



CITY OF PELLA

CITY COUNCIL OFFICIAL MINUTES

April 18, 2023

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 (via phone from 6:11 p.m. to 6:45 p.m.), Liz Sporrer (via phone from 6:00 p.m. to 6:55 p.m.), Lynn Branderhorst, Calvin Bandstra, Dr. Spencer Carlstone, Dave Hopkins. Absent: None.

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

Fourteen staff members and twenty-five members of the general public attended in person.

Nine members of the general public attended via conference call.

B. MAYOR'S COMMENTS

1. Approval of Tentative Agenda.

Hopkins moved to approve, seconded by Carlstone.

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

2. Certified List of Police Sergeant Candidates.

Bandstra moved to approve, seconded by Branderhorst.

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

BACKGROUND: The Pella Civil Service Commission has certified the following three candidates, listed in alphabetical order, for the position of Police Sergeant:

Hunter Boertje	Knoxville, IA
Bryce Doane	Sully, IA
Kody Roos	New Sharon, IA

Staff is recommending acceptance of the certified list.

ATTACHMENTS: None

REPORT PREPARED BY: Marcia Slycord, Clerk of the Pella Civil Service Commission

REVIEWED BY: City Administrator, City Clerk

RECOMMENDATION: Accept the Pella Civil Service Commission's certified list

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

Three comments were received.

De Jong joined via phone at 6:11 p.m.

D. APPROVAL OF CONSENT AGENDA

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

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 April 4, 2023
2. Report of Committees
 - a. Civil Service Commission Minutes for January 16, 2023

Present: Marty Racheter, Commission Chair; Curtis Baugh, Commission Member; Nathan Wolff, Commission Member; Stacey Bone, City of Pella Personnel Officer; Marcia Slycord, Secretary to the Commission and Police Administrative Services Manager; Paul Haase, Captain, Pella Police Department.

The meeting was called to order at 6:02 p.m. by Commission Chair Racheter.

Wolff moved to accept the January 16, 2023, agenda as presented, seconded by Baugh. All members voted aye; motion approved.

Wolff moved to accept the October 27, 2022, minutes as presented, seconded by Baugh. All members voted aye; motion approved.

At 6:03 p.m., Wolff moved to enter closed session pursuant to Iowa Code Chapter 21.5 1(i) to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session, seconded by Baugh. All members voted aye; motion approved.

Commission reconvened to open session at 7:34 p.m.

Two police officer candidates were certified:

Victor Garcia Sanchez, Ankeny, IA
Hunter Embray, Knoxville, IA

There being no further business to come before the commission, the meeting adjourned at 7:42 p.m.

Respectfully submitted,

Marcia Slycord, Secretary to the Commission

b. Board of Adjustment Minutes for February 20, 2023

Chairperson Westra called the Board of Adjustment to order at 6:00 p.m. in the Public Safety Complex. Members present were: Kristi Kious, Jaci Nunnikhoven, Susan Reiter, Lyle Vander Meiden, Mike Vander Wert, and Corey Westra; absent: Larry Lautenbach and Vince Nossaman. Staff present: Planning and Zoning Director Gerald Buydos, Zoning Analyst Jared Parker, and the Deputy City Clerk. Three members of the public attended the meeting.

CHAIRPERSON'S COMMENTS: Approval of the Tentative Agenda. Motion by Nunnikhoven, second by Reiter to approve the tentative agenda. Motion carried 6-0.

APPROVAL OF MINUTES: Motion by Vander Wert, second by Nunnikhoven to approve the minutes from October 25, 2022. Motion carried 6-0.

PUBLIC HEARINGS: Consider a Variance Request from Jeff Dingeman to Reduce the Rear Yard Setbacks of the Property Located at 1301 W. 12th St. to Construct Business Suites. The public hearing for this item was never opened. Two Board members, Nunnikhoven and Reiter, stated they would be abstaining from discussion on this item, due to conflicts of interest. A notice of public hearing for this item will be republished for the next Board meeting, scheduled for March 20, 2023. Westra asked that it be stressed to the Board that it is important that all of the Board members be present, as there will be two abstentions. If necessary, a special meeting will be scheduled so that all Board members can attend.

OTHER BUSINESS: Election of Chair and Vice-Chair for 2023. On an annual basis, the Board of Adjustment is required to select a Chair and Vice-Chair from its membership. All members are eligible to serve in these roles. The primary role of the Chair is to conduct the Board of Adjustment meetings in accordance with the Board of Adjustment's Procedural Rules. In the absence of the Chair, the Vice-Chair will serve as the Chair during the Board of Adjustment meetings. In addition to the above responsibilities, both positions will serve in a liaison role for staff. Westra is the existing Chair and Nunnikhoven is the existing Vice-Chair. Both positions are held for one year. Westra was re-elected Chair and Nunnikhoven was re-elected Vice-Chair for 2023.

Work Session to Review the Board of Adjustment Procedural Rules: The City of Pella Board of Adjustment Procedural Rules govern the conduct of the Board. As the rules have not been amended since their adoption in 2008, staff asked the Board to review them for familiarity and to determine whether any changes should be made. Upon review, the Board found that no changes to the Procedural Rules were necessary.

Next Meeting Date: The next meeting is scheduled for March 20, 2023.

Adjourned at 6:23 p.m.

c. Planning and Zoning Commission Minutes for February 27, 2023

Planning and Zoning Director Gerald Buydos called the Planning and Zoning Commission to order at 6:00 p.m. in the Public Safety Complex. Motion by Visser, second by Vande Noord, that Cathy Hausteine serve as temporary chair due to the absence of the chair and vice-chair. Motion carried 6-0.

Members present were: Sarah Buchheit, Julio Chiarella, Cathy Hausteine, Tom Johnson, Marc Vande Noord, and Ann Visser; absent: Joe Canfield and Teri Vos. Staff present: Buydos, Zoning Analyst Jared Parker, Local Programming Coordinator Monte Goodyk, and the Deputy City Clerk. Five members of the public were present.

APPROVAL OF TENTATIVE AGENDA: Motion by Visser, second by Buchheit to approve the tentative agenda. Motion carried 6-0.

APPROVAL OF MINUTES: Motion by Johnson, second by Chiarella to approve the minutes of the January 23, 2023 meeting. Motion carried 6-0.

NEW BUSINESS PROPOSED:

Consider a Site Plan Application, Submitted by Vermeer Corporation, for the Plant 3 ½ Renovation and Paving. Vermeer Corporation submitted a site plan application to carry out the Plant 3 ½ renovation and provide parking. The location of the proposed 14,940-square-foot building is on the internal campus and will include approximately 10,500 square feet of paving near Plant 3 ½ and an approximately 3,300-square-foot parking area by the Training Center.

Chapter 165.36(F)(3) requires the proposed site plan to conform to the City's Comprehensive Plan. The Future Land Use Map of the Comprehensive Plan identifies this site for "General Industrial" land uses. Staff believes the proposal meets the community's goals listed in the Comprehensive Plan and complies with the Future Land Use Map. Staff believes the proposed site plan meets the requirements of the City's zoning code and is consistent with the City's Comprehensive Plan. Therefore, staff recommended the site plan be approved as submitted.

In response to a question from Chiarella, Zoning Analyst Jared Parker explained that the City of Pella Fire Chief reviewed the site plan and had no comments to provide.

Motion by Visser, second by Vande Noord to approve the site plan as submitted. Motion carried 6-0.

Consider a Preliminary Plat Application, Submitted by Artisanal LLC, for the Triangle Properties Subdivision, Located at 2610 Washington St.

Artisanal, LLC submitted a preliminary plat to create two parcels along Washington Street. The 2.5-acre site, located at 2610 Washington St., is currently developed and is zoned Community Commercial (CC). The applicant wishes to subdivide and create two separate parcels. One parcel has an existing structure on it and one parcel will be vacant.

Chapter 170.06.2 tasks the Planning and Zoning Commission to review the proposed preliminary plat for conformance with the City's Comprehensive Plan. The Comprehensive Plan's Future Land Use Map identifies this site as Commercial/Mixed Use. The existing use complies with this designation and the Comprehensive Plan.

The proposed preliminary plat satisfies pertinent City Code and is consistent with the Comprehensive Plan. Staff recommended approval of the preliminary plat as submitted.

Motion by Chiarella, second by Visser to approve the preliminary plat as submitted. Motion carried 6-0.

Next Meeting Date: The next regular Planning and Zoning Commission meeting is scheduled for March 27, 2023.

Visser asked whether any of the vacancies on the Commission have been filled. Buydos reported that one applicant will be considered for appointment at the City Council meeting scheduled for March 7, 2023 to fill the seat vacated by Robin Pfalzgraf.

Adjourned at 6:15 p.m.

3. Petitions and Communications

a. Renewal of Class C Retail Alcohol License with Outdoor Service for In't Veld's Enterprises

BACKGROUND: In't Veld's Enterprises, Inc., located at 820-822 Main Street, has applied for renewal of their class C retail alcohol license with outdoor service. The term of the new license is 12 months and, if approved, would expire on April 30, 2024.

The application has been completed online with the state. Staff is recommending approval.

ATTACHMENTS: None

REPORT PREPARED BY: City Clerk

REVIEWED BY: City Administrator

RECOMMENDATION: Approve liquor license renewal

b. Renewal of Class E Retail Alcohol License and Approval to Enroll in the Automatic Renewal Program for Casey's General Store #2598

BACKGROUND: Casey's Marketing Company, DBA Casey's General Store #2598 located at 414 S Clark Street, has applied for renewal of their class E retail alcohol license. The term of the new license is 12 months and, if approved, would expire on June 7, 2024.

Additionally, the applicant is requesting to enroll in the automatic renewal program. As background, pursuant to Iowa Code sections 123.35(2), 123.35(3), and 123.35(4), the Iowa Alcoholic Beverages Division (ABD) began offering an automatic renewal program to class E retail alcohol license holders effective January 1, 2023. Class E retail alcohol licenses are most typically held by grocery, liquor, and convenience stores and allow for the sale of alcoholic liquor for off-premises consumption in original unopened containers. If an applicant chooses to enroll in this program, they can automatically renew their license annually without local authority approval. It is important to note that there are a variety of situations in which applicants would be unenrolled from the automatic renewal program including a suspended/revoked license, civil penalty, pending administrative proceeding, and if the local authority notifies the ABD that the automatic renewal should not occur as further review of the business or premises is warranted.

The application has been completed online with the state, and staff is recommending approval of both the renewal and enrollment in the automatic renewal program.

ATTACHMENTS: None
REPORT PREPARED BY: City Clerk
REVIEWED BY: City Administrator
RECOMMENDATION: Approve renewal of the alcohol license and enrollment in the automatic renewal program

c. Special Event Permit Request for The Cellar Peanut Pub Tulip Time

BACKGROUND: The Cellar Peanut Pub, located at 629 Franklin Street, has applied for a special event permit to extend their outdoor service area to provide additional outdoor seating during Tulip Time. This application is consistent with requests from the applicant for previous Tulip Time events. The applicant is requesting to have this outdoor area open beginning at 10:00 a.m. on Monday, May 1, 2023 through midnight on Sunday, May 7, 2023.

Extension of the Outdoor Service Area: The Cellar Peanut Pub currently has an approved outdoor service area that extends from their garage south approximately 10 feet. The applicant is requesting to temporarily extend this outdoor service area further south to the alleyway, as shown on the attached map, during this event. It should be noted that this location is city-owned property; therefore, this special event permit would need to be approved in order to accommodate the request.

Fencing: Consistent with their 2022 event, the promoter is proposing to utilize a portable three-foot-tall fence to fully enclose the outdoor service area, meeting requirements of the Iowa Alcoholic Beverages Division.

All pertinent city departments have reviewed this application and comments are attached. The special event permit fee and certificate of insurance have been received. Additionally, the Tulip Time Steering Committee has provided a letter, which is included as a memo attachment, expressing their support of this special event. Staff recommends conditional approval of this special event permit contingent upon Council approval of a temporary liquor license outdoor service extension (agenda item D-3-d).

ATTACHMENTS: Application, Map, Letter from Tulip Time Steering Committee, Department Comments
REPORT PREPARED BY: City Clerk
REVIEWED BY: City Administrator
RECOMMENDATION: Conditional approval of the special event permit as outlined

d. Temporary Outdoor Service Extension on a Class C Retail Alcohol License for The Cellar Peanut Pub

BACKGROUND: The Cellar Peanut Pub, located at 629 Franklin Street, has applied for a temporary outdoor service extension on their class C retail alcohol license starting May 1, 2023 through May 7, 2023. The purpose of this request is to allow additional space to accommodate an increase in customers during Tulip Time.

As background, the State of Iowa Alcoholic Beverages Division (ABD) requires that an outdoor service area must be a designated area adjacent to the licensed premises. The Cellar Peanut Pub currently has an approved outdoor service area that extends from their garage south approximately 10 feet. The applicant is requesting to temporarily extend this outdoor service area further south to the alleyway, as shown on the attached map. This area would be enclosed with a temporary three-foot-tall fence, which meets ABD requirements. Patrons wishing to sit outside must walk through already established and staffed entrances to access the outdoor service area. It should be noted that this temporary outdoor service extension is located on city-owned property; therefore, a special event permit would also need to be approved to accommodate this request.

The application has been completed online with the state. Staff recommends conditional approval of this temporary outdoor service extension upon approval of a special event permit (agenda item D-3-c).

ATTACHMENTS: Map
REPORT PREPARED BY: City Clerk
REVIEWED BY: City Administrator
RECOMMENDATION: Conditional approval of the temporary outdoor service extension as outlined

e. Temporary Outdoor Service Extension on a Class C Retail Alcohol License for Nederlanders Tap & Golf

BACKGROUND: Nederlanders Tap & Golf, located at 514 ½ Main Street, has applied for a temporary outdoor service extension on their class C retail alcohol license starting May 3, 2023 through May 9, 2023. The purpose of this request is to allow more outdoor space to accommodate an increase in customers during Tulip Time.

As background, the State of Iowa Alcoholic Beverages Division (ABD) requires that an outdoor service area must be a designated area adjacent to the licensed premises. Nederlanders currently has an approved 31-foot by 16-foot outdoor service area that extends to the north of their facility. The applicant is requesting to temporarily extend this outdoor service area to a 56-foot by 25-foot space, as shown on the attached map. It is important to note that this request is consistent with the applicant's request which was approved by the City Council during the 2021 and 2022 Tulip Time festivals. If approved, this area would be enclosed with the same fence that is currently used in the applicant's approved outdoor service area, meeting ABD requirements.

The application for the temporary outdoor service extension starting May 3, 2023 through May 9, 2023 has been completed online with the state. Staff is recommending approval.

ATTACHMENTS: Map of Current Outdoor Service Area, Map of Requested Extension
REPORT PREPARED BY: City Clerk
REVIEWED BY: City Administrator
RECOMMENDATION: Approve outdoor service extension for May 3, 2023 through May 9, 2023

4. Requesting Council to set May 16th as the Public Hearing for Approval of FY 22-23 Budget Amendment #1
 BACKGROUND: Staff requests permission to set May 16, 2023 as the public hearing date for amending the fiscal year 22-23 budget. The reason for the amendment is to adjust timing differences for capital improvement projects and to adjust accounts that may be over or underfunded. All adjustments will be covered by additional revenues or existing funds; therefore, there will not be an increase in taxes or fees as a result of the amendment.
- ATTACHMENTS: None
 REPORT PREPARED BY: City Administration
 REVIEWED BY: City Administrator, City Clerk
 RECOMMENDATION: Set May 16, 2023 as the Public Hearing Date for Amending the FY 22-23 Budget

E. PUBLIC HEARING

- 1a. Public Hearing on Adoption of the Fiscal Year 23-24 Budget.
 No written or oral comments were received from members of the public.
 Hopkins moved to close the public hearing, seconded by Bandstra.
 On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

BACKGROUND: This resolution approves the City of Pella’s proposed budget for fiscal year (FY) 23-24, which begins on July 1, 2023 and extends through June 30, 2024. The FY 23-24 budget includes recommendations received during the work sessions held with Council in March. Listed below are highlights of the proposed budget:

- The proposed FY 23-24 budget includes a decrease in reserves of \$511,150. This is a planned drawdown of fund balance and attributed to funding one-time capital expenditures.
- For the 22nd consecutive year, the city’s property tax rate is proposed to be maintained at \$10.20. The city has one of the lowest tax rates in the State of Iowa. Furthermore, the city’s ability to maintain a consistent tax rate is directly attributed to the excellent financial stewardship the Mayor and Council have exhibited over the last several years.
- The proposed budget includes a 7% increase in water rates which is necessary to maintain an adequate capital improvement program for the utility. The proposed budget maintains all other utility rates.
- The proposed budget includes an increase of 21.7% in compensation and benefits which is mainly attributed to the following:
 - Approximately half of this increase is attributed to the Pella Ambulance being included in the FY 23-24 budget. In comparison, the FY 22-23 budget did not include personnel costs for the Pella Ambulance.
 - In FY 23-24, the City of Pella will be operating the Bos Landen clubhouse which was previously operated by a contractor. As a result, there are additional expenditures included in the FY 23-24 budget for clubhouse operations.
 - The FY 23-24 budget includes a 4.8% cost of living adjustment for city employees which is significantly higher than previous years.
 - Health insurance costs for city employees are projected to increase by 10%.
- The proposed FY 23-24 budget includes new personnel for the following departments: Electric, Telecommunications, Pella Ambulance, and Community Services. An evaluation of service levels was made by City Administration, and we believe the adjustments are warranted.
- The proposed budget includes the operations of the Pella Ambulance. For FY 23-24, the ambulance is projected to have an operating deficit of \$641,000. Staff believes it is important to review the ambulance’s service territory as the city incurs a significant cost to provide ambulance services to entities outside of Pella. Furthermore, these government entities benefiting from the city’s ambulance services should be paying fees to cover the cost of the service.
- The projected increase of 33.95% in capital improvements is attributed to \$6.1 million budgeted for the planned improvements to the Community Center and construction of the indoor recreation center.

The proposed FY 23-24 budget book is on file at the Public Library and City Hall for public review.

ATTACHMENTS: Resolution, Summary of FY 23-24 Budget, Budget Estimate
 REPORT PREPARED BY: City Administration
 REVIEWED BY: City Administrator, City Clerk
 RECOMMENDATION: Approve resolution

- 1b. Resolution No. 6575 entitled, “RESOLUTION ADOPTING THE FISCAL YEAR 2023-2024 ANNUAL BUDGET.”
 Bandstra moved to approve, seconded by Carlstone.
 On roll call the vote was:
 AYES: 5 (Bandstra, Carlstone, Hopkins, Sporrer, De Jong)
 NAYS: 1 (Branderhorst)
 Motion carried.

F. PETITIONS & COMMUNICATIONS

- 1a. Special Event Permit Request for the 2023 Tulip Time Festival.
 Branderhorst moved to approve, seconded by Hopkins.
 On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

BACKGROUND: The Pella Historical Society and the Pella Tulip Time Steering Committee are requesting a special event permit for the 2023 Tulip Time Festival scheduled for May 4 through May 6, 2023. If approved, set-up is requested to begin on May 2nd at 5:00 p.m. with take down complete by May 9th at noon.

A resolution outlining the street closures for the event is included with this request. It is important to note that the requested street closures, which are outlined below and shown on the attached map, are consistent with those approved for previous Tulip Time events.

Streets/Alleys permanently closed during the event include the following:

- Broadway Street from Washington to Liberty
- Main Street from Washington to Liberty
- East 1st Street from the alley north of Franklin to the alley south of Franklin
- East 2nd Street from the alley north of Franklin to Liberty
- Franklin Street from West 2nd to East 3rd
- Oost Poort Alley from Main to East 1st
- Alley between Franklin and Liberty extending from Main to East 2nd

- Alley west of the Pella Public Library (between Main and Broadway) from Liberty to Union
- Liberty Street from West 3rd to West 2nd
- West 2nd Street from Franklin to Liberty
- Independence Street from Main to East 3rd (parade staging area)
- East 1st Street from Union to Independence (parade staging area)
- East 2nd Street from Union to Independence (parade staging area)

Streets temporarily closed for parade or traffic congestion include the following:

- Washington Street from Broadway to Main
- Main Street from Liberty to University

West Market Park: Closure of West Market Park between the hours of 9:00 p.m. and 6:00 a.m. starting Wednesday, May 4 through Sunday, May 8 as a security measure for vendor inventory.

Fireworks: The promoter is requesting to hold a fireworks display on Friday, May 5th at approximately 9:00 p.m. The vendor, J & M Displays, is the same vendor used for the 4th of July fireworks. The fireworks are scheduled to be launched from a gravel road located near the Central College practice fields. This location has been approved by Central College and is consistent with the location of the fireworks show during previous Tulip Time Festivals. The promoter is also requesting a rain date of Saturday, May 6th for the fireworks portion of this event.

All pertinent city departments have reviewed this application and comments are attached. The fee and insurance certificate have been received. Staff is recommending approval.

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. 6576 entitled, "RESOLUTION TEMPORARILY CLOSING PUBLIC WAYS OR GROUNDS IN CONNECTION WITH A SPECIAL EVENT KNOWN AS 2023 TULIP TIME FESTIVAL."
 Bandstra moved to approve, seconded by Hopkins.
 On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

De Jong disconnected from the phone at 6:45 p.m.

- 2a. Special Event Permit Request for the 2023 Farmers' Market.
 Branderhorst moved to approve, seconded by Carlstone.
 On roll call the vote was: AYES: 5, NAYS: None. Motion carried.
 BACKGROUND: The Pella Farmers' Market has requested a special event permit to operate their 2023 market near Central Park, as shown on the attached map. As background, in 2022 and 2021, the Farmers' Market operated on the east side of Central Park. The promoter is requesting to expand to also include the north side of Central Park for the 2023 market.
 The Farmers' Market is a weekly event that is requested to operate every Thursday starting April 27th to October 26th, with the exception of May 4th due to Tulip Time. The market is scheduled to operate from 4:00 to 7:00 p.m. with set-up beginning at 3:00 p.m. and take down ending by 9:00 p.m.

A resolution is included with this request closing the following parking spaces from 3:00 to 9:00 p.m. during each weekly event:

- All parking spaces on the west side of Main Street, from Washington to Franklin
- All parking spaces on the south side of Washington Street, from Broadway to Main

The purpose for these parking space closures is to allow the vendors to park close to their stands for ease of unloading their food and products as well as for food trucks to park for ease of access for customers.

All pertinent city departments have reviewed this application and comments are attached. The fee and insurance certificate have been received. Staff is recommending approval of this special event permit and associated parking space closure resolution.

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. 6577 entitled, "RESOLUTION TEMPORARILY CLOSING PUBLIC WAYS OR GROUNDS IN CONNECTION WITH A SPECIAL EVENT KNOWN AS 2023 FARMERS' MARKET."
 Hopkins moved to approve, seconded by Carlstone.
 On roll call the vote was: AYES: 5, NAYS: None. Motion carried.

3. Reschedule the Regular Council Meeting on July 4, 2023 to July 5, 2023.
 Carlstone moved to approve, seconded by Hopkins.
 On roll call the vote was: AYES: 5, NAYS: None. Motion carried.

BACKGROUND: In order to avoid a conflict with the Independence Day holiday, staff requests that the regular Council meeting scheduled for Tuesday, July 4, 2023, be rescheduled to Wednesday, July 5, 2023, at 6:00 p.m.

ATTACHMENTS: None
 REPORT PREPARED BY: City Clerk
 REVIEWED BY: City Administrator
 RECOMMENDATION: Reschedule the Council meeting on July 4, 2023 to July 5, 2023

4. New Commercial Garbage Hauler License for J. Pettiecord, Inc.
 Bandstra moved to approve, seconded by Hopkins.
 On roll call the vote was: AYES: 5, NAYS: None. Motion carried.
 BACKGROUND: J. Pettiecord, Inc., at 1200 Prairie Drive SW in Bondurant, Iowa, has applied for a new commercial garbage hauler license. As background, the company is applying for this license for the purpose of hauling mulch, rubble, and demolition debris. Under the City of Pella's 28E Agreement with the Marion County landfill, all garbage/waste collected in Pella must be disposed of at the Marion County landfill except for items declared recyclable, and the applicant has acknowledged this requirement.

The term of the new license is 12 months and, if approved, would expire April 18, 2024.

The application, fee, and certificate of insurance have been received from the applicant; therefore, staff is recommending approval of this commercial garbage hauler license.

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

G. RESOLUTIONS

1. Resolution No. 6578 entitled, "RESOLUTION ORDERING CONSTRUCTION OF THE IDAHO DRIVE ELECTRIC DISTRIBUTION CONVERSION, AND FIXING A DATE FOR HEARING THEREON AND TAKING OF BIDS THEREFOR."

Branderhorst moved to approve, seconded by Hopkins.

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

BACKGROUND: This resolution establishes June 6, 2023 as the public hearing date and authorizes staff to seek bids for the Idaho Drive Underground Conversion project. The City of Pella has a proud tradition of electric reliability and resiliency. Now that our electrical infrastructure is 95% underground, the utility is prepared to move the ongoing project closer to 100%. The overhead 12.47 kV distribution line running along Idaho Drive from the city's Water Treatment Plant to the city's clear wells just downstream of the Howell Station Campground was rebuilt in the early 1990s. This infrastructure will reach the end of its useful life in the latter half of this decade. The scope of this project encompasses the installation of conduit from the Water Treatment Plant to just beyond the Bos Landen Subdivision.

This project consists of installation of underground conduit and owner furnished box pads and pull boxes for the electrical distribution system. The city's distribution crew workers will follow up with the installation of 12.47 kV electrical cable, splices, and transformers after the contractor's portion of the project is complete. Bids for these materials will be let at a later date.

If approved, the proposed timeline for the project is:

Bid opening	May 17, 2023
Award contract	June 6, 2023
Estimated construction start	June 7, 2023
Substantial completion	June 30, 2024
Ready for final payment	August 6, 2024

The Engineer's estimated construction cost for the Idaho Drive Underground Conversion project is between \$680,000 and \$720,000. Due to the volatile nature of metals and transformer procurement, city-installed materials will be procured at a later date.

In summary, staff is recommending approval of this resolution which establishes June 6, 2023 as the public hearing date and authorizes staff to seek bids for the Idaho Drive Underground Conversion project.

The full specifications and drawings for this project are on file with the City Clerk.

ATTACHMENTS: Resolution, Engineer's Opinion of Probable Costs, Notice to Bidders/Notice of Public Hearing, Project Map
REPORT PREPARED BY: Electric Department
REVIEWED BY: City Administrator, City Clerk
RECOMMENDATION: Approve resolution

H. CLAIMS

1. Abstract of Bills No. 2125.

Branderhorst moved to approve, seconded by Hopkins.

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

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

One comment was received.

Sporrer disconnected from the phone at 6:55 p.m.

J. POLICY AND PLANNING

From 6:56 p.m. to 6:59 p.m., Council adjourned to the Policy and Planning meeting to hold a discussion regarding the Local Option Sales and Services Tax (LOSST) Redistribution Agreement, with no formal Council action taken.

K. ADJOURNMENT

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

On roll call the vote was: AYES: 4, NAYS: None. Motion carried.

Meeting adjourned at 7:00 p.m.