



# CITY OF PELLA

## CITY COUNCIL OFFICIAL MINUTES

June 18, 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, City Attorney Kristine Stone, and City Clerk Mandy Smith were present. Three staff members and fifty-eight 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:
  - a. Recreational Uses of Big Rock Park
  - b. Potential Extension and Expansion of the Oskaloosa Street Corridor Moratorium
2. Approval of Tentative Agenda.  
Van Stryland moved to approve, seconded by De Jong.  
On roll call the vote was:  
AYES: Van Stryland, De Jong, Bokhoven, Branderhorst, Schiebout, Peterson.  
NAYS: None.  
Motion carried.

3. Appointment of Don Andre to the Historic Preservation Commission.  
Branderhorst moved to approve, seconded by Schiebout.  
On roll call the vote was:  
AYES: Branderhorst, Schiebout, Peterson, De Jong, Bokhoven, Van Stryland.  
NAYS: None.  
Motion carried.

BACKGROUND: Mayor Mueller would like to appoint Don Andre to serve on the Historic Preservation Commission. Mr. Andre was born and raised in New Jersey. He graduated from Central College with a bachelor's in management and theatre. Prior to his retirement from Key Coop, where he served as the Construction Service and Lumber Department Manager, Mr. Andre was part owner of Strawtown Furniture. Mr. Andre is a miller at the Vermeer Mill and also serves on the Vermeer Mill Oversight Committee. Mr. Andre owns two homes in the Collegiate Historic District. He and his wife enjoy long distance motorcycle trips. If approved, Mr. Andre's term would expire on January 1, 2022.

ATTACHMENTS: None  
REPORT PREPARED BY: Planning and Zoning Department  
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**

Bokhoven moved to approve the consent agenda, seconded by Peterson.

On roll call the vote was:  
AYES: Bokhoven, Peterson, De Jong, Branderhorst, Van Stryland, Schiebout.  
NAYS: None.  
Motion carried.

The following items were approved:

1. Approval of Minutes
  - a. Official Council Minutes for June 4, 2019

## 2. Report of Committees

### a. Policy and Planning Minutes for June 4, 2019

PRESENT: Mayor Jim Mueller, Mark De Jong, Tony Bokhoven, Lynn Branderhorst, Harold Van Stryland, Bruce Schiebout, Larry Peterson  
ABSENT: None  
OTHERS: City staff and visitors

The Policy and Planning meeting began at 7:30 p.m. The first item was a discussion about the proposed amended wage scale for fiscal year (FY) 19/20. The proposed adjustment is for an across the board increase of 2.5%, effective July 1, 2019, for all employees excluding those covered by the executive pay plan, minimum wage employees, and employees in the A8 band of the pay matrix.

As background, in 2018, Council adopted the Condrey wage scale and classification structure. In order to keep the pay scale current, Condrey recommended an annual adjustment linked to the Employment Cost Index published quarterly by the United States Bureau of Labor Statistics. The percentage change from March 2018 to March 2019 was 2.5%.

The next item was a discussion about proposed health and dental plan premiums for FY 19/20.

Health Care Plan:

Below are the proposed health premiums as a result of a 10% renewal rate increase from Wellmark:

Single coverage: \$546.70 per month; family coverage: \$1,151.70 per month

Employees are currently responsible for 10% of the premium; staff recommends no change in this cost sharing responsibility.

Dental Care Plan:

As a result of a 12% renewal rate increase with MetLife, our current provider, our insurance broker secured a more enhanced plan design with Delta Dental for the following comparable premiums:

Single coverage: \$25.34 per month; family coverage: \$92.38 per month

Employees are currently responsible for 100% of the premium; staff recommends no change in this cost responsibility.

The last item was a discussion about the following proposed updates to the Personnel Policy Manual:

1. Approval of the updated job classification to reflect changes made over the last 12-months including the addition of a Telecommunications Director.
2. Eliminate the six-month waiting period for new employees to use paid time off.
3. Remove all text references to unions or collective bargaining units as well as an update to clean-up progressive discipline language to remove references to past union practice.

At the end of the discussion, staff was directed to proceed with presenting all three of the items discussed during the meeting for formal consideration at the June 18, 2019 Council meeting.

The meeting adjourned at 7:48 p.m.

Respectfully submitted:

Mandy Smith

City Clerk

## 3. Petitions and Communications

### a. Renewal of Cigarette/Tobacco/Nicotine/Vapor Permit for Dollar General #8015

BACKGROUND: Permits are required for the retail sale of all tobacco products. All current permits expire June 30, 2019 and renewals will be valid until June 30, 2020.

The following business has applied for renewal of their cigarette/tobacco/nicotine/vapor permit. Staff is recommending approval as the application and fees are in order.

Dollar General #8015                      710 Liberty Street

ATTACHMENTS:                      None

REPORT PREPARED BY:              City Clerk

REVIEWED BY:                      City Administrator

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

## D. \*PUBLIC HEARINGS – None

## E. PETITIONS & COMMUNICATIONS

### 1. Special Event Permit Request for Movie in the Park with Young Professionals.

De Jong moved to approve, seconded by Bokhoven.

On roll call the vote was:

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

NAYS: None.

Motion carried.

BACKGROUND: The Young Professionals of Pella have requested a special event permit to show a family-friendly movie in Central Park. The promoter is requesting to show the movie on the north side of the Tulip Toren. The event is proposed to occur on Friday, June 28, 2019 from 8:30 to 10:30 p.m. Set-up is requested to begin at 7:00 p.m. with take down complete no later than 11:00 p.m.

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

ATTACHMENTS:                      Application, Map, Department Comments

REPORT PREPARED BY:              City Clerk

REVIEWED BY:                      City Administrator

RECOMMENDATION:                  Approve special event permit

2. New Class C Liquor License with Outdoor Service, Sunday Sales, and Catering for Pella Golf and Country Club.

Peterson moved to approve, seconded by Bokhoven.

On roll call the vote was:

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

NAYS: None.

Motion carried.

BACKGROUND: Pella Golf and Country Club, located at 600 Elm Street, has applied for a new Class C Liquor License with outdoor service, Sunday sales, and catering privileges. As background, the applicant is requesting this license in place of their current class A liquor license, which does not allow the addition of catering privileges. This change, if approved, would allow the licensee to provide and serve alcoholic beverages at private social gatherings in a private place. The licensee must serve food with the alcoholic beverages and all food and beverages must be provided to the guests free of charge.

The term of the new license is 12 months and, if approved, would expire June 18, 2020.

The application has been completed online with the state, and staff is recommending approval.

ATTACHMENTS: Application  
REPORT PREPARED BY: City Clerk  
REVIEWED BY: City Administrator  
RECOMMENDATION: Approve license

## **F. PLANNING & ZONING ITEMS** – None

## **G. ADMINISTRATION REPORTS** – None

## **H. RESOLUTIONS**

1. Resolution No. 5981 entitled, “RESOLUTION ADOPTING ANNUAL WAGE SCALE.”

Schiebout moved to approve, seconded by Van Stryland.

On roll call the vote was:

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

NAYS: None.

Motion carried.

BACKGROUND: This resolution adopts the amended wage scale effective July 1, 2019. As background, after discussing this topic during the June 4, 2019 Policy and Planning meeting, staff was directed to place this item on a future agenda for formal consideration.

As further background, in 2018 Council adopted the wage scale and classification structure prepared by Condrey and Associates. In order to keep the pay scale current, Condrey recommended an annual market adjustment linked to the Employment Cost Index (ECI) published by the United States Bureau of Labor Statistics. The ECI is a lagging indicator which is published every quarter. Given the delay in publication, Condrey recommends utilizing the percentage change from each March. The percentage change from March 2018 to March 2019 was 2.5%.

The amended wage scale, which is included as a memo attachment, reflects an across the board increase of 2.5% for all employees excluding those covered by the executive pay plan, minimum wage employees, and employees in the A8 band of the pay matrix. Also attached is the updated classification structure indicating the position classifications.

ANNUAL COST:

The annual cost of this increase is approximately \$133,607 which includes the increased cost of the employer’s share of FICA and pensions.

In summary, staff is recommending approval of the amended wage scale effective July 1, 2019.

ATTACHMENTS: Resolution, Appendix A: Classification Structure, Appendix B: Pay Matrix  
REPORT PREPARED BY: City Administration  
REVIEWED BY: City Administrator, City Clerk  
RECOMMENDATION: Approve resolution

2. Resolution No. 5982 entitled, “RESOLUTION ADOPTING HEALTH PLAN PREMIUMS.”

Branderhorst moved to approve, seconded by Van Stryland.

On roll call the vote was:

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

NAYS: None.

Motion carried.

BACKGROUND: This resolution adopts the premiums for the City’s health care plan effective July 1, 2019. As background, after discussing this topic during the June 4, 2019 Policy and Planning meeting, staff was directed to place this item on a future agenda for formal consideration.

Due to the City’s participation in the partial self-funding model with Iowa Community Trust, which includes Wellmark providing the fully-insured plan, the City historically has effectively managed increases in health care costs.

As a result of a 10% Wellmark cost increase, staff is proposing to increase FY 19/20 premiums as follows:

- Single coverage: Increase from \$497.00 to \$546.70 per month
- Family coverage: Increase from \$1,047.00 to \$1,151.70 per month

It is important to note, employees are responsible for 10% of the premium, as outlined below:

- Single coverage: Increase from \$49.70 to \$54.67 per month
- Family coverage: Increase from \$104.70 to \$115.17 per month

In summary, staff is recommending approval of this resolution which increases health care plan premiums by 10%. If approved, these changes would be effective July 1, 2019.

ATTACHMENTS: Resolution  
REPORT PREPARED BY: City Administration  
REVIEWED BY: City Administrator, City Clerk  
RECOMMENDATION: Approve resolution

3. Resolution No. 5983 entitled, "RESOLUTION APPROVING A GROUP DENTAL INSURANCE POLICY WITH DELTA DENTAL AND ADOPTING DENTAL PLAN PREMIUMS."

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: This resolution approves a group dental insurance policy with Delta Dental effective July 1, 2019. As background, after discussing this topic during the June 4, 2019 Policy and Planning meeting, staff was directed to place this item on a future agenda for formal consideration. As further background, the City Council approves the premiums for the City's dental care plan on an annual basis. Currently, the City provides a fully-insured indemnity dental plan with MetLife; monthly premiums are \$25.39 for single and \$84.20 for family coverage. MetLife analyzed industry trends and utilization patterns and established our FY 19/20 renewal rates with a 12% increase. As a result, our insurance broker, Cottingham and Butler, sought quotes from other dental providers and secured a more enhanced plan design with Delta Dental for a comparable premium.

If approved, employees would continue to be able to choose their dentist and would not be limited to a particular network of dentists, although they would receive additional discounts if they utilized dentists participating in the Delta Dental network.

The proposed group dental plan with Delta Dental has the following premiums:

- Single coverage: \$25.34 per month
- Family coverage: \$92.38 per month

It is important to note, employees are responsible for 100% of the dental premium.

In summary, staff is recommending approval of this resolution which approves a group dental insurance policy with Delta Dental effective July 1, 2019.

ATTACHMENTS: Resolution  
REPORT PREPARED BY: City Administration  
REVIEWED BY: City Administrator, City Clerk  
RECOMMENDATION: Approve resolution

4. Resolution No. 5984 entitled, "RESOLUTION ADOPTING REVISED PERSONNEL POLICY MANUAL."

De Jong moved to approve, seconded by Peterson.

On roll call the vote was:

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

NAYS: None.

Motion carried.

BACKGROUND: This resolution adopts the updated Personnel Policy Manual effective July 1, 2019. As background, after discussing this topic during the June 4, 2019 Policy and Planning meeting, staff was directed to place this item on a future agenda for formal consideration.

The updates to the Personnel Policy Manual are included as memo attachments and outlined below:

- Approval of the updated job classification structure to reflect changes made over the last 12-months, as outlined on the attached red-lined Classification Structure. In addition, the Telecommunications Director position was added to the Executive Pay Plan.
- Eliminate the six-month waiting period for new employees to use vacation, sick time, and floating holiday; this change is recommended as a positive incentive for recruitment.
- Remove all text references to unions or collective bargaining units. As background, in July of 2018 Council adopted a revised Personnel Policy Manual to adjust for compensatory time and standby policies as a result of the Public Works and Electric Utility unions decertifying. This update is simply a clean-up item as it removes all text references to unions or collective bargaining units as well as an update to clean-up progressive discipline language to remove references to past union practice in Appendix D – Rules of Conduct.

In summary, staff is recommending approval of this resolution adopting the updated Personnel Policy Manual effective July 1, 2019.

ATTACHMENTS: Resolution, Personnel Policy Manual Updates, Appendix D - Rules of Conduct, Classification Structure, Executive Pay Plan  
REPORT PREPARED BY: City Administration  
REVIEWED BY: City Administrator, City Clerk  
RECOMMENDATION: Approve resolution

5. Resolution No. 5985 entitled, "RESOLUTION APPROVING THE FORM OF AND AUTHORIZING EXECUTION OF APPLICATION FOR VOLUNTARY ANNEXATION OF REAL ESTATE TO THE CITY OF PELLA, IOWA."

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: This resolution authorizes execution of the application for voluntary annexation for the City of Pella's soccer complex. As background, in the fiscal year 19/20 budget, Council approved the asphalt overlay of 218th Avenue from Neil Drive to the Shady Brook subdivision. This project was originally requested by the property owners in the Shady Brook subdivision and has an estimated cost of \$463,000.

In order to proceed with the project, this segment of 218th Avenue either needs to be within the City of Pella's corporate limits or the City would need to have an agreement with Marion County in which they funded the portion of the project which is in the unincorporated area of the county; approximately 24% of this segment of road is presently within the City's corporate limits.

Two adjacent property owners have signed applications to voluntarily annex into the City limits. Iowa law does not allow a city to annex territory if, by doing so, it would create an island of land that is completely surrounded by the corporate boundaries of the city. Therefore, to annex the adjacent roadway into the city limits, the City would need to annex our soccer complex and four additional properties at the same time. Below is a listing of the property that would need to be annexed, separated between consenting and non-consenting status:

Property Owner	Consenting	Non-consenting
City of Pella (Soccer Complex)	27.67 acres	
Roozeboom	6.02 acres	
Dockter	0.71 acres	
Rinsema		0.64 acres
Zhou	0.30 acres	
% consenting (with soccer complex)	97.34%	2.66%
% consenting (without soccer complex)	87.74%	12.26%

From staff's perspective, all of the above properties benefit from abutting the City of Pella. In addition, some of these property owners are currently receiving City utility services. Furthermore, if the City of Pella upgraded 218th Avenue, all of the above property owners would benefit. As a result, staff believes there is justification for annexing these properties.

In summary, staff is recommending approval of this resolution authorizing execution of the application for voluntary annexation for the City of Pella's soccer complex which is adjacent to 218th Avenue.

ATTACHMENTS: Resolution, Application, Map  
REPORT PREPARED BY: City Administration  
REVIEWED BY: City Administrator, City Clerk  
RECOMMENDATION: Approve resolution

## **I. ORDINANCES** – None

## **J. CLAIMS**

1. Abstract of Bills No. 2033.

Schiebout moved to approve, seconded by Van Stryland.

On roll call the vote was:

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

NAYS: None.

Motion carried.

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

Comments were received and addressed.

Bokhoven moved to accept a petition containing 450 signatures requesting the paving of 218<sup>th</sup> Place with HMA (asphalt) from Washington Street to St. Mary Catholic Church into the official Council record, seconded by Schiebout.

On roll call the vote was:

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

NAYS: None.

Motion carried, and the document was entered into the official Council record as petition no. 190618.

## **L. CLOSED SESSION** – None

## **M. ADJOURNMENT**

There being no further business claiming their attention, Bokhoven moved to adjourn, seconded by Schiebout.

On roll call the vote was:

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

NAYS: None.

Motion carried.

Meeting adjourned at 8:40 p.m.