



# CITY OF PELLA

## CITY COUNCIL OFFICIAL MINUTES

February 1, 2022

### **A. CALL TO ORDER BY MAYOR AND ROLL CALL**

The City Council of the City of Pella, Iowa, met in regular session at the Public Safety Complex (614 Main Street) at 6:00 p.m., Mayor Don DeWaard presiding. Council members present were: Mark De Jong, Liz Sporrer, Lynn Branderhorst, Calvin Bandstra, Dr. Spencer Carlstone, Dave Hopkins. Absent: None.

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

Four staff members and eighteen members of the general public attended in person.

One staff member and five members of the general public attended via conference call.

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

1. Approval of Tentative Agenda.

Branderhorst moved to approve, seconded by Sporrer.

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

2. Mayor DeWaard issued a proclamation commending and thanking Doug Van Gorkom for seventeen years of service as Fire Chief.

BACKGROUND: Doug Van Gorkom was first appointed to serve as the City of Pella's Fire Chief on December 21, 2004. Doug served in this role for seventeen years with his term ending on December 31, 2021. This proclamation is intended to commend and show the city's appreciation for Doug's seventeen years of service as Fire Chief within our community.

ATTACHMENTS: Proclamation

REPORT PREPARED BY: City Clerk

REVIEWED BY: City Administrator

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

No comments were received.

### **D. APPROVAL OF CONSENT AGENDA**

Bandstra moved to approve the consent agenda, seconded by Hopkins.

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

The following items were approved:

1. Approval of Minutes
  - a. Official Council Minutes for January 18, 2022
  - b. Official Council Minutes for January 25, 2022
  - c. Official Council Minutes for January 26, 2022
2. Report of Committees
  - a. Policy and Planning Minutes for January 18, 2022

PRESENT: Mayor Don DeWaard, Mark De Jong, Liz Sporrer, Lynn Branderhorst, Calvin Bandstra, Dr. Spencer Carlstone, Dave Hopkins

ABSENT: None

OTHERS: City staff and visitors

The Policy and Planning meeting began at 7:01 p.m. The first item on the agenda was an overview of the upcoming strategic planning work sessions. The purpose of the work sessions is to establish priorities and goals of the Mayor and Council through December 31, 2023. Topics discussed will include strategies on growing Pella, department proposed initiatives, significant projects, and municipal finances. Marcy Douglas with Missouri River Energy Services will facilitate the work sessions which are scheduled to begin at 5:30 p.m. on Tuesday, January 25th and at 5:30 p.m. on Wednesday, January 26th.

The next item on the agenda was a review of options for building a new performing arts center to compare to the options for upgrading the current Community Center. During the meeting, staff provided a high-level overview of the three engineering assessments that have been conducted on the current Community Center since 2019. Recently, Short Elliott Hendrickson (SEH) completed an analysis to determine the cost to build a new performing arts center. As part of this process, SEH conducted focus groups with elected officials, members of the Community Services Department, the Police Chief, the Fire Chief, and the Pella Community Ambulance Director. The focus groups generally indicated a desire to expand theater and art center operations within the community; therefore, the following performing arts center options were presented:

A. \$22.8 million 52,345 sq. ft. facility with a 1,000-seat auditorium and 16 on-site parking spaces

B. \$18.6 million 43,225 sq. ft. facility with a 500-seat auditorium and 70 on-site parking spaces

The proposed site location for the performing arts center analysis, the former Second Christian Reformed Church at 609 E. 1st Street, was generally supported by the focus groups; however, the Fire Department and Pella Community Ambulance stated a desire to have a future public safety complex located in the downtown, as outlined in the current long-term facilities plan. As a result, before this site is identified for a performing arts center, staff recommends further discussions with the public safety agencies concerning the timeline and potential locations for a future Fire/EMS facility.

In response to a question from Carlstone, Planning and Zoning Director Gerald Buydos stated that the parking requirement for auditoriums is two factored: one space for every 300 square feet and one space for every four seats. Carlstone asked if there are guidelines for auditorium size per population. Brian Bergstrom with SEH stated that the auditorium size should be based on the intended use rather than population. Council discussed auditorium sizes within neighboring communities including Knoxville, Newton, Oskaloosa, and Ottumwa. Mayor DeWaard informed those in attendance that the purpose of this analysis for a new performing arts center was to obtain cost estimates for building a new facility. Before details regarding features and uses of a potential building, or specifications for each aspect of the auditorium, are researched, Council has to make a determination on how they would like to proceed. As the purpose of this agenda item was informational in nature, the next step will be to conduct additional planning sessions regarding the city's long-term facilities plan. These work sessions will focus on fiscal impacts of the project, size and scale options for the facilities, and prioritization of the improvements. Tentatively, staff has established March 31, 2022 as the deadline to finalize the long-term facilities plan. The meeting adjourned at 8:05 p.m.

Respectfully submitted:  
Mandy Smith  
City Clerk

#### b. Civil Service Commission Minutes for July 26, 2021

Present: Marty Racheter, Commission Chair; Curtis Baugh, Commission Member; Keith VanGent, Commission Member; Shane McSheehy, Chief of Police; Marcia Slycord, Secretary to the Commission.

The purpose of the meeting was to introduce the recently appointed Commission Member. The meeting was called to order at 5:58 p.m. by Commission Chair Racheter.

The July 26, 2021 agenda was presented. Curtis Baugh made a motion to accept the agenda, seconded by Marty Racheter. All voted aye, motion approved.

The November 16, 2020 minutes were presented. Curtis Baugh made a motion to accept the minutes as presented, seconded by Marty Racheter. All voted aye, motion approved.

Keith VanGent introduced himself to the Civil Service Members.

Chief McSheehy provided a department update on the following projects: K-9 Fundraising; Grant Funding; Projects; Accreditation; Annual report; Recruitment; Training; City of Pella website police department update; Display of history in the police department.

There being no further business to come before the commission, the meeting adjourned at 6:50 p.m.

Respectfully submitted,  
Marcia Slycord  
Secretary to the Commission

#### c. Community Services Board Minutes for November 19, 2021

Present: Nathan Guess, Mike Lyons, Amanda Schwerdtfeger, Glenn Steimling

Absent: Lauri Amelse, Stephen Fyfe, Arvin Van Zante

Staff: Jeanette Vaughan, Alex Meyers, Chandler Nunnikhoven, Brenda Ross, Kevin Vos

Others: Mary Robertson

12:10pm Community Services Director Jeanette Vaughan began discussion items

Discussion Items

Aquatic Coupon Book – Vaughan discussed the introduction of a tear out ticket booklet as an alternative to a summer pass or daily entrance fee. It would be a convenient option for those that do not use the facility enough to justify purchasing a pass but allows for a slight discount. It is most often requested by grandparents that have visiting grandchildren. Cost would be \$70 for 12 tickets. Ticket must be surrendered at entrance and are good for one adult or one youth/senior. The ticket booklets would be available in a limited quantity of 250 each season. The purchase of booklets would be limited to no more than 2 per person. 12:13 Steimling and Schwerdtfeger arrive and join discussion. The booklets would be non-refundable and no refunds for lost or unused tickets. After discussion, the board agreed there should be a limited number of booklets made available for sale each season.

12:16pm Vaughan noted quorum and called the meeting to order

Minutes - Motion by Schwerdtfeger, seconded by Lyons to approve the Community Services Board Meeting minutes of October 15, 2021.

Motion carried 4-0

Aquatic Fees – Vaughan reviewed the memo provided to the Board high lighting that admission fees and pass fee adjustments need to be made to stay competitive with other facilities in Iowa with the same or similar amenities. Increase in fees would also help off-set the cost of rising labor expense. Pass fees have not been adjusted since 2014 and outdoor daily admissions fees have not been adjusted since 2017.

Vaughan summarized the proposed fee adjustments that were discussed at the October meeting.

An increase outdoor, daily entrance fee from \$7 to \$9 for individuals/adults. There would be no change to youth/senior daily entrance rates or to indoor pool daily entrance rates. Increase residential family summer passes from \$199 to \$250 with no limit on the number of family members, increase non-residential family summer passes from \$239 to \$350, increase residential individual summer passes from \$88 to \$90 and increase non-residential individual summer passes from \$106 to \$110. Vaughan reminded the Board that there would be no increase to the annual pass fees.

Lastly Vaughan reviewed the introduction of a specialty rate of \$5 for specific programs and activities. This rate would be the same for adult or youth/senior. It would include programs such as river walk, outdoor lap swim, after 5pm on weekdays, 4th of July or anytime management deems appropriate such as portions of the facility being closed due to maintenance or staffing shortages. The Board had no concerns with the proposed fees. Vaughan will request to have the fees adjusted via resolution at the next council meeting.

Newly Proposed Capital Improvement Project List

Vaughan reviewed the provided list of upcoming CIP proposed projects for the FY 2022-2026 budget as detailed in the memo provided to the Board. The following newly proposed items were discussed:

Memorial Building, Memorial Building Door, Exterior & Interior Improvements.

Aquatics: Sunshade near entrance of the facility, water heaters for the Outdoor Pool, pool vacuum.

Golf & Athletic Facilities: Ball Field Leveling, PSP Parking Lot Expansion, PSP South Restroom Expansion, PSP Equipment, Cart Path Repair Hole 18, Golf Equipment, Clubhouse Basement Improvements, Driving Range Ball Washer, Golf Irrigation Engineering, Property Fence.

Parks: Equipment, Vehicle Replacement, Electric Vehicle Charging Station, Pump Track.

The Board held discussion regarding new features versus maintenance on existing features and facilities. Overall the Board was in more support of maintaining current amenities and facilities over the construction or addition of new items. The Board also cautioned about newer projects that may be of higher maintenance such as the proposed pump track.

Steimling requested maintenance work for the Kiwanis Courts be included. Vaughan will add the project.

Current Capital Improvement Project List – Vaughan reviewed the provided list of upcoming projects currently included in the five-year capital improvement projects (CIP). The Board did not have any suggested changes to the projects currently included in the five-year CIP.

As time was running short and given the lengthy project lists the Board requested to submit their priority rankings via email. Vaughan agreed and said that an average of the Board's and Staff scores would be used to prioritize projects. Prioritization lists are due to Vaughan by Noon on November 22nd.

#### Operations Budget

Vaughan report that no significant changes are being made to the operational budget this year. However, we will be submitting supplemental requests for the following:

Increase in wages for parks and golf seasonal staff to be more competitive in our local area for summer workers.

Addition of FTE position to the Golf & Athletic Facilities Staff - Equipment Technician. This position would be responsible for general set up and repair/maintenance on all department equipment and irrigation repair/maintenance for Golf, Soccer and Pella Sports Park.

Addition of FTE position to the Parks Staff. This position would be responsible for general parks and flower bed care and maintenance, assistance with shelter house and building maintenance. The addition of Kiwanis Wonder Spelen Park and Southside Beautification Park requires additional labor hours to adequately maintain. Both the Wonder Spelen and Southside Park will be high maintenance attractions that will require more frequent cleaning and care.

Adjournment: Motion by Guess, seconded by Steimling to adjourn the Community Services Board Meeting. Motion carried 4-0 The next meeting is scheduled for Friday, January 21, 2022 at noon.

Meeting adjourned at 1:08 pm.

Respectfully submitted:

Alex Meyers

### 3. Petitions and Communications

#### a. Special Event Permit Request for ELMA Book Bash

##### i. Resolution No. 6382 entitled, "RESOLUTION TEMPORARILY CLOSING PUBLIC WAYS OR GROUNDS IN CONNECTION WITH A SPECIAL EVENT KNOWN AS ELMA BOOK BASH"

BACKGROUND: The Pella Public Library has requested a special event permit to host an Early Literacy Mentoring Association (ELMA) Book Bash on Saturday, March 26, 2022, from 9:00 to 10:00 a.m., in the library's parking lot at 603 Main Street. If approved, the event would include a drive-in story time at 9:15 a.m. and 9:40 a.m. Participants will be given a bag with activities to complete at home based on the book, How Dinosaurs Play with their Friends.

A resolution is included with this request that closes 23 parking spaces on the north end of the library's parking lot, as shown on the attached map, during this event.

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

ATTACHMENTS: Resolution, Application with Map, Department Comments

REPORT PREPARED BY: City Clerk

REVIEWED BY: City Administrator

RECOMMENDATION: Approve special event permit and resolution

## E. RESOLUTIONS

### 1. Resolution No. 6383 entitled, "RESOLUTION SETTING A DATE FOR A PUBLIC HEARING ON THE MAXIMUM PROPERTY TAX DOLLAR COLLECTION AND MAXIMUM LEVY RATE FOR FISCAL YEAR 2022-2023."

De Jong moved to approve, seconded by Branderhorst.

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

BACKGROUND: This resolution establishes the public hearing date of February 15, 2022 to approve the total maximum property tax collections. As background, senate file 634 requires municipalities to determine the maximum amount of taxes that they will certify to be levied as property taxes from certain levies in the upcoming fiscal year. As part of the process, cities are required to hold a public hearing and consider public input prior to formal consideration.

The attached notice will be published in the Des Moines Register prior to the February 15th public hearing date. This notice sets the maximum tax rate as \$10.02601 per \$1,000 of assessed valuation for all non-debt service-related levies. Inclusion of the debt service levy of .17399 brings the total levy amount to \$10.20, which would continue this levy rate for the 21st consecutive year. Alternatively, Council could elect to lower the tax rate and reduce the amount of collected property tax if desired, which would be addressed as part of the budget process.

In summary, state law requires cities to hold a public hearing to set the maximum property tax rate. This resolution establishes the public hearing date of February 15, 2022 and sets the maximum levy rate as \$10.02601 per \$1,000 of assessed valuation for all non-debt-service-related levies.

ATTACHMENTS: Resolution, Public Notice

REPORT PREPARED BY: Finance Director

REVIEWED BY: City Administrator, City Clerk

RECOMMENDATION: Approve resolution

### 2. Resolution No. 6384 entitled, "RESOLUTION APPROVING CHANGE ORDER NO. 1, CHANGE ORDER NO. 2 (FINAL QUANTITY ADJUSTMENT), AND ACCEPTING THE PUBLIC IMPROVEMENTS FOR THE EAST INTERCHANGE INFRASTRUCTURE IMPROVEMENTS – 250<sup>TH</sup> AVENUE IMPROVEMENTS PROJECT."

De Jong moved to approve, seconded by Sporrer.

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

BACKGROUND: This resolution approves change order no. 1, change order no. 2 (final quantity adjustment and miscellaneous items), and accepts the public improvements for the East Interchange Infrastructure Improvements – 250th Avenue Improvements project. As background, Council approved a construction contract for this project with Wicks Construction on June 15, 2021. This project consisted of the following: labor, material, and equipment to install concrete pavement, grading, modified subbase, granular shoulder, surface restoration, and miscellaneous associated work, including cleanup.

Change Order No. 1

Change order no. 1 increases the construction contract for the following items:

Extended 18" to avoid electric	\$1,672.00
Added area to mulch	900.00
Added area to seed and fertilize	3,600.00
Hand pour temporary entrance	2,500.00
Total change order no. 1	<u>\$8,672.00</u>

Change Order No. 2 (Final Quantity Adjustment)

Change order no. 2 increases the construction contract due to the following final quantity adjustments:

Removal of storm sewer pipe	\$1,040.00
Storm sewer gravity main	75.00
Mulch	70.00
Seed and fertilize	<u>2,800.00</u>
Total change order no. 2	<u>\$4,615.00</u>

Contract Summary

If approved, below is an updated contract summary:

Original contract	\$282,307.50
Change order no. 1	8,672.00
Change order no. 2	<u>4,615.00</u>
Final contract amount	<u>\$295,594.50</u>

Acceptance of Project: The project engineer, Veenstra & Kimm, is recommending acceptance of the project and believes the project was completed in accordance with the approved plans and specifications. Staff is in agreement with the engineer's opinion; therefore, staff is recommending approval of this resolution approving change order no. 1, change order no. 2 (final quantity adjustment), and accepting public improvements constructed by Wicks Construction. In addition, this resolution gives the Mayor authority to sign the Iowa DOT Certificate of Completion and Final Acceptance of Agreement Work.

If approved, the retainage amount of \$14,779.73 will be held for 30 days.

ATTACHMENTS: Resolution, Engineer's Acceptance Letter, Change Order No. 1 and No. 2  
IDOT Certificate of Completion and Final Acceptance of Agreement Work

REPORT PREPARED BY: Public Works Department  
REPORT REVIEWED BY: City Administrator, City Clerk  
RECOMMENDED ACTION: Approve resolution

3. Resolution No. 6385 entitled, "RESOLUTION APPROVING CHANGE ORDER NO. 1 (FINAL QUANTITY ADJUSTMENT AND MISCELLANEOUS ITEMS) AND ACCEPTING THE PUBLIC IMPROVEMENTS FOR THE EAST INTERCHANGE INFRASTRUCTURE IMPROVEMENTS (WATER MAIN AND FORCE MAIN)."

Hopkins moved to approve, seconded by De Jong.

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

BACKGROUND: This resolution approves change order no. 1 (final quantity adjustment and miscellaneous items) and accepts the public improvements for the East Interchange Infrastructure Improvements (Water Main and Force Main) project. Council approved a construction contract for this project with Thorpe Water Development on September 1, 2020.

As background, this project consisted of all labor, material, and equipment to install:

- Approximately 2,360 linear feet of 12-inch water main in open cut
- 655 linear feet of 12-inch water main directionally bored in place
- 4,650 linear feet of 6-inch PVC force main in open cut
- 2,100 linear feet of 6-inch PVC force main directionally bored in place
- Connections to existing water main
- Hydrant assemblies and valves
- Pavement removal and replacement
- Surface restoration
- Miscellaneous associated work, including cleanup

The force main construction is located along East Oskaloosa Street from 240th Street to 250th Street and extending south on 250th Street to south of Highway 163. The water main construction is located along East Oskaloosa Street from Baseline Drive to 250th Street and extending south on 250th Street to south of Highway 163.

Change Order No. 1

Change order no. 1 increases the contract by \$54,250.00 as a result of the Iowa Department of Transportation requiring pipes located inside their right of way, totaling 250 linear feet, to be bored in casing pipe. This requirement was unknown at the time of the bid letting and award of contract.

Contract Summary

If approved, below is an updated contract summary:

Original contract	\$699,148.00
Change order no. 1	<u>54,250.00</u>
Final contract amount	<u>\$753,398.00</u>

Acceptance of Project: The project engineer, Veenstra & Kimm, is recommending acceptance of the project and believes the project was completed in accordance with the approved plans and specifications. Staff is in agreement with the engineer's opinion; therefore, staff is recommending approval of this resolution approving change order no. 1 and accepting public improvements constructed by Thorpe Water Development.

If approved, the retainage amount of \$37,669.90 will be held for 30 days.

ATTACHMENTS: Resolution, Engineer's Acceptance Letter, Change Order No. 1  
REPORT PREPARED BY: Public Works Department  
REPORT REVIEWED BY: City Administrator, City Clerk  
RECOMMENDED ACTION: Approve resolution

4. Resolution No. 6386 entitled, "RESOLUTION APPROVING CHANGE ORDER NO. 1 TO THE CONSTRUCTION CONTRACT WITH EDGE COMMERCIAL FOR THE TELECOMMUNICATIONS BUILDING PROJECT."

Branderhorst moved to approve, seconded by Hopkins

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

BACKGROUND: These resolutions approve change order no. 1 and accept the Telecommunications Building project. As background, Council awarded the contract for this project to Edge Commercial on April 21, 2020. This project consisted of all labor, materials, and equipment necessary to construct this facility which includes a combination of office space, data center, and indoor storage space for use by the Telecommunications and Electric Utilities. The facility is located near the corner of south Prairie and Truman Road, south of the current electric utility facility.

Agenda Item E-4: Resolution No. 6386 Approving Change Order No. 1

This resolution approves change order no. 1 in the amount of \$26,564.20 to account for updates and changes requested during construction, as outlined below:

Change four interior doors from steel to wood	\$1,702.00
Revise hardware function for a door to electrified lock	\$1,924.00
Add interior window to office for supervising tech area	\$1,383.00
Add interior window to office for monitoring network	\$2,377.00
Add dry erase wall coating to office	\$12,972.00
Add power pole to tech workspaces	\$969.00
Add conduit to overhead doors for sensors	\$3,474.00
Revise vehicle gate to 30' width	\$1,763.20

In considering this item, it is also important to note that the revised final contract of \$2,519,464.20 is still well below the engineer's original project cost estimate of \$3,251,990.20.

If approved, listed below is a summary of the final contract:

Original construction contract	\$2,492,900.00
Change Order No. 1	<u>26,564.20</u>
Revised construction contract	<u>\$2,519,464.20</u>

Agenda Item E-5: Resolution No. 6387 Accepting Project

The project engineer, SEH, is recommending acceptance of the project and believes it was completed in accordance with the approved plans and specifications. Staff is in agreement with the engineer's opinion.

In summary, staff recommends approval of both resolutions approving change order no. 1 and accepting the Telecommunications Building project public improvements constructed by Edge Commercial.

ATTACHMENTS: Resolution No. 6386, Change Order No. 1, Resolution No. 6387, Certificate of Final Completion

REPORT PREPARED BY: Electric Director, Telecommunications Director

REPORT REVIEWED BY: City Administrator, City Clerk

RECOMMENDED ACTION: Approve resolutions

5. Resolution No. 6387 entitled, "RESOLUTION ACCEPTING THE TELECOMMUNICATIONS BUILDING PROJECT."

Branderhorst moved to approve, seconded by Hopkins.

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

#### **F. CLAIMS**

1. Abstract of Bills No. 2096.

Branderhorst moved to approve, seconded by De Jong.

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

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

Comments were received and addressed.

#### **H. POLICY AND PLANNING**

From 6:30 p.m. to 7:09 p.m., Council adjourned to the Policy and Planning meeting to hold a discussion regarding the following items, with no formal Council action taken:

1. Review of Peddler Permit Requirements
2. Designation of the City of Pella's Official Newspaper for 2022

#### **I. CLOSED SESSION**

1. At 7:12 p.m., De Jong moved to enter into closed session pursuant to Iowa Code Chapter 21.5 1(j) to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property, seconded by Branderhorst.

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

Council reconvened to open session at 7:45 p.m.

No action was taken regarding this closed session.

#### **J. ADJOURNMENT**

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

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

Meeting adjourned at 7:46 p.m.