



CITY OF PELLA

CITY COUNCIL OFFICIAL MINUTES

June 15, 2021

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, Bruce Schiebout, Dave Hopkins. Absent: None. City Administrator Mike Nardini and City Clerk Mandy Smith were present. Five staff members and five members of the general public attended in person. One staff member and four members of the general public attended via conference call.

B. MAYOR'S COMMENTS

1. Announce Policy and Planning meeting will be held before the closed session to discuss:
 - a. Conditional Resolution of Support between the City of Pella and Pella Main Street Market
2. Approval of Tentative Agenda.
Branderhorst moved to approve, seconded by Hopkins.
On roll call the vote was: AYES: 6, NAYS: None. Motion carried.
3. Announce closed session pursuant to Iowa Code Chapter 388.9(1) to discuss marketing and pricing strategies or proprietary information of a city utility if its competitive position would be harmed by public disclosure not required of potential or actual competitors, and if no public purpose would be served by such disclosure.

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

No comments were received.

C. APPROVAL OF CONSENT AGENDA

Sporrer 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 June 1, 2021
2. Report of Committees
 - a. Policy and Planning Minutes for June 1, 2021

PRESENT: Mayor Don DeWaard, Liz Sporrer, Lynn Branderhorst, Calvin Bandstra, Bruce Schiebout, Dave Hopkins

ABSENT: Mark De Jong

OTHERS: City staff and visitors

The Policy and Planning meeting began at 8:08 p.m. The first item on the agenda was a discussion regarding a proposed amended wage scale for fiscal year (FY) 21/22. In 2018, Council adopted the Condrey wage scale and classification structure which included a recommendation to adjust the wage scale annually based on the Midwest Region Employment Consumer Price Index (CPI). The proposed amended wage scale reflects an across the board increase of 2%, which aligns with the CPI's percentage change from March 2020 to March 2021. If approved, this increase would apply to all employees excluding those covered by the executive pay plan and minimum wage employees.

In addition, the amended wage scale removes the A8 pay grade. Since the A8 pay grade was not eligible for annual cost of living increases, a large disparity has grown between A8 and other pay grades. To ensure this difference does not continue, staff recommends creation of grade 5 and grade 6 which would be eligible for cost of living increases.

At the end of the discussion, staff was directed to proceed with presenting a resolution for formal Council consideration that approves the amended wage scale as discussed above.

The next item on the agenda was a discussion regarding the proposed health plan premiums for FY 21/22. As a result of a 5.6% Wellmark cost increase, staff proposes to increase premiums by 5%. At the end of the discussion, staff was directed to proceed with presenting a resolution for formal Council consideration that approves increasing health plan premiums by 5% effective July 1, 2021.

The last agenda item was a discussion regarding proposed personnel policy manual updates including:

1. Approval of the updated job classification structure to reflect changes over the past 12-months.

2. Approval of the updated executive pay plan to add the Police Captain position.

3. Approval of the following items within the manual:

- Hours of work – add reference that daylight savings time is paid for actual hours worked
- Police Officer overtime – defined as more than 80 hours in a 14-day pay period
- Merit step increases – add eligibility for merit step increases for certain variable hourly positions based on annual performance
- Residency requirement – change from 20 minutes to 30 miles

- Funeral leave – remove restriction that leave can only be taken one day after funerals
- Sick leave – change allocation to the 1st of the month rather than the last day of the month

At the end of the discussion, staff was directed to proceed with presenting a resolution for formal Council consideration that approves the personnel policy manual updates as discussed.

Resolutions addressing all items above are scheduled for Council consideration on June 15, 2021.

The meeting adjourned at 8:26 p.m.

Respectfully submitted:

Mandy Smith

City Clerk

b. Planning and Zoning Commission Minutes for April 26, 2021

Chairperson Canfield 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 Hausteine (via phone), Julie Heerema Mueller, Kisha Jahner, Tom Johnson, Dave Landon, Robin Pfalzgraf, Ann Visser; absent: Mark Groenendyk and Teri Vos. Staff present: City Administrator Mike Nardini, Code Enforcement Officer Jared Parker, and the Deputy City Clerk. Due to heightened public health risks associated with the COVID-19 pandemic, accommodations were made to broadcast this meeting via conference call. One member of the public attended the meeting in person and eight individuals joined the conference call.

APPROVAL OF TENTATIVE AGENDA: Motion by Visser, second by Landon to approve the tentative agenda. Motion carried 9-0.

APPROVAL OF MINUTES: Motion by Pfalzgraf, second by Johnson to approve the minutes of the April 5, 2021 meeting. Motion carried 9-0.

NEW BUSINESS PROPOSED:

Consider a Final Plat for the Subdivision Known as Prairie Ridge Plat 3

RDP Holdings, LLC and ATI Group have submitted a final plat for the commercial portion of their development known as the Prairie Ridge subdivision. The subject property is located north of Washington Street/Highway G28, north of the Fifield Road intersection. On July 16, 2019, the City Council approved an ordinance to rezone this property to Planned Unit Development (PUD). The Planning and Zoning Commission approved the preliminary plat for this project on June 22, 2020 and the City Council approved it on July 7, 2020. Please note that the proposed final plat includes three lots.

The design and intent for this plat is for commercial development, and because the area's focus has been shifted from industrial to commercial, the proposed development conforms with the Comprehensive Plan's goals. The City Council also determined this during its consideration of the rezoning to PUD, which was approved on July 16, 2019.

The developer is required to submit the required performance bonds prior to consideration by the Pella City Council for the public infrastructure which will be completed as a part of this final plat. Once the infrastructure is constructed, it will be dedicated to the City of Pella. Listed below is a summary of the public infrastructure for this plat:

- Roadways: ~600 linear feet
- Sanitary Sewer: ~2,040 linear feet
- Storm Sewer: ~1,360 linear feet
- Water: ~690 linear feet

It should be noted that as part of the site planning process for the proposed Smash Park (agenda item E-2), the City's engineering consultant, Veenstra & Kimm Inc. (V&K), updated its traffic analysis for the Prairie Ridge development. Based upon their review, they are recommending a right-turn lane on westbound Washington Street approaching Fifield Road be installed in 2022. V&K also recommends the City continue to monitor traffic at intersection of Fifield Road and Washington Street as there may be a need for traffic signals as additional commercial development occurs.

The above recommendation from V&K will be presented to the Pella City Council as part of the Prairie Ridge Final Plat 3. In addition, at the same meeting, staff will be seeking permission to proceed with the project in 2022.

The proposed final 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.

Landon asked whether emergency vehicles will be able to navigate the Goldenrod Court cul-de-sac. City Administrator Mike Nardini stated that the cul-de-sac meets Iowa Statewide Urban Design and Specifications and has been reviewed by the City's Fire and Police Departments, as well as the City's engineering consultant.

Motion by Landon, second by Visser to approve the final plat as submitted. Motion carried 9-0.

Consider a Site Plan for Smash Park, a Recreational Facility and Restaurant, Located in the Prairie Ridge Development

Smash Park has proposed a combination restaurant/recreational facility to be located on Lot 1 of Prairie Ridge Plat 3. The proposed site for the development will be located on a 4.32-acre lot and the building itself will be 22,026 square feet with an additional 83,520 square feet of paved surface parking.

The design and intent for this plat is for commercial development, and because the area's focus has been shifted from industrial to commercial, the proposed development conforms with the Comprehensive Plan's goals. The City Council also determined this during its consideration of the rezoning to Planned Unit Development (PUD), which was approved on July 16, 2019.

When the Planning and Zoning Commission and City Council approved the original PUD, significant consideration was given to the proposed uses and impact on surrounding properties, including an engineering review of public safety issues, traffic concerns, and infrastructure analysis. Additionally, the Prairie Ridge development layout was constructed in an effort to address potential land use compatibility issues between the single-family residential and commercial uses. As proposed, the commercial development would abut the Washington Street commercial corridor. The commercial uses would then transition to high-density residential land uses. Ultimately, the single-family residential uses are buffered from the commercial areas by high-density residential land uses. This transition not only provides a buffer for the single-family residences, but also provides an opportunity for a key commercial growth area with substantial economic development, as noted in Chapter 3 of the City's Comprehensive Plan.

For the reasons noted above, staff believes the proposed development is in conformance with the City's Comprehensive Plan.

Staff believes the proposed site plan satisfies all pertinent City Code requirements and is in conformance with the Comprehensive Plan.

Given that the platting process is still underway, staff recommends that approval be granted contingent upon City Council's approval of the final plat for Prairie Ridge Plat 3.

Canfield asked whether the site plan meets the parking requirements. Nardini stated that the number of parking spaces included in the site plan exceeds the number required by City Code.

Motion by Johnson, second by Landon to approve the site plan contingent upon approval of the final plat for Prairie Ridge Plat 3 by the City Council. Motion carried 9-0.

Consider a Site Plan for Parking Lot Expansion at 1210 Vermeer Rd.

Vermeer Corporation is proposing a new parking lot to serve Plant 7 at 1210 Vermeer Rd. It contains 92 parking stalls, two of which are Americans with Disabilities Act compliant, and 11 motorcycle parking stalls. It shall consist of 29,500 square feet of parking spaces and drive lanes. The parking lot will be located in the middle of the Vermeer Corporation campus and will not be immediately adjacent to a public street.

Chapter 165.36(F)(3) requires the proposed site plan to conform to the City's Comprehensive Plan. The Comprehensive Plan's Future Land Use Map identifies this site for General Industrial land uses. As the site serves Vermeer Corporation, an industrial use, staff believes the proposed use and site plan follow the City's Comprehensive Plan.

The proposed site plan satisfies pertinent City Code and is consistent with the Comprehensive Plan. Staff recommends approval of the site plan as submitted.

Motion by Pfalzgraf, second by Jahner to approve the site plan as submitted. Motion carried 9-0.

OTHER BUSINESS / PUBLIC FORUM / WORK SESSION

Next Meeting Date: The next regular Planning and Zoning Commission meeting is scheduled for May 24, 2021.

Other: Landon stated he had concerns with how the Commission's decision on the Pella Market PUD was represented in the staff memo to the City Council. He stated that the Commission supported the development and that the majority of the Commission voted in favor of the PUD on the condition that the Community Development Committee had an opportunity to provide input on whether the proposed design was in compliance with the Design Review District Design Manual.

Nardini stated that staff presented the recommendation the Planning and Zoning Commission had passed, which was the elimination of design standards in the PUD ordinance which would require the project to obtain a design permit from the Community Development Committee. Nardini also stated staff informed the City Council that the Commission found that the PUD was in alignment with the Comprehensive Plan. He explained that a PUD is a negotiated process between the City and a developer, as a result, any changes to the PUD ordinance by the Commission may not be accepted by the developer. Nardini went on to state the Commission's primary role is to determine whether the PUD is warranted under City Code and whether it aligns with the City's Comprehensive Plan.

Landon asked what the concessions were that the developer gave in the PUD. As he recalled, the City gave concessions on parking requirements, traffic issues, and design standards. Nardini stated that the PUD is part of the Webster Park Urban Renewal Area, which was determined to be blighted. The goal was the elimination of blight through economic development. Pella Market is a unique project on a constrained site that will hopefully be a great amenity to the community. Nardini went on to state the Pella Market will be similar to the Gateway Market in Des Moines. Operating the Pella Market in a small population sized community is a concession by the developer. The other concessions by the developer were the design of the building and the significant investment to build the Pella Market.

Canfield said that the Commission was told during the work session on the PUD that the design of the building was critical to the business' brand, which caused him to be apprehensive that the City would be waiving Design Manual requirements. He said the architect's presentation of the project at the City Council meeting answered many questions he had about how the design was created and influenced by Dutch architecture. He said that in the future, he would like to have similar presentations given to the Commission for PUDs, especially if design standards are waived.

Nardini stated that he recommends that for future work sessions, staff and the Commission should take time to identify outstanding questions that the Commission may have. Additionally, he recommends tabling agenda items in the future if the Commission has outstanding questions before taking a vote. He suggested that the Commission votes in the future on whether the proposed PUD aligns with the City's Comprehensive Plan and then, if the Commission has suggestions for the PUD, to hold a separate vote listing those items as a recommendation for the City Council's consideration.

Pfalzgraf stated she was happy with how the Pella Market PUD was handled. She asked for clarification on ex parte communication.

Nardini explained that public hearings for rezoning requests are considered quasi-judicial for the Commission and City Council. This means that communication between those members and any person in connection with the rezoning should be avoided; however, should contact occur, the communication that took place should be disclosed at the hearing. Further, if there is a group of six or more commissioners that correspond with each other outside of a public meeting, that can be considered a violation of Iowa's Open Meetings Law.

Jahner asked about the possibility of having the City Attorney available for Commission meetings to answer questions. Nardini agreed that it would be beneficial to have the City Attorney block off time to be available for questions during meetings.

Canfield stated that there was a comment made by a Councilmember during the City Council's consideration of the Pella Market PUD who stated that the City and its boards do not move quickly enough for development. He stated that he thought the comment was reckless because there are legal reasons why the boards move at a certain pace and do not rush things. He said he was proud of the Commission's vote on the Pella Market PUD and how they debated the agenda item.

Nardini reported that staff is planning on holding a work session with the Commission in the next couple of months regarding a potential infill development in town, as well as parking requirements. Landon asked whether it would be beneficial for the work session to be a joint work session with the City Council. Nardini stated yes, a joint work session should be planned. There are also some code revisions that need to be addressed.

Nardini reported that Gerald Buydos will be joining the City on May 3, 2021 as the City Planner.

Adjourned at 7:54 p.m.

c. Historic Preservation Commission Minutes for May 10, 2021

Chairperson Kermod called the Historic Preservation Commission to order in the Public Safety Complex at 5:00 p.m. Members present were: Don André, Bruce Boertje, Rhonda Kermod, and Lila Turnbull. Staff present: Assistant City Administrator Corey Goodenow and City Planner Gerald Buydos. Three members of the public attended the meeting.

APPROVAL OF TENTATIVE AGENDA: Motion by D. André, second by Boertje to approve the tentative agenda. Motion carried 4-0.

APPROVAL OF MINUTES: Motion by Turnbull, second by D. André to approve the minutes from the April 12, 2021 meeting. Motion carried 4-0.

OTHER BUSINESS/WORK SESSION: Discussion of Scholte Garden Neighborhood Historic District

The Commission has indicated a desire to review a potential historic district in the Scholte Garden area. A proposed notification letter, which could be sent to property owners in the proposed district, was distributed to the Commission for review. Staff suggested holding an informational meeting for those property owners on June 7, 2021 at 6:00 p.m. at the Memorial Building. Staff will check with State Historical Society of Iowa Architectural Historians Sara André and Paula Mohr to see if they will be available for the meeting as well.

Several property owners in the proposed historic district were present. The Commission and staff explained the requirements and process to form a local historic district and what that would mean for property owners. The proposed district's boundaries would roughly be north of the Scholte House on Washington Street, between Main Street and Broadway Street, and south of Lincoln Street/Lincoln Elementary School.

Concerns were brought up regarding 515 Broadway St. and alterations that have been made to the windows. Assistant City Administrator Corey Goodenow stated that he will have Building Official Jerry Byers look into those concerns.

Kermode advised property owners with questions about local historic districts to reach out to the Commission for assistance. Review Certified Local Government Program Application and Information Staff supplied the Commission with a Certified Local Government (CLG) program information packet from the State Historic Preservation Office of Iowa for review. Goodenow stated he will reach out to S. André and Mohr to provide them with a copy the City's historic preservation ordinance and ask them whether the City needs to revise the ordinance in order to be eligible for consideration for the CLG program.

Review Site Inventory Form

The Commission indicated a desire to discuss and review the site inventory form, which is used to gather information about historic properties to assess whether the property meets criteria for placement on the National Register of Historic Places. A copy of the form was provided to the Commission. One site inventory form will need to be completed for each property in the proposed historic district.

Discuss Historic District Signage

Iowa Prison Industries, the source of the City's street signs, has informed the City that signage production is currently on hold given the events that occurred at Anamosa State Penitentiary on March 23, 2021. A representative has indicated they expect to be closed for at least another eight weeks. Goodenow stated that he will follow up with the representative at that time to see if production has resumed. If not, staff will likely begin to research other vendors for signage.

Other

Kermode reported that she will be meeting Jennifer Price on May 11, 2021 at the historic Pella Fire Station for a field services consultation. Goodenow reported that he has attempted to reach out to Lori Baugh regarding her interest in serving on the Commission, but he has not yet been able to connect with her by phone.

Next Meeting Date: The next meeting is scheduled for June 7, 2021. This meeting will be held in lieu of the Commission's regular monthly meeting.

Adjourned at 6:13 p.m.

3. Petitions and Communications

a. Renewal of Cigarette/Tobacco/Nicotine/Vapor Permits for Dollar General #8015 and Git-N-Go #38

BACKGROUND: Permits are required for the retail sale of all tobacco products. All current permits expire June 30, 2021 and renewals will be valid until June 30, 2022.

The following businesses have applied for renewal of their cigarette/tobacco/nicotine/vapor permits:

Dollar General #8015	710 Liberty Street
Git-N-Go Convenience Store #38	209 E Oskaloosa Street

Staff is recommending approval as all applications and fees are in order.

ATTACHMENTS: None
REPORT PREPARED BY: City Clerk
REVIEWED BY: City Administrator
RECOMMENDATION: Approve renewal of cigarette/tobacco/nicotine/vapor permits

b. Renewal of Class C Liquor License with Class B Wine Permit, Catering, Outdoor Service, and Sunday Sales Privileges for Liberty Street Kitchen

BACKGROUND: Liberty Street Kitchen, at 705 E 1st Street, has applied for renewal of their class C liquor license with class B wine permit, catering, outdoor service, and Sunday sales privileges. The term of the new license is 12 months and, if approved, would expire on July 14, 2022.

The application has been completed online with the state. Staff is recommending approval of this liquor license renewal.

ATTACHMENTS: None
REPORT PREPARED BY: City Clerk
REVIEWED BY: City Administrator
RECOMMENDATION: Approve renewal

c. Special Event Permit Request for Summer Library Book Club

BACKGROUND: The Pella Public Library has requested a special event permit to host several summer outdoor book club events in the West Market Park's south shelter house. If approved, the book club would meet from 11:00 a.m. to 12:15 p.m. on the following dates:

- June 17, 24, 29
- July 1, 6, 8, 13, 15, 20, 21, 22

As background, this book club is for kids in grades 2 through 6 as well as grades 6 through 12.

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

ATTACHMENTS: Application, Department Comments
REPORT PREPARED BY: City Clerk
REVIEWED BY: City Administrator
RECOMMENDATION: Approve special event permit

d. Special Event Permit Request for Library Genealogy Club

BACKGROUND: The Pella Public Library has requested a special event permit to host their Genealogy Club in the West Market Park's south shelter house. If approved, the club would meet from 10:00 to 11:00 a.m. on Thursday, July 15, 2021 (rain date of Friday, July 16) and Thursday, August 19, 2021.

As background, the Library's Genealogy Club is an opportunity to ask questions regarding your own family research, learn new research skills, and share successes and struggles encountered along the way. This program is open to amateur genealogists of all levels.

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

ATTACHMENTS: Application, Department Comments
REPORT PREPARED BY: City Clerk
REVIEWED BY: City Administrator
RECOMMENDATION: Approve special event permit

D. PUBLIC HEARINGS

1a. Public Hearing on the East Interchange Infrastructure – 250th Avenue Improvements Project Bids.

No written or oral comments were received.

Bandstra moved to close the public hearing, seconded by Hopkins.

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

BACKGROUND: This resolution approves the plans, specifications, form of contract, estimate of costs, accepts bids, and awards the contract for the East Interchange Infrastructure Improvements – 250th Avenue Improvements project. As background, this project consists of improvements to 250th Avenue including all labor, material, and equipment to install approximately 2,350 square yards of 8-inch thick concrete pavement (31 foot back-of-curb to back-of-curb urban cross section street, approximately 880 linear foot in length), grading, modified subbase, granular shoulder, surface restoration, and miscellaneous associated work, including cleanup.

The bid opening for the project was held on June 9, 2021; one bid was received from Wicks Construction, Inc. in the amount of \$282,307.50.

After reviewing the bid proposal and checking references, Veenstra & Kimm, the project engineer, recommends awarding the contract to the lowest responsive, responsible bidder, Wicks Construction, in the total amount of \$282,307.50. The engineer's opinion of probable costs for this project was \$398,365. Staff is in agreement with the engineer's recommendation.

It is important to note that in March 2021, Council approved a grant agreement with the Iowa Department of Transportation (IDOT) under the Revitalize Iowa's Sound Economy (RISE) program. It is staff's understanding that this grant will provide a maximum of \$244,600 in funding towards the RISE eligible portions of this project. In compliance with the grant agreement, the award of contract to Wicks Construction is subject to IDOT concurrence to award.

If approved, below is an overview of the timeline for this project:

July 1, 2021: Approximate notice to proceed issued

September 15, 2021: Approximate final completion (45 working day contract)

In summary, staff is recommending approval of this resolution which approves the plans, specifications, form of contract, estimate of costs, accepts bids, and awards the contract (subject to IDOT concurrence) for the above referenced project to Wicks Construction in the total amount of \$282,307.50. The resolution also gives the Public Works Director authorization to issue the notice to proceed once IDOT concurrence to award is received and the contract, bonds, insurance certificates, and appropriate permits are in proper order and fully executed. Finally, it is important to note that the Mahaska County Engineer has reviewed the plans for this project in accordance with the 28E Agreement with Mahaska County.

ATTACHMENTS: Resolution, Map, Engineer's Recommendation, Bid Tabulation

REPORT PREPARED BY: Public Works Department

REVIEWED BY: City Administrator, City Clerk

RECOMMENDATION: Approve resolution

1b. Resolution No. 6304 entitled, "RESOLUTION APPROVING PLANS, SPECIFICATIONS, FORM OF CONTRACT, ESTIMATE OF COSTS, RECEIVING OF BIDS, AND MAKING AWARD OF CONTRACT FOR THE EAST INTERCHANGE INFRASTRUCTURE IMPROVEMENTS – 250th AVENUE IMPROVEMENTS PROJECT."

Schiebout moved to approve, seconded by De Jong.

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

2a. Public Hearing on the Pella Municipal Airport Automated Weather Observing System (AWOS) Project Bids.

No written or oral comments were received.

Branderhorst moved to close the public hearing, seconded by Hopkins.

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

BACKGROUND: This resolution approves the plans, specifications, form of contract, estimate of costs, accepts bids, and awards the contract for the Pella Municipal Airport Automated Weather Observing System (AWOS) Replacement project. As background, the current AWOS is approximately 20 years old and routinely failing to function properly. Replacement parts are no longer available.

The bid opening for the project was held on June 9, 2021; one bid was received from Voltmer, Inc. in the amount of \$168,630.

After reviewing the bid proposal and checking references, HDR, the project engineer, recommends awarding the contract to the lowest responsive, responsible bidder, Voltmer, in the total amount of \$168,630. The engineer's opinion of probable costs for this project was \$163,000.

It is staff's understanding that funding for this project will be provided from fiscal year 2022 Federal Aviation Administration (FAA) AIP entitlement funds of \$150,000, subject to FAA concurrence. It is important to note that FAA projects require at least a 10% local match. Staff is in agreement with the engineer's recommendation.

If approved, below is an overview of the timeline for this project:

July 1, 2021: Approximate notice to proceed issued

September 15, 2021: Approximate final completion

In summary, staff is recommending approval of this resolution which approves the plans, specifications, form of contract, estimate of costs, accepts bids, and awards the contract (subject to FAA concurrence) for the above referenced project to Voltmer in the total amount of \$168,630.

The resolution also gives the Public Works Director authorization to issue the notice to proceed once FAA concurrence to award is received and the contract, bonds, insurance certificates, and appropriate permits are in proper order and fully executed.

ATTACHMENTS: Resolution, Engineer's Recommendation, Bid Tabulation

REPORT PREPARED BY: Public Works Department

REVIEWED BY: City Administrator, City Clerk

RECOMMENDATION: Approve resolution

2b. Resolution No. 6305 entitled, "RESOLUTION APPROVING PLANS, SPECIFICATIONS, FORM OF CONTRACT, ESTIMATE OF COSTS, RECEIVING OF BIDS, AND MAKING AWARD OF CONTRACT FOR THE PELLA MUNICIPAL AIRPORT AWOS REPLACEMENT PROJECT."

Hopkins moved to approve, seconded by Sporrer.

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

E. PETITIONS & COMMUNICATIONS – None

F. PLANNING & ZONING ITEMS – None

G. ADMINISTRATION REPORTS – None

H. RESOLUTIONS

1. Resolution No. 6306 entitled, “RESOLUTION ADOPTING ANNUAL WAGE SCALE.”

Branderhorst moved to approve, seconded by Sporrer.

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

BACKGROUND: This resolution adopts the amended wage scale for fiscal year (FY) 21/22. After discussing this item during the Policy and Planning meeting on June 1, Council directed staff to place this resolution on a future agenda for formal consideration.

Cost of Living Adjustment: The proposed adjustment is for an across the board increase of 2% for all employees excluding those covered by the executive pay plan and minimum wage employees. 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 Midwest Region Employment Consumer Price Index (CPI) published by the United States Bureau of Labor Statistics. The CPI is a lagging indicator which is published every quarter. Given the delay in publication, the City utilizes the percentage change from each March. The percentage change from March 2020 to March 2021 was 2%. This adjustment, if approved as proposed, would be effective July 1, 2021. The attached pay matrix reflects the new amended wage scale for each pay grade. Also attached is the updated classification structure indicating the position classifications. Each year during the budget process, staff works to identify a reasonable estimate for the annual cost of living increase. The FY 21/22 budget included an increase of 2.5%, which amounted to an increase of \$162,556 in annual wage payments. As previously mentioned, the actual CPI increase was 2% which amounts to an increase of \$129,975 in annual wage payments. The difference between the budgeted amount and the proposed cost of living adjustment is -0.5%, or \$32,581.

Replacement of A8 pay grade with Grade 5 and Grade 6: Included as part of these changes is the removal of the A8 pay grade, which is proposed to be replaced with grade 5 and grade 6, as shown on the attached classification structure. Due to the fact that the A8 pay grade is not eligible for annual cost of living increases, a large disparity has grown between A8 and other pay grades. To ensure this difference does not continue, staff recommends creation of grade 5 and grade 6 which would be eligible for cost of living increases.

In summary, staff is recommending approval of this resolution adopting the amended wage scale. The wage scale reflects replacement of the A8 pay grade with grade 5 and grade 6. In addition, the wage scale reflects an across the board increase of 2% for all employees excluding those covered by the executive pay plan and minimum wage employees. This increase is linked to the Midwest Region CPI for the period of March 2020 to March 2021, in accordance with the wage scale and classification structure adopted by Council in 2018.

ATTACHMENTS: Resolution, Classification Plans, Pay Matrix

REPORT PREPARED BY: City Administration

REVIEWED BY: City Administrator, City Clerk

RECOMMENDATION: Approve resolution

2. Resolution No. 6307 entitled, “RESOLUTION ADOPTING HEALTH PLAN PREMIUMS.”

Branderhorst moved to approve, seconded by Hopkins.

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

BACKGROUND: This resolution adopts the premiums for the City’s health plan effective July 1, 2021. After discussing this item during the Policy and Planning meeting on June 1, Council directed staff to place this resolution on a future agenda for formal consideration.

Due to the City’s participation in the partial self-funding model with the 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 5.6% Wellmark cost increase, staff is proposing to increase FY 21/22 premiums by 5%.

- Single health coverage: Increase from \$601.37 to \$631.44 per month

- Family health coverage: Increase from \$1,266.87 to \$1,330.21 per month

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

- Single health coverage: Increase from \$60.14 to \$63.14 per month

- Family health coverage: Increase from \$126.70 to \$133.02 per month

In summary, staff is recommending approval of this resolution which increases health care plan premiums by 5%. If approved, these changes would be effective July 1, 2021.

ATTACHMENTS: Resolution

REPORT PREPARED BY: City Administration

REVIEWED BY: City Administrator, City Clerk

RECOMMENDATION: Approve resolution

3. Resolution No. 6308 entitled, “RESOLUTION ADOPTING REVISED PERSONNEL POLICY MANUAL.”

Sporrer moved to approve, seconded by Hopkins.

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

BACKGROUND: This resolution adopts the revised Personnel Policy Manual. After discussing this item during the Policy and Planning meeting on June 1, Council directed staff to place this resolution on a future agenda for formal consideration.

The proposed updates 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. Included as part of these changes is the removal of the A8 pay grade, which is proposed to be replaced with grade 5 and grade 6. Due to the fact that the A8 pay grade is not eligible for annual cost of living increases, a large disparity has grown between A8 and other pay grades. To ensure this difference does not continue, staff recommends creation of grade 5 and grade 6 which would be eligible for cost of living increases.

- Approval of the updated Executive Pay Plan to add the Police Captain position.

- Approval of the updated Personnel Policy Manual to reflect changes made over the last 12-months, as outlined on the attached red-lined Manual and summarized below:
 - Hours of Work: adds a reference to daylight savings time paid for actual hours worked to be consistent and to ensure department of labor payroll rules are applied the same to all 12-hour departments.
 - Overtime: defines Police Officer overtime as more than 80 hours in a 14-day pay period instead of 160 hours in a 28-day period to align with current practices.
 - Performance Evaluation Review: adds eligibility for merit step increases for certain varied hourly positions based on their annual performance. Positions eligible for this merit step increase are those in grade 5 and 6, as referenced in the attached classification structure. Generally, these positions are within the Community Services, Parks, and Aquatics Departments. This change encourages the return of these seasonal employees, enhances retention, and aligns with current practice.
 - Residency Requirements: change residency requirement from 20 minutes to 30 miles to eliminate subjectivity.
 - Funeral Leave: remove restriction that employees can only take one day after funerals to allow flexibility in changing times.
 - Sick Leave: change the allocation of sick time to the 1st of the month, instead of last of the month, to remove inconsistency regarding the last working day and to allow a full calculation.

In summary, staff is recommending approval of this resolution which adopts the revised Personnel Policy Manual as outlined above and attached.

ATTACHMENTS: Resolution, Classification Structure, Executive Pay Plan, Red-Lined Personnel Policy Manual Updates
 REPORT PREPARED BY: City Administration
 REVIEWED BY: City Administrator, City Clerk
 RECOMMENDATION: Approve resolution

I. ORDINANCES

1. Ordinance No. 994 entitled, “AN ORDINANCE AMENDING SOLID WASTE FEES IN THE CITY OF PELLA, IOWA.”

Bandstra moved to place ordinance no. 994 on its first reading, seconded by De Jong.
 On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

It was moved by Bandstra that the statutory rule requiring said ordinance to be considered and voted on for passage at two Council meetings prior to the meeting at which it is to be finally passed be suspended, seconded by De Jong.

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

Branderhorst moved that ordinance no. 994 be adopted, seconded by Hopkins.

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

Mayor DeWaard declared the ordinance duly passed and adopted.

BACKGROUND: This ordinance amends City Code Chapter 171.12 to reflect new fees for yard waste bags and stickers. As background, on June 1, 2021, Council approved renewal of the Yard Waste Transportation and Disposal Agreement with Metro Waste Authority. The agreement included a cost increase, as outlined below, for the yard waste bags and stickers as part of the Compost It program:

	Current Price	New Price
Individual yard waste bags	\$0.95	\$1.08
5-pack of yard waste bags	\$4.75	\$5.40
Individual yard waste stickers	\$0.70	\$0.85

Historically, yard waste bags and stickers have been priced at the City's wholesale cost without additional administrative fees. Given the increase in the wholesale cost to the City, staff recommends increasing the price of the bags/stickers to match the new agreement costs. Pricing for yard waste bags and stickers is established in City Code Chapter 171. The attached ordinance, if approved, would set the new prices as listed above. Given that the City is simply passing along the products at wholesale cost, staff respectfully requests that Council considers waiving the second and third reading and adopting the ordinance.

ATTACHMENTS: Ordinance
 REPORT PREPARED BY: City Administration
 REVIEWED BY: City Administrator, City Clerk
 RECOMMENDATION: Approve ordinance

J. CLAIMS

1. Abstract of Bills No. 2081.

Branderhorst moved to approve, seconded by Sporrer.

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

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

No comments were received.

At 6:23 p.m., Council went into the Policy and Planning meeting, ending at 6:49 p.m.

L. CLOSED SESSION

1. At 6:50 p.m., De Jong moved to enter into closed session pursuant to Iowa Code Chapter 388.9(1) to discuss marketing and pricing strategies or proprietary information of a city utility if its competitive position would be harmed by public disclosure not required of potential or actual competitors, and if no public purpose would be served by such disclosure, seconded by Hopkins.

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

At 7:28 p.m., De Jong moved to reconvene to regular session, seconded by Hopkins.

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

No action was taken regarding this closed session.

M. 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 7:29 p.m.