailing 715 Franklin St
City Pella **State** IA **Zip:** 50219

Contact Person

Name Jayme Veenstra
Phone: (641) 780-0926 **Email** doubledutchmeat@gmail.com

Classification Class B Native Wine Permit (WBN)

Term: 12 months

Effective Date: 08/15/2016

Expiration Date: 01/01/1900

Privileges:

Class B Native Wine Permit (WBN)

Status of Business

BusinessType: Privately Held Corporation
Corporate ID Number: [REDACTED] **Federal Employer ID** [REDACTED]

Ownership

Jayme Veenstra

First Name: Jayme **Last Name:** Veenstra
City: Pella **State:** Iowa **Zip:** 50219
Position: Treasure
% of Ownership: 25.00% **U.S. Citizen:** Yes

Nicki Veenstra

First Name: Nicki **Last Name:** Veenstra
City: Pella **State:** Iowa **Zip:** 50219
Position: Vice President
% of Ownership: 25.00% **U.S. Citizen:** Yes

Lucas Van Wyk

First Name: Lucas **Last Name:** Van Wyk
City: pella **State:** Iowa **Zip:** 50219
Position: President
% of Ownership: 25.00% **U.S. Citizen:** Yes

Christy Van Wyk

First Name: Christy

Last Name: Van Wyk

City: pella

State: Iowa

Zip: 50219

Position: Secretary

% of Ownership: 25.00%

U.S. Citizen: Yes

Insurance Company Information

Insurance Company:	
Policy Effective Date:	Policy Expiration
Bond Effective	Dram Cancel Date:
Outdoor Service Effective	Outdoor Service Expiration
Temp Transfer Effective	Temp Transfer Expiration Date:



THE
CITY of PELLA

STAFF MEMO TO COUNCIL

ITEM NO: E-2

SUBJECT: Special Event Permit Request – Casey’s MDA Fundraiser

DATE: August 2, 2016

BACKGROUND: Caleb Woods has requested a special event permit for “Casey’s MDA Fundraiser”. The purpose of the event is to raise money for muscular dystrophy for affected families in the local area.

The event is scheduled for August 27, 2016 from 10 am-3:00 pm with set-up for the event beginning at 9:00 am and take down by 4 pm. The requested area for the event is the Caldwell Park shelter house and the grassy area west of the shelter. The shelter has been rented for the event, and the promoter is planning on setting up yard games, such as bean bag toss, on the west side of the shelter house.

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

ATTACHMENTS: Application, Department Head Comments

REPORT PREPARED BY: Administration

REPORT REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK

RECOMMENDED ACTION: Approve permit as requested.



THE
CITY of PELLA

SPECIAL EVENTS APPLICATION

Please make sure the application is complete before submitting it to City Hall. This includes the *fee payment* and the *\$1,000,000 insurance certificate*. The application should be submitted at least a month in advance of the event date.

For Office Use Only:			
Date Received:	7/22/16	Received by:	MB
Fee:	50	Insurance Certificate:	Yes

Name of Event: *Casey's MDA Fundraiser*

Date of Application:	<i>7/22/16</i>	Fee Paid: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Attach Insurance Certificate (\$1,000,000 min) naming City of Pella "Also Insured".		Insurance Certificate: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Describe the Event: (Purpose of event, activities planned, number of anticipated people in attendance, history/origin of event, etc.) (Attach additional page is needed.)

PROMOTER AND CONTACT PERSON INFORMATION

Promoter's Name:	<i>Caleb Woods</i>	Contact Person:	<i>Cate</i>
Signature:	<i>Caleb Woods</i>	Signature:	<i>SAME</i>
Address:	<i>610 Peace St Pella IA 50219</i>	Address:	<i>SAME</i>
Phone:	<i>(515)330-8570</i>	Cell Phone:	<i>(515)330-8570</i>

EVENT INFORMATION

DATE(S) AND TIME(S) OF EVENT: *8/27/16 10am-3pm*

DATE(S) AND TIME(S) OF SET-UP/TAKE DOWN: *8/27/16 9am-10am + 3pm-4pm*

LOCATION OF EVENT: Name streets, parks, area, etc and ATTACH map or drawing.
*Caldwell Park
Pella IA 50219*

Casey's MDA Fundraiser

Our purpose is to raise money for muscular dystrophy for families in the local area who suffer from it. We are planning on doing this in several different ways throughout the month of August however the main event we have planned will be the fundraiser at Caldwell Park. There we will be having yard games and selling pizza slices for \$1 for MDA. We have also partnered with several of our vendors and many establishments in the community to put together prizes and giveaways. I am going to open this event up to the public and invite anyone who would like to come out.

EVENT INFORMATION (continued)

DO STREETS NEED TO BE CLOSED? Yes No If YES, list streets to be closed and indicate on map. Also list number of barricades needed.

Street Name	Distance on Street	Length of Time for Street Closings	# of Barricades

DO PARKING SPACES NEED TO BE RESERVED? Yes No If spaces need to be roped off or reserved, please indicate below.

Location	# of Cones

WILL SIGNAGE BE USED? Yes No If Yes, complete the Special Event Signage Information Sheet.

WILL POLICE OFFICERS OR RESERVES BE NEEDED? Yes No If Yes, list number needed and for what length of time. You will be billed \$30 per hour per officer.

WILL ADDITIONAL ELECTRICITY BE REQUIRED? Yes No If Yes, complete the Special Event Electrical Information Sheet.

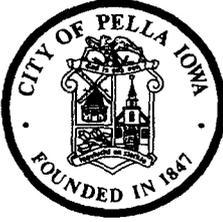
WILL ANY OTHER CITY SERVICES BE NEEDED? Yes No If Yes, list details.

COMPLETE LAYOUT OF THE CITY PROPERTY TO BE USED: Map Drawing
 If the map does not accurately show the area, then a drawing should be included. For example, the dimensions of the area to be used or a more detailed description of the area would be helpful. Please be reminded that if you are requesting the use of a park, the parking spaces around that area are not included in the permit, unless specifically requested.

WILL THERE BE VENDOR BOOTHS? Yes No If Yes, a list of the names of all vendors and a map showing the location and size of the vendor booths needs to be sent to City Hall prior to the date of the event as outlined in Sec 123.04 of the City Code (attached). The time requirement for submittal of this list is dependent upon the length and size of your event. For large events, please supply this information earlier than the one month recommendation.

WILL ANY PART OF THE EVENT BE HELD ON PRIVATE PROPERTY? Yes No If Yes, list the address of the property and have the property owner sign below giving their consent for use of their property for this special event.

Property Owner	Address	Signature of Property Owner



THE
CITY of PELLA

SPECIAL EVENTS--SIGNAGE INFORMATION SHEET

Information Required:

Anyone that is planning to have temporary signage associated with a Special Event Permit will need to submit the following signage information along with the Special Event Permit Application.

Type of Sign(s): <input type="checkbox"/> A-frame <input checked="" type="checkbox"/> banner <input type="checkbox"/> portable <input type="checkbox"/> sandwich board <input type="checkbox"/> traffic directional <input type="checkbox"/> vehicle mounted <input type="checkbox"/> window <input type="checkbox"/> other (please describe)	
Size of Sign(s): <i>2ft tall 6ft wide</i>	
Time of Sign Placement: <i>9:30 AM</i>	Time of Sign Removal: <i>3:30 PM</i>
Colors and Materials of Proposed Sign: <i>Red white + Blue</i>	
Any Proposed Lighting: <i>No</i>	
Proposed Location(s) of Signage: <i>North of shelter house</i>	

Traffic Safety

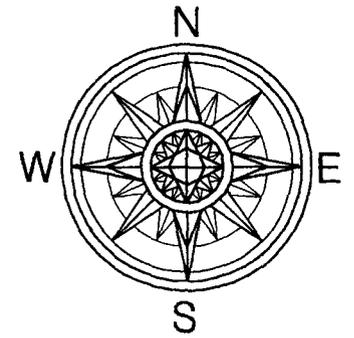
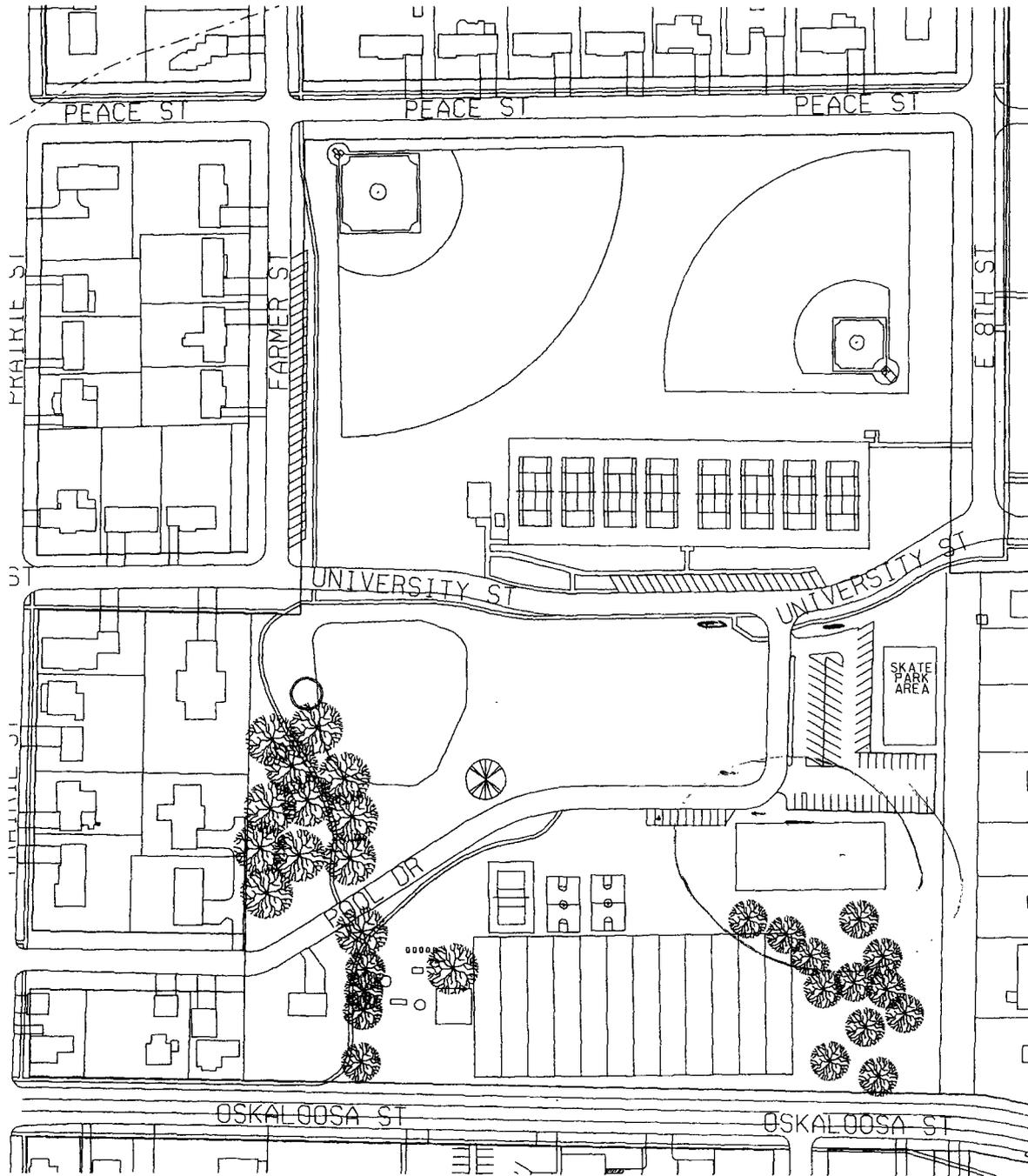
Signs shall not create a traffic hazard or impede vehicular or pedestrian traffic. Signs in the public right of way are prohibited unless expressly authorized by the Special Event Permit. The City of Pella reserves the right to require additional signage, which may be at the expense of the Special Event applicant, as determined for the safety and well being of the general public.

Prompt Removal of Signs

Temporary signs associated with a Special Event Permit must be removed immediately upon the termination of the event.

Right of Approval/Denial

The City of Pella reserves the right to approve or deny signage associated with Special Events and to determine the scheduling of such display if approved.



CALDWELL PARK

Pella, Iowa



CITY OF PELLA SPECIAL EVENTS DEPARTMENT REVIEW

[REDACTED]	Casey's MDA Fundraiser
	July 27, 2016
	Ronda Brown
	August 27, 2016
	Caleb Woods 515-330-8570

[REDACTED]

[REDACTED]

[REDACTED]

Recommend approval. DB

[REDACTED]

Recommend approval. MB

[REDACTED]

Recommend approval. Electric service is provided by Parks Department. DM

[REDACTED]

Event coordinator should be advised that there is no running water at the Caldwell shelter house. Recommend approval. JV



THE
CITY of PELLA
STAFF MEMO TO COUNCIL

ITEM NO: H-1

SUBJECT: Vermeer Corporation Development Agreement – Water Main

DATE: August 2, 2016

BACKGROUND:

This resolution approves a development agreement with Vermeer Corporation for the installation of a public water main. Specifically, the project includes the construction of a new 12” water main along Vermeer Road from 240th Place to 250th Street and along 250th Street from Vermeer Road to 900 feet north. In order to undertake this joint project, a development agreement was created which specifies the individual responsibilities and expectations of each party. The following are the key provisions of the agreement:

- The City of Pella will provide the necessary materials to construct the water main including nearly 6,000 LF of water main and thirteen (13) fire hydrants.
- Vermeer Corporation will install the materials in accordance with the plans and specifications included in the agreement, which were developed by Garden and Associates. The specifications meet the requirements on the State Urban Design and Specification (SUDAS) standards.
- The project will be complete by December 31, 2016 at which time the public infrastructure will be dedicated back to the City.
- Following the completion of the installation of the materials and based on as built drawing, Vermeer Corporation will grant the City an easement allowing entry onto portions of Developer’s property necessary for installation, maintenance, repair, or replacement of the public infrastructure.

As you may recall, at the July 19th Council Meeting, Council awarded the materials contract to HD Supply Waterworks for the materials necessary to complete the project in the amount of \$212,884. In the event the City were to undertake the installation of the materials independently of this agreement, the total estimated project cost would be \$500,000.

ATTACHMENTS: Resolution, Development Agreement

REPORT PREPARED BY: Administration

REPORT REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK

RECOMMENDATION: Approve resolution.

RESOLUTION NO. 5711

RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF A
DEVELOPMENT AGREEMENT BY AND BETWEEN THE CITY OF PELLA
AND VERMEER CORPORATION

WHEREAS, the City has been presented with a proposal from the Developer wherein the Developer would construct certain water improvements (the "Public Infrastructure") on public right-of-way located on property owned by Developer (the "Development Property") using materials publically bid, purchased and supplied to the Developer by the City; and,

WHEREAS, construction of the Public Infrastructure will allow increased fire flow protection for the City's eastern corporate limits; and,

WHEREAS, the City Council has found that construction of the Public Infrastructure under the terms and conditions of this Agreement is a favorable economic development project that will provide increased public safety, and is in the best interests of the City.

NOW, THEREFORE, it is hereby resolved by the City Council of Pella, Iowa, that the Development Agreement with Vermeer Corporation for the extension of the Vermeer Road Water Main be formally approved at this time.

Passed and approved this 2nd day of August, 2016.

James Mueller, Mayor

ATTEST:

Ronda Brown, City Clerk

DEVELOPMENT AGREEMENT

THIS DEVELOPMENT AGREEMENT ("Agreement"), is made on or as of the ____ day of _____, 2016, by and between the CITY OF PELLA, IOWA, a municipality established pursuant to the Code of Iowa, as amended (the "City"), and VERMEER MANUFACTURING COMPANY, an Iowa corporation (the "Developer").

BACKGROUND

WHEREAS, the City has been presented with a proposal from the Developer wherein the Developer would construct certain water improvements (the "Public Infrastructure") on public right of way located on property owned by Developer (the "Development Property") using materials publically bid, purchased and supplied to the Developer by the City; and

WHEREAS, construction of the Public Infrastructure will allow Developer increased water flow from City water mains; and

WHEREAS, the City Council has found that construction of the Public Infrastructure under the terms and conditions of this Agreement is a favorable economic development project that will also promote increased public safety, and is in the best interests of the City.

NOW, THEREFORE, the City and the Developer, in consideration of the promises and mutual obligations set forth in this Agreement, now agree and covenant as follows:

ARTICLE I. DEFINITIONS

Section 1.1 Definitions. As used herein, the terms defined above shall have the meanings assigned to them. In addition, wherever used in this Agreement, unless the context indicates a contrary intent or unless specifically provided herein, the following terms shall have the meanings indicated:

Event of Default means any of the events described in Section 6.1 of this Agreement.

Materials means all of the materials publically bid by the City and supplied to the Developer for its use in constructing, and incorporation into, the Public Infrastructure pursuant to this Agreement.

Project shall mean the construction of the Public Infrastructure on the Development Property, as described in this Agreement.

Public Infrastructure shall mean certain water public improvements on the Development Property as more particularly described in Exhibit A to this Agreement.

ARTICLE II. REPRESENTATIONS AND WARRANTIES

Section 2.1. Representations and Warranties of Developer. The Developer makes the following representations and warranties:

(a) The Developer is an Iowa corporation duly organized and validly existing under the laws of the State of Iowa, is licensed to do business in Iowa, and has all requisite power and authority to own and operate its properties, to carry on its business as now conducted and as presently proposed to be conducted, and to enter into and perform its obligations under this Agreement.

(b) This Agreement has been duly and validly authorized, executed and delivered by the Developer and, assuming due authorization, execution and delivery by the City, is in full force and effect and is a valid and legally binding instrument of the Developer enforceable in accordance with its terms, except as the same may be limited by bankruptcy, insolvency, reorganization or other laws relating to or affecting creditors' rights generally.

(c) The execution and delivery of this Agreement, the consummation of the transactions contemplated hereby, and the fulfillment of or compliance with the terms and conditions of this Agreement are not prevented by, limited by, in conflict with, or result in a violation or breach of, the terms, conditions or provisions of the governing documents of the Developer or of any contractual restriction, evidence of indebtedness, agreement or instrument of whatever nature to which the Developer is now a party or by which it or its property is bound, nor do they constitute a default under any of the foregoing.

(d) There are no actions, suits or proceedings pending or threatened against or affecting the Developer in any court or before any arbitrator or before or by any governmental body in which there is a reasonable possibility of an adverse decision which in any manner raises any questions affecting the validity of the Agreement or the Developer's ability to perform its obligations under this Agreement.

(e) The Developer will cause the Public Infrastructure to be constructed in accordance with the terms of this Agreement and all local, State and federal laws and regulations.

(f) The Developer will use its best efforts to obtain, or cause to be obtained, in a timely manner, all required permits, licenses and approvals, and will meet, in a timely manner, all requirements of all applicable local, State, and federal laws and regulations which must be obtained or met before the Public Infrastructure may be lawfully constructed.

(g) Upon completion, the Developer will dedicate the Public Infrastructure to the City, assuming acceptance by the City.

(h) The Developer has not received any notice from any local, State or federal official that the activities of the Developer with respect to the Development Property may or will be in violation of any environmental law or regulation (other than those notices, if any, of which the

City has previously been notified in writing). The Developer is not currently aware of any State or federal claim filed or planned to be filed by any party relating to any violation of any local, State or federal environmental law, regulation or review procedure applicable to the Development Property, and the Developer is not currently aware of any violation of any local, State or federal environmental law, regulation or review procedure which would give any person a valid claim under any State or federal environmental statute with respect thereto.

(i) The Developer expects that construction of the Public Infrastructure shall be complete on or before December 31, 2016.

Section 2.2. Representations and Warranties of City. The City makes the following representations and warranties:

(a) The City has all requisite power and authority to enter into and perform its obligations under this Agreement.

(b) This Agreement has been duly and validly authorized, executed and delivered by the City and, assuming due authorization, execution and delivery by the Developer, is in full force and effect and is a valid and legally binding instrument enforceable in accordance with its terms, except as the same may be limited by bankruptcy, insolvency, reorganization or other laws relating to or affecting creditors' rights generally.

(c) The execution and delivery of this Agreement, the consummation of the transactions contemplated hereby, and the fulfillment of or compliance with the terms and conditions of this Agreement are not prevented by, limited by, in conflict with, or result in a violation or breach of, the terms, conditions or provisions of any laws or governing documents of the City or of any contractual restriction.

(d) There are no actions, suits or proceedings pending or threatened against or affecting the City in any court or before any arbitrator or before or by any governmental body in which there is a reasonable possibility of an adverse decision which in any manner raises any questions affecting the validity of the Agreement or the City's ability to perform its obligations under this Agreement.

(e) The City will procure Materials in accordance with the terms of this Agreement and all local, State and federal laws and regulations applicable at the time of construction.

(f) The City shall not unreasonably withhold acceptance of the Public Infrastructure.

(g) The City shall be responsible for all installation, maintenance, repair, replacement, upgrades or compliance of the Public Infrastructure followings its dedication to the City.

ARTICLE III. CONSTRUCTION/DEDICATION OF PUBLIC INFRASTRUCTURE

Section 3.1. Construction of Public Infrastructure. The Developer agrees that it will cause the Public Infrastructure to be constructed on the Development Property in conformance with any Construction Plans submitted to the City and Exhibit A attached hereto, the contents of which are hereby incorporated by reference. The Developer agrees that it shall permit designated representatives of the City, upon reasonable notice to the Developer (which does not have to be written, and which shall in non-emergency situations be no less than 24 hours), to enter upon the Development Property during the construction of the Public Infrastructure to inspect such construction and the progress thereof.

Section 3.2. Materials. The City agrees to supply the Materials necessary for construction of the Public Infrastructure to Developer to enable it to cause construction of the Public Infrastructure to be completed according to the terms and conditions of this Agreement. Further information regarding the Materials to be supplied is found in Exhibit B to this Agreement.

Section 3.3. Dedication. Upon completion of the Public Infrastructure by the Developer, the City shall inspect the Public Infrastructure and determine whether it has been completed in accordance with this Agreement. Subject to acceptance by the City, the Developer shall dedicate the Public Infrastructure to the City, at no cost, following all City, ordinances, regulations and codes.

Section 3.4. Easements. To the extent that any Public Infrastructure is installed on property owned by Developer, Developer agrees to grant the City an easement allowing entry onto portions of Developer's property necessary for installation, maintenance, repair, or replacement of the Public Infrastructure, including ingress and egress as necessary, such easement to be negotiated in good faith by the parties at a later date. Similarly, to the extent Vermeer installs private equipment which has been consented to by the City on property owned by the City, the City agrees to grant the Developer an easement which includes similar rights to the easement described above from the Developer to the City.

ARTICLE IV. ADDITIONAL DEVELOPER COVENANTS

Section 4.1. Compliance with Laws. The parties will comply with all state, federal and local laws, rules and regulations relating to its operations, including applicable laws prohibiting discrimination against any tenant, applicant or employee because of age, color, creed, national origin, race, religion, marital status, sex, physical disability, or familial status.

Section 4.2. Security Interest. The Materials being provided to Developer hereunder are intended to remain City-owned Property while being utilized by Developer. However, to the extent necessary to protect its rights with respect to the Materials, the Developer hereby assigns and grants to the City, as a secured party, a continuing lien on and security interest in the Materials. The Developer hereby irrevocably authorizes the City at any time and from time to

time to file in any Uniform Commercial Code jurisdiction any initial financing statements and amendments thereto necessary to perfect its interest in the Materials.

Section 4.3. Maintenance of Properties. The Developer will maintain, preserve and keep the Materials in good repair and working order, ordinary wear and tear excepted, and will immediately notify the City of any event causing a material loss of the Materials.

Section 4.4. No Transfer/Insurance. The Developer will not sell or otherwise transfer or grant or allow the imposition of a lien or security interest upon the Materials or use any portion thereof in any manner inconsistent with this Agreement. The Developer will keep the Materials reasonably ensured against loss, theft, or destruction in accordance with commercially reasonable insurance policies and coverage.

ARTICLE V. INDEMNIFICATION

Section 5.1. Developer Release and Indemnification. Developer shall defend, hold harmless, and indemnify the City and its elected and appointed officers, agents, employees, and representatives from claims, costs, damages, penalties, and liabilities for any loss or damage to property or any injury to or death of any person which arises directly or indirectly, as a result of:

- a. any violation of any agreement or condition of this Agreement by Developer; or
- b. the condition of any portion of the Development Property, including the Public Infrastructure prior to its dedication, or any hazardous substance or environmental contamination located in or on the Development Property; or
- c. the construction of the Public Infrastructure, or of operations performed under this Agreement,

by Developer or by Developer's contractors, subcontractors, agents or employees, whether such operations were performed by Developer or any of Developer's contractors, subcontractors, or any one or more persons directly or indirectly employed by, or acting as agent for, Developer or any of Developer's contractors or subcontractors, unless such claim arises from the conduct of the City. The provisions of this Article shall survive the termination of this Agreement.

Section 5.2. City Release and Indemnification. To the extent allowable by law the City shall defend, hold harmless, and indemnify Vermeer and its officers, directors, agents, employees, and representatives from claims, costs, damages, penalties, and liabilities for any loss or damage to property or any injury to or death of any person which arises directly or indirectly, as a result of:

- a. any violation of any agreement or condition of this Agreement by the City; or
- b. the failure by City to abide by applicable laws or regulations applicable to its

approval or performance of this Agreement;

This provision shall apply to conduct by the City or any one or more persons directly or indirectly representing, employed by, or acting as agent for, the City or any of the City's contractors or subcontractors but shall not apply to claims caused by conduct of Developer. The provisions of this Article shall survive the termination of this Agreement.

Section 5.3. Survival. The provisions of this Article V shall survive the termination of this Agreement.

ARTICLE VI. DEFAULT/REMEDIES

Section 6.1. Events of Default Defined. The following shall be "Events of Default" under this Agreement and the term "Event of Default" shall mean, whenever it is used in this Agreement, any one or more of the following events during the term of this Agreement:

- (a) Failure by the Developer to cause the construction of the Public Infrastructure to be commenced and completed pursuant to the terms, conditions and limitations of Article III of this Agreement;
- (b) Transfer of the Materials in violation of the provisions of this Agreement;
- (c) Failure by a party to substantially observe or perform any covenant, condition, or obligation under this Agreement;
- (d) The holder of any mortgage on property of the Developer, or any improvements thereon, or any portion thereof, commences foreclosure proceedings as a result of any default under the applicable mortgage documents;
- (e) Any representation or warranty made by a party in this Agreement or in any written statement or certificate furnished by a party pursuant to this Agreement, shall prove to have been incorrect, incomplete or misleading in any material respect on or as of the date of the issuance or making thereof.

Section 6.2. Breach. If a party fails to perform any of its obligations under this Agreement, such failure to perform is an Event of Default. If the breaching party fails to cure said breach within ten (10) days after written notice from the non-breaching party, the non-breaching party may (i) suspend its performance under this Agreement, (ii) terminate this Agreement upon written notice, (iii) by its own means or with judicial assistance enter onto the Development Property and retake possession of the Materials without prior notice to the Developer or the opportunity for a hearing; (iv) demand, as liquidated damages, an amount equal to the City's costs in purchasing the Materials or Developer's costs in performing its obligations in this Agreement; or (v) take any other legal or equitable action deemed appropriate to enforce the obligations under this Agreement.

Section 6.3. No Remedy Exclusive. No remedy herein conferred upon or reserved to the City is intended to be exclusive of any other available remedy or remedies, but each and every remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient.

Section 6.4. No Implied Waiver. In the event any provision contained in this Agreement should be breached by any party and thereafter waived by any other party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous or subsequent breach hereunder.

Section 6.5. Enforcement Costs. Whenever any Event of Default occurs and a party shall employ attorneys or incur other expenses for the collection of payments due or to become due or for the enforcement or performance or observance of any obligation or agreement herein contained, the prevailing party in such dispute shall be entitled to recover the reasonable fees of such attorneys and such other expenses as may be reasonably and appropriately incurred in connection therewith.

ARTICLE VII. MISCELLANEOUS

Section 7.1. Conflict of Interest. The Developer represents and warrants that, to its best knowledge and belief after due inquiry, no officer or employee of the City, or their designees or agents, nor any consultant or member of the governing body of the City, and no other public official of the City who exercises or has exercised any functions or responsibilities with respect to the Project during his or her tenure, or who is in a position to participate in a decision-making process or gain insider information with regard to the Project, has had or shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work or services to be performed in connection with the Project, or in any activity, or benefit therefrom, which is part of the Project at any time during or after such person's tenure.

Section 7.2. Notices. Notices, demands, or other communications under this Agreement by either party to the other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally, and

- (a) In the case of the City, to City of Pella, 825 Broadway St., Pella, IA 50219, Attn: City Clerk,
- (b) In the case of the Developer, to Vermeer Manufacturing Company, 1210 Vermeer Rd. E., Pella, IA, 50219, Attn: Legal Department

or to such other designated individual or officer or to such other address as either party shall have furnished to the other in writing in accordance herewith.

Section 7.3. Iowa Law Controlling. This Agreement shall be governed and construed under the laws of the State of Iowa. Both parties agree that Iowa federal or state court shall have jurisdiction over any dispute related to this Agreement. Each party hereby waives any objection, including any objection based upon improper venue or forum non conveniens, that it may have, now or in the future, to the bringing of any action, claim or proceeding in the Iowa District Court for Marion County or the United States District Court for the Southern District of Iowa.

Section 7.4. Entire Agreement. This Agreement and the Exhibits here referenced shall constitute the entire agreement between the City and the Developer and supersedes all other written and oral agreements, discussions and negotiations.

Section 7.5. Amendments. This Agreement may not be amended or assigned by either party without the express permission of the other party.

Section 7.6. Counterparts. This Agreement may be executed in counterparts, each of which shall constitute one and the same instrument.

Section 7.7. Severability. In the event any term or provision of this Agreement is held to be unenforceable by a court of competent jurisdiction, the remainder shall continue in full force and effect, to the extent the remainder can be given effect without the invalid provision.

Section 7.8. Successors and Assigns. This Agreement is intended to and shall inure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assigns.

Section 7.9. No Third-Party Beneficiaries. No rights or privileges of either party hereto shall inure to the benefit of any landowner, contractor, subcontractor, material supplier, or any other person or entity, and no such contractor, landowner, subcontractor, material supplier, or any other person or entity shall be deemed to be a third-party beneficiary of any of the provisions contained in this Agreement.

[signature pages follow]

IN WITNESS WHEREOF, the City has caused this Agreement to be duly executed in its name and behalf by its Mayor and its seal to be hereunto duly affixed and attested by its City

Clerk, and the Developer has caused this Agreement to be duly executed by its authorized representatives.

(SEAL)

CITY OF PELLA, IOWA

James Mueller, Mayor

ATTEST:

Ronda Brown, City Clerk

7/15/2016

VERMEER MANUFACTURING COMPANY

By: _____
Printed Name: _____
Its: _____
Date: _____

**EXHIBIT A
PUBLIC INFRASTRUCTURE**

The Public Infrastructure shall consist of the construction as detailed below.

VERMEER CORPORATION

VERMEER ROAD UTILITY PROJECT

PELLA, IOWA

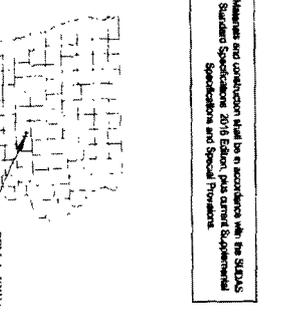
2016

VICINITY MAP
SCALE: NONE



SHEET NO.	DESCRIPTION
A.01	LEGEND AND GENERAL NOTES
B.01	DUCT BANK DETAILS
SW.01-SW.05	WATER MAIN AND DUCT BANK PLAN
SW.06	WATER MAIN CONNECTION DETAILS
9	TOTAL SHEETS

FOR MATERIALS ONLY



PROFESSIONAL ENGINEER

BRADLEY J. UTTERMARKI
LICENSED PROFESSIONAL ENGINEER
IOWA
18718

I hereby certify that the engineering document was prepared by me or under my direct personal supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Iowa. My license number is 18718. My license expiration date is December 31, 2016. Please refer to the back of this seal for the full text of the Iowa Code provisions governing this seal.

Date: 6/29/16

VERMEER CORPORATION
VERMEER ROAD UTILITY PROJECT
PELLA, IOWA

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GARDEN & ASSOCIATES, LTD.
ENGINEERS & SURVEYORS

3703 3rd Avenue East, Suite 1
P.O. Box 451
Cahoon, Iowa 52577
641.672.2526 Phone
641.672.2093 Fax

300 E. Taylor, Suite C
Creston, Iowa 50824
641.782.4005 Phone
641.782.4114 Fax

800.891.2574 Iowa Toll Free email@gardenandassociates.net

LOWE'S
ON CALL
800.292.8989

DATE: JUN 29 2016

PROJECT NO.: 4016130

SHEET NO.: A.01

SHEET TITLE: TITLE SHEET

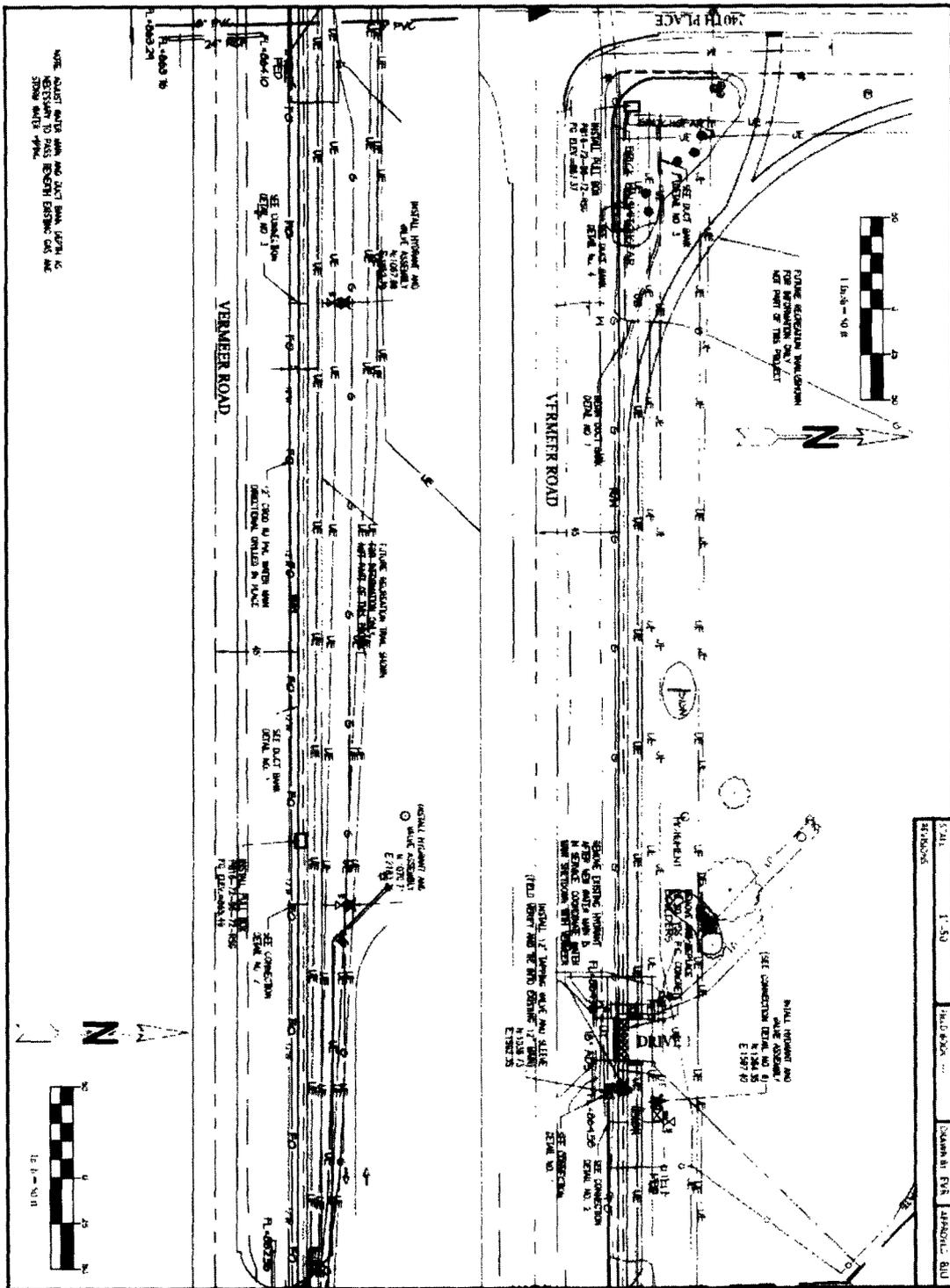
SCALE: NONE

FIELD BOOK: ...

DRAWN BY: ETR

APPROVED: BAJ

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NOTE: LOCATE WATER MAIN AND DUCT BANK UNDER 16' DEPTH TO PASS EXISTING EMBANKMENT ON THE SOUTH SIDE OF ROAD.

SHEET NO. SW 01

PROJECT NO. 4018150

DATE: 2.16.2016

SHEET TITLE: WATER MAIN AND DUCT BANK PLAN

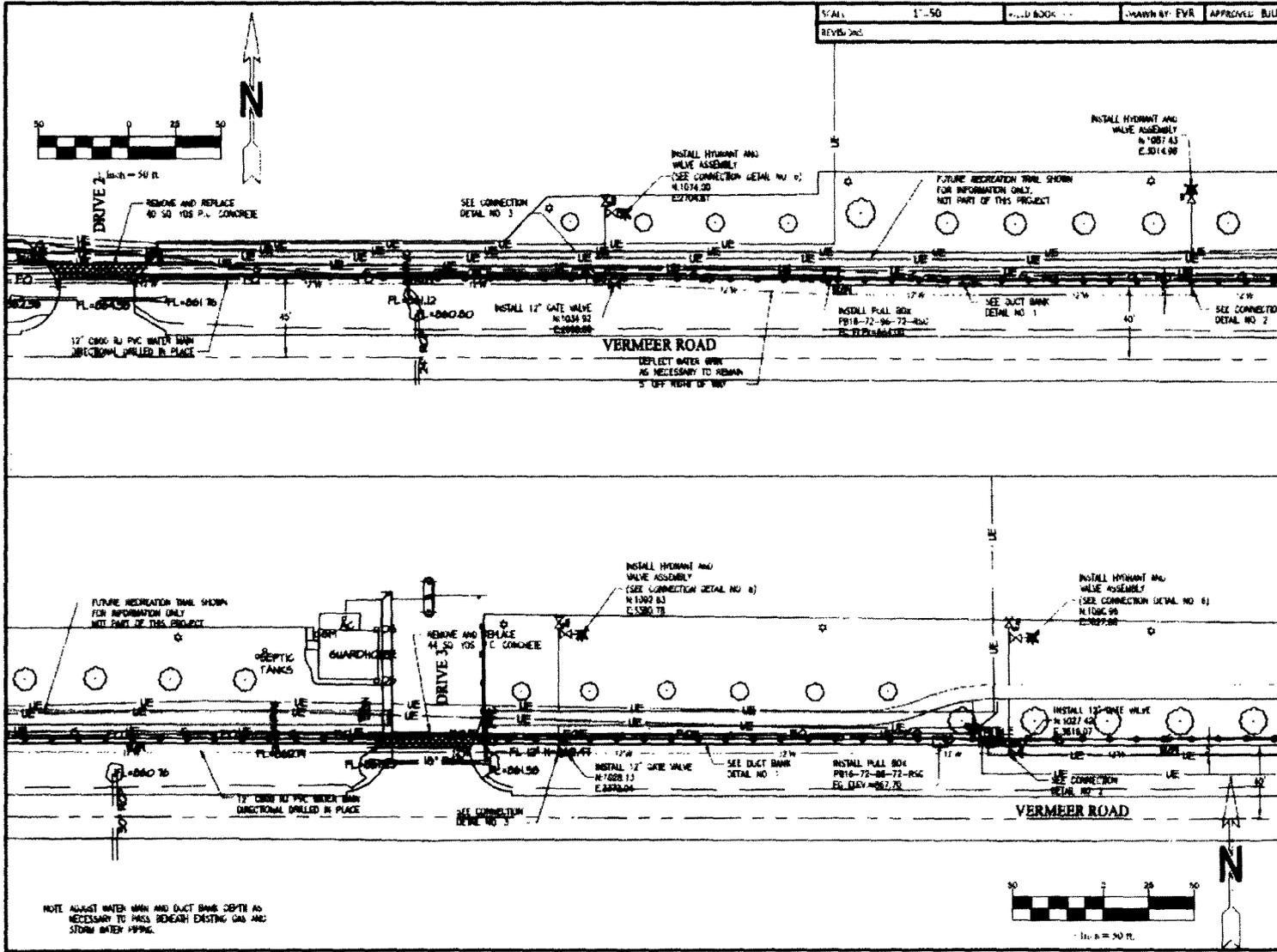
VERMEER CORPORATION
VERMEER ROAD UTILITY PROJECT
PELLA, IOWA

GARDEN & ASSOCIATES, LTD.
ENGINEERS & SURVEYORS

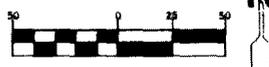
2701 3rd Avenue East, Suite 100
P.O. Box 453
Cedar Rapids, Iowa 52417
641-732-7976 Phone
641-672-2095 Fax
800-491-2324 Iowa Toll Free
email@gardenassociates.com

500 E. Taylor, Suite C
Cedar Rapids, Iowa 52601
641-732-8055 Phone
641-732-4218 Fax

7/15/2016



SCALE: 1" = 50'
 REVISIONS:
 DRAWN BY: EVR
 APPROVED: BJU



GARDEN & ASSOCIATES, L.D.
ENGINEERS & SURVEYORS
 500 E. Taylor, Suite 1
 Pella, Iowa 50224
 P.O. Box 851
 Cedar Rapids, Iowa 52477
 319.277.2608
 319.277.2609 Fax
 319.277.2609 TDD
 email: g&a@earthlink.net

VERMEER CORPORATION
VERMEER ROAD UTILITY PROJECT
PELLA, IOWA
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SHEET III
 WATER MAIN AND
 DUCT BANK PLAN

DATE
 JAN 28 2016

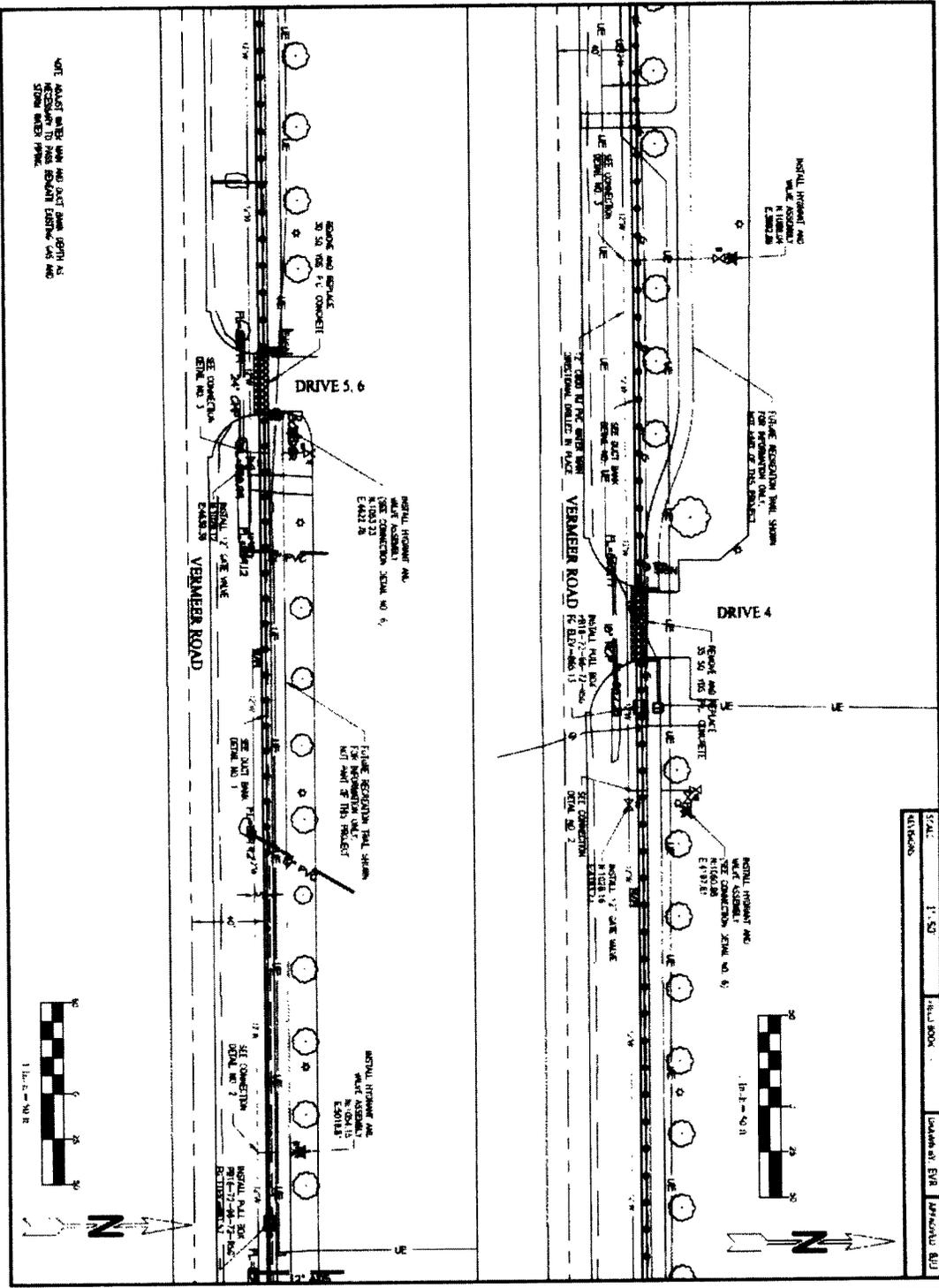
PROJECT NO.
 401b150

SHEET NO.
 SW.02

15

7/15/2016

NOTE: ADJUST WATER MAIN AND DUCT BANK DEPTH AS NECESSARY TO PASS BENEATH EXISTING GAS AND STORM WATER PIPING.



NOTE: ADJUST WATER MAIN AND DUCT BANK DEPTH AS NECESSARY TO MAINTAIN EXISTING CURB AND SIDEWALK ELEVATIONS.

SHEET NO. SW/03

PROJECT NO. 401515C

D.T. 1.00 12.20.16

SHEET TITLE: WATER MAIN AND DUCT BANK PLAN

VERMEER CORPORATION
VERMEER ROAD UTILITY PROJECT
PELLA, IOWA

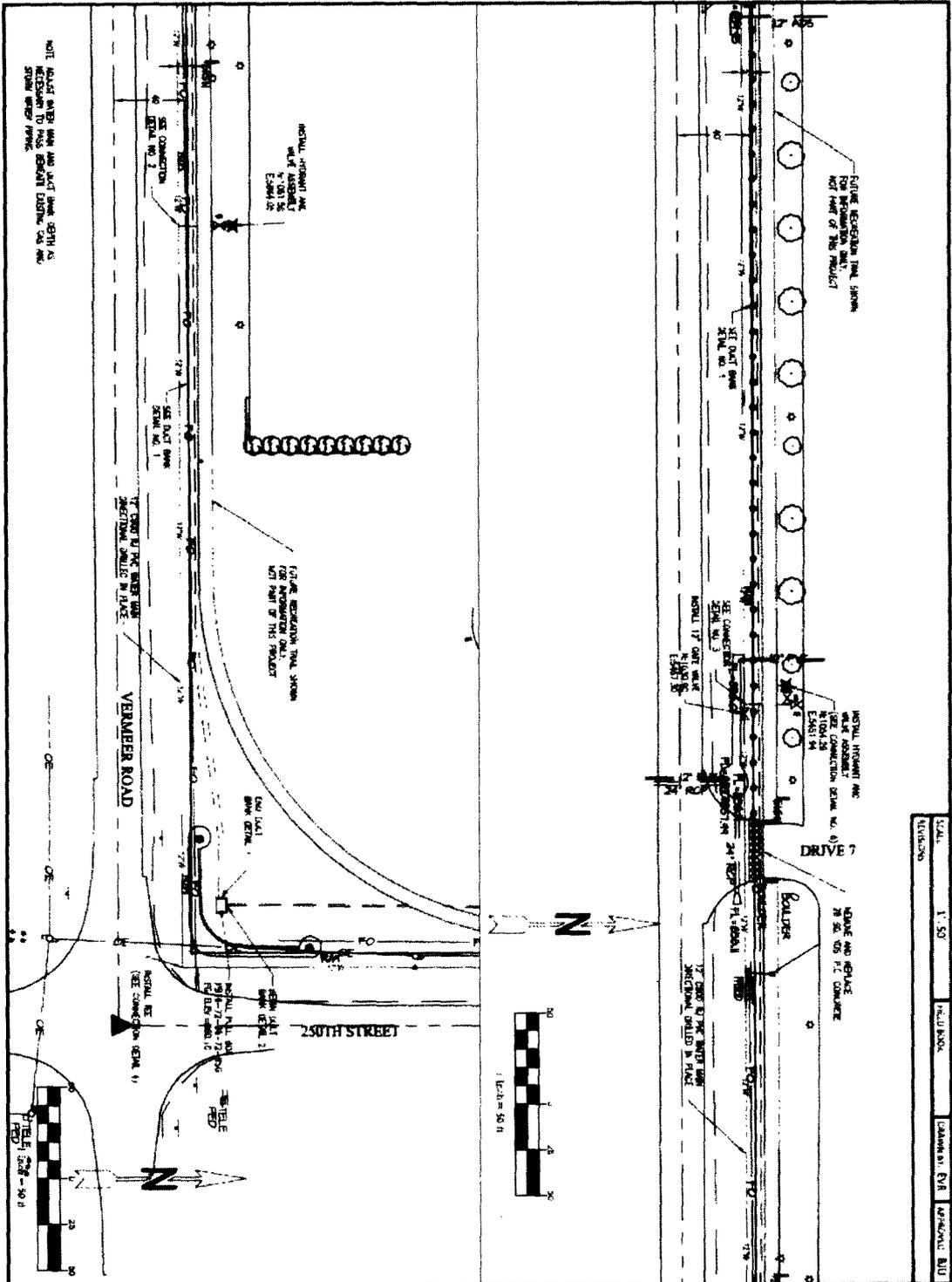
G GARDEN & ASSOCIATES, LTD.
ENGINEERS & SURVEYORS

1701 8rd Avenue East, Suite 1 P.O. Box 451
Cedar Rapids, Iowa 52577
641-727-7626 Phone
641-677-2091 Fax

500 E. Taylor, Suite C
Cedar Rapids, Iowa 50601
641-782-4005 Phone
641-782-4118 Fax

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7/15/2016



SCALE:	1" = 50'
DATE:	11/11/10
DESIGNER:	DAVE
CHECKER:	BLU

SHEET NO. SW.04

PROJECT NO. 401201

DATE: 11/11/10

WATER MAIN AND DUCT BANK PLAN

VERMEER CORPORATION
 VERMEER ROAD UTILITY PROJECT
 PELLA, IOWA

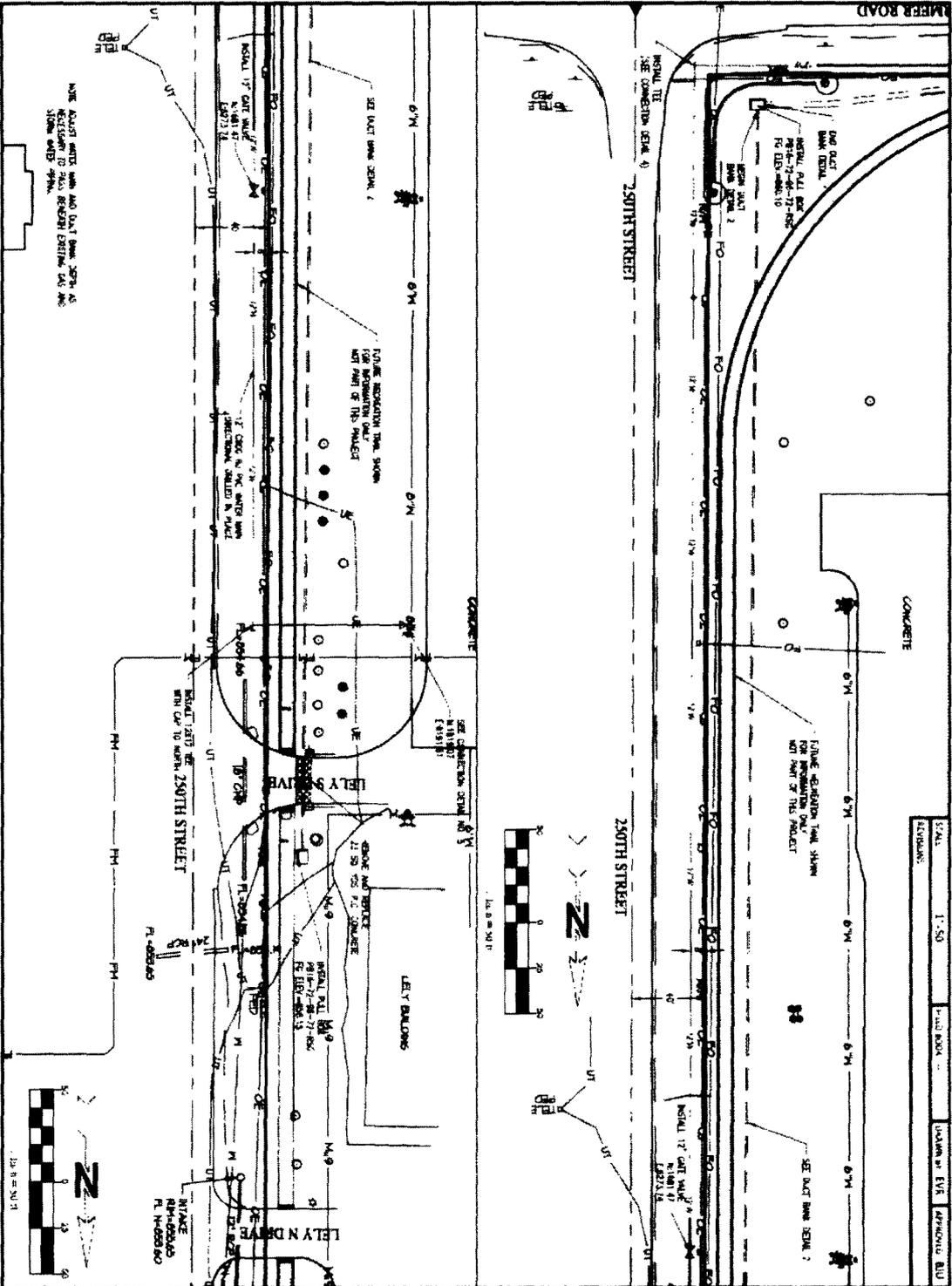
GARDEN & ASSOCIATES, LTD.
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 641.782.4005 Phone
 641.782.4118 Fax

800.491.2524 Iowa Toll Free
 www@gardenassociates.net

7/15/2016

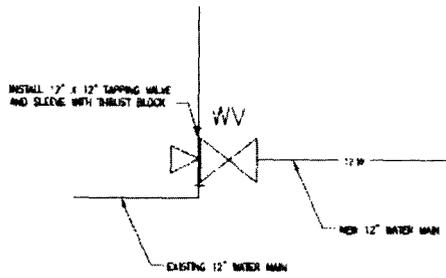


DATE: 11/29/11
 PROJECT NO: 10102-10
 SHEET NO: SW.05

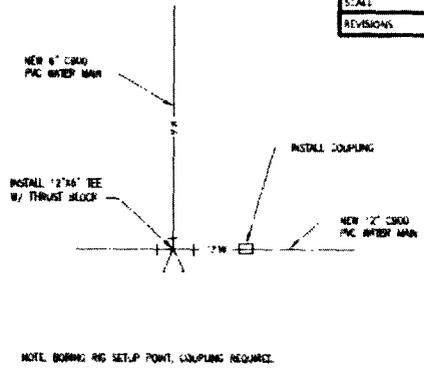
VERMEER CORPORATION
 VERMEER ROAD UTILITY PROJECT
 PELLA, IOWA

GARDEN & ASSOCIATES, LTD.
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 2701 3rd Avenue East, Suite 1
 P.O. Box 451
 Johnston, Iowa 52037
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 641 782 2096 Fax
 email@gardenassociates.net

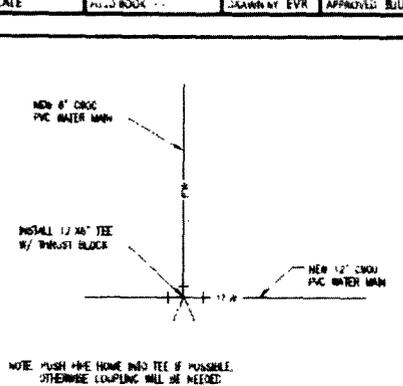
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 REVISIONS:
 DRAWN BY: EYE
 APPROVED BY:



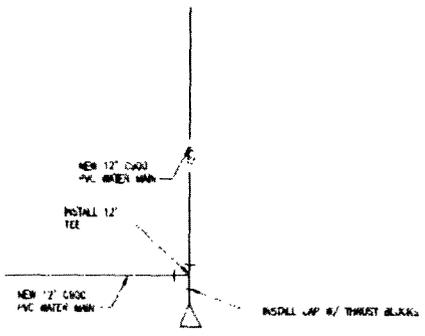
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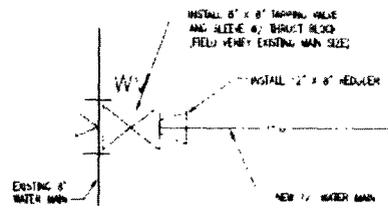
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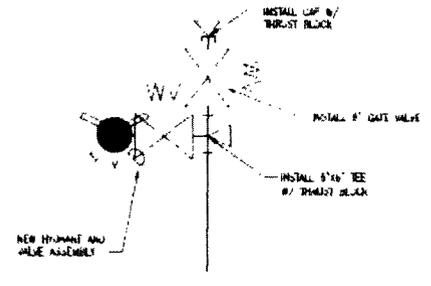
CONNECTION DETAIL NO. 3
NO SCALE



CONNECTION DETAIL NO. 4
NO SCALE



CONNECTION DETAIL NO. 5
NO SCALE



CONNECTION DETAIL NO. 6
NO SCALE

GARDEN & ASSOCIATES, LTD.
ENGINEERS & SURVEYORS

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Pella, Iowa 50224
781.762.4025 Phone
781.762.4234 Fax
email@gardenassociates.com

7701 3rd Avenue East, Suite 1
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Dubuque, Iowa 52001
562.777.2346 Phone
562.777.2351 Fax
800.497.2348 Tolls Free Toll Free

VERMEER CORPORATION
VERMEER ROAD UTILITY PROJECT
PELLA, IOWA

S. 3074 S. G. & J. S. GARDEN & ASSOCIATES, LTD.

SHEET TITLE:
WATER MAIN CONNECTION DETAILS

DATE:
JUNE 23 2016

PROJECT NO:
4016156

SHEET NO:
SW.06

G:\Projects\4016156 - Vermeer Corp. - Water Main Connections - Pella\Utility\Sheet P. 06 - WaterMain\SW.06.dwg

Exhibit B

Engineer's Opinion of Probable Costs - Materials Only
 Furnishing Water System Materials
 Vermeer Road Utility Project
 Pella, IA

June 28, 2016

Item	Bid Item Description	Unit	Estimated Quantity	Unit Price	Extended Price
1	Water Main, Trenchless, RJ- C900 DR 18 PVC, 12"	LF	5,650	\$30.00	\$169,500.00
2	Water Main, Trenched, C900 DR 18 PVC, 6"	LF	500	\$5.00	\$2,500.00
3	Gate Valve, 6" MJ	EA	20	\$580.00	\$11,600.00
4	Gate Valve, 12" MJ	EA	7	\$1,715.00	\$12,005.00
5	Stainless Steel Tapping Valve, 12"x12" MJ	EA	1	\$1,230.00	\$1,230.00
6	Stainless Steel Tapping Valve, 8"x8" MJ	EA	1	\$645.00	\$645.00
7	Fire Hydrant-5 1/4 X 5 1/2' Bury Clow "Medallion" or Mueller " Super Centuron"	EA	13	\$2,160.00	\$28,080.00
8	6" X 12" Holding Spool	EA	13	\$85.00	\$1,105.00
9	6" MJ Tee	EA	7	\$80.00	\$560.00
10	12" MJ Tee	EA	2	\$390.00	\$780.00
11	12" X 6" MJ Anchor Tee	EA	13	\$160.00	\$2,080.00
12	12" Cap	EA	2	\$105.00	\$210.00
13	Reducer, 12" X 8" MJ	EA	1	\$ 165.00	\$165.00
14	12" Couplers	EA	6	\$ 415.00	\$2,490.00
15	Tracer Wire	LF	6,500	\$ 0.17	\$1,105.00
16	Retainer Glands " Grip Rings" 6"	EA	92	\$ 80.00	\$7,360.00
17	Retainer Glands " Grip Rings". 8"	EA	1	\$ 85.00	\$85.00
18	Retainer Glands " Grip Rings". 12"	EA	47	\$ 95.00	\$4,465.00
				Total	\$245,965.00

01237358-1\10994-001



THE
CITY of PELLA
STAFF MEMO TO COUNCIL

ITEM NO: I-1

SUBJECT: Amendments to Chapter 165 Zoning Regulations by Amending the Provisions Pertaining to 165.11 Zoning Classification of Uses, Table 165.12-2 Permitted Uses by Zoning Districts

DATE: August 2, 2016 (3rd Reading)

BACKGROUND:

This proposed ordinance amendment would add additional housing definitions to the City Code. The purpose of the new definitions is to assist and provide guidance to housing developers.

Ordinance for Additional Housing Definitions

This proposed ordinance amendment adds the three housing definitions below. In addition, it also adds single family attached and townhome residential as permitted uses in the City zoning code.

(1.) *Single-Family Residential (Detached)*: A single-family residential use in which one dwelling unit is located on a single lot, with no physical or structural connection to any other dwelling unit.

(2.) *Single-Family Residential (Attached)*: A single-family residential use in which one dwelling unit is located on a single lot and is attached by a party wall to only one other adjacent dwelling unit on another single lot. Said party wall shall meet the requirements of the City's Building Code.

(3.) *Townhouse Residential*: The use of a site for three or more attached dwelling units, each occupied by one family and separated by party walls extending from foundation through roof without openings. Each townhouse unit must have at least two exposed exterior walls and be located on a separate lot. Said party walls shall meet the requirements of the City's Building Code.

The ordinance proposes to add Single-Family Attached to 165.12 12-2 Permitted Uses by Zoning Districts under Residential Uses with P for permitted use added under the R1A, R1B, R1C, R2 and R3 Districts. The R1A, R1B and R1C Districts are single family residential districts but which have somewhat smaller lot size requirements than the standard R1 District. The R2 District is the Two Family Residential Zoning District which permits both single family homes and duplexes while R3 is Multiple Family Residential.

The ordinance proposes to add Townhouse Residential to 165.12 12-2 Permitted Uses by Zoning District under Residential Uses with P for permitted use added under R3 District. The R3 is the Multiple Family Residential Zoning District.

Summary

Staff is recommending approval of this proposed ordinance amendment which would add additional housing definitions to the city code. It is important to note, the Planning and Zoning Commission approved the proposed amendment on a 10-0 vote at their June 27, 2016 meeting.

ATTACHMENTS: Ordinance

REPORT PREPARED BY: City Administration

REPORT REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK

RECOMMENDED ACTION: Approve Ordinance.

ORDINANCE NO. 911

AN ORDINANCE AMENDING THE CITY CODE OF THE CITY OF PELLA BY AMENDING CHAPTER 165, ZONING ORDINANCE, 165.11 CLASSIFICATION OF USES BY AMENDING THE PROVISIONS PERTAINING TO RESIDENTIAL USE TYPES AND AMENDING 165.12-2 PERMITTED USES

Be it enacted by the City Council of the City of Pella, Iowa:

SECTION 1. TEXT AMENDMENTS. The City Code of the City of Pella is hereby amended by deleting 165.11 2. Residential Use Types and replacing with the following:

165.11 CLASSIFICATION OF USES

2. Residential Use Types. Residential use types include uses providing wholly or primarily non-transient living accommodations. They exclude institutional living arrangements providing 24-hour skilled nursing or medical care, forced residence or therapeutic settings.

A. Single-Family Residential – the use of a site for one dwelling unit, occupied by one family. Mobile home units (manufactured homes not on permanent foundations) are not a single-family use type.

(1.) *Single-Family Residential (Detached)*: A single-family residential use in which one dwelling unit is located on a single lot, with no physical or structural connection to any other dwelling unit.

(2.) *Single-Family Residential (Attached)*: A single-family residential use in which one dwelling unit is located on a single lot and is attached by a party wall to only one other adjacent dwelling unit on another single lot. Said party wall shall meet the requirements of the City's Building Code

B. Duplex – the use of a legally described lot for two dwelling units, each occupied by one family within a single building, excluding manufactured or mobile home units, but including modular housing units.

C. Townhouse Residential - The use of a site for three or more attached dwelling units, each occupied by one family and separated by party walls extending from foundation through roof without openings. Each townhouse unit must have at least two exposed exterior walls and be located on a separate lot. Said party walls shall meet the requirements of the City's Building Code

D. Multiple-Family Residential – the use of a site for three or more dwelling units within one building in any vertical or horizontal arrangement or any number of units designed as part of a multi use building.

E. Group Residential – the use of a site for a residence by more than four unrelated persons, not defined as a family, on a weekly or longer basis. Typical uses would include fraternities, sororities or college dormitories.

F. Home Occupation / Home Office – an accessory use conducted entirely within a dwelling unit by its inhabitants, which is clearly incidental to the residential use of the dwelling unit or residential structure and does not change the residential character of its site. A home occupation or home office is a business, profession, occupation or trade conducted for gain or support.

G. Manufactured Home Residential – use of a site for one or more manufactured home dwellings.

H. Mobile Home Park – use of a site under single ownership for one or more mobile home units. Generally, the land on which mobile homes are placed in a mobile home park is leased from the owner of the facility.

I. Mobile Home Subdivision – division of a tract of land into lots that meet all the requirements of the City’s Subdivision Ordinance for the location of mobile homes. Generally, a lot within a mobile home subdivision is owned by the owner of the mobile home placed upon such lot.

J. Retirement Residence – a building or group of buildings which provides residential facilities for more than four residents of at least 55 years of age, or households headed by a householder of at least 55 years of age. A retirement residence may provide a range of residential building types and may also provide support services to residents, including but not limited to food service, general health supervision, medication services, housekeeping services, personal services, recreation facilities and transportation services. The retirement residence may accommodate food preparation in independent units or meal service in one or more common areas. Retirement residences may include additional health care supervision or nursing care.

The City Code of the City of Pella is hereby amended by adding Single-Family Attached to Table 165.12-2 Permitted Uses by Zoning Districts under Residential Uses with P for permitted use added under the R1A, R1B, R1C, R2 and R3 Districts.

The City Code of the City of Pella is hereby amended by adding Townhouse Residential to Table 165.12-2 Permitted Uses by Zoning District under Residential Uses with P for permitted use added under R3 District.

SECTION 2. NOTATION. The Zoning Administrator shall hereby record the ordinance number and date of passage of this Ordinance.

SECTION 3. REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 4. SEVERABILITY CLAUSE. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 5. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed and adopted this ____ day of _____, 2016.

James Mueller, Mayor

ATTEST: _____
Ronda Brown, City Clerk



THE
CITY of PELLA
STAFF MEMO TO COUNCIL

ITEM NO: I-2

SUBJECT: Amendments to Chapter 165 Zoning Regulations by Amending the Provisions Pertaining to Design Review in 165.16 and 165.17

DATE: August 2, 2016 (3rd Reading)

BACKGROUND:

This proposed ordinance amendment would establish a design review district for new single and two family homes along the Washington Street and Main Street Corridors. This new design district is identified as the Dutch Residential District – Gateway Corridor (DURE-GC). Listed below is a summary of the main provisions of the design district:

- 1. Existing Design Review District for Residential Properties** - In considering this proposed design district, it is important to note new residential properties in the Central Business District are subject to design review standards. This design review district is identified as the Dutch Residential District Central Business District (DURE-CBD). The proposed design district is based on the same concepts utilized in the DURE-CBD.
- 2. Properties Subject to Review** - The properties subject to DURE-GC review would be residential properties along West Washington Street west of the DURE-CBD extending to the city limits and Washington Street east of the DURE-CBD to Hazel Street (see map). In addition, the new design district would extend south of the DURE-CBD along Main Street to Oskaloosa Street and north of the CURE-CBD to Elm Street (see map).
- 3. Design Review Permit** – The design standards under this proposed ordinance would be for new construction only:
 - A. Any new residential building (building used for residential purposes) or residential building addition, residential accessory structure.
 - B. It is important to note, setback requirements and other bulk regulations would be pursuant to the underlying base zoning district and Gateway Corridor Overlay District standards, including Section 165.18 D(4).
 - C. A design permit would be reviewed and issued by the Community Development Committee.

Revisions to the Dutch Residential Design District Manual

In order to accommodate the proposed Gateway Corridor Overlay District, staff is proposing modifications to the Dutch Residential Design District Manual which would be administered by the Community Development Committee. The main adjustment will be simply differentiating between design DURE-CBD and DURE-GC as per the proposed ordinance. The intention is to designate different design standards with the CBD area more traditional or Netherlands style Dutch. Likewise the Gateway Corridor area would include early 20th century residential styles. The intention for the Gateway Corridor Design Standards is to simply fit in with the existing neighborhood. Therefore, the proposed standards are less rigid than those in the CBD.

In addition, there is a proposed change to the Dutch Residential Design Manual in regards to garages and parking. Clarification language was added to emphasize the preference for garages to be installed in the rear yard. If it is not feasible to install a garage in the rear yard, they would be allowed to be attached to the housing unit as long as the garage is a minimum of five feet behind the front façade. The intention of this clarification is not to have the garage as the dominant feature of the front façade.

Summary

Staff is recommending approval of this proposed ordinance amendment which would establish a design review district for new single and two family homes along the Washington Street and Main Street Corridors. It is important to note, the Planning and Zoning Commission approved the proposed amendment on an 8-2 vote at their June 27, 2016 meeting.

ATTACHMENTS: Ordinance; Map, Proposed Design Manual

REPORT PREPARED BY: City Administration

REPORT REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK

RECOMMENDED ACTION: Approve Ordinance.

ORDINANCE NO. 912

AN ORDINANCE AMENDING THE CITY CODE OF THE CITY OF PELLA BY AMENDING CHAPTER 165, ZONING ORDINANCE, 165.16 DESIGN REVIEW DISTRICT AND 165.17 DUTCH RESIDENTIAL DISTRICT

Be it enacted by the City Council of the City of Pella, Iowa:

SECTION 1. TEXT AMENDMENTS. The City Code of the City of Pella is hereby amended by deleting 165.16 and 165.17 and replacing with the following:

165.16 DR – DESIGN REVIEW DISTRICT.

The (DR) Design Review District is intended to preserve and promote “Dutch Architecture” for commercial businesses. Development in the DR District must accommodate design and architectural parameters that are consistent with the heritage of the community. These architectural themes promote Pella as an attractive and unique community.

1. Permitted Uses. Uses permitted in the DR Design Review Overlay District are those permitted in the underlying base district.

2. Applicability. A design review permit is required for the following activities:

A. Any new commercial building within the DR District, or any existing commercial building within the DR District for which architectural detail modifications are proposed, shall be reviewed for architectural compliance to Dutch Architectural themes or other historical significance. Architectural detail modifications subject to review include any construction, maintenance, repair, alterations, modifications, painting, repainting, signs, graphics, visual displays, outdoor furniture and fixtures.

B. A design review permit is not required for any structure that is painted or repainted when the color used is the same as the color approved in the original building or design permit.

C. The replacement of outdoor furniture, fixtures and visual displays that are consistent with a prior permit shall be exempt from a design review permit.

D. Single or two-family residential uses in a commercial zoned area are exempted from design review unless they are located in a DURE Overlay District.

3. Community Development Committee Review. A design permit is reviewed by a committee comprised of nine (9) members, who are appointed by the City Council. The committee shall be known as the Community Development Committee. Each member shall be appointed for a term of three (3) years and shall be eligible for reappointment. A Chairperson shall be chosen from the members to serve for one year. The Chairperson can be reelected provided that no more than three (3) consecutive years have been served. The Committee shall meet at least once a month or more frequently as required to adequately fulfill any required duties.

A. The Committee shall advise the Building Official concerning all applications for building permits or design permits within the Design Review District, and to act in an advisory capacity to the City Council and the Mayor in all matters pertaining in the development of the Business District.

B. The Community Development Committee shall have the authority to inform the various departments of the City of any violations regarding architectural details, materials or colors. The Committee shall recommend to these departments appropriate action in compliance with current ordinances that are in force at the time of violation; subject to appeal procedures.

C. The Committee shall have the authority to review design permits for the placement, repair, alterations, modification, painting or repainting of any sign, graphic, visual display or outdoor furniture or fixtures, and to make recommendations to the various departments of the City concerning such requests.

D. The Community Development Committee shall not have the authority to bind the City by contract.

A design permit shall be required for any change of use from residential to commercial in the Design Review District.

4. Building/Design Permits.

A. Whenever application is made for a building/design permit for any building within the Design Review District, the Building Official shall refer said application, together with the plan and specifications for the proposed work, to the Committee for its recommendations.

B. The Committee shall review the proposed plans and specifications. The review shall include the proposed appearance, colors, texture, materials and architectural design of the exterior, including the front, sides, rear and roof of said building, and also including all parts of the building that are in a visual line from all areas or any alterations, modification or repair or any courtyard, fence or dependency thereof. The *Design Review District Design Manual* shall be used by both the applicant and the Committee for determining permitted Dutch architectural elements and colors. Architectural elements or colors which are not specifically identified in the *Design Review District Design Manual* may only be used upon approval of the Community Development Committee. After due consideration, the Committee shall promptly report to the Building Official its recommendations, including such changes, if any, as in the judgment of the Committee are reasonably necessary to comply with the requirements of this section. The Building Official shall take no action on the application for a permit until the expiration of fourteen (14) days or until the Building Official has received the recommendation of the Committee in writing, whichever occurs first.

C. The Committee shall also review the proposed plans and specifications, so far as they relate to the placement, alteration, modifications, repair of any signs, graphic, visual display, outdoor furniture or fixtures with respect to the appearance, colors, texture, materials and architecture and design factors of the sign, visual display, outdoor furniture or fixture, including all parts of same that are visible from all areas.

5. Building/Design Permit Denial. If the Committee recommends denial of a building/design permit, said recommendation must be delivered to the Building Official, who shall notify the applicant that the building/design permit shall not be issued and the reason therefor. The Building Official may proceed with issuance of a building/design permit upon amendment of the application to conform with the recommendations of the Committee pursuant to the powers and duties of the Building Official. Any person denied a building/design permit by the Building Official pursuant to the recommendation of the Committee may appeal the denial within thirty (30) days after notification of the denial to the City Council.

6. Violations and Penalties. Any person who violates, disobeys, omits, neglects or refuses to comply with or who resists enforcement of any of the provisions of this section, upon conviction, shall be in violation of this Code of Ordinances and subject to penalty for each offense. Proceeding with any construction work or repair work requiring a permit without applying for a permit shall be considered an offense and punishable by the provisions of this section. All departments, officials and employees of the City who are vested with the duty or authority to

issue permits or licenses shall issue no such permit or license for any use, structure or purpose if the same would not conform to the provisions of this section.

7. Commercial Zoning District Rezoning. Any land rezoned to a commercial zoning district or annexed into the corporate limits as a commercial zoning district shall be concurrently rendered part of the DR Design Review Overlay District. The boundaries of the DR Design Review Overlay District shall be the same as the boundaries of the land that is being rezoned commercial.

8. Extraterritorial Zoning. Any land rezoned to a commercial zoning district as part of extraterritorial zoning jurisdiction shall be rendered part of the DR Design Review Overlay District concurrent with the adoption of extraterritorial zoning.

165.17 DURE – DUTCH RESIDENTIAL DISTRICT.

The (DURE) Dutch Residential District is intended to preserve and promote “Dutch Architecture” for new residential developments as well as to promote the long-term enhancement of residential properties in two areas of the community: (1) in and around the Central Business District (CBD), and (2) along Pella’s Gateway Corridors (GC). These two subdistricts of the DURE District shall be referenced as DURE-CBD and DURE-GC. Development in the DURE District must accommodate design and architectural parameters that are consistent with the heritage of the community. These architectural themes promote Pella as an attractive and unique community.

1. Permitted Uses. Uses permitted in the DURE Dutch Residential District are those permitted in the underlying base district.

2. Properties Subject to DURE Review. The properties subject to DURE-CBD review is established as the former DURE central business district area. The properties subject to DURE-GC review are those properties in the West Washington Street west of the DURE-CBD to the City limits and Washington Street east of the DURE-CBD to Hazel Street; Main Street including south of the DURE-CBD to Oskaloosa Street in the South Main Street portion and north of the DURE-CBD to Elm Street; all of said areas part of the Gateway Corridor (GC) Overlay District areas that have frontage on those two streets and are either currently in residential use or on which residential buildings can be built under the current zoning.

3. Applicability. A design review permit is required for the following activities:

A. Any new residential building (building used for residential purposes) or residential building addition, residential accessory structure, a fence or wall associated with a structure used for residential purposes, or architectural modifications to existing residential buildings within the DURE District shall be reviewed for architectural compliance to Dutch Architectural themes. Architectural modifications for which design review is required include any construction, maintenance, repair, alterations, modifications, painting, or repainting.

B. A design permit is not required for any structure that is painted or repainted when the color used is the same as the color approved in the original building or design permit.

C. Exemptions. Residences in existence at the time of adoption of this Zoning Ordinance are hereby exempted from all the provisions of the DURE District. This exemption shall in no way exempt residential structures used for commercial purposes in commercial districts from the Design Review District requirements. Further, in such cases where an existing residence is demolished or destroyed and a new residential structure is to be constructed, all the requirements of the DURE District shall apply.

4. Design Permits. A design permit for the DURE District is reviewed by the Community Development Committee and Building Official following the same procedure as specified for a Design Review District design permit. Whenever application is made for a design permit for any building within the Dutch Residential District, the Building Official shall refer said application, together with the plan and specifications for the proposed work, to the Committee for its recommendations. The Committee shall review the proposed plans and specifications. The review shall include the proposed appearance, colors, texture, materials and architectural design of the exterior, including the front, sides, rear and roof of said building, and also including all parts of the building that are in a visual line from all areas or any alterations, modification or repair or any courtyard, fence or dependency thereof. The *Dutch Residential Design Manual* shall be used by both the applicant and the Committee for determining permitted Dutch architectural elements and colors. Architectural elements, colors or building styles which are not specifically identified in the *Dutch Residential Design Manual* may only be used upon approval by the Community Development Committee. After due consideration, the Committee shall promptly report to the Building Official its recommendations, including such changes, if any, as in the judgment of the Committee are reasonably necessary to comply with the requirements of this section. The Building Official shall take no action on the application for a permit until the expiration of fourteen (14) days or until the Building Official has received the recommendation of the Committee in writing, whichever occurs first.

5. DURE District Setbacks and Lot Coverage. Within the DURE-GC subdistrict, the front yard setback and other bulk regulations shall be pursuant to the underlying base zoning district and Gateway Corridor Overlay District standards, including Section 165.18 D(4). Within the DURE-CBD subdistrict, the intent of allowing lesser setbacks and smaller lot sizes than would otherwise be required by the underlying base zoning district is to develop in a manner that is more consistent with urban residential developments in the Netherlands which often have minimal setbacks and are in relatively close proximity compared to American standards. The following setbacks and lot coverage standards shall apply to all new residential construction in the DURE-CBD subdistrict except in the following situations:

A. Where the front setback has generally been already established by adjacent residential or commercial buildings. In such instances, the average front yard setback of structures within 200 feet shall apply. All other setback requirements and minimum green space requirements shall still apply if applicable per this section.

B. Where the setbacks listed below would require a greater setback than the base underlying zoning district requires (example: requiring a 3'6" side yard setback where no side yard setback is required by the underlying base zoning).

C. Where a new subdivision or residential development is being created in the DURE-CBD subdistrict and the Community Development Committee determines that other setback and lot coverage standards are acceptable while still consistent with Pella's Dutch heritage and the character of Dutch residential neighborhoods in the Netherlands. In no case, however, shall any setback or lot coverage standards determined by the Committee be more stringent than those of the underlying base district (example: requiring a larger setback than would be required in the underlying base zoning district).

D. Where the lot for new residential construction in the DURE-CBD subdistrict is an existing lot of record at the time of adoption of this zoning ordinance and there is no resubdivision or replatting of land as part of the new residential construction. In such cases, the minimum/maximum lot frontage requirements and the minimum lot area requirements of the

DURE-CBD subdistrict shall not apply. Setback requirements shall still apply where applicable per this section.

DURE-CBD Subdistrict Bulk Regulations:

Regulator

DURE-CBD

Minimum Lot Area (square feet)

One-family dwelling

Duplex/Townhouse

Multiple-family dwelling*

4,000 square feet

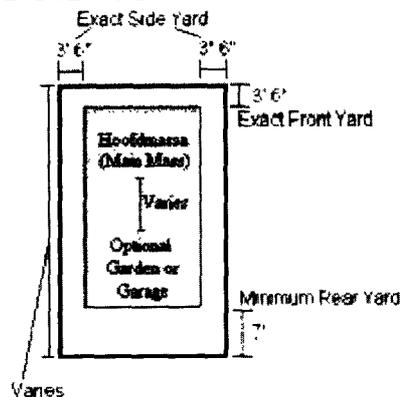
4,000 square feet

5,500 square feet

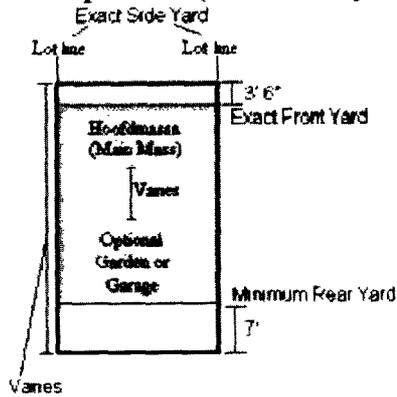
Minimum Lot Width (feet)	Minimum	Maximum
One-family dwelling	40	50
Duplex	40	80
Townhouse	40	None
Multi-Family	55	None

Minimum Yards (feet)	
Front Yard	3'6"*
Side Yard	3'6"* or lot line
Rear Yard	7' minimum
Minimum yards apply only where underlying base zoning district allows as a permitted use	
*Exact setback, not minimum for one-family only, all other uses—minimum	

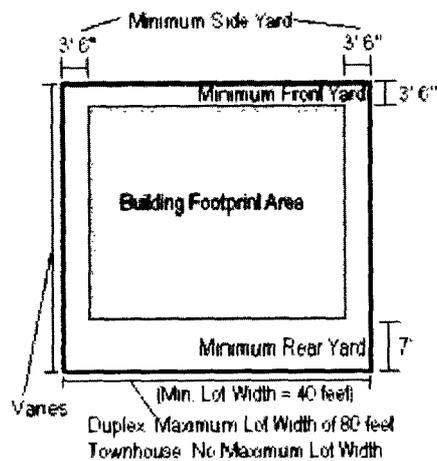
DURE-CBD Subdistrict Lot Setbacks



Lot Option A (One Family Dwelling)



Lot Option B (One Family Dwelling)



Lot Option C (Townhouse or Duplex)

6. DURE District Garages and Other Accessory Structures.

A. Garages and other accessory structures for one-family structures are permitted only on the side of the building footprint area facing the rear yard. In no case shall a garage or accessory structure be located closer to the rear property line or alley than five (5) feet. Parking for one-family residences shall be in a garage or hard-surfaced parking area situated to the rear of the main structure with access to an alley. Existing lots of record at the time of adoption of this Zoning Ordinance, including resubdivisions thereto, are exempt from the alley requirement when no alley is accessible. The preferred alternative in this situation is to locate the garage or parking area to the rear of the main structure, accessed from the street by a driveway alongside the house. If this is not feasible, an attached garage can be considered, provided the garage is recessed a minimum of five feet behind the front facade. The intent is that the garage not be the dominant element of the façade.

B. Garages for duplex, townhouse and multi-family structures are also preferred to be located in the rear yard, accessed by a driveway alongside the dwelling. If this arrangement is not feasible, garages may be permitted on the front side of the structure facing the street provided that they are attached to the main structure and have a minimum recess of five feet behind the front facade. The intent is that the garage not be the dominant element of the façade.

7. Design Permit Denial. If the Committee recommends denial of a design permit, said recommendation must be delivered to the Building Official, who shall notify the applicant that

the design permit shall not be issued and the reason therefor. The Building Official may proceed with issuance of a design permit upon amendment of the application to conform with the recommendations of the Committee pursuant to the powers and duties of the Building Official. Any person denied a design permit by the Building Official pursuant to the recommendation of the Committee may appeal the denial within thirty (30) days after notification of the denial to the City Council.

8. Violations and Penalties. Any person who violates, disobeys, omits, neglects or refuses to comply with or who resists enforcement of any of the provisions of this section, upon conviction, shall be in violation of this Code of Ordinances and subject to penalty for each offense. Proceeding with any construction work or repair work requiring a permit without applying for a permit shall be considered an offense and punishable by the provisions of this section. All departments, officials and employees of the City who are vested with the duty or authority to issue permits or licenses shall issue no such permit or license for any use, structure or purpose if the same would not conform to the provisions of this section.

SECTION 2. NOTATION. The Zoning Administrator shall hereby record the ordinance number and date of passage of this Ordinance.

SECTION 3. REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 4. SEVERABILITY CLAUSE. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 5. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed and adopted this _____ day of _____, 2016.

James Mueller, Mayor

ATTEST: _____
Ronda Brown, City Clerk

PROPOSED REVISION TO INCORPORATE GATEWAY CORRIDORS

Gary Lozano, RDG 040616

This manual is meant to be used in conjunction with the Dutch Residential (DURE) Overlay District regulations of the Pella Zoning Ordinance. Please also refer to the DURE District regulations as these zoning regulations shall apply for Dutch Residential in conjunction with Community Development Committee review.

Purpose

The Dutch Residential (DURE) District is intended to preserve and promote “Dutch Architecture” for new residential developments as well as to promote the long term enhancement of residential properties in and around the downtown and along Pella’s gateway corridors. Development in the DURE District must accommodate design and architectural parameters that are consistent with the heritage of the community. These architectural themes promote Pella as an attractive and unique community and seek to capture the essence of residential neighborhoods found in the Netherlands. This design manual used in conjunction with the DURE District regulations in the Pella Zoning Ordinance provides a unique framework to allow developers to have significantly reduced minimum lot size and building setback requirements in exchange for the requirement of Dutch residential architecture.

Community Development Committee

The Community Development Committee (CDC) was established by the City Council to oversee Dutch Architecture review. The CDC is a design review committee that reviews new building, additions, exterior modifications and repainting in the Design Review (DR) District and the DURE District. A Design Permit is required for any such modifications or new construction in the DR and DURE Districts. No building permit will be issued until the Community Development Committee approves the architectural design of the proposed new building or modifications.



Dutch Residential Design Manual –2nd Edition Draft

Pictorial Examples of Dutch Residential Architecture



This design manual used in conjunction with the DURE District regulations in the Pella Zoning Ordinance provides a unique framework to allow developers to have significantly reduced minimum lot size and building setback requirements in exchange for the requirement of Dutch residential architecture.





Dutch Residential Design Manual –2nd Edition Draft



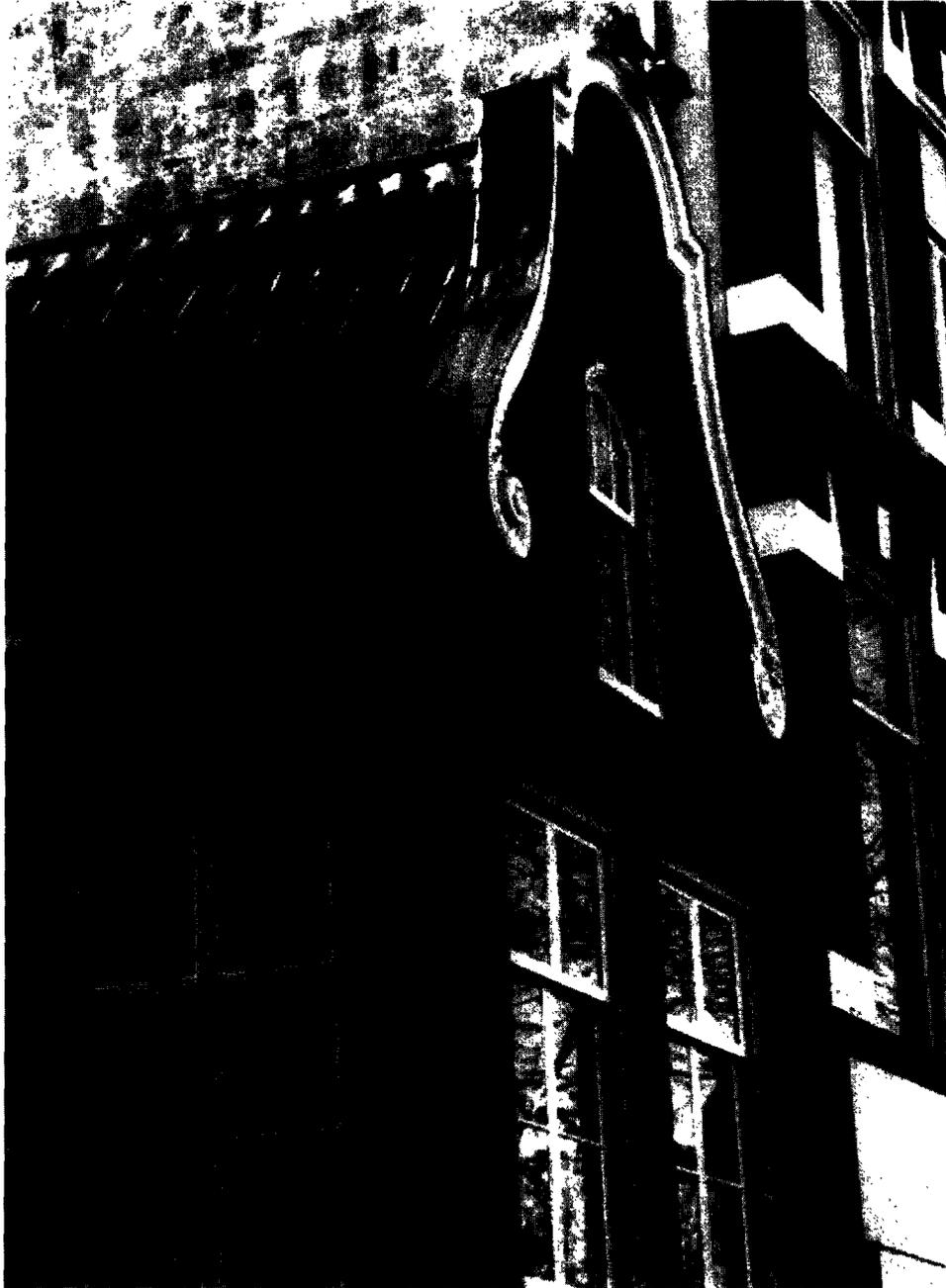


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I. DESIGN REVIEW STANDARDS FOR THE DURE-CBD SUBDISTRICT

The following design review standards are applicable to the Central Business District subdistrict of the Dutch Residential Overlay District. It is intended that the more stringent standards for consistency with traditional Dutch residential architecture be applied in the CBD area. These standards are required to assure consistency and compatibility with the high-quality existing architecture. Also, in the CBD there will be more intense, larger-scale development, including mixed residential/commercial projects. These projects can greatly impact perceptions of the Central Business District and therefore warrant the application of quality architectural standards.

A. Typical Dutch Residential Elements

The elements listed below are representative of typical Dutch Residential elements. The following are acceptable elements, upon review and approval of the Community Development Committee. Other architectural elements may be allowed upon approval of the Community Development Committee.

- Red colored brick
- Stucco (in some cases)
- Gable
- Steep roof
- Different bonds of masonry
- Mixture of brick and concrete elements
- Geometric decorations
- Keystoning
- Mullions
- Bay windows
- Stucco decoration around windows
- Stucco decoration around entry door
- Fascia
- Dormers
- Faux shutters or real shutters
- Hip treatments
- Steps
- Railings
- Pedestrian lighting

B. Architectural Facades, Exterior Walls and Elevations

Brick is the primary acceptable exterior wall material. Stucco-like material and wood are also acceptable in some instances but shall be treated only as an exception. Wall material selection shall be approved by the Community Development Committee.



Dutch Residential Design Manual –2nd Edition Draft

Building facades of all residential buildings shall be consistent with the character, massing, volume, and materials of the building typology. Variety in building massing is encouraged for non-street fronting portions of the building as this is often found in residential districts in the Netherlands.

C. Roofs

Roof styles and pitches for residential buildings shall be in a manner consistent with the building typology. Flat roofs on the main body of residential structures are generally prohibited. Sloped and steeped roofs are strongly encouraged.

Clay tile, imitation clay tile or slate are the primary acceptable roof materials for sloped roofs on all buildings in the Dutch Residential District. Roof tile or slate selection or deviation from this primary acceptable standard shall be approved by the Community Development Committee.

Skylights, solar collectors, or other rooftop equipment must be integrated as part of the roof design. Roof mounted equipment, including any satellite or television dishes or antennae, are generally prohibited. Antennae or satellite dishes shall be placed in the rear yard and screened from view from public streets or pedestrian areas.

II. DESIGN REVIEW STANDARDS FOR THE DURE-GC SUBDISTRICT

The intent of the application of residential design standards in Pella's Gateway Corridors is to both promote the community's Dutch heritage and to insure compatibility with the existing character of residential development. There are many examples of existing residential development along the Gateway Corridors that exhibit Dutch residential architecture elements. However, other early 20th century residential styles are also evident along the corridors; primarily Colonial Revival and Craftsman. It is not the intent here to prepare an academic categorization of existing homes by historical period or style. What is important is the identification of architectural elements that can be deemed acceptable for new construction or architectural modification requests.

The DURE-CBD design standards above require utilization of specific materials characteristic of Dutch residential architecture. Within the Gateway Corridors, the approach is to require incorporation of specific Dutch or "period-compatible" housing style elements, while permitting use of typical residential construction materials. The following sections identify the appropriate housing style elements that should be exhibited in proposed development along Pella's Gateway Corridors.

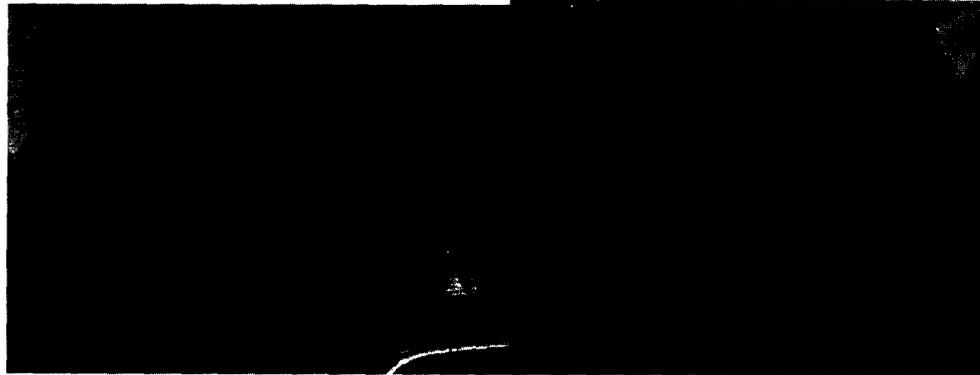
The following house style elements are deemed appropriate for new development and to provide a guide for the review of proposed home modifications within the Gateway Corridors. The bulleted elements under each style are deemed acceptable, upon review



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and approval of the Community Development Committee. Other architectural elements may be allowed upon approval of the Community Development Committee.

A. Pella Early Dutch Eclectic



While not conforming to a generally-recognized style, the above homes are characteristic of a number of residences along the corridors. The style elements include:

- Red colored brick or wood siding
- Gable
- Steep roof
- Tall, narrow windows, often in pairs, arched and with mullions



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B. Dutch Colonial Revival



The first three homes above are located along Washington St. in Pella. The fourth (lower right) is included to show a “typical” Dutch colonial revival home. The typical design elements of this style include:

- Wood siding or red brick walls
- Steep gambrel roof
- Flared eaves
- Continuous dormer
- Side wall orientation to street, with entrance in middle
- Federal or Georgian entrance detail



C. Colonial Revival Reference



This style covers a wide range of houses along the corridor. While these homes are not good “textbook” examples of the Colonial Revival style, they do exhibit some of the style characteristics. The following are typical elements of the Colonial Revival style.

- Symmetrical façade
- Rectangular
- 2 stories
- Brick or wood siding
- Simple, classical detailing
- Gable roof
- Pillars and columns
- Multi-pane, double-hung windows with shutters
- Dormers
- Temple-like entrance: porticos topped by pediment
- Fireplaces

D. Craftsman



Typical elements of the Craftsman style include:

- A low-pitched, gabled roof.
- A front porch
- Tapered columns
- A partially paned door
- Multi-pane instead of single-pane windows
- Earthy colors
- Single dormers
- Stone details
- Exposed rafter tails and beams under deep roof eaves.
- Knee braces

III. DESIGN REVIEW STANDARDS APPLICABLE TO BOTH THE DURE-CBD AND DURE-GC SUBDISTRICTS

A. Garages

Single Family Dutch Residential:

Garage door widths shall not exceed nine (9) feet. No more than two garage doors shall be permitted per residential lot in the DURE-CBD area and no more than three garage doors in the DURE-GC area. Garage doors shall be designed so as to be compatible with the architectural character of the residence. Garages and other accessory structures are permitted only on the side of the main structure facing the rear yard. In no case shall a garage or accessory structure be located closer than five (5) feet to the rear property line or alley or located within the side yard setbacks. Parking for residences shall be in a garage or hard surfaced parking area situated to the rear of the main structure with access to an alley. Existing lots of record, including resubdivisions thereto, in the DURE district around the downtown are exempt from the alley requirement when no alley is accessible. The preferred alternative in this situation is to locate the garage or parking area to the rear of the main structure, accessed from the street by a driveway alongside the house. If this is not feasible, an attached garage can be considered, provided the garage is recessed a minimum of 5 feet behind the front facade. The intent is that the garage not be the dominant element of the façade.



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Duplex or Townhouse Dutch Residential: Garages for duplex, townhouse and multifamily structures are also preferred to be located in the rear yard, accessed by a driveway alongside the dwelling. If this arrangement is not feasible, garages may be permitted on the front side of the structure facing the street provided that they are attached to the main structure and have a minimum recess of 5 feet behind the front facade. The intent is that the garage not be the dominant element of the façade.

B. Alleys

Alleys as part of a new residential subdivision in the DURE-CBD Subdistrict in general are encouraged. Alleys are required for new one family Dutch residential developments except for existing lots of record in the DURE-CBD subdistrict around the downtown.

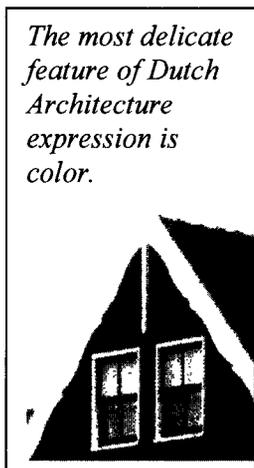
C. Screened Porches or Patio Enclosures

Screened enclosures are permitted only within the interior areas of the site and not along the front or other street-fronting facades. All screened enclosures shall be approved by the Community Development Committee.

D. Variety in Design

Variety in architectural design, including building floor plan, ornamentation and colors is strongly encouraged. New residential subdivisions which are created under a DURE District are especially encouraged to have a variety of architecture.

E. Architectural Colors



The most delicate feature of Dutch Architecture expression is color.

The most delicate feature of Dutch Architecture expression is color. All painted and material colors should be representative of the respective residential building typology and avoid bright, harsh, bold, or invasive pigmentation. Colors shall be chosen from the *Dutch Color Palette*. Other color selections may only be used upon approval of the Community Development Committee. The color of roofing and siding materials is extremely important. Selection shall be made from a limited palette as described in the *Dutch Color Palette*. Both initial and weathered color characteristics should be considered when selecting specific colors. Other color selections or building material selections may only be used upon approval of the Community Development Committee. All specific colors, both before initial construction and subsequent repainting are subject to Community Development Committee approval.

Dutch Color Palette Index of Pantone Colors

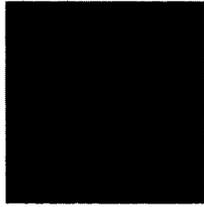
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Reds	Yellows	Greens	Greens	Blues	Blues	Blues	Browns	Trim colors
1797C	7401U	555C	578U	5463C	307U	657U	4625U	871U
1807C	7402U	347C	579U	5473C	308U	658U	4695C	872U
485C	7403U	348C	580U	5483C	309U	659U	462C	873U
201C	7404U	349C		5493C	3105U	660U	463C	874U
202C	7405U	350C	Blues	5503C	3115U	661U	4625C	875U
1795C	7406U	371C	7474U	5513C	3125U	662U	4635C	876U
7420C	7407U	621C	7475U	5523C	3145U		4645C	877U
186C	7499U	622C	7476U	642C	3155U	Violets	4655C	
187C	7506C	623C	7477U	643C	3165U	2665U	4665C	Greys
188C	7508C	624C	7474C	644C	539U	2685U	4675C	Cool grey 1U
	7411C	625C	7475C	645C	540U	2695U	4685C	Cool grey 2U
Orange	141C	626C	7476C	646C	541U	2735U	726C	Cool grey 3U
173C	1205C	627C	7477C	647C	542U	2745U	727C	Cool grey 4U
174C	1215C	5605C	327U	648C	543U	2755U	728C	Cool grey 5U
175C		5615C	328U	649C	544U	2765U	729C	Cool grey 6U
158C		5625C	329U	650C	545U	663U	730C	Cool grey 7U
159C		5635C	330U	651C	5463U	664U	731C	Cool grey 8U
160C		5645C	539C	652C	5473U	665U	732C	Cool grey 9U
158U		5655C	540C	653C	5483U	666U	719U	Cool grey 10U
159U		5665C	541C	654C	5493U	667U	720U	Cool grey 11U
160U		448C	542C	655C	5503U	668U	721U	420C
		449C	543C	283U	5513U	669U	722U	421C
		450C	544C	284U	5523U	256U	723U	422C
		451C	545C	285U	628U	257U	724U	423C
		452C	5395C	286U	629U	258U	725U	424C
		453C	5405C	287U	630U	259U		425C
		454C	5415C	288U	631U	260U		426C
		5743C	5425C	289U	632U	261U		
		5753C	5435C	290U	633U	262U		
		5763C	5445C	291U	634U	7443C		
		5773C	5455C	292U	642U	7444C		
		5783C	546C	293U	643U	7445C		
		5793C	547C	294U	644U	7446C		
		5803C	548C	295U	645U	7447C		
		574U	549C	296U	646U	7448C		
		575U	550C	304U	647U	7449C		
		576U	551C	305U	648U			
		577U	552C	306U	656U			

Dutch Residential (DURE-CBD) Overlay District Roof Tiles and Brick Palette



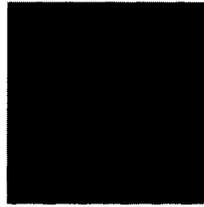
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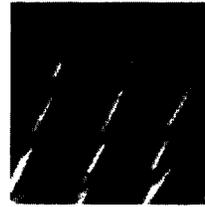
Roof Tile 01



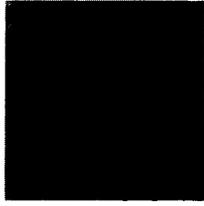
Roof Tile 02



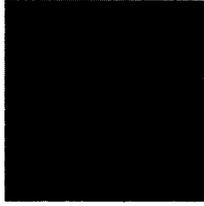
Roof Tile 03



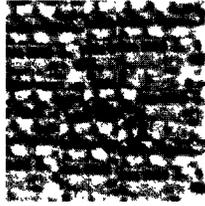
Roof Tile 04



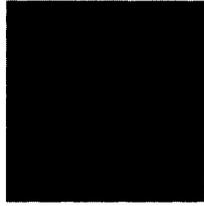
Roof Tile 05



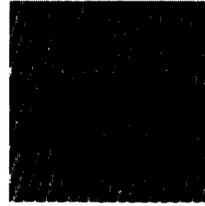
Brick 01



Brick 02



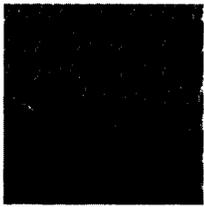
Brick 03



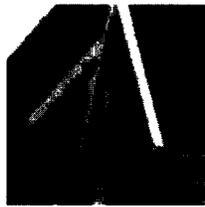
Brick 04

*Other roof or exterior materials may be approved by the Community Development Committee provided they are in keeping with residential Dutch architecture

Combinations - Examples



Brick 04/Roof Tile 03



White 04/Green 05/Roof Tile 05



Brown 02/Brick 03

Other Resources



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Amsterdam Heritage web page (www.bmz.amsterdam.nl/adam/intro/intro.html)

This web resource has excellent pictorial and descriptive data on Dutch architecture. If web page address changes, you can use search engines to look for “Amsterdam Heritage” or “Dutch Architecture”.

Pella web page: www.cityofpella.com

Pella’s own web page can provide additional contextual information for those unfamiliar with Pella.



THE
CITY of PELLA
STAFF MEMO TO COUNCIL

ITEM NO: I-3

SUBJECT: Rezoning for Pella Christian Grade School

DATE: August 2, 2016 (2nd Reading)

BACKGROUND:

Pella Christian Grade School is requesting to rezone three properties located at 302 Liberty Street, 301 Franklin Street, and 219 Franklin Street from R2 Two Family Residential to INS Institutional District. The purpose of the rezoning request is to support the proposed 40,000 square foot addition to the current Pella Christian Grade School. It is staff's understanding the proposed properties for this rezoning application will be used for additional parking and driveway access for Pella Christian Grade School. The parcel sizes are as follows: 302 Liberty Street: 16,512 square feet; 301 Franklin Street: 9,600 square feet; 219 Franklin Street: 20,000 square feet.

Zoning

The current zoning for these properties is R2 Two Family Residential. This district is intended to provide locations for medium density residential areas for single-family and two-family use with supporting and appropriate community facilities. Its regulations are intended to minimize traffic congestion and to assure that density is consistent with the carrying capacity of infrastructure.

The requested zoning classification for these properties is Institutional District (INS). This district accommodates a variety of Institutional uses such as college campus environments, schools, churches, hospitals, medical campus and elder care facilities. The district is designed to provide appropriate space regulations and assure that facilities are served with adequate parking facilities.

Staff does not believe there are any spot zoning concerns associated with this request because these properties are adjacent and in close proximity to an existing institutional use.

Comprehensive Plan

The Comprehensive Plan, Future Land Use Map, targets the proposed properties for Low Density Residential. However, it is also important to note, Pella Christian Grade School abuts two of these properties and is in close proximity to the third. Furthermore, the Land Use Compatibility Matrix of the Comprehensive Plan suggests compatibility between Institutional Uses and Low Density Residential Uses.

Summary

This proposed ordinance would amend the boundaries of the INS District to include three parcels of land owned by Pella Christian Grade School (302 Liberty Street, 301 Franklin Street, and 219 Franklin Street) from R2 Two Family Residential to INS Institutional District. If the ordinance is approved, a resolution to amend the Comprehensive Plan, Future Land Use Map will be submitted for Council consideration at a future meeting.

It should be noted, the Planning and Zoning Commission at their June 27, 2016 meeting approved the rezoning on a 10 to 0 vote and also recommended an amendment to the Comprehensive Plan, Future Land Use Map on a 10 to 0 vote.

ATTACHMENTS: Ordinance

REPORT PREPARED BY: Planning and Zoning

REPORT REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK

RECOMMENDATION: Consider Planning and Zoning recommendation and approve rezoning request.

ORDINANCE NO. 913

AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY OF PELLA, IOWA, BY AMENDING THE BOUNDARIES OF THE INS DISTRICT TO INCLUDE THE PROPERTY LEGALLY DESCRIBED IN "EXHIBIT A" AND DIRECTING THE ZONING ADMINISTRATOR TO NOTE THE ORDINANCE NUMBER AND DATE OF THIS CHANGE ON THE OFFICIAL ZONING MAP

Be it enacted by the City Council of the City of Pella, Iowa:

SECTION 1. ZONING AMENDMENT. The Zoning Ordinance of the City of Pella, Iowa, is hereby amended by amending the boundaries of the INS District to include parcels of land owned by Pella Christian Grade School described in Exhibit A that is within the zoning jurisdiction of the City of Pella, Iowa, from an "R2" (Two Family Residential Zoning District) to an "INS" (Institutional Zoning District) for all parcels.

SECTION 2. NOTATION. The Zoning Administrator shall hereby record the ordinance number and date of passage of this Ordinance on the Official Zoning Map.

SECTION 3. COMPREHENSIVE PLAN UPDATE. Council hereby instructs staff to proceed with a resolution that updates the Future Land Use Map of the Comprehensive Plan to reflect the Institutional Zoning of the applicable properties.

SECTION 4. REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 5. SEVERABILITY CLAUSE. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 6. WHEN EFFECTIVE. This ordinance shall be in effect from and After its final passage, approval and publication as provided by law.

Passed and adopted this ____ day of _____, 2016.

James Mueller, Mayor

ATTEST:

Ronda Brown, City Clerk

Exhibit A

Legal Description:

Lot 8 in Block 43 of the Original Plat of the City of Pella, Iowa, according to the plat thereof recorded June 12, 1848, except the East 12' thereof.
(Locally known as 302 Liberty Street)

Legal Description:

The East ½ of Lot 1 in Block 43 of the Original Plat of the City of Pella, Iowa, according to the plat thereof recorded June 12, 1848.
(Locally known as 301 Franklin Street)

Legal Description:

Lot 13 in East Annex, an addition to the City of Pella, Iowa, except easement extending Eastward from the alley in Block 43 in the City of Pella, Iowa, and also except the West 6' thereof.
(Locally known as 219 Franklin Street)

J-1

Invoice	Description	Invoice Date	Due Date	Total Cost	Period	GL Account
ACCO UNLIMITED CORP (1020)						
0164736-IN	CHEMICALS - OUTDOOR POOL	07/12/2016	08/02/2016	1,135.00	07/16	100.5.04.4301.6503
Total ACCO UNLIMITED CORP (1020):				1,135.00		
AHLERS & COONEY P C (1048)						
715685	LEGAL EXPENSE	07/22/2016	08/02/2016	414.00	07/16	100.5.00.6320.6414
Total AHLERS & COONEY P C (1048):				414.00		
ALLIANT-IES (GAS) (1060)						
062416COLL/DIST	NATURAL GAS SERVICE	06/24/2016	08/02/2016	17.73	06/16	350.5.05.8330.6371
062416COLL/DIST	NATURAL GAS	06/24/2016	08/02/2016	17.73	06/16	300.5.05.8130.6371
062416COLL/DIST-	NATURAL GAS	06/24/2016	08/02/2016	12.84	06/16	350.5.05.8330.6371
062416COLL/DIST-	NATURAL GAS	06/24/2016	08/02/2016	12.83	06/16	300.5.05.8130.6371
07122016 - PK - A	NATURAL GAS - MOLENGRACHT - PK	07/12/2016	08/02/2016	19.23	07/16	100.5.09.4250.6371
07122016-OUT PO	NATURAL GAS - OUT POOL	07/12/2016	08/02/2016	2,029.62	07/16	100.5.04.4301.6371
0712216 - PK	NATURAL GAS - MOLENGRACHT - PK	07/12/2016	08/02/2016	19.23	07/16	100.5.09.4250.6371
07132016 - IN POO	NATURAL GAS - IN POOL	07/13/2016	08/02/2016	301.54	07/16	100.5.04.4300.6371
Total ALLIANT-IES (GAS) (1060):				2,430.75		
AMAZON (1070)						
009648342439	FURNACE FITERS - EL	06/20/2016	08/02/2016	26.11	06/16	400.5.06.8588.9300
037016122356	MONITOR REPLACEMENT	06/08/2016	08/02/2016	309.96	06/16	201.5.00.7090.6725
059601643950	AC INK FOR PRINTER	06/09/2016	08/02/2016	138.42	06/16	100.5.04.4300.6543
071016-16/17	JUVENILE DVDS-LIB	07/10/2016	08/02/2016	259.90	08/16	100.5.03.4000.6517
071016-16/17	ADULT BOOKS-LIB	07/10/2016	08/02/2016	113.20	08/16	100.5.03.4000.6529
071016LIB	ADULT DVDS-LIB	07/10/2016	08/02/2016	286.70	06/16	100.5.03.4000.6516
071016LIB	JUVENILE DVDS-LIB	07/10/2016	08/02/2016	88.04	06/16	100.5.03.4000.6517
071016LIB	ADULT BOOKS-LIB	07/10/2016	08/02/2016	271.82	06/16	100.5.03.4000.6529
071016LIB	JUVENILE BOOKS-LIB	07/10/2016	08/02/2016	70.81	06/16	100.5.03.4000.6534
071016LIB	SUPPLIES-LIB	07/10/2016	08/02/2016	11.98	06/16	100.5.03.4000.6422
104781273017	RECEIPT PRINTER PAPER	06/13/2016	08/02/2016	19.99	06/16	100.5.00.6100.6543
236047042409	RECEIPT PRINTER	06/06/2016	08/02/2016	280.93	06/16	100.5.00.6100.6340
266090369261	RECEIPT PRINTER	06/21/2016	08/02/2016	827.18	06/16	100.5.00.6100.6340
266560608652	MEMORY CARD FOR PD	07/05/2016	08/02/2016	28.79	07/16	100.5.01.1030.6350
266569659836	MEMORY CARD FOR PD	07/05/2016	08/02/2016	28.79	07/16	100.5.01.1030.6350
Total AMAZON (1070):				2,762.62		
AMER PUBLIC POWER ASSOC (1077)						
282059	EDUCATIONAL MATERILS	07/05/2016	08/02/2016	45.50	07/16	100.5.00.6100.6220
Total AMER PUBLIC POWER ASSOC (1077):				45.50		
AMER SAFETY UTILITY CORP (1081)						
181774	CLEANERS, FLAGS - EL	07/11/2016	08/02/2016	90.82	08/16	400.5.06.8588.9950
181836	WARNING FLAGS - EL	07/12/2016	08/02/2016	72.58	08/16	400.5.06.8588.9950
Total AMER SAFETY UTILITY CORP (1081):				163.40		
ARNOLD MOTOR SUPPLY (1126)						
37-5102561	DIESEL FLUID	07/13/2016	08/02/2016	51.96	07/16	115.5.05.2100.6350
37-510560	DOOR SUPPORTS	07/16/2016	08/02/2016	44.42	07/16	100.5.02.1100.6330
Total ARNOLD MOTOR SUPPLY (1126):				96.38		

Invoice	Description	Invoice Date	Due Date	Total Cost	Period	GL Account
B & B BEDDING INC (1146)						
0087136	PLAYGROUND MULCH - CALDWELL P	07/18/2016	08/02/2016	1,368.75	07/16	100.5.09.4200.6560
Total B & B BEDDING INC (1146):				1,368.75		
BAKER & TAYLOR INC-BOOKS (1158)						
2032118592	ADULT BOOKS-LIB	06/28/2016	08/02/2016	206.73	06/16	100.5.03.4000.6529
5014166313	ADULT BOOKS-LIB	06/23/2016	08/02/2016	56.66	06/16	100.5.03.4000.6529
Total BAKER & TAYLOR INC-BOOKS (1158):				263.39		
BEACON ATHLETICS (1194)						
0460726-IN	SOCCER GOALS - PK	07/13/2016	08/02/2016	4,515.00	07/16	201.5.09.7218.6727
Total BEACON ATHLETICS (1194):				4,515.00		
BLICK ART MATERIALS (1251)						
6301998	CANVAS, PAINT, UNDERGLAZE - ART	07/15/2016	08/02/2016	451.63	07/16	100.5.04.4110.6544
6321266	UNDERGLAZE - ART CENTER	07/19/2016	08/02/2016	27.56	07/16	100.5.04.4110.6544
Total BLICK ART MATERIALS (1251):				479.19		
BLOMMERS CONSTRUCTION (1256)						
WASHINGTONSTP	WASHINGTON STREET PROJECT-PP3	07/22/2016	08/02/2016	79,495.04	07/16	215.5.05.2179.6761
Total BLOMMERS CONSTRUCTION (1256):				79,495.04		
BOERTJE, HUNTER (5914)						
072016PD	FUEL - PD	07/20/2016	08/02/2016	25.17	07/16	100.5.01.1030.6514
Total BOERTJE, HUNTER (5914):				25.17		
BOKINSKY, ROBERT A. (1283)						
071916PD	TRAVEL - PD	07/19/2016	08/02/2016	88.14	07/16	100.5.01.1030.6260
Total BOKINSKY, ROBERT A (1283):				88.14		
BRADSHAW FOWLER PROCTOR (1324)						
226921-22	LEGAL FEES	05/16/2016	07/20/2016	1,610.00	06/16	100.5.00.6100.6431
Total BRADSHAW FOWLER PROCTOR (1324):				1,610.00		
BROWN SUPPLY CO INC (1354)						
69053	TAPPING BITS	07/15/2016	08/02/2016	646.00	07/16	300.5.05.8130.6510
Total BROWN SUPPLY CO INC (1354):				646.00		
BROWN, BRANDON (5930)						
1611586654	EE REBATE - AC TUNE-UP - EL	07/26/2016	08/02/2016	30.00	07/16	400.2215
Total BROWN, BRANDON (5930):				30.00		
BRYANT, VERONICA (5927)						
1611580051	EE REBATE - AC TUNE-UP - EL	07/26/2016	08/02/2016	30.00	07/16	400.2215
Total BRYANT, VERONICA (5927):				30.00		

Invoice	Description	Invoice Date	Due Date	Total Cost	Period	GL Account
CENTRAL COLLEGE (1452)						
1614580005	EE REBATE - LIBRARY LIGHT. RETRO	07/19/2016	08/02/2016	6,000.00	08/16	400.2215
Total CENTRAL COLLEGE (1452):				6,000.00		
CENTRAL IA WATER ASSOC (1462)						
07222016	CENTRAL IOWA WATER BILLS -ANNE	07/22/2016	08/02/2016	981.68	07/16	300.5.05.8100.6416
Total CENTRAL IA WATER ASSOC (1462):				981.68		
CHEMSEARCH (1483)						
2325253	YIELD	05/24/2016	08/02/2016	190.26	06/16	115.5.05.2100.6330
2325257	CLEANING SUPPLIES - POOL	07/22/2016	08/02/2016	421.76	07/16	100.5.04.4300.6590
Total CHEMSEARCH (1483):				612.02		
CLASSIC AVIATION INC (1519)						
08012016	AIRPORT MANAGER PAYMENT	08/01/2016	08/02/2016	3,447.50	08/16	100.5.05.2200.6405
Total CLASSIC AVIATION INC (1519):				3,447.50		
CUSHMAN EXCAVATION LLC (4688)						
050216PW	DISTRIBUTION MAINTENANCE	05/02/2016	08/02/2016	3,969.00	06/16	310.5.05.8183.6790
Total CUSHMAN EXCAVATION LLC (4688):				3,969.00		
D & D PUMP INC (1624)						
8720	CLEARCORE PIPE- LIME SLAKER	06/17/2016	08/02/2016	150.00	06/16	300.5.05.8120.6350
Total D & D PUMP INC (1624):				150.00		
DANKO EMERGENCY EQUIPMENT CO (5570)						
76743	LIEUTENANT HELMETS - FD	07/05/2016	08/02/2016	732.00	07/16	201.5.02.7046.6727
76749	HELMET SHIELDS - FD	07/05/2016	08/02/2016	1,363.69	07/16	201.5.02.7046.6727
Total DANKO EMERGENCY EQUIPMENT CO (5570):				2,095.69		
DE JONG DOOR SERVICE (1668)						
16389	SHOP DOOR REPAIR - EL	07/08/2016	08/02/2016	80.00	08/16	400.5.06.8588.9300
16402	DOMINO KEYLESS - FD	07/08/2016	08/02/2016	50.00	07/16	100.5.02.1100.6310
16403	GARAGE DOOR TRANSMITTER	07/08/2016	08/02/2016	12.50	07/16	300.5.05.8130.6544
16403	GARAGE DOOR TRANSMITTER	07/08/2016	08/02/2016	12.50	07/16	350.5.05.8330.6544
Total DE JONG DOOR SERVICE (1668):				155.00		
DE RUITER EQUIPMENT (1685)						
070816PWS	PRUNER PARTS	07/08/2016	08/02/2016	11.72	07/16	115.5.05.2100.6350
071116PWS	BLOWER PARTS	07/11/2016	08/02/2016	8.00	07/16	115.5.05.2100.6350
07122016	TRIMMER LINE - PK	07/12/2016	08/02/2016	15.99	07/16	100.5.09.4200.6590
071516PWS	SAW PARTS	07/15/2016	08/02/2016	18.00	07/16	115.5.05.2100.6350
07192016	TRIMMER LINE & OIL - PK	07/19/2016	08/02/2016	22.53	07/16	100.5.09.4200.6590
Total DE RUITER EQUIPMENT (1685):				76.24		
DEBOWER, JASON (5923)						
1611580049	EE REBATE - AC TUNE-UP - EL	07/19/2016	08/02/2016	30.00	08/16	400.2215

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Total DEBOWER, JASON (5923):				30.00		
DGR ENGINEERING (1706)						
00219999	CONSULT. - DP TANK PAINTING - DP	07/18/2016	08/02/2016	114.00	06/16	410.5.06.8951.3150
00220000	CONSULT. - WEST SUB 69 KV IMPRO	07/18/2016	08/02/2016	15,245.86	06/16	410.5.06.8955.3900
00220001	CONSULT. - FRANKLIN ST CONVERSI	07/18/2016	08/02/2016	2,760.00	06/16	410.5.06.8987.3670
00220002	CONSULTING - WEST SUB 69 KV LINE	07/18/2016	08/02/2016	650.00	06/16	410.5.06.8955.3900
00220003	CONSULT. - 2016 DISTRIBUTION IMPR	07/18/2016	08/02/2016	27,284.00	06/16	410.5.06.8952.3670
Total DGR ENGINEERING (1706):				46,053.86		
DIAMOND VOGEL PAINTS (1747)						
277168267	PLOW PAINT	07/14/2016	08/02/2016	34.80	07/16	115.5.05.2100.6420
Total DIAMOND VOGEL PAINTS (1747):				34.80		
DUTCH MILL SUPPLY (1834)						
164728	JORDAN WELL DOOR	06/07/2016	08/02/2016	39.87	07/16	300.5.05.8110.6310
165114	WOOD FOR BARRIERS - EL	06/21/2016	08/02/2016	4.71	06/16	410.5.06.8955.3900
166565	WIRE TIES - EL	06/27/2016	08/02/2016	4.82	06/16	400.5.06.8588.9950
Total DUTCH MILL SUPPLY (1834):				49.40		
DYKSTRA, ANDREA (5922)						
1611580005	EE REBATE - EL	07/19/2016	08/02/2016	25.00	08/16	400.2215
Total DYKSTRA, ANDREA (5922):				25.00		
EMBLEM ENTERPRISES INC (1887)						
655653	EMBLEMS - PD	07/21/2016	08/02/2016	324.50	07/16	100.5.01.1030.6510
Total EMBLEM ENTERPRISES INC (1887):				324.50		
EVOQUA WATER TECHNOLOGIES LLC (3696)						
902709805	BIOXIDE	07/13/2016	08/02/2016	8,532.45	07/16	350.5.05.8320.6503
Total EVOQUA WATER TECHNOLOGIES LLC (3696):				8,532.45		
FASTENAL COMPANY (1929)						
IAPEA94985	BOLTS - EL	07/06/2016	08/02/2016	10.58	08/16	400.5.06.8588.9950
IAPEA95182	SIGNS	07/06/2016	08/02/2016	4.08	07/16	115.5.05.2100.6532
IAPEA95208	UG MARKING PAINT - EL	07/07/2016	08/02/2016	99.26	08/16	400.5.06.8584.9030
IAPEA95266	HARDWARE	07/12/2016	08/02/2016	25.05	07/16	300.5.05.8120.6590
Total FASTENAL COMPANY (1929):				138.97		
FLODEN, MICHELLE (5925)						
1620580023	EE REBATE - EL	07/26/2016	08/02/2016	50.00	07/16	400.2215
Total FLODEN, MICHELLE (5925):				50.00		
FOUR SEASONS YARD CARE (1980)						
9777	VEG CONTROL	07/27/2016	08/02/2016	500.00	07/16	115.5.05.2100.6403
Total FOUR SEASONS YARD CARE (1980):				500.00		

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FOX ENGINEERING ASSOCIATES INC (5933)						
40143	PROFESSIONAL FEES- WWTP	06/30/2016	08/02/2016	2,006.50	06/16	350.5.05.8310.6405
Total FOX ENGINEERING ASSOCIATES INC (5933):				2,006.50		
FRANK DUNN CO (1984)						
072516PWS	VOLKSWEG TRAIL SEAL	07/25/2016	08/02/2016	1,945.00	07/16	201.5.05.7132.6799
Total FRANK DUNN CO (1984):				1,945.00		
GAMA, MARIANA D (5912)						
71-10116-20	DEPOSIT REFUND	07/18/2016	08/02/2016	74.42	07/16	400.2210
Total GAMA, MARIANA D (5912):				74.42		
GARDEN & ASSOCIATES LTD (2026)						
34385	GENERAL ENGINEERING	07/20/2016	08/02/2016	2,851.00	07/16	100.5.05.6500.6405
Total GARDEN & ASSOCIATES LTD (2026):				2,851.00		
GOSSELINK, ROD (4854)						
1620580023	EE REBATE - EL	07/26/2016	08/02/2016	90.70	07/16	400.2215
Total GOSSELINK, ROD (4854):				90.70		
GRITTERS ELECTRIC (2104)						
202767	SHALLOW WATER MOTOR REPAIR	07/14/2016	08/02/2016	264.41	07/16	300.5.05.8110.6350
Total GRITTERS ELECTRIC (2104):				264.41		
HACH COMPANY (2136)						
10002929	LAB SUPPLIES - WTP	07/06/2016	08/02/2016	301.23	07/16	300.5.05.8120.6547
Total HACH COMPANY (2136):				301.23		
HAUPERT, BRET (2190)						
071916PD	UNIFORM EXPENSE - PD	07/19/2016	08/02/2016	268.03	07/16	100.5.01.1030.6510
071916PD1	FUEL - PD	07/19/2016	08/02/2016	28.86	07/16	100.5.01.1030.6514
072116PD	FUEL - PD	07/21/2016	08/02/2016	28.73	07/16	100.5.01.1030.6514
Total HAUPERT, BRET (2190):				325.62		
HAWKEYE TRUCK EQUIPMENT (2197)						
122289	SPREADER MOTOR	07/12/2016	08/02/2016	218.04	07/16	115.5.05.2100.6420
122304	ST-25	07/14/2016	08/02/2016	88.87	07/16	115.5.05.2100.6350
Total HAWKEYE TRUCK EQUIPMENT (2197):				306.91		
HAWKINS INC (2198)						
3913491 RI	CHLORINE	07/07/2016	08/02/2016	285.00	07/16	300.5.05.8120.6503
3920761RI	CHEMICALS	07/20/2016	08/02/2016	1,685.75	07/16	300.5.05.8120.6503
Total HAWKINS INC (2198):				1,970.75		
HOPKINS ROOFING INC (5894)						
753165501	CREDIT BALANCE REFUND	07/22/2016	08/02/2016	234.00	08/16	001 1199

Invoice	Description	Invoice Date	Due Date	Total Cost	Period	GL Account
Total HOPKINS ROOFING INC (5894).				234.00		
HY-VEE (2328)						
07162016	MERMAID FOOD - POOL	07/16/2016	08/02/2016	205.75	07/16	100.5.04.4301.6590
4300441312	ICE, POPSICLES, GATORADE - POOL	07/21/2016	08/02/2016	50.28	07/16	100.5.04.4301.6590
4300507335	ICE - POOL	07/22/2016	08/02/2016	15.92	07/16	100.5.04.4301.6590
5742901861	ICE - POOL	07/12/2016	08/02/2016	7.96	07/16	100.5.04.4301.6590
5742911601	CONCESSIONS FOOD - SPORTS PAR	07/12/2016	08/02/2016	1.98	07/16	100.5.09.4245.6530
5744135289	ICE - POOL	07/14/2016	08/02/2016	7.96	07/16	100.5.04.4301.6590
5746716363	ICE - POOL	07/18/2016	08/02/2016	7.96	07/16	100.5.04.4301.6590
Total HY-VEE (2328):				297.81		
IA DEPT OF PUBLIC SAFETY (2358)						
071916PD	IOWA SYSTEM JUL-AUG-SEPT - PD	07/19/2016	08/02/2016	1,635.00	07/16	100.5.01.1010.6403
Total IA DEPT OF PUBLIC SAFETY (2358):				1,635.00		
IA DEPT TRANSPORTATION (2361)						
ELDISTR-PU1	PICKUP-EL DISTR	07/25/2016	07/25/2016	1,515.60	07/16	410.5.06.8984.3920
ELDISTR-PU2	PICKUP-EL DISTR	07/25/2016	07/25/2016	1,515.60	07/16	410.5.06.8984.3920
Total IA DEPT TRANSPORTATION (2361):				3,031.20		
IA ONE CALL (2385)						
182004	LOCATES - EL	07/07/2016	08/02/2016	209.10	06/16	400.5.06.8588.9810
183114	LOCATES WTP	07/07/2016	08/02/2016	89.10	06/16	300.5.05.8100.6405
183114	LOCATES WWTP	07/07/2016	08/02/2016	89.10	06/16	350.5.05.8330.6405
Total IA ONE CALL (2385):				387.30		
IDEAL READY MIX COMPANY (2429)						
482374	CONCRETE - EL	07/02/2016	08/02/2016	1,522.50	06/16	400.5.06.8588.9300
482375	CONCRETE	07/02/2016	08/02/2016	439.25	07/16	300.5.05.8130.6399
482985	CONCRETE BLOCK	07/09/2016	08/02/2016	1,802.25	07/16	300.5.05.8130.6399
482986	VERMEER RD PC	07/09/2016	08/02/2016	4,827.25	07/16	115.5.05.2100.6549
482987	CONCRETE	07/09/2016	08/02/2016	1,282.25	07/16	300.5.05.8130.6399
Total IDEAL READY MIX COMPANY (2429):				9,873.50		
JAARSMA TRIPP, KATHY (5924)						
1611580050	EE REBATE - 3 AC TUNE-UPS - EL	07/19/2016	08/02/2016	90.00	08/16	400.2215
Total JAARSMA TRIPP, KATHY (5924):				90.00		
JEFF ELLIS & ASSOCIATES INC. (2518)						
20077861	ELLIS FEE	08/01/2016	08/02/2016	934.58	08/16	100.5.04.4300.6416
Total JEFF ELLIS & ASSOCIATES INC. (2518):				934.58		
JOHN DEERE FINANCIAL (2528)						
2659776	GLOVES - PK	07/08/2016	08/02/2016	15.98	07/16	100.5.09.4200.6590
2662109	TRUCK NUMBERS - PK	07/12/2016	08/02/2016	1.77	07/16	100.5.09.4200.6590
2663138	HOSE CLAMP, SQUARE PLUG, ADAPT	07/14/2016	08/02/2016	4.07	07/16	100.5.04.4301.6310
2663184	ANTIFOAM FOR FOUNTAINS - PK	07/14/2016	08/02/2016	35.98	07/16	100.5.09.4200.6590
2663413	FLASHLIGHTS & LIGHTER	07/14/2016	08/02/2016	32.16	07/16	300.5.05.8120.6510
2664130	AIR DEFLECTOR	07/15/2016	08/02/2016	8.98	07/16	300.5.05.8130.6330

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2665653	SHOP TOWES/GLOVES - PK	07/18/2016	08/02/2016	19.98	07/16	100.5.09.4200.6590
2665943	TILE PROBE - PK	07/18/2016	08/02/2016	38.39	07/16	100.5.09.4245.6510
2666227	STEEL SHOES - WOODHOUSE - PK	07/19/2016	08/02/2016	79.99	07/16	100.5.09.4200.6546
2666227	INSECTICIDE & HOSE DRAIN - PK	07/19/2016	08/02/2016	46.66	07/16	100.5.09.4200.6590
2666335	PPE	07/19/2016	08/02/2016	19.99	07/16	115.5.05.2100.6546
2666773	PLIERS - PK	07/20/2016	08/02/2016	19.99	07/16	100.5.09.4200.6590
2666797	PLIERS - PK	07/20/2016	08/02/2016	42.99	07/16	100.5.09.4200.6590
2666818	RETURN PLIERS - PK	07/20/2016	08/02/2016	42.99	07/16	100.5.09.4200.6590
2666819	RETURN PLIERS - PK	07/20/2016	08/02/2016	19.99	07/16	100.5.09.4200.6590
2666823	PLIERS - PK	07/20/2016	08/02/2016	22.99	07/16	100.5.09.4200.6590
2666972	GEAR OIL FOR #302 - PK	07/20/2016	08/02/2016	4.89	07/16	100.5.09.4200.6350
2667018	AMBULANCE BUILDING	07/20/2016	08/02/2016	14.36	07/16	100.5.08.6400.6310
2667325	LINE WINDER & NYLON TWINE - PK	07/21/2016	08/02/2016	107.87	07/16	100.5.09.4245.6510
2667408	IMPACT WRENCH - PK	07/21/2016	08/02/2016	354.98	07/16	100.5.09.4200.6510
2668095	SHOP SUPPLIES	07/22/2016	08/02/2016	6.38	07/16	115.5.05.2100.6330
2669967	PLUG	07/26/2016	08/02/2016	3.56	07/16	300.5.05.8120.6544
Total JOHN DEERE FINANCIAL (2528):				818.98		
JOHNSON, C CALEB (5916)						
6-08900-10	DEPOSIT REFUND	07/21/2016	08/02/2016	2.46	07/16	400.2210
Total JOHNSON, C CALEB (5916):				2.46		
KELLY SUPPLY CO (2579)						
8163430-0	FLUORESCENT BALLAST - EL	07/11/2016	08/02/2016	17.25	08/16	400.5.06.8588.9300
8163470-0	LIGHT BULBS - PD	07/12/2016	08/02/2016	79.31	07/16	100.5.01.1000.6310
8163470-1	LIGHT BULBS - PD	07/13/2016	08/02/2016	133.92	07/16	100.5.01.1000.6310
8163506-0	FEMALE CONNECTOR - FD	07/13/2016	08/02/2016	24.29	07/16	100.5.02.1100.6510
8163532-0	PVC CAP - POOL	07/14/2016	08/02/2016	1.05	07/16	100.5.04.4301.6310
8163551-01	ELECTRICAL DETECTOR	07/14/2016	08/02/2016	22.38	07/16	300.5.05.8120.6510
8163597-0	CUSTOMER METERING REPAIR - EL	07/18/2016	08/02/2016	86.36	08/16	400.5.06.8586.9030
8163678-0	KLOKKENSPEL LIGHTS - PK	07/20/2016	08/02/2016	65.24	07/16	100.5.09.4200.6320
Total KELLY SUPPLY CO (2579):				429.80		
KEYSTONE LABORATORIES (2590)						
1Z05286	LAB SAMPLING	06/29/2016	08/02/2016	440.00	06/16	300.5.05.8100.6405
Total KEYSTONE LABORATORIES (2590):				440.00		
LAVU, BALA KRISHNA (5934)						
71-10008-12	DEPOSIT REFUND	07/26/2016	08/02/2016	47.56	07/16	400.2210
Total LAVU, BALA KRISHNA (5934):				47.56		
LCM PROPERTIES LLC (5833)						
1620580019	EE REBATE FOR 1303 E 6TH ST - EL	07/19/2016	08/02/2016	78.00	08/16	400.2215
Total LCM PROPERTIES LLC (5833):				78.00		
LEEB, DR. JACK (5188)						
1880	PSYCHOLOGICAL TESTING - PD	07/21/2016	08/02/2016	435.00	07/16	100.5.01.1050.6405
Total LEEB, DR. JACK (5188):				435.00		
LINCOLN NATIONAL (2752)						
3278528017	LIFE & LTD INSURANCE PREMIUM	07/09/2016	08/02/2016	491.40	08/16	191.5.08.9200.6154

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3278528017	LIFE & LTD INSURANCE PREMIUM	07/09/2016	08/02/2016	89.68	08/16	191.5.08.9200.6154
3278528017	LIFE & LTD INSURANCE PREMIUM	07/09/2016	08/02/2016	81.90	08/16	191.5.08.9200.6154
3278528017	LIFE & LTD INSURANCE PREMIUM	07/09/2016	08/02/2016	1,217.49	08/16	191.5.08.9200.6155
Total LINCOLN NATIONAL (2752):				1,880.47		
LISCO (2761)						
1643207	RDSL - POLICE	07/08/2016	08/02/2016	51.00	07/16	100.5.01.1040.6373
Total LISCO (2761)				51.00		
MAHASKA BOTTLING/PEPSI-COLA (2803)						
1003762	CONCESSION POP - POOL	07/13/2016	08/02/2016	307.50	07/16	100.5.04.4310.6530
11809892	CONCESSION ITEMS - POOL	05/11/2016	08/02/2016	30.70	06/16	100.5.04.4310.6530
Total MAHASKA BOTTLING/PEPSI-COLA (2803):				338.20		
MAHASKA COUNTY TREASURER (2804)						
07132016	ELECTION EXPENSE	07/13/2016	08/02/2016	411.14	07/16	100.5.08.6400.6500
Total MAHASKA COUNTY TREASURER (2804):				411.14		
MARTIN MARIETTA MATERIALS (2842)						
18016067	ROCK	06/30/2016	08/02/2016	343.99	06/16	300.5.05.8130.6398
18016067	ROCK	06/30/2016	08/02/2016	343.98	06/16	350.5.05.8330.6499
18016081	ROCK	06/30/2016	08/02/2016	119.81	06/16	300.5.05.8130.6398
18016081	ROCK	06/30/2016	08/02/2016	119.81	06/16	350.5.05.8330.6499
18018113	ROCK BILL	06/30/2016	08/02/2016	280.20	06/16	115.5.05.2100.6549
18072259	ROCK BILL	07/07/2016	08/02/2016	719.48	07/16	115.5.05.2100.6549
Total MARTIN MARIETTA MATERIALS (2842):				1,927.27		
MARVEL, JAMES (5921)						
1620580020	EE REBATE FOR 706 1/2 WASH. - EL	07/19/2016	08/02/2016	50.00	08/16	400.2215
Total MARVEL, JAMES (5921):				50.00		
MEDIACOM (5331)						
071416PW	INTERNET-PW	07/14/2016	08/02/2016	135.90	07/16	100.5.05.6500.6373
Total MEDIACOM (5331):				135.90		
MENNINGA PEST CONTROL (2913)						
48472	PEST CONTROL - PP	07/20/2016	08/02/2016	59.92	07/16	400.5.06.8549.9020
48590	PEST CONTROL - CC	07/15/2016	08/02/2016	92.00	07/16	100.5.00.6100.6310
48606	PEST CONTROL - CH	07/18/2016	08/02/2016	32.50	07/16	100.5.00.6100.6310
Total MENNINGA PEST CONTROL (2913)				184.42		
METERING & TECHNOLOGY SOLUTIONS (4934)						
6769	WATER METERS	07/07/2016	08/02/2016	2,278.00	07/16	300.5.05.8140.6350
6774	WATER METERS	07/08/2016	08/02/2016	1,339.43	07/16	300.5.05.8140.6350
6784	WATER METERS	07/11/2016	08/02/2016	2,486.87	07/16	300.5.05.8140.6350
6865	WATER METERS	07/21/2016	08/02/2016	2,036.97	07/16	300.5.05.8140.6350
Total METERING & TECHNOLOGY SOLUTIONS (4934):				8,141.27		

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MIDWEST MUNI TRANSMISSION GROU (2976)						
1087	MMTG DUES 2ND HALF 2016 - EL	07/25/2016	08/02/2016	4,936.50	08/16	400.5.06.8930.9840
Total MIDWEST MUNI TRANSMISSION GROU (2976):				4,936.50		
MILLER, BRIAN (5931)						
1611588855	EE REBATE - AC TUNE-UP - EL	07/26/2016	08/02/2016	30.00	07/16	400.2215
Total MILLER, BRIAN (5931):				30.00		
MISSOURI RIVER ENERGY SERVICES (3001)						
071416	PURCHASED POWER	07/29/2016	07/29/2016	1,500,577.17	06/16	400.5.06.8555.9500
071416	TRANSMISSION	07/29/2016	07/29/2016	116,591.57	06/16	400.5.06.8565.9520
Total MISSOURI RIVER ENERGY SERVICES (3001):				1,617,168.74		
MUNICIPAL SUPPLY INC (3052)						
0627319-IN	DISTRIBUTION SUPPLIES	06/30/2016	08/02/2016	1,917.50	06/16	310.5.05.8183.6790
0627378-IN	DISTRIBUTION SUPPLIES	06/30/2016	08/02/2016	424.80	06/16	310.5.05.8183.6790
0627379-IN	DISTRIBUTION PARTS	06/30/2016	08/02/2016	435.00	06/16	310.5.05.8183.6790
0627880-IN	DISTRIBUTION SUPPLIES	07/08/2016	08/02/2016	111.00	07/16	300.5.05.8130.6399
0627881-IN	DISTRIBUTION SUPPLIES	07/08/2016	08/02/2016	99.40	07/16	300.5.05.8130.6399
0627882-IN	DISTRIBUTION SUPPLIES	07/08/2016	08/02/2016	510.00	07/16	300.5.05.8130.6399
0628561-IN	REPAIR CLAMP	07/15/2016	08/02/2016	146.70	07/16	300.5.05.8130.6398
Total MUNICIPAL SUPPLY INC (3052):				3,644.40		
MUSGROVE, KIMBERLY (5006)						
07142016	ANNUAL IPERS UPDATE/TRAINING MI	07/14/2016	08/02/2016	52.70	07/16	100.5.00.6320.6260
Total MUSGROVE, KIMBERLY (5006):				52.70		
N C L OF WISCONSIN INC (3063)						
375313	LAB CHEMICALS	07/06/2016	08/02/2016	313.87	07/16	300.5.05.8120.6547
Total N C L OF WISCONSIN INC (3063):				313.87		
NARDINI, MIKE (3074)						
07142016	TRAVEL REIMBURSEMENT	07/14/2016	08/02/2016	65.88	06/16	100.5.00.6100.6260
Total NARDINI, MIKE (3074):				65.88		
NORRIS ASPHALT PAVING (3134)						
100512	ASPHALT	06/25/2016	08/02/2016	432.90	06/16	300.5.05.8130.6398
Total NORRIS ASPHALT PAVING (3134):				432.90		
NUNNIKHOVEN, GARY L (3160)						
072116WWTP	LUNCH AT CONFERENCE	07/21/2016	08/02/2016	7.59	07/16	350.5.05.8310.6260
Total NUNNIKHOVEN, GARY L (3160):				7.59		
O'HALLORAN INTERNATIONAL INC (3176)						
R100042342:01	DUMP TRUCK REPAIR	06/30/2016	08/02/2016	1,492.41	06/16	300.5.05.8130.6350
R100042342:01	DUMP TRUCK REPAIR	06/30/2016	08/02/2016	1,492.41	06/16	350.5.05.8330.6350
R100042342:01	TRUCK REPAIR	06/30/2016	08/02/2016	1,492.40	06/16	115.5.05.2100.6350

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Total O'HALLORAN INTERNATIONAL INC (3176):				4,477.22		
OSKALOOSA HERALD (3200)						
060116PZ	LEGAL ADVERTISEMENTS	06/01/2016	08/02/2016	95.33	06/16	100.5.05.5000.6414
060116WTP	WATER QUALITY AD	06/01/2016	08/02/2016	1,550.00	06/16	300.5.05.8100.6402
060116WWTP	LEGAL AD-WWTP	06/01/2016	08/02/2016	21.31	06/16	350.5.05.8310.6414
6/1-6/30/16-EL	AD- W CENTRAL CONVERSION - EL	06/30/2016	08/02/2016	44.49	06/16	410.5.06.8952.3670
Total OSKALOOSA HERALD (3200):				1,711.13		
PACE SUPPLY (3218)						
10005799	STRIPER & GUN - SPORTS PARK	07/12/2016	08/02/2016	2,297.50	07/16	201.5.09.7218.6727
10005799	MOUND CLAY, PLATE MOUNT, & CHA	07/12/2016	08/02/2016	1,024.45	07/16	100.5.09.4245.6558
10005851	PAINT - SPORTS PARK	07/18/2016	08/02/2016	246.00	07/16	100.5.09.4245.6552
10005851	PAINT - SOCCER COMPLEX	07/18/2016	08/02/2016	144.00	07/16	100.5.09.4205.6552
Total PACE SUPPLY (3218):				3,711.95		
PELLA CHRONICLE (3259)						
1225 - 7/14/16	ANNUAL SUBSCRIPTION-COM CTR	07/14/2016	08/02/2016	32.00	07/16	100.5.04.4100.6220
Total PELLA CHRONICLE (3259):				32.00		
PELLA LOCK & KEY (3282)						
115005	NEW LOCKS FOR DOOR/RESTROOM	05/26/2016	08/02/2016	901.21	06/16	100.5.04.4301.6310
Total PELLA LOCK & KEY (3282):				901.21		
PELLA MOTORS (3287)						
ELDISTR-PU1	PICKUP-EL DISTR	07/25/2016	07/25/2016	30,312.00	07/16	410.5.06.8984.3920
ELDISTR-PU2	PICKUP-EL DISTR	07/25/2016	07/25/2016	30,312.00	07/16	410.5.06.8984.3920
Total PELLA MOTORS (3287):				60,624.00		
PELLA REGIONAL HEALTH CT (3296)						
062416WTP	PULMONARY FUNCTION TEST	06/24/2016	08/02/2016	193.00	06/16	300.5.05.8100.6546
Total PELLA REGIONAL HEALTH CT (3296):				193.00		
PELLA RENTAL & SALES INC (3297)						
1-515839	MOWER RENTAL -SPORTS PARK	07/14/2016	08/02/2016	150.00	07/16	100.5.09.4245.6418
1-515903	CARPET CLEANER MACHINE RENT -	07/12/2016	08/02/2016	50.00	07/16	100.5.01.1000.6310
Total PELLA RENTAL & SALES INC (3297)				200.00		
PETERSON, STEVE (5915)						
072116PD	POLYGRAPH EXAMINATIONS - PD	07/21/2016	08/02/2016	1,125.00	07/16	100.5.01.1050.6405
Total PETERSON, STEVE (5915):				1,125.00		
PETTY CASH (3318)						
07262016-EL	CAR WASH 2/22-6/7/2016 - EL	07/26/2016	08/02/2016	48.17	06/16	400.5.06.8588.9660
07262016-EL	CHAIN SAW GAS - EL	07/26/2016	08/02/2016	5.66	06/16	400.5.06.8588.9950
Total PETTY CASH (3318):				53.83		

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PLUMB SUPPLY COMPANY (3357)						
3949477	PIPING SUPPLIES	06/30/2016	08/02/2016	15.55	06/16	300.5.05.8130.6310
3974555	COIL CLEANER - PD	07/20/2016	08/02/2016	26.38	07/16	100.5.01.1000.6310
Total PLUMB SUPPLY COMPANY (3357):				<u>41.93</u>		
POST OFFICE (3371)						
072216	MAIL 12 DAY NOTICES	07/22/2016	07/22/2016	49.00	07/16	300.5.05.8100.6531
072216	MAIL 12 DAY NOTICES	07/22/2016	07/22/2016	44.10	07/16	195.5.05.8400.6531
072216	MAIL 12 DAY NOTICES	07/22/2016	07/22/2016	44.10	07/16	350.5.05.8310.6531
072216	MAIL 12 DAY NOTICES	07/22/2016	07/22/2016	58.78	07/16	400.5.06.8921.9020
073116	MAILING UTILITY BILLS	07/29/2016	07/29/2016	1,167.70	07/16	100.5.00.6310.6531
073116-2	MAILING UTILITY BILLS-2	07/29/2016	07/29/2016	488.80	07/16	100.5.00.6310.6531
Total POST OFFICE (3371):				<u>1,852.48</u>		
POWER LINE SUPPLY COMPANY (5705)						
56049726	SAFETY APPAREL - PP	07/15/2016	08/02/2016	118.77	08/16	400.5.06.8549.9020
Total POWER LINE SUPPLY COMPANY (5705):				<u>118.77</u>		
POWERPHONE INC (5917)						
51035	TRAINING - PD	07/19/2016	08/02/2016	458.00	07/16	100.5.01.1010.6230
Total POWERPHONE INC (5917):				<u>458.00</u>		
PRAXAIR DISTRIBUTION INC (3385)						
73634162	CYLINDER RENTAL - EL	06/30/2016	08/02/2016	48.14	06/16	400.5.06.8588.9950
Total PRAXAIR DISTRIBUTION INC (3385):				<u>48.14</u>		
QUILL CORPORATION (3420)						
6878491	SUPPLIES-LIB	06/23/2016	08/02/2016	2.99	06/16	100.5.03.4000.6543
6887469	SUPPLIES-LIB	06/23/2016	08/02/2016	104.31	06/16	100.5.03.4000.6543
7350895	P&Z SUPPLIES	07/13/2016	08/02/2016	33.10	07/16	100.5.05.5000.6543
7350895	GIS SUPPLIES	07/13/2016	08/02/2016	33.11	07/16	100.5.05.6500.6540
Total QUILL CORPORATION (3420):				<u>173.51</u>		
RACOM CORPORATION (3429)						
16ORD0231	RADIO CONSOLE EQUIPMENT - PD	03/11/2016	08/02/2016	19,337.03	06/16	201.5.01.7010.6721
5B119265	INSTALL STORAGE VAULT - PD	06/30/2016	08/02/2016	300.00	06/16	201.5.01.7003.6710
Total RACOM CORPORATION (3429):				<u>19,637.03</u>		
RAVE PROPERTY MANAGEMENT (5935)						
75-35310-00	CREDIT BALANCED REFUND	07/26/2016	08/02/2016	71.90	08/16	001.1199
Total RAVE PROPERTY MANAGEMENT (5935):				<u>71.90</u>		
RESCO (3480)						
643469-00	3-PHASE TRANSFORMERS - EL	07/20/2016	08/02/2016	53,901.25	08/16	410.5.06.8978.3620
643626-00	TRANSFORMER BOX PADS - EL	07/20/2016	08/02/2016	10,449.62	08/16	410.5.06.8952.3670
Total RESCO (3480):				<u>64,350.87</u>		
ROZENDAAL DRAIN CLEANING INC (3560)						
12027	DRAIN CLEANING AT WWTP	07/12/2016	08/02/2016	125.00	07/16	350.5.05.8300.6310

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Total ROZENDAAL DRAIN CLEANING INC (3560):				125.00		
RSM US LLP (5657)						
R-4879670-019	JUNE 2016 IT SERVICES	07/08/2016	08/02/2016	6,092.00	07/16	100.5.00.6200.6405
R-4879676-019	BARRACUDA BACKUP INSTALL - EL	07/08/2016	08/02/2016	2,545.00	06/16	400.5.06.8588.9920
R-4883628-019	SCADA ACCESS AUTHENTICATION -	07/18/2016	08/02/2016	15.00	06/16	400.5.06.8588.9950
Total RSM US LLP (5657):				8,652.00		
RUNNER, STEVE (5928)						
1611582252	EE REBATE - AC TUNE-UP - EL	07/26/2016	08/02/2016	30.00	07/16	400.2215
Total RUNNER, STEVE (5928):				30.00		
SADLER SIGN/DESIGN (3584)						
15079	TRUCK DECALS - PK	07/19/2016	08/02/2016	110.00	07/16	100.5.09.4200.6330
Total SADLER SIGN/DESIGN (3584):				110.00		
SAUER, BERNHARD (5920)						
1611580038	EE REBATE - AC TUNE-UP - EL	07/05/2016	08/02/2016	30.00	06/16	400.2215
Total SAUER, BERNHARD (5920):				30.00		
SCHRODER, BRENT (3621)						
071216WTP	WATER CONFERENCE MILEAGE & M	07/12/2016	08/02/2016	200.66	07/16	300.5.05.8100.6260
Total SCHRODER, BRENT (3621):				200.66		
SISCO (3718)						
178220	FIXED INSURANCE COSTS	07/28/2016	07/28/2016	178.50	07/16	191.5.08.9200.6157
178220	FIXED INSURANCE COSTS	07/28/2016	07/28/2016	55,942.34	07/16	191.5.08.9200.6152
178220	FIXED INSURANCE COSTS	07/28/2016	07/28/2016	708.05	07/16	191.5.08.9200.6196
178220	FIXED INSURANCE COSTS	07/28/2016	07/28/2016	1,500.00	07/16	191.5.08.9200.6196
178220	FIXED INSURANCE COSTS	07/28/2016	07/28/2016	1.67	07/16	191.5.08.9200.6196
2213-071916-F	FLEX SPENDING CLAIMS	07/19/2016	07/20/2016	1,504.99	07/16	191.5.08.9200.6157
2213-071916-M	MEDICAL CLAIMS	07/19/2016	07/20/2016	3,258.98	07/16	191.5.08.9200.6153
2213-072616-F	FLEX SPENDING CLAIMS	07/26/2016	07/26/2016	352.85	07/16	191.5.08.9200.6157
Total SISCO (3718):				63,447.38		
SKARSHAUG TESTING LABS (3720)						
210348	TEST EQUIPMENT - EL	07/12/2016	08/02/2016	311.67	08/16	400.5.06.8588.9720
Total SKARSHAUG TESTING LABS (3720):				311.67		
SNACK EXPRESS (5397)						
1230	CONCESSION ITEMS - POOL	07/14/2016	08/02/2016	1,759.20	07/16	100.5.04.4310.6530
1236	CONCESSION FOOD - POOL	07/21/2016	08/02/2016	807.00	07/16	100.5.04.4310.6530
Total SNACK EXPRESS (5397):				2,566.20		
STAR EQUIPMENT CO (3800)						
01532318	CUT OFF SAW	06/30/2016	08/02/2016	604.00	06/16	350.5.05.8330.6510
01532318	CUT OFF SAW	06/30/2016	08/02/2016	604.00	06/16	300.5.05.8130.6510
01532866	SAW REPAIR	07/12/2016	08/02/2016	110.40	07/16	350.5.05.8330.6350
01532866	SAW REPAIR	07/12/2016	08/02/2016	110.40	07/16	300.5.05.8130.6350

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Total STAR EQUIPMENT CO (3800):				1,428.80		
STOREY-KENWORTHY CO (3834)						
PINV399153	TOILET PAPER - PK	06/10/2016	08/02/2016	45.90	06/16	100.5.09.4200.6553
PINV399153	TOILET PAPER & TOWELS - CC	06/10/2016	08/02/2016	106.42	06/16	100.5.04.4100.6590
PINV401947	TOILET PAPER - POOL	06/21/2016	08/02/2016	91.80	06/16	100.5.04.4301.6590
PINV404501	WYPALL - SPORTS PARK	06/30/2016	08/02/2016	87.88	06/16	100.5.09.4245.6553
Total STOREY-KENWORTHY CO (3834):				332.00		
STRAVERS TRUE VALUE (3838)						
A232413	POOL SHOCK	07/12/2016	08/02/2016	11.98	07/16	100.5.09.4200.6590
A232458	TOILET CLEANER - CC	07/13/2016	08/02/2016	32.50	07/16	100.5.04.4100.6590
E57209	SOAP & TOILET PAPER - SOCCER	07/12/2016	08/02/2016	173.52	07/16	100.5.09.4205.6553
E57324	CLEANER - PD	07/20/2016	08/02/2016	9.49	07/16	100.5.01.1000.6310
Total STRAVERS TRUE VALUE (3838):				227.49		
SUMMIT COMPANIES (5585)						
1135481	MONTHLY INSPECTION - EL	07/19/2016	08/02/2016	55.00	08/16	400.5.06.8588.9300
Total SUMMIT COMPANIES (5585):				55.00		
SYMBOL ARTS (3886)						
0261627-IN	CHALLENGE COINS - PD	07/12/2016	08/02/2016	2,730.00	07/16	100.5.01.1030.6510
Total SYMBOL ARTS (3886):				2,730.00		
TONY'S AUTO PARTS (3968)						
5797-220869	ST-25	07/07/2016	08/02/2016	2.88	07/16	115.5.05.2100.6350
5797-220876	MOWER BELT - PK	07/07/2016	08/02/2016	12.76	07/16	100.5.09.4200.6350
5797-221234	RESPIRATOR ASSEMBLY	07/12/2016	08/02/2016	29.89	07/16	300.5.05.8100.6546
5797-221334	SHOP SUPPLIES	07/13/2016	08/02/2016	12.94	07/16	115.5.05.2100.6330
5797-221400	SHOP TOOL	07/14/2016	08/02/2016	4.99	07/16	115.5.05.2100.6510
5797-221402	O-RINGS	07/14/2016	08/02/2016	13.04	07/16	350.5.05.8300.6350
5797-221403	V-BELT, O-RINGS	07/14/2016	08/02/2016	24.45	07/16	350.5.05.8300.6350
5797-221664	O-RINGS	07/18/2016	08/02/2016	10.00	07/16	350.5.05.8320.6350
5797-221813	RESPIRATOR & CARTRIDGES	07/20/2016	08/02/2016	94.80	07/16	300.5.05.8100.6546
5797-221921	MIRROR ADHESIVE - PK	07/21/2016	08/02/2016	4.99	07/16	100.5.09.4200.6590
Total TONY'S AUTO PARTS (3968):				210.74		
TOWN CRIER (3979)						
27789	WATER QUALITY AD	06/01/2016	08/02/2016	44.00	06/16	300.5.05.8100.6402
28160	WATER QUALITY AD	06/15/2016	08/02/2016	44.00	06/16	300.5.05.8100.6402
8983	COMP PLAN BOOKS	07/21/2016	08/02/2016	181.25	07/16	100.5.05.5000.6417
Total TOWN CRIER (3979):				269.25		
TUCKER TRUCKING, ALAN (4009)						
11443	ROCK HAULING	07/06/2016	08/02/2016	207.46	07/16	300.5.05.8130.6399
11443	ROCK HAULING	07/06/2016	08/02/2016	207.46	07/16	350.5.05.8330.6499
Total TUCKER TRUCKING, ALAN (4009):				414.92		
TWO RIVERS COOPERATIVE (4019)						
063016WTP	FUEL - EL	06/30/2016	08/02/2016	794.29	06/16	300.5.05.8100.6514

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Total TWO RIVERS COOPERATIVE (4019)				794.29		
UITERMARKT, BRAD (4025)						
1611580037	EE REBATE - AC TUNE-UP -EL	07/05/2016	08/02/2016	30.00	06/16	400.2215
Total UITERMARKT, BRAD (4025):				30.00		
UNITED PARCEL SERVICES (4036)						
0000536050306	536050-UPS	07/23/2016	08/02/2016	132.50	07/16	400.5.06.8588.9720
0000536050306	536050-UPS	07/23/2016	08/02/2016	29.17	07/16	100.5.02.1100.6531
Total UNITED PARCEL SERVICES (4036):				161.67		
UNIVAR USA INC (4040)						
BR348283	TRANSPORT SURCHARGE CREDIT	07/18/2016	08/02/2016	150.00	07/16	300.5.05.8120.6503
BR564722	CHAMICALS- FERRIC SULFATE	07/07/2016	08/02/2016	8,992.62	07/16	300.5.05.8120.6503
Total UNIVAR USA INC (4040):				8,842.62		
USA BLUE BOOK (4050)						
993609	GLOVES	07/01/2016	08/02/2016	56.25	07/16	350.5.05.8310.6546
993609	FREIGHT	07/01/2016	08/02/2016	20.48	07/16	350.5.05.8300.6531
Total USA BLUE BOOK (4050):				76.73		
VAN BERKUM APPLIANCE (4061)						
7689	LABORATORY FRIDGE	06/30/2016	08/02/2016	219.95	06/16	300.5.05.8120.6547
Total VAN BERKUM APPLIANCE (4061):				219.95		
VAN REES, DELORES (5926)						
1620580024	EE REBATE - DRYER - EL	07/26/2016	08/02/2016	80.00	07/16	400.2215
Total VAN REES, DELORES (5926):				80.00		
VAN RYSWYK PLUMBING & HEATING INC (5913)						
107092	AIR CONDITIONER REPAIR - POOL	06/27/2016	08/02/2016	153.44	06/16	100.5.04.4300.6310
Total VAN RYSWYK PLUMBING & HEATING INC (5913):				153.44		
VAN SITTERT PLBG & HTG (4131)						
2523	STEAM VALVE REPAIR - CC	07/12/2016	08/02/2016	1,637.27	07/16	100.5.04.4100.6310
2524	KLOKKENSPEL FOUNTAIN REPAIR - P	07/12/2016	08/02/2016	188.84	07/16	100.5.09.4250.6320
Total VAN SITTERT PLBG & HTG (4131):				1,826.11		
VAN WYK, RUSSELL (4916)						
1611593257	EE REBATE - AC TUNE-UP - EL	07/26/2016	08/02/2016	30.00	07/16	400.2215
Total VAN WYK, RUSSELL (4916):				30.00		
VANDER MOLEN, LOWELL (5929)						
1611584453	EE REBATE - AC TUNE-UP -EL	07/26/2016	08/02/2016	30.00	07/16	400.2215
Total VANDER MOLEN, LOWELL (5929):				30.00		

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VANDER PLOEG BAKERY (4209)						
45258	BIRTHDAY CAKE - POOL	07/15/2016	08/02/2016	17.00	07/16	100.5.04.4300.6590
45331	BIRTHDAY CAKE - POOL	07/23/2016	08/02/2016	17.00	07/16	100.5.04.4300.6590
Total VANDER PLOEG BAKERY (4209):				34.00		
VELDHUIZEN, HENRIETTA (5919)						
1611580036	EE REBATE - AC TUNE-UP - EL	07/05/2016	08/02/2016	30.00	06/16	400.2215
Total VELDHUIZEN, HENRIETTA (5919):				30.00		
VER PLOEG LAND LLC (5918)						
072516PW	RO WASTE & RAW WATER MAIN DIV	07/25/2016	08/02/2016	13,365.00	07/16	310.5.05.8182.6727
Total VER PLOEG LAND LLC (5918):				13,365.00		
VILLAGE INDUSTRIAL LAUNDRY (4263)						
100269	MAT CLEANING - SPORTS PARK	07/14/2016	08/02/2016	42.57	07/16	100.5.09.4245.6403
Total VILLAGE INDUSTRIAL LAUNDRY (4263):				42.57		
VISSER, ROD (5932)						
1611591056	EE REBATE - AC TUNE-UP - EL	07/26/2016	08/02/2016	30.00	07/16	400.2215
Total VISSER, ROD (5932):				30.00		
WALMART COMMUNITY (4312)						
001407	PLATES, ICE - POOL	07/10/2016	08/02/2016	29.51	07/16	100.5.04.4301.6590
001589	TOWELS - POOL	07/06/2016	08/02/2016	19.35	07/16	100.5.04.4301.6590
001723	BROOK CIRCLE LANDSCAPING	06/21/2016	08/02/2016	106.34	06/16	201.5.09.7227.6799
001724	BROOK CIRCLE LANDSCAPING	06/21/2016	08/02/2016	39.42	06/16	201.5.09.7227.6799
001724	BROOK CIRCLE LANDSCAPING	06/21/2016	08/02/2016	39.42	07/16	201.5.09.7227.6799
001724-CR	BROOK CIRCLE LANDSCAPING	06/21/2016	08/02/2016	39.42	07/16	201.5.09.7227.6799
002155	ICE, FORKS	06/17/2016	08/02/2016	11.85	06/16	100.5.04.4301.6590
002675	CITIZEN POLICE ACADEMY MEALS - P	07/10/2016	08/02/2016	38.22	07/16	100.5.01.1050.6240
003670	MEMORY CARDS - PD	06/20/2016	08/02/2016	81.76	06/16	100.5.01.1030.6417
004618	CITIZEN POLICE ACADEMY MEALS - P	06/27/2016	08/02/2016	87.88	06/16	100.5.01.1050.6240
005005	SHARPIES	06/23/2016	08/02/2016	8.97	06/16	100.5.04.4301.6590
005005	SWIM TRUNKS	06/23/2016	08/02/2016	4.97	06/16	100.5.04.4310.6530
005114	KEYBOARD & BATTERIES	06/21/2016	08/02/2016	27.48	06/16	100.5.04.4301.6590
005114	CLOCK	06/21/2016	08/02/2016	3.88	06/16	100.5.04.4100.6590
005114	T- SHIRTS	06/21/2016	08/02/2016	21.84	06/16	174.5.04.4110.6544
006367	EVIDENCE STORAGE - PD	06/21/2016	08/02/2016	21.33	06/16	100.5.01.1040.6510
006584	BUILDING SUPPLIES	07/06/2016	08/02/2016	24.76	06/16	300.5.05.8120.6544
006838	USB CABLE, SOAP	06/27/2016	08/02/2016	12.95	06/16	100.5.00.6100.6543
006883	ICE, SPAGHETTI	06/24/2016	08/02/2016	18.79	06/16	100.5.04.4301.6590
006968	USB CABLES	06/24/2016	08/02/2016	26.88	06/16	100.5.00.6100.6543
007085	CONTAINERS	07/07/2016	08/02/2016	3.92	07/16	100.5.04.4100.6590
007350	PAPER TOWELS - PD	06/28/2016	08/02/2016	23.52	06/16	100.5.01.1000.6411
007734	OFFICE SUPPLIES	06/21/2016	08/02/2016	22.26	06/16	100.5.00.6100.6543
009772	PAPER TOWELS, SHARPIES, CLEANER	06/14/2016	08/02/2016	30.31	06/16	100.5.04.4301.6590
016067	MEETINGS CONFERENCE ROOM TV/	06/16/2016	08/02/2016	723.00	06/16	100.5.05.6500.6240
017975	BUILDING SUPPLIES	06/17/2016	08/02/2016	41.96	06/16	300.5.05.8120.6544
4378	BROOK CIRCLE LANDSCAPING	06/20/2016	08/02/2016	43.95	06/16	201.5.09.7227.6799
Total WALMART COMMUNITY (4312):				1,475.10		

Invoice	Description	Invoice Date	Due Date	Total Cost	Period	GL Account
WESCO DISTRIBUTION INC (4357)						
423745	UNDERGROUND LOCATE FLAGS - EL	07/11/2016	08/02/2016	288.90	08/16	400.5.06.8584.9030
Total WESCO DISTRIBUTION INC (4357):				288.90		
WINDSTREAM IOWA COMMUNICATIONS (4413)						
071516WWTP	FAX LINE	07/15/2016	08/02/2016	26.63	07/16	350.5.05.8310.6373
07212016-1456	PHONE 1456 - EL	07/21/2016	08/02/2016	237.22	07/16	400.5.06.8549.9020
Total WINDSTREAM IOWA COMMUNICATIONS (4413):				263.85		
Grand Totals:				2,106,165.73		

Report GL Period Summary

GL Period	Amount
08/16	83,733.11
07/16	307,779.71
06/16	1,714,652.91

Vendor number hash: 0
Vendor number hash - split: 0
Total number of invoices: 0
Total number of transactions: 0

Report Criteria:

Invoice Detail Input date = 07/20/2016-08/02/2016

Report Criteria:

Paid transmittals included

Unpaid transmittals included

Transmittal Number	Name	Check Number	Pay Per Date	Pay Code	Description	GL Account	Amount
1							
1	EFTPS	160722170	07/16/2016	74-00	SOCIAL SECURITY Pay Period: 7/16/2	100.2165	12,370.39
1	EFTPS	160722170	07/16/2016	74-00	SOCIAL SECURITY Pay Period: 7/16/2	100.2165	12,370.39
1	EFTPS	160722170	07/16/2016	75-00	MEDICARE Pay Period: 7/16/2016	100.2165	3,481.47
1	EFTPS	160722170	07/16/2016	75-00	MEDICARE Pay Period: 7/16/2016	100.2165	3,481.47
1	EFTPS	160722170	07/16/2016	76-00	FEDERAL WITHHOLDING TAX Pay Pe	100.2165	23,570.17
Total 1:							55,273.89
2							
2	IOWA DEPARTMENT OF	160722172	07/16/2016	77-00	STATE WITHHOLDING TAX Pay Period	100.2166	9,695.51
2	IOWA DEPARTMENT OF	160722172	07/16/2016	77-00	STATE WITHHOLDING TAX	100.5.00.6100.6502	.49
Total 2:							9,696.00
3							
3	IPERS	160722171	07/16/2016	50-01	IPERS-REGULAR Pay Period: 7/16/201	100.2160	11,012.05
3	IPERS	160722171	07/16/2016	50-01	IPERS-REGULAR Pay Period: 7/16/201	100.2160	16,527.30
3	IPERS	160722171	07/16/2016	50-02	IPERS-ELECTED Pay Period: 7/16/201	100.2160	27.46
3	IPERS	160722171	07/16/2016	50-02	IPERS-ELECTED Pay Period: 7/16/201	100.2160	41.21
3	IPERS	160722171	07/16/2016	50-01	IPERS-REGULAR	100 5.00.6100.6502	.05-
Total 3:							27,607.97
4							
4	MUNICIPAL FIRE & POLI	2027	07/16/2016	51-01	MFPRSI-POLICE PENSION Pay Period.	100.2161	3,387.02
4	MUNICIPAL FIRE & POLI	2027	07/16/2016	51-01	MFPRSI-POLICE PENSION Pay Period	100.2161	9,339.56
Total 4							12,726.58
5							
5	ICMA-457	160722167	07/16/2016	52-01	ICMA RETIREMENT 457 Pay Period: 7/	100.2169	3,670.00
5	ICMA-457	160722167	07/16/2016	52-02	ICMA RETIREMENT 457%(GROSS) Pa	100.2169	2,050.12
Total 5:							5,720.12
6							
6	ICMA-401	160722166	07/16/2016	53-00	401A Pay Period: 7/16/2016	100.2167	787.38
Total 6:							787.38
7							
7	ICMA-ROTH	160722168	07/16/2016	52-05	ICMA ROTH IRA Pay Period: 7/16/2016	100.2171	1,207.30
Total 7:							1,207.30
8							
8	AFLAC	2025	07/16/2016	42-00	AFLAC SHORT TERM DISABILITY Pay	100.2152	170.50
8	AFLAC	2025	07/16/2016	45-01	AFLAC ACCIDENT-SICK Pay Period: 7/	100.2152	397.48
8	AFLAC	2025	07/16/2016	45-02	AFLAC CANCER Pay Period: 7/16/2016	100.2152	282.65
Total 8:							850.63

Transmittal Number	Name	Check Number	Pay Per Date	Pay Code	Description	GL Account	Amount
9							
9	TRANSAMERICA LIFE IN	2028	07/16/2016	43-00	SUPPLEMENTAL LIFE INSURANCE P	100.2152	152.91
9	TRANSAMERICA LIFE IN	2028	07/16/2016	43-00	SUPPLEMENTAL LIFE INSURANCE	100.2152	12.75-
Total 9:							140.16
11							
11	CHILD SUPPORT RECOV	160722169	07/16/2016	56-01	CHILD SUPPORT-FLAT AMT Pay Peno	100.2158	556.14
Total 11:							556.14
13							
13	METLIFE SMALL BUSINE	2026	07/16/2016	41-01	DENTAL-SINGLE Pay Period: 7/16/201	191.4.08.9200.4795	196.02
13	METLIFE SMALL BUSINE	2026	07/16/2016	41-02	DENTAL-FAMILY Pay Period 7/16/201	191.4.08.9200.4795	1,083.00
13	METLIFE SMALL BUSINE	2026	07/16/2016	41-01	Dental-Single	191.5.08.9200.6158	21.77-
13	METLIFE SMALL BUSINE	2026	07/16/2016	41-02	DENTAL-FAMILY	191.5.08.9200.6158	72.20
13	METLIFE SMALL BUSINE	2026	07/16/2016	41-01	DENTAL-SINGLE	100.5.00.6100.6502	.18-
Total 13:							1,329.27
Grand Totals:							115,895.44

Report Criteria:

Paid transmittals included
Unpaid transmittals included

<u>Name</u>	<u>Pay Per Date</u>	<u>Description</u>	<u>GL Account</u>	<u>Amount</u>
ACH	7/22/2016	DIRECT DEPOSITS	100.2010	155,154.59
CHECK RUN	7/22/2016	PAYCHECKS	100.2010	13,593.61

Grand Totals:

168,748.20
