



CITY OF PELLA

CITY COUNCIL OFFICIAL MINUTES

June 20, 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, Liz Sporrer, Lynn Branderhorst, Calvin Bandstra, Dr. Spencer Carlstone, Dave Hopkins. Absent: None. City Administrator Mike Nardini and City Clerk Mandy Smith were present. Thirteen staff members and twenty-five members of the general public attended in person. Eight members of the general public attended via conference call.

B. MAYOR'S COMMENTS

1. Approval of Tentative Agenda.
Bandstra moved to approve, seconded by Hopkins.
On roll call the vote was: AYES: 6, NAYS: None. Motion carried.
2. Reappointment of Kristi Leonard to the Library Board of Trustees.
De Jong moved to approve, seconded by Branderhorst.
On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

BACKGROUND: It is recommended that Kristi Leonard be reappointed to serve a second term on the Library Board of Trustees. Members of the Board are appointed to three-year terms and are eligible to serve two terms. Kristi is the Assistant Dean of Students at Central College. In her application to the Board, she stated, "I find the library to be a place where all, regardless of socioeconomic status, gender, ability, etc. are welcomed to gather, learn, socially connect, find resources, and foster the joy of reading." Kristi has attended 32 of the 37 meetings held since joining the Board in 2020. One member of this Board must be a resident of rural Marion County. Kristi lives at 963 202nd Ave. in rural Marion County. The Board of Supervisors approved this reappointment on June 13, 2023. If approved, Kristi's second term will begin on July 1, 2023, and expire on June 30, 2026.

ATTACHMENTS: None
REPORT PREPARED BY: Library Director
REPORT REVIEWED BY: City Administrator, City Clerk
RECOMMENDATION: Approve reappointment

3. Appointment of Chris Allen to the Library Board of Trustees.
Bandstra moved to approve, seconded by Branderhorst.
On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

BACKGROUND: Mayor DeWaard would like to appoint Chris Allen to serve on the Library Board of Trustees. Members of the Board are appointed to three-year terms and are eligible to serve two terms. This appointment would maintain the Library Board of Trustees' gender balance as required by Iowa code. Chris and his family have lived in Pella for approximately five years, they reside at 205 East 13th Street. Chris has over 15 years of leadership experience and he is currently the Associate Director of Crossroads of Pella. As the parent of young children, an established resident of Pella, and a professional working within the community, Chris is invested in the future of Pella and its long-term health. If approved, Chris' term will begin on July 1, 2023, and expire on June 30, 2026.

ATTACHMENTS: None
REPORT PREPARED BY: Library Director
REPORT REVIEWED BY: City Administrator, City Clerk
RECOMMENDATION: Approve appointment

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

No comments were received.

D. APPROVAL OF CONSENT AGENDA

De Jong moved to approve the consent agenda, seconded by Sporrer.
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 6, 2023
2. Report of Committees
 - a. Policy and Planning Minutes for June 6, 2023

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 7:18 p.m.

The first agenda item was a discussion regarding proposed premiums for the city's health plan. The city participates in a partial self-funded model with the Iowa Community Trust, which includes Wellmark providing the fully insured plan. The Wellmark cost increase for

fiscal year (FY) 23-24 is 5.6%. Based on a financial analysis of the healthcare fund balance, staff proposes to increase FY 23-24 health plan premiums by 10%, which was included as part of the certified FY 23-24 budget.

If approved, a 10% health plan premium increase would result in the following:

- Single health coverage increases from \$694.58 to \$764.04 per month.
- Family health coverage increases from \$1,463.23 to \$1,609.55 per month.

Employees are responsible for 10% of the above premiums.

At the end of the discussion, staff was directed to proceed with placing this item on a future agenda for formal consideration.

The next item on the agenda was a discussion regarding proposed premiums for the city's dental plan. Currently, the city provides a fully insured plan with Delta Dental. The Delta Dental cost increase for FY 23-24 is 4%; this equates to the following changes:

- Single dental coverage increases from \$26.62 to \$27.68 per month.
- Family dental coverage increases from \$97.00 to \$100.88 per month.

Employees are responsible for 100% of the above premiums.

At the end of the discussion, staff was directed to proceed with placing this item on a future agenda for formal consideration.

The last item was continued discussion regarding peddler permits. In 2022, Council approved an ordinance temporarily removing the requirement for peddlers to obtain a design permit to operate within the Oskaloosa Street corridor. During discussion of this design permit waiver, Council requested that staff further research the peddler permit process including reviewing whether allowable zoning districts for peddlers should be extended beyond commercially zoned districts.

Peddler permit requirements are outlined in City Code Chapter 122. Currently, peddlers are only able to operate on private property located within a commercial zoning district. With the exception of the Oskaloosa Street corridor, peddlers must have an approved design permit for the vehicle/structure that merchandise is sold from. Peddlers operating for more than 30 days per calendar year are required to have a Dutch theme on their vehicle/structure.

The Community Development Committee (CDC) oversees the issuance of peddler design permits. After holding work sessions on peddler permit requirements, the CDC made the following recommendations related to potential zoning/design changes for peddlers:

- Expand the allowable peddler permit zoning districts to include Limited/Light Industrial (M1), Heavy Industrial (M2), and Institutional (INS).
- Remove the design permit requirement to operate within CC, CUC, CPD, M1, M2, and INS zoning.

Additionally, the CDC recommended that peddlers within the CBD or on commercially zoned property fronting Washington Street (from W. 16th Street to the CBD) remain subject to obtaining a design permit to operate, with a Dutch theme required if operating for more than 30 days in a calendar year.

During this meeting, Council briefly discussed the following potential changes to the peddler process:

- Expand allowable peddler zoning districts to potentially include M1, M2, and INS zoning which would allow manufacturing companies or hospitals/nursing homes to invite a peddler or mobile food vendor to operate on their private property.
- Waive design requirements for specific zoning districts.
- Require mobile food vendors to provide their food service license issued by the State of Iowa.
- Require mobile food vendors to provide their business certificate of insurance.

After discussion on this item, Council member Branderhorst and Council member Sporrer volunteered to work with staff to develop specific recommendations on potential changes to the peddler permit process. Recommended changes will be discussed during a future Policy and Planning session.

The meeting adjourned at 7:31 p.m.

Respectfully submitted:

Mandy Smith

City Clerk

3. Petitions and Communications

a. Renewal of Class C Retail Alcohol License with Catering and Outdoor Service for Liberty Street Kitchen

BACKGROUND: Liberty Street Kitchen, at 705 E 1st Street, has applied for renewal of their class C retail alcohol license with catering and outdoor service privileges. The term of the new license is 12 months and, if approved, would expire on July 14, 2024.

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

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

b. Renewal of Special Class B Retail Native Wine License for Ulrich Meat Market

BACKGROUND: Double Dutch Meat Processing, DBA Ulrich Meat Market at 715 Franklin Street, has applied for renewal of their special class B retail native wine license. The term of the new license is 12 months and, if approved, would expire on August 14, 2024.

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

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

c. Special Event Permit Request for Crossroads School Supply Drop Off

i. Resolution No. 6595 entitled, "RESOLUTION TEMPORARILY CLOSING PUBLIC WAYS OR GROUNDS IN CONNECTION WITH A SPECIAL EVENT KNOWN AS CROSSROADS SCHOOL SUPPLY DROP OFF"

BACKGROUND: Crossroads has requested a special event permit to host a school supply drop off on the south side of the Community Center at 712 Union Street. The event is requested to be held on Thursday, July 20, 2023, from 5:30 to 7:30 p.m. If approved, set-up would begin at 4:00 p.m.

During this event, the promoter is requesting to close 13 parking spaces on the north side of Union Street, south of the Community Center, as shown on the attached map.

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 resolution.

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

E. PETITIONS & COMMUNICATIONS

1a. Special Event Permit Request for Community Independence Day Celebration.

Branderhorst moved to approve, seconded by De Jong.

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

BACKGROUND: The City of Pella is requesting a special event permit for a community Independence Day celebration. Historically, this celebration has been held on the 4th of July; however, the American Legion approached the Independence Day Committee with a unique opportunity to have two military bands perform in Pella on Saturday, July 1st. As a result, the Committee is proposing to hold the community Independence Day celebration in coordination with the military bands on Saturday, July 1, 2023.

If approved, this special event permit includes food vendors, a parade, carriage rides, wagon tours from Pella Historical Society, fishing at Caldwell Park, and fireworks. The American Legion is sponsoring the military bands as well as Independence Day entertainment and activities under a separate special event permit (agenda item E-2), planned in coordination with this special event.

The same parade route that was utilized in 2021 and 2022 is being proposed again this year. If approved, the parade route would begin at the corner of Franklin and E. 2nd Street and end at the corner of Main and Union Street, as shown on the attached map.

The following street closures are associated with this event, as outlined on the attached map:

1. Parade staging from 11:00 a.m. to 8:00 p.m.
 - Franklin Street from E. 2nd to E. 3rd
 - Liberty Street from E. 1st to E. 3rd
 - E. 2nd Street from Washington to Union
2. Parade route from 4:00 to 8:00 p.m.
 - Franklin Street from Main to E. 2nd
 - Main Street from Washington to Union
 - Washington Street from Broadway to Main
3. Food vendors and Central Park event set up from 8:00 a.m. to 9:30 p.m.
 - All parking spaces on the north side of Franklin Street from Broadway to Main
 - All parking spaces on the east side of Broadway Street from Washington to Franklin
 - Eight parking spaces on the north side of Franklin Street, just west of the intersection of Franklin and Broadway
 - Ten parking spaces on the west side of Broadway Street, just south of the intersection of Franklin and Broadway
4. Central Park events including horse trailers/carriage rides from 1:00 to 8:00 p.m.
 - Franklin Street from Broadway to Main
 - Broadway Street from Washington to Franklin
 - Eight parking spaces on the west side of Main Street by Central Park

The fireworks display will be launched from the west end of Central College's campus, consistent with Tulip Time Festival fireworks shows. The rain date for fireworks only will be Tuesday, July 4, 2023.

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

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. 6596 entitled, "RESOLUTION TEMPORARILY CLOSING PUBLIC WAYS OR GROUNDS IN CONNECTION WITH A SPECIAL EVENT KNOWN AS COMMUNITY INDEPENDENCE DAY CELEBRATION."

De Jong moved to approve, seconded by Hopkins.

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

2. Special Event Permit Request for American Legion Band and Entertainment on Independence Day.

Branderhorst moved to approve, seconded by Sporrer.

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

BACKGROUND: The American Legion is requesting a special event permit to sponsor entertainment including inflatables, two military bands, and Triumph Martial Arts activities in Central Park during this year's Independence Day Celebration. If approved, these events will be held on Saturday, July 1, 2023, from 2:00 to 6:00 p.m., with set-up starting at noon and take down completed by 8:00 p.m.

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

The promoter is planning these events in coordination with the City of Pella's Independence Day Celebration committee and special event (agenda items E-1-a & E-1-b). As a result, staff recommends approval of this special event permit.

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

3a. Special Event Permit Request for New Hope Family Fun Event.

De Jong moved to approve, seconded by Sporrer.

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

BACKGROUND: New Hope Community Church, located at 1301 Washington Street, is requesting a special event permit to host a family fun event on Saturday, July 22, 2023, from 2:00 to 7:00 p.m. If approved, set-up for the event would begin at 8:00 a.m. with take down completed by 10:00 p.m. Included with this request is a resolution closing W. 5th Street, from Washington Street extending ½ block south to the alley, as

shown on the attached map. The purpose of this request is to utilize this street segment to host activities related to the event including games, food, and music.

All pertinent city departments have reviewed this application and comments are attached. The fee and insurance certificate have been received. The promoter has communicated this requested street closure to all affected neighbors, and they have expressed agreement with the closure. As a result of these items, approval of this special event permit and associated street closure resolution is recommended.

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

3b. Resolution No. 6597 entitled, "RESOLUTION TEMPORARILY CLOSING PUBLIC WAYS OR GROUNDS IN CONNECTION WITH A SPECIAL EVENT KNOWN AS NEW HOPE FAMILY FUN EVENT."

Bandstra moved to approve, seconded by Hopkins.

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

F. RESOLUTIONS

1. Resolution No. 6598 entitled, "RESOLUTION ADOPTING HEALTH PLAN PREMIUMS."

Hopkins moved to approve, seconded by Sporrer.

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

BACKGROUND: This resolution adopts health plan premiums for fiscal year (FY) 23-24, as discussed with Council during the Policy and Planning meeting on June 6th. As background, the city participates in a partial self-funded model with Iowa Community Trust, which includes Wellmark providing the fully insured plan. Through this arrangement, the city has effectively managed health care cost increases historically. FY 23-24 Health Plan Premium Increase

The city's insurance broker has informed staff that the Wellmark cost increase for FY 23-24 is 5.6%. Based on a financial analysis of the city's healthcare fund balance, staff proposes to increase FY 23-24 health plan premiums by 10%. It is important to note that a 10% rate increase was included as part of the certified FY 23-24 budget.

If approved, a 10% health plan premium increase would result in the following:

- Single health coverage: Increase from \$694.58 to \$764.04 per month
- Family health coverage: Increase from \$1,463.23 to \$1,609.55 per month

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

- Single health coverage: Increase from \$69.46 to \$76.40 per month
- Family health coverage: Increase from \$146.32 to \$160.96 per month

In summary, staff is recommending approval of the attached resolution adopting health plan premiums for FY 23-24. If approved, the premiums would be effective July 1, 2023.

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

2. Resolution No. 6599 entitled, "RESOLUTION ADOPTING DENTAL PLAN PREMIUMS."

Hopkins moved to approve, seconded by De Jong.

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

BACKGROUND: This resolution adopts dental plan premiums for fiscal year (FY) 23-24, as discussed with Council during the Policy and Planning meeting on June 6th. As background, Council approves the dental plan premiums annually. Currently, the city provides a fully insured plan with Delta Dental.

FY 23-24 Dental Plan Premium Increase

The city's insurance broker has informed staff that the premium increase for Delta Dental for FY 23-24 is 4%; this equates to the following changes:

- Single dental coverage: Increase from \$26.62 to \$27.68 per month
- Family dental coverage: Increase from \$97.00 to \$100.88 per month

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

In summary, staff is recommending approval of the attached resolution adopting dental plan premiums for FY 23-24. If approved, the premiums would be effective July 1, 2023.

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

3. Resolution No. 6600 entitled, "RESOLUTION ADOPTING AMENDED WAGE SCALE AND JOB CLASSIFICATION STRUCTURE."

Hopkins moved to approve, seconded by Carlstone.

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

BACKGROUND: This resolution adopts the amended wage scale and job classification structure prepared by Condrey and Associates, effective July 1, 2023. As background, Council originally adopted the current wage scale and classification structure in 2018. Due to unique labor market conditions, addition of a city ambulance service, and that four years have passed since the wage scale and classification structure were adopted, Council entered into an agreement with Condrey in July of 2022 for the purpose of reviewing and updating the wage scale and classification structure.

Review Process: As part of this agreement, Condrey engaged other cities in the state and employers in the region to review their job descriptions and classifications to make recommendations with the goal of ensuring the pay scale remains appropriate and competitive for all positions. The list of activities that were completed by the consultant included:

- Phase I: Developing a work plan and schedule of activities
- Phase II: Job analysis survey
- Phase III: Job evaluation
- Phase IV: Developing a compensation structure
- Phase V: Developing a pay plan
- Phase VI: Implementing and administering the program

Amended Wage Scale and Classification Structure: The attached amended wage scale includes a range of pay grades from 1 to 23, with each pay grade containing 6 to 12 steps. The intention of the step system is to award employees for superior performance during annual reviews. In order to keep the pay scale current, Condrey recommends continuing with an annual market adjustment linked to the Employment Cost Index published by the United States Bureau of Labor Statistics.

Adoption of Amended Wage Scale: The estimated cost to adopt the proposed wage scale is approximately \$621,000. Staff is proposing to adopt the wage scale in conjunction with a 4.8% compensation increase. This means that most full-time employees will receive at least a 4.8% increase when the plan is adopted. However, a few employees will be at the top of the new wage scale meaning they may not receive the full 4.8% increase. The attached pay matrix (Appendix B) shows the new wage scales for each grade. Also attached is the updated classification structure (Appendix A) indicating the position classification for employees who are not covered by the Executive Pay Plan (Appendix C).

Summary: Staff is recommending approval of the attached amended wage scale and classification structure.

ATTACHMENTS: Resolution, Appendix A, Appendix B, Appendix C
REPORT PREPARED BY: City Administration
REPORT REVIEWED BY: City Administrator, City Clerk
RECOMMENDATION: Approve resolution

4. Resolution No. 6601 entitled, "RESOLUTION APPROVING CONSTRUCTION CONTRACT AND BOND FOR THE IDAHO DRIVE ELECTRIC DISTRIBUTION CONVERSION."

De Jong moved to approve, seconded by Hopkins.

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

BACKGROUND: This resolution approves the construction contract and performance bond with Murphy Tower Service for the Idaho Drive Underground Conversion project. As background, on June 6, 2023, Council awarded a contract for this project to Murphy Tower Service in the amount of \$635,848.96.

The scope of this project encompasses installation of underground conduit and furnished box pads and pull boxes for the electrical distribution system. The project begins at the city's water treatment plant and extends to just beyond the Bos Landen subdivision. 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.

In summary, the resolution under consideration approves the construction contract and performance bond with Murphy Tower Service. It is important to note that the City Attorney has reviewed these documents, which are included as memo attachments.

ATTACHMENTS: Resolution, Contract, Performance Bond
REPORT PREPARED BY: Electric Department
REPORT REVIEWED BY: City Administrator, City Clerk
RECOMMENDED ACTION: Approve resolution

G. CLAIMS

1. Abstract of Bills No. 2129.

Branderhorst moved to approve, seconded by Hopkins.

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

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

Three comments were received.

I. ADJOURNMENT

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

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

Meeting adjourned at 6:28 p.m.