



CITY OF PELLA

CITY COUNCIL OFFICIAL MINUTES

March 5, 2019

A. CALL TO ORDER BY MAYOR AND ROLL CALL

The City Council of the City of Pella, Iowa, met in regular session at the Public Safety Complex meeting room at 7:00 p.m., Mayor Jim Mueller presiding. Council members present were: Mark De Jong, Tony Bokhoven, Lynn Branderhorst, Harold Van Stryland, Bruce Schiebout, Larry Peterson. Absent: None. City Administrator Mike Nardini and City Clerk Mandy Smith were present. Five staff members and twelve members of the general public signed the register.

B. MAYOR'S COMMENTS

1. Announce no Policy and Planning meeting will follow the regular Council meeting.
2. Approval of Tentative Agenda.
Van Stryland moved to approve, seconded by Peterson.
On roll call the vote was:
AYES: Van Stryland, Peterson, De Jong, Bokhoven, Branderhorst, Schiebout.
NAYS: None.
Motion carried.
3. Appointment of Corey Westra to the Board of Adjustment.
Schiebout moved to approve, seconded by De Jong.
On roll call the vote was:
AYES: Schiebout, De Jong, Bokhoven, Branderhorst, Van Stryland, Peterson.
NAYS: None.
Motion carried.

BACKGROUND: Mayor Mueller would like to appoint Corey Westra to serve on the Board of Adjustment. Mr. Westra is a lifelong resident of Pella, only living in Elkhart, Iowa for two years while serving in the military. Mr. Westra holds a B. A. degree in Exercise Science from Central College and a Master of Science in High Education Administration from Southern New Hampshire University. He recently retired as a First Sergeant from the Army after 22 years of service. His military foreign assignments included deployments to Kuwait, Kosovo, and Afghanistan. Mr. Westra's military experience allowed him to support civil authorities in response to multiple domestic incidents, most recently Hurricane Harvey and Hurricane Irma. Since departing the Army, Mr. Westra has been employed with Centurion Stone of Iowa as a Project Manager. He currently resides with his wife, Kirra, and three children at 911 Hazel Street. If approved, Corey's new five-year term would expire on January 1, 2024.

ATTACHMENTS: None
REPORT PREPARED BY: City Administration
REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK
RECOMMENDATION: Approve the appointment

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

No comments were received.

C. APPROVAL OF CONSENT AGENDA

Van Stryland moved to approve the consent agenda, seconded by De Jong.
On roll call the vote was:

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

The following items were approved:

1. Approval of Minutes
 - a. Official Council Minutes for February 19, 2019

2. Report of Committees

a. Policy and Planning Minutes for February 19, 2019

PRESENT: Mayor Jim Mueller, Lynn Branderhorst, Harold Van Stryland, Bruce Schiebout, Larry Peterson

ABSENT: Tony Bokhoven, Mark De Jong

OTHERS: City staff and visitors

The Policy and Planning meeting began at 7:34 p.m. The first item was a discussion regarding a drafted ordinance relating to commercial event venue land uses. Council reviewed the proposed land use classification/definition, minimum parking requirements, and permitted zoning districts for "Commercial Event Venue" as outlined below.

- **Commercial Event Venue Definition**
"An establishment that is leased on a temporary basis before the event by individuals or groups who reserve the facility to accommodate private functions including, but not limited to, banquets, weddings, anniversaries, receptions, business organizational meetings, and other similar functions, to which the general public is not admitted. Such establishments may include kitchen facilities for the preparation of food and areas for dancing, dining, and other entertainment activities that customarily occur in association with banquets, weddings, or receptions. A commercial event venue does not include amusement recreation, cocktail lounge, cultural service, or restaurant."
- **Minimum Parking Requirements**
One parking space for each 2 ½ guests allowed on-site
One parking space for each permanent employee
- **Zoning Districts**
By right in the CC, CPD, and CUC districts
By special use permit in the CBD district (the CBD does not have off-street parking requirements)

The Board of Adjustment (BOA) has the authority to approve special use permits. Prior to approval, the BOA is required to hold a public hearing and notify neighboring property owners of the application. This process provides a forum for any adjacent property owners who may have concerns with the proposed business. In addition, the BOA has wide authority in granting special use permits including, but not limited to, any use or operating hour restrictions. This process would also address potential parking concerns as the CBD zoning district does not have off-street parking requirements.

Furthermore, staff recommends changing the title of "Commercial Recreation" to "Amusement Recreation" as well as removing the words "entertainment" and "private dance halls" from the definition. This change is simply a housekeeping item which will eliminate confusion that may otherwise be prevalent when comparing "Commercial Event Venue" and "Commercial Recreation."

At the end of the discussion, staff was directed to proceed with presenting the drafted ordinance for formal consideration by the Planning and Zoning Commission.

The next item on the agenda was a discussion regarding a drafted ordinance increasing elected official compensation. As background, currently the Mayor receives \$7,200 annually and Council members receive \$2,400 annually; these amounts have not increased since 2008. To assist with determining the amount by which to increase compensation for elected officials, staff compiled research from other cities in Iowa. When comparing against 14 Iowa cities with annual budgets between \$45-99M, the City of Pella's Mayor compensation ranked 5th lowest and the City of Pella's Council compensation ranked 3rd lowest. Furthermore, in considering compensation for elected officials, it is important to understand that most cities have separate boards that handle the operations of their utilities. However, the City Council is responsible for the City of Pella's utilities. This is important in analyzing compensation, as utilities such as our electric utility add complexity and require additional oversight by the City Council.

Below are the recommended changes to compensation as outlined in the drafted ordinance:

Effective Date	Annual Mayor Compensation	Annual Council Compensation
January 1, 2020	\$13,500	\$6,000
January 1, 2021	\$15,000	\$7,000
January 1, 2022	\$16,500	\$8,000
January 1, 2023	\$18,000	\$9,000
January 1, 2024	Annual increase using the average increase in prices for the Midwest region as established by the federal government via the consumer price index for the prior 12 months.	

At the end of the discussion, Council directed staff to proceed with presenting the drafted ordinance for formal Council consideration. In accordance with Iowa Code Chapter 372.13(8), the ordinance needs to be adopted prior to November of 2019 in order to be effective on January 1, 2020.

The meeting adjourned at 7:53 p.m.

Respectfully submitted:

Mandy Smith

City Clerk

b. Library Board Minutes for January 8, 2019

I. Call To Order: President Praveen Mohan called the meeting to order at 3:59 p.m. Board members present were: Angela Adam, Verlan Den Adel, Brenda Huisman, Jane Koogler, Praveen Mohan, and Rachel Sparks. Library Director Wendy Street was present. Kenny Nedder was excused.

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

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

IV. Disposition of Minutes: All Board members received the December 2018 minutes prior to the meeting. Angela moved to approve the December minutes as written. Jane seconded the motion. The minutes were unanimously approved.

V. Approval of Bills: All Board members received the January list of bills prior to the meeting. Wendy added amounts for two bills received after the list had been distributed. After a brief discussion and questions regarding the bills, Verlan moved to approve the January bills. Brenda seconded the motion. The bills were unanimously approved.

VI. Unfinished Business: There was no unfinished business.

VII. New Business:

- a. Progress report on Strategic Plan activities – All Board members received an updated strategic plan prior to the meeting. There was brief discussion on the progress. Extended checkout period on older items to 3 weeks is schedule to be implemented on 1/9.

VIII. President's Report and Announcements: The president did not have a report.

IX. Director's Report:

- a. Adventure passes – The Adventure Passes became available on Dec. 14, and we had 13 checkouts in December. We have advertised via social media, the city newsletter, and in-house. I also did a radio interview on KNIA/KRLS. We have had lots of positive comments about this program.
- b. Circulation changes – Beginning Jan. 9, the check-out period on older items will be 3 weeks rather than 2 weeks. This is an activity identified on our current Strategic Plan. We are doing a soft launch to work out any kinks before we advertise this widely.
We plan to implement holds on available items (another Strategic Plan activity) in March. Again, we will do a soft launch to work out the kinks before we advertise it to the public.
- c. Grant from Pella Community Foundation – The Pella Community Foundation announced their 2019 grant recipients this week, and I am happy to report that our Book Bike request is listed as one of the grants funded. The bike will have 2 shelves and hold approximately 30 books.
- d. Learning Express Library to be replaced by Brainfuse – The State Library of Iowa has selected Brainfuse as the new online resource provider for career services, test prep, and software tutorials for Iowa libraries. Libraries and patrons will continue to have access to Learning Express through January 31, 2019. The State Library has not given us any more information about the rollout of this new service, but we expect it soon.
- e. Statistics
 - FaxScan24: 12 faxes sent
 - Mobile print service: 18 users sent 78 jobs totaling 129 pages
 - Hoopla:
 - i. 492 total circs borrowed by 235 patrons
 - ii. Average of 2.1 circs per patron
 - iii. 102 patrons used all 3 checkouts
 - iv. Average price per circulation: \$2.10
 - v. 26 patrons were blocked by the budget caps
 - Adventure passes: 13 total (2 Zoo, 3 Science Center, 4 Botanical Garden, 4 Skating Plaza)
- f. Upcoming events
 - January 9 at 3:00 p.m.: Early Out Movie.
 - Weekly story time, tot time and lap sit will start the week of January 14.
 - January 14 at 6:00 p.m.: Pajama Story Time.
 - January 14 at 7:00 p.m.: Culture Night: Paraguay featuring Ana Martinez.
 - January 15, 22 & 29 at 6:00 p.m.: Using DNA Tests in Genealogy.
 - January 16 at 10:30 a.m.: Geri-Fit classes start.
 - January 17 at 10:15 a.m.: Genealogy Club will meet in the Library Meeting Room.
 - January 21 at 10:30 a.m. -12:30 p.m. and 6:00-8:00 p.m.: Free Photo Digitizing.
 - January 31 at 12:00 noon: Brown Bag Book Club will discuss Educated by Tara Westover in the Library Meeting Room.
 - February 1 at 4:00 to 6:00 p.m.: Stuffed Animal Sleepover.
- g. The City Council has the facility assessment study on the agenda for their next meeting on January 15th.

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

- a. Innovative Libraries Online Conference evening session on January 17th will be available at the library.

XI. Committee reports:

- a. Governance & Policy:
 - i. Revision to the Circulation Policy – The policy was updated to modify language per guidance of the State Library and increased the checkout period on older items. Praveen moved to approve the change as presented. Jane seconded the motion. The change to the Circulation Policy was unanimously approved.
 - ii. Reviewed the Personal Appearance Policy – The policy was reviewed and no changes were suggested.

XII. Adjournment: President Praveen Mohan adjourned the meeting at 4:38 p.m. The next regularly scheduled Board Meeting is scheduled for February 12, 2019.

c. **Planning and Zoning Minutes for January 28, 2019**

Chairperson Landon called the Planning and Zoning Commission to order at 7:00 p.m. in the Public Safety Complex. Members present were: Joe Canfield, Julio Chiarella, Cathy Haustein, Kisha Jahner, Dave Landon, Robin Pfalzgraf, Gary Van Vark, Ervin Van Wyk, and Ann Visser. Absent: Mark Groenendyk and Teri Vos. Staff present: Zoning Administrator Bryce Johnson and Deputy City Clerk Cynthia Vaske. No members of the public were in attendance.

APPROVAL OF TENTATIVE AGENDA

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

APPROVAL OF MINUTES

Motion by Pfalzgraf, second by Jahner to approve the minutes of the January 7, 2019 meeting. Motion carried 9-0.

OTHER BUSINESS/PUBLIC FORUM

Consideration of Final Plat #1 for the Bos Ridge Subdivision

The subject subdivision is located approximately 700 feet north of the intersection of County Highway T15 and Bos Landen Drive. On March 5, 2018, the Planning and Zoning Commission reviewed and approved the preliminary plat for this 43-lot subdivision. Please note that the final plat being considered by the Commission is only phase one, which is limited to Lots 1 through 11. City Council will review this case during their February meeting.

The subdivision plat has been submitted to reflect City of Pella staff and consultant comments. Staff finds the final plat meets the minimum requirements of the zoning ordinance and subdivision ordinance. Additionally, staff finds the development conforms to the City's Comprehensive Plan. Based upon the findings, staff recommends approval of the final plat.

Canfield said that it appears that the lot line of one of the lots on Aspen Circle cuts through tee five and the cart path at Bos Landen Golf Course. Zoning Administrator Bryce Johnson explained his understanding is that there is an easement for the cart path and tee.

Motion by Van Wyk, second by Haustein to approve final plat as submitted. Motion carried 9-0.

Other

Van Wyk questioned whether it would be possible for some Commission meetings to be held over the phone with Commissioners having the option to call in, rather than be present in person for short meetings. Johnson said he would look into whether that is a possibility. Johnson said the next regular meeting is scheduled for February 25, 2019 and anticipates having commercial event venue land uses on the agenda for the Commission's review.
Adjourned at 7:10 p.m.

d. Board of Adjustment Minutes for October 15, 2018

Chairperson Nossaman called the Board of Adjustment to order at 6:09 p.m. in the Public Safety Complex. Members present were: Jim Corbett, Vince Nossaman, Susan Reiter, Merlan Rolffs, Jane Smith, and Mike Vander Wert. Absent: Lyle Vander Meiden. Staff present: Finance Director Corey Goodenow, Zoning Administrator Bryce Johnson, and Deputy City Clerk Cynthia Vaske. Two members of the public were in attendance.

CHAIRPERSON'S COMMENTS

Approval of the Tentative Agenda

Motion by Reiter, second by Smith to approve the tentative agenda. Motion carried 6-0.

APPROVAL OF MINUTES

Motion by Reiter, second by Corbett to approve the September 25, 2018 minutes. Motion carried 6-0.

NEW BUSINESS/PUBLIC HEARINGS

(Case BOA18-014) Consider a Variance Request for the Property Located at 1015 Liberty Street to Permit the Construction of a Deck Within the Required Front Yard Setback and Sight Corner Visibility Triangle

Motion by Reiter, second by Smith to take from the table the variance request for 1015 Liberty Street. Motion carried 6-0.

Gloria Van Kooten has submitted a variance request for her property located at 1015 Liberty Street. A single-family detached residence currently sits on this 5,227-square-foot lot and is within the Two-Family Residential (R2) zoning district. This district is intended for medium-density residential areas for single-family and two-family use with supporting and appropriate community facilities.

The applicant is requesting a variance from Table 165.12-3 of the City's zoning ordinance to allow a deck to be constructed within the required front yard setback. Additionally, the applicant is requesting a variance from 165.31-14 of the City's zoning ordinance to allow the proposed structure to be constructed in the sight corner visibility triangle.

Staff believes the request does not meet the required criteria to receive approval of the variance. Staff believes the current sidewalk and stairs provided adequate ingress/egress to the front of the property without violating the City's zoning code. Additionally, staff believes the deck would appear out of character with the existing neighbors. Most importantly, if constructed, the deck would create a significant public safety concern for drivers, bicycles, and pedestrians who utilize this heavily trafficked area.

Convened Public Hearing on the variance request for 1015 Liberty St. The applicant, Gloria Van Kooten, spoke in favor of the variance request. Her son, Loren Van Kooten, also spoke in favor of the variance request.

Motion by Reiter, second by Smith to close the public Hearing. Motion carried 6-0.

Motion by Rolffs, second by Corbett to deny the variance request to build the deck within the sight corner visibility triangle.

Motion carried 6-0.

Motion by Reiter, second by Rolffs to deny the variance request to build the deck within the required front yard setback. Motion carried 6-0.

OTHER BUSINESS/PUBLIC FORUM

None.

Adjourned at 6:59 p.m.

D. *PUBLIC HEARINGS

1a. Public Hearing on Adopting the Fiscal Year 2019-2020 Budget.

No written or oral comments were received.

Bokhoven moved to close the public hearing, seconded by Van Stryland.

On roll call the vote was:

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

NAYS: None.

Motion carried.

BACKGROUND: This resolution approves the City of Pella's proposed budget for the fiscal year (FY) beginning July 1, 2019 through June 30, 2020. The FY 19-20 budget includes recommendations received during two work sessions held with Council in mid-February.

Listed below are highlights of the proposed budget.

- The FY 19-20 budget includes projected revenues of \$44,008,475 and expenses of \$43,113,790. The overall budget has a projected increase in reserves in the amount of \$894,685.
- For the eighteenth consecutive year, the City's property tax rate will remain at \$10.20 per taxable \$1,000 valuation. For mid-sized cities, Pella has one of the lowest tax rates in the state.
- The budget includes the addition of a new resource officer position for the Pella Community School District. The position would be split equally between the City of Pella and the Pella Community School District. The officer will continue to be a member of the Pella Police Department, but will work with students, teachers, parents, and school administrators to ensure a safe and secure learning environment.
- In order to support the Iowa Department of Natural Resources (IDNR) mandated improvements to the City's wastewater treatment system, the proposed budget includes an 8% increase in wastewater rates. This rate increase is the second of four anticipated increases necessary to cover the debt associated with those improvements.
- The budget includes a proposed timeline for improvements to the City's Central Business District. Staff anticipates the City Council will continue to review key infrastructure concerns, primarily the aging sanitary sewer lines, in the coming months to further define the scope of the project.
- The FY 19-20 budget and associated five-year capital improvement plan contains nearly \$3 million of residential street improvements over the next five years. Annually staff reviews the overall condition index of each street and performs visual inspections to identify residential streets in need of reconstruction or overlay.
- In addition to residential streets, the FY 19-20 budget includes over \$1.5 million for improvements to collector streets including Bos Landen Weg, Bos Landen Drive, and E. 3rd Street.

- The proposed budget includes \$320,000 of City funds split evenly over the course of FY 2021 and 2022 to assist the local Kiwanis Club in their effort to fund an all-inclusive playground. In addition to the playground, the proposed project includes off-street parking, handicap accessible restrooms, and shaded seating areas.
- To address safety concerns at the Pella Municipal Airport, the FY 19-20 budget includes an 8' high wildlife/deer fence. This fence would extend through the terminal area and beyond the safety critical areas associated with the runway.
- The FY 19-20 budget continues the City's effort to improve reliability for its electric customers through the construction of the South Roosevelt feeder loop as well as the Idaho Drive underground conversion project. The South Roosevelt feeder loop project will create a distribution loop in areas that are currently served radially. Additionally, the Idaho Drive underground conversion project includes the conversion of overhead 3 phase 12.47kV circuit to underground cable in duct. These projects, which are estimated to cost \$780,000, will enhance the reliability of the City's electric distribution system.

The proposed FY 19-20 budget book is on file at the Public Library and City Hall for public review.

ATTACHMENTS: Resolution, Summary of FY 19-20 Budget, Budget Estimate
 REPORT PREPARED BY: Finance Director
 REVIEWED BY: CITY ADMINISTRATOR
 CITY CLERK
 RECOMMENDATION: Approve resolution

1b. Resolution No. 5950 entitled, "RESOLUTION ADOPTING THE FISCAL YEAR 2019-2020 ANNUAL BUDGET."

De Jong moved to approve, seconded by Branderhorst.

On roll call the vote was:

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

NAYS: None.

Motion carried.

E. PETITIONS & COMMUNICATIONS

1a. Special Event Permit Request for Resurrected Tin's 40th Annual Car Show.

Bokhoven moved to approve, seconded by De Jong.

On roll call the vote was:

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

NAYS: None.

Motion carried.

BACKGROUND: The Resurrected Tin Car Club has requested a special event permit for their 40th Annual Car Show. The event is scheduled on Saturday, July 13, 2019 from 9:00 a.m. to 3:30 p.m. with set-up starting at 6:00 a.m. and take down ending at 4:00 p.m.

As part of this event, the promoter has requested closure of the following street segments between 6:00 a.m. and 4:00 p.m. the day of the event:

- Franklin Street between Broadway Street and E 1st Street
- Main Street between Washington Street and Liberty Street

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

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

1b. Resolution No. 5951 entitled, "RESOLUTION TEMPORARILY CLOSING PUBLIC WAYS OR GROUNDS IN CONNECTION WITH A SPECIAL EVENT KNOWN AS RESURRECTED TIN'S 40TH ANNUAL CAR SHOW."

Van Stryland moved to approve, seconded by Peterson.

On roll call the vote was:

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

NAYS: None.

Motion carried.

2a. Special Event Permit Request for Tour de Toren.

De Jong moved to approve, seconded by Schiebout.

On roll call the vote was:

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

NAYS: None.

Motion carried.

BACKGROUND: Bethany Christian Services, located at 617 Franklin Street, has requested a special event permit to host a 24-hour event known as "Tour de Toren." The promoter is requesting to begin the event at 5:00 p.m. on Friday, May 10, 2019, ending at 5:00 p.m. on Saturday, May 11, 2019. Furthermore, set-up and tear-down is proposed to occur two hours before and after the event.

As background, this would be the third year of the event. During the event, several trained cyclists would ride on stationary trainers located on the main platform of the Tulip Toren in an effort to raise funds and awareness for Bethany Christian Services.

A resolution is included with this request to reserve six parking spaces at the corner of Broadway and Franklin Street, as shown on the attached map, during the event.

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

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

2b. Resolution No. 5952 entitled, "RESOLUTION TEMPORARILY CLOSING PUBLIC WAYS OR GROUNDS IN CONNECTION WITH A SPECIAL EVENT KNOWN AS TOUR DE TOREN."

Bokhoven moved to approve, seconded by De Jong.

On roll call the vote was:

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

NAYS: None.

Motion carried.

3. Fiscal Year 2019-2020 Funding Request Presentation from the Pella Convention and Visitors Bureau (CVB). Connie Vos, Chair of the CVB; Jill Vandervoort, Executive Director of the CVB; Shaughn Roorda, CVB Board Member; and Rob Bandstra, CVB Board Member presented their funding request to Council.

No formal Council action was taken.

BACKGROUND: Jill Vandervoort with the Pella Convention and Visitors Bureau (CVB) will be presenting a funding request proposal to Council.

As background, listed below are the key terms of the current contract with the CVB:

- The term of the agreement is April 1, 2018 through March 31, 2019.
- The City will pay the CVB 55% of the hotel/motel tax revenue received by the City from the Iowa Department of Revenue during the term of this agreement. For fiscal year 18-19, this is estimated to be \$228,000.
- The CVB Board of Directors will consist of 10 to 12 members, with 9 to 11 of the members being appointed by the current board as voting members. The City's Community Services Director will continue to serve on the board as a non-voting member.
- This agreement may be terminated by either party by giving written notice to the other party. The date of termination will be 30 days following the date of said notice. In the event of termination, the City would reimburse the CVB for the amount of outstanding liabilities as of the date of the notice.

Listed below is a summary of hotel/motel taxes collected over the last five years:

	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19*
Hotel/Motel Taxes Coll.	\$339,244	\$362,451	\$387,801	\$416,258	\$416,000
Distributions to CVB	\$203,547	\$217,471	\$232,681	\$246,171	\$228,800

**Estimated Collections*

ATTACHMENTS: Proposed Budget, Budget Breakdown, PowerPoint Slides
REPORT PREPARED BY: City Clerk
REVIEWED BY: CITY ADMINISTRATOR
RECOMMENDATION: Informational item only

F. PLANNING & ZONING ITEMS – None

G. ADMINISTRATION REPORTS – None

H. RESOLUTIONS

1. Resolution No. 5953 entitled, "RESOLUTION SUPPORTING THE HOME BASE IOWA INITIATIVE."

Schiebout moved to approve, seconded by Bokhoven.

On roll call the vote was:

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

NAYS: None.

Motion carried.

BACKGROUND: The Pella Area Community and Economic (PACE) Alliance is requesting approval of this resolution proclaiming the City of Pella's support for Home Base Iowa (HBI). This initiative, launched by the Office of the Governor, helps military veterans and transitioning service members find jobs in Iowa. By approval of this resolution, the City Council is encouraging the citizens of Pella, as well as Pella businesses, to take actions to become and continue to be an HBI Community.

There are five steps required to become an HBI Community, as outlined below. It is important to note, the PACE Alliance is proposing to work with area businesses and organizations to coordinate execution of steps two through five.

1. Approval of a resolution by the City Council
2. Provide a community incentive package
3. Provide community business support
4. Provide community signage locations and web page information
5. Community event form information

Further information regarding the above steps, as well as this initiative, can be found on the HBI website at the following link:
<https://www.homebaseiowa.gov/become-home-base-iowa-community>

In summary, staff is recommending approval of this resolution which proclaims the City's support of HBI.

ATTACHMENTS: Resolution
REPORT PREPARED BY: City Administration
REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK
RECOMMENDATION: Approve resolution

2. Resolution No. 5954 entitled, "RESOLUTION APPROVING CHANGE ORDER #1 WITH JOINER CONSTRUCTION FOR THE PELLA SPORTS PARK PHASE II PROJECT."

Peterson moved to approve, seconded by De Jong.

On roll call the vote was:

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

NAYS: None.

Motion carried.

BACKGROUND: This resolution approves change order #1 in the amount of \$3,465 for the City's construction contract with Joiner Construction for Phase II of the Pella Sports Park project. As background, this change order adds concrete to the plaza area by the two new ball fields. During the bid phase, an alternate was included that would have allowed for all edges of the infields to be bordered with concrete. The alternate was not chosen; therefore, the current plan would leave grass bordering the infields. This causes an issue with field maintenance by allowing the infield material to infiltrate more easily into the grass, resulting in a loss of material. The additional concrete included in this change order would mitigate the loss of infield material while also providing a hard surface walkway into the dugout areas and hard surface seating areas for spectators.

Staff is recommending approval of change order #1 in the amount of \$3,465 thereby adjusting the total contract price to \$897,684. It is important to note that Fields for Our Future is in agreement and will be funding 50% of the change order per the previously approved 28E Agreement; therefore, the City's net expected share of the change order is \$1,732.50.

Listed below is the contract summary if Council approves change order #1:

Original Construction Contract	\$894,219.00
Change Order #1	\$3,465.00
Total Revised Construction Contract	<u>\$897,684.00</u>

ATTACHMENTS: Resolution, Change Order #1
REPORT PREPARED BY: Community Services
REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK
RECOMMENDATION: Approve resolution

I. ORDINANCES

1. Ordinance No. 955 entitled, "AN ORDINANCE AMENDING SECTIONS 15.04 AND 17.06 OF THE CITY CODE OF THE CITY OF PELLA, IOWA, FOR THE PURPOSE OF INCREASING THE COMPENSATION OF THE MAYOR AND CITY COUNCIL MEMBERS."

Schiebout moved to place ordinance no. 955 on its first reading, seconded by De Jong.

On roll call the vote was:

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

NAYS: None.

Motion carried.

BACKGROUND: The purpose of this proposed ordinance is to increase compensation for elected officials. As background, compensation amounts for elected officials in the City of Pella have not increased since 2008. Prior to that date, the compensation amounts had not been changed since 1986, as detailed below:

Year	Annual Mayor Compensation	Annual Council Compensation
1986 to 2007	\$2,500	\$600
2008 to 2019	\$7,200	\$2,400

To assist with determining the amount by which to increase compensation for elected officials, staff compiled research from other cities in Iowa. When comparing against 14 Iowa cities with annual budgets between \$45-99M, the City of Pella's Mayor compensation ranked 5th lowest, with annual compensation ranging between \$3,600 and \$91,197. The City of Pella's Council compensation ranked 3rd lowest, with annual compensation ranging between \$1,200 and \$7,400. This data is included as a memo attachment.

Furthermore, in considering compensation for elected officials, it is important to understand that most cities have separate boards that handle the operations of their utilities. However, for the City of Pella, the City Council is responsible for our utilities. This is important in analyzing compensation, as utilities such as our electric utility add complexity and require additional oversight by the City Council.

Elected officials estimate they currently spend between 5 and 30 hours per week on City business including interacting with citizens, attending Council meetings, and attending other meetings. The number of hours elected officials spend on City business is expected to increase in the near future if the City proceeds with the addition of a new municipal telecommunications utility. The City Council, not a separate utility board, would provide oversight for the new utility.

Recommended Changes

Effective Date	Annual Mayor Compensation	Annual Council Compensation
January 1, 2020	\$13,500	\$6,000
January 1, 2021	\$15,000	\$7,000
January 1, 2022	\$16,500	\$8,000
January 1, 2023	\$18,000	\$9,000
January 1, 2024 (and every January 1 st thereafter)	Annual increase using the average increase in prices for the Midwest region as established by the federal government via the consumer price index for the prior 12 months	

Staff is recommending approval of the proposed ordinance increasing elected official compensation. In accordance with Iowa Code Chapter 372.13(8), should this ordinance be adopted prior to November of 2019, the change in compensation would be effective as of January 1, 2020.

ATTACHMENTS: Ordinance, Research
REPORT PREPARED BY: City Administration
REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK
RECOMMENDATION: Approve ordinance

I. CLAIMS

1. Abstract of Bills No. 2026. Schiebout moved to approve, seconded by Bokhoven.

On roll call the vote was:

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

NAYS: None.

Motion carried.

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

No comments were received.

L. CLOSED SESSION – None

M. ADJOURNMENT

There being no further business claiming their attention, Van Stryland moved to adjourn, seconded by Peterson.

On roll call the vote was:

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

NAYS: None.

Motion carried.

Meeting adjourned at 8:11 p.m.