



CITY OF PELLA

CITY COUNCIL OFFICIAL MINUTES

June 21, 2022

A. CALL TO ORDER BY MAYOR AND ROLL CALL

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

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

Eight staff members and twenty members of the general public attended in person.

Fourteen 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 Darath Fisher to the Library Board of Trustees.

Hopkins moved to approve, seconded by Sporrer.

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

BACKGROUND: Mayor DeWaard would like to reappoint Darath Fisher to serve a second term on the Library Board of Trustees. Darath works at Cranberry Stone Bakery and as a substitute Teacher's Aide for the Pella Community School District. She has resided in Pella for over 14 years.

Darath has attended 22 of the 24 meetings held since joining the Library Board in 2020. If approved, Darath's second term would begin July 1, 2022 and expire June 30, 2025.

ATTACHMENTS: None

REPORT PREPARED BY: Library Director

REVIEWED BY: City Administrator, City Clerk

RECOMMENDATION: Approve the reappointment

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

No comments were received.

D. APPROVAL OF CONSENT AGENDA

Branderhorst 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 7, 2022
2. Report of Committees
 - a. Policy and Planning Minutes for June 7, 2022

PRESENT: Mayor Don DeWaard, Mark De Jong, Liz Sporrer, Lynn Branderhorst, Calvin Bandstra, Dr. Spencer Carlstone (via phone from 6:47 p.m. to 7:25 p.m.), Dave Hopkins

ABSENT: None

OTHERS: City staff and visitors

The Policy and Planning meeting began at 6:47 p.m.

The first item on the agenda was a discussion regarding a review of employee compensation. As a result of employment trends and the expected addition of a city ambulance service, staff sought a proposal from Condrey & Associates to evaluate compensation rates within the city's wage scale and incorporate new ambulance service positions into the compensation plan. The cost for this study is a fixed fee of \$27,500 and is expected to be completed over a three-month period.

Council member Sporrer recommended that the city's total compensation package, including benefits, is also reviewed by the consultant. At the end of the discussion, staff was directed to proceed with amending the scope of services to include a review of total compensation in addition to a review of employee compensation. An updated contract will be placed on a future Council agenda for formal consideration.

The next item on the agenda was a discussion regarding amending the wage scale for fiscal year (FY) 22-23. In 2018, Council adopted the Condrey wage scale and classification structure which included an annual wage scale adjustment based on the Midwest Region Employment Consumer Price Index (CPI). The CPI percentage change from March 2021 to March 2022 was 3.2%. As a result, staff recommends increasing the city's wage scale by 3.2% effective July 1, 2022. At the end of the discussion, staff was directed to proceed with placing a resolution approving a 3.2% increase to the city's wage scale (excluding the executive pay plan and minimum wage employees) on the June 21, 2022, Council agenda for formal consideration.

The next item on the agenda was a discussion regarding an increase to health plan premiums for FY 22-23. As a result of a Wellmark cost increase, staff proposes to increase health plan premiums by 10% effective July 1, 2022. At the end of the discussion, staff was directed to proceed with placing a resolution approving a 10% increase to the city's health plan premiums on the June 21, 2022, Council agenda for formal consideration.

Carlstone disconnected from the meeting via phone at 7:25 p.m.

During the next agenda item, staff reviewed the following elements related to the pending transition of the Pella Community Ambulance (PCA) to a city service:

1. Transfer agreements. During the City Council meeting on June 21, 2022, staff will present two legal documents transferring all PCA assets to the City of Pella. Staff believes these assets will adequately cover PCA's outstanding liabilities.
2. Employee transition. The PCA currently operates with 12 full-time employees and 25 paid per call/part-time employees. Council expressed support to proceed with continuing employment for all PCA employees at their current rate plus a wage increase of 3.2% to align with the city's proposed wage scale increase. Council directed staff to also honor years of service as it relates to vacation and sick leave calculations.
3. Ambulance rates. Staff reviewed proposed ambulance service rates, current rates of other area services, Medicare rates, and Wellmark rates. Staff informed Council that the annual Ground Emergency Medical Transport grant will provide approximately \$125,000 to \$150,000 per year; however, the city will not be eligible to receive this grant until FY 24-25.

At the end of the discussion, staff was directed to proceed with placing the necessary resolutions related to the transfer agreements, employee transition, and ambulance service rates on the June 21, 2022, Council agenda for formal consideration.

The last item on the agenda was a discussion regarding compensation for reserve peace officers. The Pella Police Department currently has three reserve officers who are paid \$1.00 per year. Staff is requesting to increase reserve officer compensation to \$25 per hour. Police Chief Shane McSheehy informed Council that reserve officers were utilized for 288 hours during FY 21-22 and a similar number of hours are expected during the current FY. Almost half of the hours worked by reserve officers will be billed to the vendor requesting the officer's presence with the remaining hours occurring during mandatory training or other city sponsored events. McSheehy reviewed projected revenues and expenditures for the reserve program which would result in a net expenditure of \$4,505 during FY 22-23. If approved, this figure would be incorporated into the Police Department's operating budget. At the end of the discussion, staff was directed to proceed with implementing a \$25 hourly compensation rate for reserve officers with a retroactive effective date of April 1, 2022.

The meeting adjourned at 7:42 p.m.

Respectfully submitted:

Mandy Smith
City Clerk

b. Civil Service Commission Minutes for February 28, 2022

Present: Marty Racheter, Commission Chair; Curtis Baugh, Commission Member; Keith Van Gent, Commission Member; Stacey Bone, City of Pella Human Resources Director; Marcia Slycord, Secretary to the Commission and Police Administrative Services Manager

The meeting was called to order at 6:07 p.m. by Commission Chair Racheter.

Van Gent moved to accept the February 28, 2022 agenda as presented, seconded by Baugh. All members voted aye; motion approved.

Van Gent moved to accept the January 17, 2022 minutes as presented, seconded by Baugh. All members voted aye; motion approved.

Baugh moved to approve the interview questions as presented, seconded by Van Gent. All members voted aye; motion approved.

At 6:08 p.m., Van Gent 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 7:28 p.m.

Van Gent moved to certify two candidates for the police officer position, seconded by Baugh.

On roll call the vote was: aye: 2 (Van Gent, Baugh); nay: 1 (Racheter); motion approved.

The following candidates, listed in alphabetical order were certified:

Chase Poston Pella, IA; Zachary Merrill Altoona, IA

The list will be placed on the March 15th City Council agenda for acceptance.

There being no further business to come before the commission, the meeting adjourned at 7:53 p.m.

Respectfully submitted,

Marcia Slycord, Secretary to the Commission

c. Civil Service Commission Minutes for April 27, 2022

Present: Marty Racheter, Commission Chair; Curtis Baugh, Commission Member; Stacey Bone, City of Pella Human Resources Director; Marcia Slycord, Secretary to the Commission and Police Administrative Services Manager; Paul Haase, Pella Police Department Captain; Aaron Hilligas, Ahlers and Cooney Law Firm Attorney; Nathan Wolff, prospective Commission Member

The meeting was called to order at 5:06 p.m. by Commission Chair Racheter.

Baugh moved to accept the April 27, 2022 agenda as presented, seconded by Racheter. Motion approved.

Baugh moved to accept the March 2, 2022 minutes as presented, seconded by Racheter. Motion approved.

Attorney Aaron Hilligas from Ahlers and Cooney Law Firm arrived at 5:08 p.m.

Prospective Commission Member Nathan Wolff arrived at 5:29 p.m. and left at 6:39 p.m.

A work session regarding procedural rules for the City of Pella Civil Service Commission took place.

There being no further business to come before the commission, the meeting adjourned at 7:46 p.m.

Respectfully submitted,

Marcia Slycord, Secretary to the Commission

d. Community Development Committee Minutes for April 27, 2022

Chairperson Cody called the Community Development Committee (CDC) to order in the Memorial Building at 5:30 p.m. Members present were: Patsy Cody, Mike Kiser, Shelly Riggen, Wayne Stienstra, Caryn Van Hemert, and Christi Vander Voort; absent: Jerry Brummel, Linda Groenendyk, Nancy Henry, and Dennis Vander Beek. Staff present: Planning and Zoning Director Gerald Buydos, Zoning Analyst Jared Parker, and the Deputy City Clerk. One member of the public was in attendance.

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

APPROVAL OF MINUTES: Motion by Kiser, second by Van Hemert to approve the minutes from the April 13, 2022 meeting. Motion carried 6-0.

Work Session to Discuss Proposed Design Review District Design Manual Updates and Review Draft Architectural Design Guidelines

On April 29, 2021, the CDC appointed four committee members (Kiser, Riggen, Vander Beek, and Van Hemert) to a subcommittee to review the Design Review District Design Manual for potential updates. The purpose of this work session with SHYFT Collective was to discuss potential updates to the Design Manual. The City Council will need to approve proposed updates to the manual prior to implementation.

SHYFT Collective Senior Project Architect Kurt Hagge and the Committee discussed the draft Architectural Design Guidelines that were prepared for the Committee's review. Much of the discussion centered on the Dutch architectural design elements and materials and how they fit into the three proposed tiers. Following discussion, Hagge stated that SHYFT will prepare a revised draft of the guidelines prior to the next special meeting. He asked the Committee to think about whether they would like to extend Tier 1 design guidelines further along Oskaloosa Street. Planning and Zoning Director Gerald Buydos stated that the Committee could discuss the proposed design tiers further at the next regular meeting. After Hagge has sent the draft guidelines to staff, they will be sent out to the Committee for review and to gather feedback for Hagge.

Next Meeting Dates: The next regular meeting is scheduled for May 11, 2022.

Other: Cody mentioned she had read an article regarding the Spirit of Pella, which stated the group was working with the CDC on a mural for downtown Pella. She corrected the article stating the two groups have not yet been in contact.

Adjourned at 7:30 p.m.

3. Petitions and Communications

a. Renewal of Class C Liquor License with Outdoor Service, Catering, and Sunday Sales for Pella Golf and Country Club

BACKGROUND: Pella Golf and Country Club, at 600 Elm Street, has applied for renewal of their class C liquor license with catering, outdoor service, and Sunday sales privileges. The term of the new license is 12 months and, if approved, would expire on July 7, 2023. The application has been completed online with the state and, at the time of packet publication, is pending dram shop certification. Staff is recommending conditional approval pending the receipt of dram shop certification.

ATTACHMENTS: None
REPORT PREPARED BY: City Clerk
REVIEWED BY: City Administrator
RECOMMENDATION: Approve renewal pending receipt of dram shop certification

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

BACKGROUND: Liberty Street Kitchen, at 705 E 1st Street, has applied for renewal of their class C liquor license with catering, outdoor service, and Sunday sales privileges. The term of the new license is 12 months and, if approved, would expire on July 14, 2023. 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. Renewal of Class B Native Wine Permit with Sunday Sales for Ulrich Meat Market

BACKGROUND: Double Dutch Meat Processing, DBA Ulrich Meat Market at 715 Franklin Street, has applied for renewal of their class B native wine permit with Sunday sales privileges. The term of the new license is 12 months and, if approved, would expire on August 14, 2023. 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

d. Renewal of Class C Liquor License with Outdoor Service and Sunday Sales for Sports Page Bar and Grill

BACKGROUND: Des Moines Rock City, LLC, DBA Sports Page Bar and Grill located at 1111 W 16th St., has applied for renewal of their class C liquor license with outdoor service and Sunday sales privileges. The term of the new license is 12 months and, if approved, would expire on June 30, 2023. The application has been completed online with the state and, at the time of packet publication, is pending dram shop certification. Staff is recommending conditional approval pending the receipt of dram shop certification.

ATTACHMENTS: None
REPORT PREPARED BY: City Clerk
REVIEWED BY: City Administrator
RECOMMENDATION: Approve renewal pending receipt of dram shop certification

e. Renewal of Class C Liquor License with Outdoor Service and Sunday Sales for Your Private Bartender

BACKGROUND: Your Private Bartender, at 1981 Fifield Road, has applied for renewal of their class C liquor license with outdoor service and Sunday sales privileges. This location is the site of the Sun Valley Barn event venue. The term of the new license is 12 months and, if approved, would expire on July 8, 2023. 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

f. Temporary Outdoor Service Privileges on a Class C Liquor License for Dutch 200 Bowl & Grill

BACKGROUND: Dutch 200 Bowl & Grill, at 204 SE 9th Street, has applied for four temporary outdoor service privileges on their class C liquor license to host bike nights on the following dates in 2022: Friday, July 8; Friday, August 12; Friday, September 9; Saturday, September 24. These requests are consistent with events held at this same location in 2021 and 2022.

Outdoor Service Area: 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 applicant is proposing the outdoor service area would extend from their building, encompassing their entire parking lot, as outlined on the attached map. This area would be enclosed with a temporary rope fence, which meets the Iowa ABD requirements. The outdoor service area is located completely on private property.

Off-Street Parking Requirement: According to City Code, this business is required to provide 56 paved off-street parking spaces on their property. The requested outdoor service area would not allow customer parking within the entire parking lot; therefore, the business is requesting to offer off-street parking on two adjacent grass lots. Written permission for their property to be utilized for this purpose has been provided by the property owner; this item is included as a memo attachment.

Prior to approving this request in 2021, staff obtained guidance from the City Attorney regarding the uniqueness of providing customer parking on an adjacent grass lot. The City Attorney believes the Zoning Administrator has the authority to authorize temporary off-site grass parking; however, staff recommends this authorization is conditional upon Council approving the temporary outdoor service privilege on the liquor license. If Council approves the temporary outdoor service privilege on the applicant's liquor license for these events, the Zoning Administrator would temporarily allow parking of customer vehicles on the adjacent grass lots, in accordance with City Code section 165.29.1(E).

In summary, the applications for a temporary outdoor service privilege on this liquor license have been completed online with the state and are pending dram shop certification. Staff is recommending conditional approval of the temporary outdoor service privilege requests pending receipt of dram shop certification. Furthermore, the Zoning Administrator's authorization to allow temporary off-site grass parking for the dates of these events would be contingent upon Council's approval of the temporary outdoor service privileges for the same dates.

ATTACHMENTS: Map with Event Dates, Property Owner Permission
 REPORT PREPARED BY: City Clerk
 REVIEWED BY: City Administrator, Planning and Zoning Director, Police Chief
 RECOMMENDATION: Conditional approval pending dram shop certification

g. Special Event Permit Request for 4th of July Celebration

i. Resolution No. 6446 entitled, "RESOLUTION TEMPORARILY CLOSING PUBLIC WAYS OR GROUNDS IN CONNECTION WITH A SPECIAL EVENT KNOWN AS 4TH OF JULY CELEBRATION"

BACKGROUND: The City of Pella is requesting a special event permit for this year's 4th of July celebration activities. Plans call for a celebration on Monday, July 4, 2022, with entertainment on the Tulip Toren, food vendors, parade, fireworks, fishing at Caldwell Park, and live music from the Pella City Band after the parade.

The same parade route that was utilized in 2021 is being proposed for this year. If approved, the parade route would begin at the corner of Franklin/E 2nd Street and end at the corner of Main/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 from 8:00 a.m. to 9:30 p.m. and parade route from 4:00 to 8:00 p.m.: Franklin Street from Broadway to Main, Broadway Street from Washington to Franklin.
4. Horse trailers/carriage rides from 2:00 to 8:00 p.m.: Eight parking spaces on the west side of Main Street by Central Park.
5. Fireworks display: From noon to midnight: East University Street from E 15th to 240th and from 8:00 to 10:30 p.m.: 240th Place from East Oskaloosa to E Vermeer

The rain date for fireworks only will be Thursday, July 7, 2022, after the Thursday in Pella event.

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, Maps, Department Comments
 REPORT PREPARED BY: City Clerk
 REVIEWED BY: City Administrator
 RECOMMENDATION: Approve special event permit and resolution

E. PUBLIC HEARINGS

1a. Public Hearing on the proposal to convey real property to Pella Regional Health Center.

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 and authorizes the conveyance of real property to Pella Regional Health Center (PRHC). The subject property is the former public right-of-way in the portion of Orchard Drive located south of Monroe Street, as shown on the attached vacation plat. As background, PRHC has requested to purchase this property, which totals 4,595 square feet, as this property abuts their current property. It is important to note that the City Council vacated this public right-of-way on May 17, 2022.

The purchase price for the property totals \$2,297.50, which is based on the city's policy of \$0.50 per square foot for former public right-of-way. In addition, PRHC will be responsible for reimbursing the city's legal fees.

In summary, staff is recommending approval of this resolution which approves the conveyance of the vacated right-of-way property in the portion of Orchard Drive located south of Monroe Street to PRHC.

ATTACHMENTS: Resolution, Purchase Agreement with Easement Plat, Vacation Plat
 REPORT PREPARED BY: City Administration
 REPORT REVIEWED BY: City Administrator, City Clerk
 RECOMMENDED ACTION: Approve resolution

1b. Resolution No. 6447 entitled, "RESOLUTION APPROVING AND AUTHORIZING THE CONVEYANCE OF REAL PROPERTY TO PELLA REGIONAL HEALTH CENTER."

Branderhorst moved to approve, seconded by Bandstra.

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

2a. Public Hearing regarding Old City Hall Alley Reconstruction 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 Old City Hall Alley Reconstruction project. As background, this project involves complete reconstruction of the east/west alley which extends from Broadway Street to Main Street, as shown on the attached map. The reconstruction includes new six-inch concrete pavement with a brick overlay (consistent with the Oost Poort Alley reconstruction), complete replacement of the eight-inch public sanitary sewer, new storm sewer, and new intakes.

The bid opening for the project was held on June 14, 2022, with two bids received:

	Bid Alternate 1	Bid Alternate 2
Contractor	2022 Construction	2023 Construction
TK Concrete	\$555,455.00	\$574,865.00
Synergy Contracting	\$897,138.00	\$847,138.00

After reviewing the bid proposals and checking references, Garden & Associates, the project engineer, recommends awarding the contract to the lowest responsive responsible bidder, TK Concrete, for bid alternate 1 in the amount of \$555,455. This bid is roughly 23% higher than the engineer's opinion of probable costs of \$450,203.50; however, based on the current bid environment as well as material and fuel costs, the engineer does not believe that rebidding the project would result in more favorable bid results. Staff is in agreement with the engineer's recommendation.

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

- Notice to proceed issued: July 18, 2022
- Final completion: November 18, 2022

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 for the above referenced project to TK Concrete in the total amount of \$555,455 for bid alternate 1. Finally, it is important to note that TK Concrete was the contractor who successfully completed the Oost Poort Alley project in 2021.

ATTACHMENTS: Resolution, Engineer’s Recommendation, Bid Tabulation, Project Map
 REPORT PREPARED BY: Public Works Department
 REVIEWED BY: City Administrator, City Clerk
 RECOMMENDATION: Approve resolution

2b. Resolution No. 6448 entitled, “RESOLUTION APPROVING PLANS, SPECIFICATIONS, FORM OF CONTRACT, ESTIMATE OF COSTS, RECEIVING OF BIDS, AND MAKING AWARD OF CONTRACT FOR THE OLD CITY HALL ALLEY RECONSTRUCTION PROJECT.”

Branderhorst moved to approve, seconded by Hopkins.

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

3a. Public Hearing regarding Prairie Street Improvements 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 Prairie Street Improvements project. As background, this road segment begins at Truman Road, extending north approximately 1,100 LF to South Street, as shown on the attached map. This roadway is currently a rural section gravel road with ditches. The project includes new storm sewer and intakes and the new pavement will be 31’ wide, eight-inches thick, concrete curb and gutter with baskets.

The bid opening for the project was held on June 14, 2022. Only one bid was received from Blommers Construction in the amount of \$914,587. The engineer’s opinion of probable costs was \$736,153.

After reviewing the bid proposal and checking references, Garden & Associates, the project engineer, recommends awarding the contract to the lowest responsive responsible bidder, Blommers Construction in the total amount of \$914,587. While only one bid was received and it is roughly 24% higher than the engineer’s opinion of probable costs, the engineer believes this reflects the current bid environment and represents the difficulty bidders are having locating materials or workers and dealing with escalating fuel costs. The engineer does not believe that rebidding the project would result in more favorable bid results. Staff is in agreement with the engineer’s recommendation.

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

- Notice to proceed issued (approximate): July 1, 2022 to no later than March 1, 2023
- Final completion: July 31, 2023 (80 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 for the above referenced project to Blommers Construction in the total amount of \$914,587.

ATTACHMENTS: Resolution, Engineer’s Recommendation, Bid Tabulation, Project Map
 REPORT PREPARED BY: Public Works Department
 REVIEWED BY: City Administrator, City Clerk
 RECOMMENDATION: Approve resolution

3b. Resolution No. 6449 entitled, “RESOLUTION APPROVING PLANS, SPECIFICATIONS, FORM OF CONTRACT, ESTIMATE OF COSTS, RECEIVING OF BIDS, AND MAKING AWARD OF CONTRACT FOR THE PRAIRIE STREET IMPROVEMENTS PROJECT.”

Branderhorst moved to approve, seconded by Hopkins.

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

4a. Public Hearing regarding Prairie Ridge West Sanitary Sewer Bids.

No written or oral comments were received.

Branderhorst 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 plans, specifications, form of contract, estimate of costs, accepts bids, and defers awarding the contract for the Prairie Ridge West Sanitary Sewer project. As background, this project includes all labor, material, and equipment to construct 5,112 linear feet of 12-inch diameter sanitary sewer in open cut installation, 17 manholes, excavation, backfill, manhole connection to existing sewer, and miscellaneous associated work, including cleanup. The Prairie Ridge West sanitary sewer is located north of West Washington (Highway G-28), west of Fifield Road, as shown on the attached map.

The bid opening for the project was held on June 8, 2022, with five total bids received:

Contractor	Location	Bid
J & K Contracting, LLC	Urbandale, IA	\$1,051,466
Synergy Contracting, LLC	Des Moines, IA	\$1,200,714
AVR Excavating, Inc.	Prairie City, IA	\$1,221,193
Vanderpool Construction Inc.	Indianola, IA	\$1,494,415
Rognes Corporation	Ankeny, IA	\$1,881,583

After reviewing the bid proposals and checking references, Veenstra & Kimm, the project engineer, recommends awarding the contract to the lowest responsive, responsible bidder, J & K Contracting, in the total amount of \$1,051,466. This bid is roughly 7.6% higher than the engineer’s opinion of probable costs of \$977,174; however, the construction costs for utility projects are currently increasing at a noticeable rate due to increases in material, fuel, and labor costs. At the present time it appears underground utility project costs are increasing at a rate of 3% to 5% per month. Also, several material suppliers have indicated there will be a mid-year price increase effective on or about July 1st. The extent of price increases has generally not been announced; however, bidders are reflecting that concern in their recent pricing. The engineer believes it’s unlikely rebidding the project at a future date would result in lower pricing as lower pricing is not likely in the foreseeable future. Staff is in agreement with the engineer’s recommendation.

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

- Notice to proceed issued (approximate): July 5, 2022 to no later than February 1, 2023
- Final completion: May 31, 2023

Cost Sharing Agreement: On August 3, 2021, the City Council approved the attached cost sharing agreement with RDP Holdings for this project which stated that RDP Holdings is responsible to pay the total project costs up to \$900,000. Additionally, the agreement states that if the actual cost exceeds \$900,000, the parties agree to work together to address the cost overruns. During the Policy and Planning meeting, staff will be discussing RDP Holdings' proposal to address project costs in excess of \$900,000 (included as agenda item J-2).

Summary and Staff Recommendation: In summary, due to the project costs exceeding the \$900,000 referenced in the approved cost sharing agreement, staff recommends that Council conduct the public hearing for this item and approve the resolution which approves the plans, specifications, form of contract, estimate of costs, and defers the award of contract. A separate resolution will be presented to Council on June 29th which awards the construction contract. This will be done in conjunction with an amendment to our cost sharing agreement with RDP Holdings which addresses the cost sharing for this project.

ATTACHMENTS: Resolution, Engineer's Recommendation, Bid Tabulation, Project Map, RDP Holdings Cost Sharing Agreement
REPORT PREPARED BY: Public Works Department
REVIEWED BY: City Administrator, City Clerk
RECOMMENDATION: Approve resolution

4b. Resolution No. 6450 entitled, "RESOLUTION APPROVING PLANS, SPECIFICATIONS, FORM OF CONTRACT, ESTIMATE OF COSTS, RECEIVING OF BIDS, AND DEFERRING THE AWARD OF CONTRACT FOR THE PRAIRIE RIDGE WEST SANITARY SEWER PROJECT."

Hopkins moved to approve, seconded by Sporrer.

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

F. PETITIONS & COMMUNICATIONS

1a. Special Event Permit Request for The District After Dark.

Branderhorst moved to approve, seconded by Bandstra.

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

BACKGROUND: The Pella Historic Downtown Retail Group has requested a special event permit to host four District After Dark events on the first Friday of every month starting in July through October of 2022. If approved, the events would be held from 5:30 p.m. to 9:00 p.m. on July 1, August 5, September 2, and October 7. The promoter is requesting to begin set-up at 4:30 p.m. with take down completed by 10:00 p.m.

The purpose of these events is to create a Friday night event for residents, guests, and out-of-town visitors to enjoy exploring downtown businesses in a festive atmosphere which would include live music on the Tulip Toren, a food truck on the north side of Franklin Street, east of Broadway Street, a non-alcoholic specialty drink station on the west side of Main Street, south of Washington Street, and a non-alcoholic specialty drink station at Pella Books (824 Franklin Street).

In addition, the promoter is requesting that the City Hall public restrooms remain open and available to the public during these events.

A resolution closing a total of eight parking spaces is included with this request. The parking spaces will be utilized for the food truck and one of the non-alcoholic specialty drink stations. It is important to note that while the food truck and non-alcoholic beverage station will be placed in parking spaces, the structures will be set up facing Central Park to ensure patrons do not line up in the streets for safety purposes.

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 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. 6451 entitled, "RESOLUTION TEMPORARILY CLOSING PUBLIC WAYS OR GROUNDS IN CONNECTION WITH A SPECIAL EVENT KNOWN AS THE DISTRICT AFTER DARK."

Sporrer moved to approve, seconded by Hopkins.

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

2. Special Event Permit Request for 175th Anniversary Summer Soiree.

Hopkins moved to approve, seconded by Sporrer.

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

BACKGROUND: Dutchfix has requested a special event permit to host a 175th anniversary summer soiree block party on Friday, August 5, 2022 and Saturday, August 6, 2022 from 4:00 to 10:00 p.m. each night. If approved, set-up is requested to begin at 7:00 a.m. on August 5th with take down completed by 11:45 p.m. on August 6th. The event is requested to be held in a fenced location on the Klokkenspel Plaza.

It is important to note that the entry/exit located on the north side of the Klokkenspel Plaza, as shown on the attached map, will be monitored with only those age 21+ allowed entry into the fenced area for this event. During the event, a DJ will be playing soft pop classics.

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

The promoter has rented the Klokkenspel Plaza through the Community Services office. Staff is recommending conditional approval of this special event permit contingent upon approval of a temporary outdoor service extension on the promoter's liquor license during this event, which is included for Council's consideration as agenda item F-3.

ATTACHMENTS: Application, Map, Department Comments
REPORT PREPARED BY: City Clerk
REVIEWED BY: City Administrator
RECOMMENDATION: Conditional approval as outlined

3. Temporary Outdoor Service Privilege on Class C Liquor License for Artisanal, LLC (DBA Dutchfix). Hopkins moved to approve, seconded by Sporrer.

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

BACKGROUND: Artisanal, LLC, DBA Dutchfix at 621 Franklin Street, has applied for temporary outdoor service privileges on their class C liquor license. As part of this request, the applicant is proposing to serve alcoholic beverages on Friday, August 5, 2022 and Saturday, August 6, 2022, within an enclosed and clearly marked location on the Klokkenspel, as outlined on the attached map. This request is in conjunction with a special event permit for the 175th Anniversary Summer Soiree which is included for Council's consideration as agenda item F-2. The application has been completed online with the state. Staff is recommending conditional approval of this temporary liquor license outdoor service privilege contingent upon approval of the associated special event permit.

ATTACHMENTS: Map
REPORT PREPARED BY: City Clerk
REVIEWED BY: City Administrator
RECOMMENDATION: Conditional approval as outlined

G. RESOLUTIONS

1. Resolution No. 6452 entitled, "RESOLUTION CALLING A SPECIAL ELECTION ON THE IMPOSITION OF A LOCAL OPTION SALES AND SERVICES TAX WITHIN THE CITY OF PELLA, IOWA."

Bandstra moved to approve, seconded by Hopkins.

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

BACKGROUND: This resolution calls for a special election on September 13, 2022, on the imposition of a Local Option Sales and Services Tax (LOSST). As background, Council discussed this item during the Policy and Planning meeting on June 7, directing staff to proceed with formal consideration of this resolution.

Current Local Option Sales and Services Tax: The city's current LOSST, which was approved by the citizens of Pella on March 1, 2011 with 85% support, is set to expire on December 31, 2023.

Listed below is a summary of the projects funded with the current LOSST:

LOSST revenue	\$14,600,000
Marion County redistribution	<u>3,600,000</u>
Total revenue	<u>\$18,200,000</u>
Indoor pool	\$3,700,000
Sports Park	3,450,000
Quality of life projects	2,000,000
Street projects/property tax relief	<u>9,050,000</u>
Total expenditures	<u>\$18,200,000</u>

Potential Projects for a New Local Option Sales and Services Tax: On April 19, 2022, Council instructed staff to proceed with the city's base facility plan, which included a new indoor recreation center and improvements to the existing Community Center. One of the plan's main funding sources was the LOSST. Based on this direction, legal counsel drafted the following proposed uses for a new LOSST: Indoor recreational facilities; Other recreational facilities; Community center facilities; Infrastructure improvements; Other community betterment projects designated by the City Council; Retirement of debt incurred for any such purposes; and any other lawful purpose.

Property Tax Relief: In order to extend the LOSST collection, the city must hold a referendum imposing the LOSST and include a purpose statement stating the intended use. State law requires that any referendum on LOSST must consist of the percentage of LOSST that will be utilized for property tax relief, even if that amount is 0%.

The proposed ballot language in the attached resolution is as follows:

A local sales and services tax shall be imposed in the City of Pella that will continue without repeal of the existing local sales and services tax at the rate of one percent (1%) to be effective on January 1, 2024 until an automatic repeal date of December 31, 2043.

Revenues from the local option sales and services tax are to be allocated as follows:

0% shall be used for property tax relief;

The specific purposes for which the revenues shall otherwise be expended are:

100% shall be used for any lawful purpose including but not limited to indoor recreational facilities, other recreational facilities, community center facilities, infrastructure improvements, other community betterment projects designated by the City Council, retirement of debt incurred for any such purposes, and any other lawful purpose.

The proposed language would allow the City Council to designate the LOSST collection beginning on January 1, 2024, for all specified uses. All financial plans for the proposed indoor recreational facility and Community Center improvements have included significant allocation from LOSST collection to offset the impact of debt services associated with those projects.

Resolution of Support: State law requires that for the city to hold a public LOSST referendum, the governing bodies, including the city, of 50% of the population of the county must approve supporting resolutions. On June 14, the Marion County Board of Supervisors approved the attached resolution of support which fulfils this requirement.

Redistribution Agreement: The City of Pella, City of Knoxville, and Marion County are currently operating under a redistribution agreement whereby Marion County redistributes 8% of the county-wide LOSST collection to the City of Pella and 4% of the county-wide collection to the City of Knoxville. The purpose of this redistribution agreement is to more closely align the payment of LOSST to the communities of collection. Currently, 60% of the county-wide LOSST results from sales of goods and services within the City of Pella, but based on the state formula for distribution, the city only receives 28%. The current redistribution agreement increases the collection percentage to roughly 37%.

It is important to note that the resolution under consideration states that the City Council reserves the right to rescind the resolution if the redistribution agreement is not agreed to via a mutually acceptable 28E Agreement in a manner that continues to reflect the City of Pella's significant impact on overall county-wide collection.

Summary: In summary, staff is recommending approval of the attached resolution calling a special election on September 13, 2022, on the imposition of a Local Option Sales and Services Tax (LOSST).

ATTACHMENTS: Resolution, Marion County Resolution of Support
REPORT PREPARED BY: City Administration
REVIEWED BY: City Administrator, City Clerk
RECOMMENDATION: Approve resolution

2. Resolution No. 6453 entitled, "RESOLUTION ADOPTING ANNUAL WAGE SCALE."

Branderhorst moved to approve, seconded by Hopkins.

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

BACKGROUND: This resolution adopts the annual wage scale for fiscal year (FY) 22-23. As background, Council discussed this request during the Policy and Planning meeting on June 7th, directing staff to proceed with placing this resolution on a future agenda for formal consideration. The wage scale adjustment is an across the board increase of 3.2% for all employees excluding those covered by the executive pay plan and minimum wage employees.

As background, Council adopted the wage scale and classification structure prepared by Condrey and Associates in 2018. To keep the pay scale current, Condrey recommended an annual market adjustment linked to the Employment Cost Index (ECI) published by the United States Bureau of Labor Statistics for State and Local Government Workers. The ECI is a lagging indicator which is published every quarter. Given the delay in publication, the city utilizes the percentage change from each March; the change from March 2021 to March 2022 was 3.2%. If approved, this adjustment would be effective July 1, 2022.

The attached wage matrix reflects the new amended wage scale for each pay grade. Also attached is the updated classification structure indicating the position classifications.

Annual Cost: During the annual budget process, staff works to identify a reasonable estimate for the annual cost of living increase. The FY 22/23 budget included an increase of 2.5%, which amounted to an increase of \$209,079 in annual wage payments. As previously mentioned, the actual CPI increase was 3.2% which amounts to an increase of \$259,730 in annual wage payments. The difference between the budgeted amount and the proposed cost of living adjustment is 0.7%, or \$50,651.

In summary, staff is recommending approval of this resolution approving an amended wage scale reflecting an across the board increase of 3.2% for all employees excluding those covered by the executive pay plan and minimum wage employees. This increase is linked to the ECI for State and Local Government Workers by the United States Bureau of Labor Statistics for March 2021 to March 2022, in accordance with the wage scale and classification structure adopted by Council in 2018.

ATTACHMENTS: Resolution, Classification Structure, Wage Matrix
REPORT PREPARED BY: City Administration
REVIEWED BY: City Administrator, City Clerk
RECOMMENDATION: Approve resolution

3. Resolution No. 6454 entitled, "RESOLUTION ADOPTING HEALTH PLAN PREMIUMS."

Branderhorst moved to approve, seconded by Sporrer.

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

BACKGROUND: This resolution adopts the health plan premiums for fiscal year (FY) 22-23. As background, Council discussed this request during the Policy and Planning meeting on June 7th, directing staff to proceed with placing 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 health care cost increases. As a result of a 10% Wellmark cost increase, staff is proposing to increase FY 22-23 premiums by 10%:

- Single health coverage: increase from \$631.44 to \$694.58 per month
- Family health coverage: increase from \$1,330.21 to \$1,463.23 per month

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

- Single health coverage: increase from \$63.14 to \$69.46 per month
- Family health coverage: increase from \$133.02 to \$146.32 per month

Throughout the FY 22-23 budget process, staff worked with the city's insurance broker to estimate the annual renewal. As such, a 10% rate increase was included as part of the certified FY 22-23 budget.

In summary, staff recommends approval of this resolution adopting the FY 22-23 health plan premiums reflecting a 10% rate increase effective July 1, 2022.

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

4. Resolution No. 6455 entitled, "RESOLUTION ADOPTING A RESERVE PEACE OFFICER COMPENSATION RATE."

Hopkins moved to approve, seconded by Sporrer.

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

BACKGROUND: This resolution adopts a compensation rate for Reserve Peace Officers. As background, during the Policy and Planning meeting on June 7th, Council discussed a request from staff to implement a \$25 hourly compensation rate for Reserve Officers in the performance of their duties during special events, high school or college sporting events, required agency training, and other events as authorized by the Chief of Police. At the end of the meeting, Council directed staff to proceed with implementation of the \$25 hourly compensation with a retroactive effective date of April 1, 2022.

As further background, the Pella Police Department has three Reserve Officers who have between 20 and 30 years of service with the city. Reserve Officers are currently paid \$1.00 per year for their service. Iowa Code Section 80D.11 states that Reserve Officers are employees of the governing body and are to be paid a minimum of \$1.00 per year. Iowa Code does not require nor prohibit any additional compensation.

Surrounding Agency Reserve Programs

A review of surrounding agency reserve programs indicates the following compensation rates:

Marion County Sheriff's Office	\$25 per hour and up (flexibility due to different vendor rates)
Jasper County Sheriff's Office	\$25 per hour and up (flexibility due to different vendor rates)
Knoxville Police Department	\$25 per hour and up (flexibility due to different vendor rates)
Grinnell Police Department	\$25 per hour and up (flexibility due to different vendor rates)

Vendors: The Pella Community High School and Central College utilize Reserve Officers during their sporting and graduation events. These vendors compensate the program at a rate of \$15 per officer per hour; however, these funds have previously been collected in a reserve officer equipment account which has been used to purchase or maintain uniforms and equipment. Additionally, the Pella Business Women's Club has paid a rate of \$30 per hour per officer historically; these funds were also collected into the reserve officer equipment account. Other vendors have utilized Reserve Officers for special event needs including 5Ks. It is important to note that both Pella Community High School and Central College have been notified of the potential rate increase and neither entity has an objection to the increase. Other various vendors may request the services of Reserve Officers with authorization from the Chief of Police.

Revenues and Expenditures: In 2021-22, Reserve Officers were utilized for a total of approximately 288 hours. The police department expects a similar schedule for the current year. Almost half of the hours worked by Reserve Officers will create revenue from approved vendors. The remaining hours represent mandatory training hours or other city related events worked by Reserve Officers.

Below is an overview regarding projected revenues, expenses, and net expenditure for the program:

Revenues	\$3,320
Expenses	
Salary	(6,925)
Uniforms/Equipment	(450)
Training	(450)
Total expenses	(7,825)
Net Expenditure	\$4,505

Summary and Staff Recommendation: In summary, staff is requesting to implement a Reserve Peace Officer compensation rate of \$25 per hour during special events, high school or college sporting events, required agency training, and other events as authorized by the Chief of Police. If approved, vendors utilizing Reserve Officers will be billed at a rate of \$25 per hour, with a three-hour minimum charge. As shown above, the program predicts a net expenditure of \$4,505, which would be incorporated into the Police Department’s operating budget. The Reserve Officers are fully uniformed and have all required equipment. The annual cost of uniform/equipment replacement has been accounted for in the net expenditure amount.

Staff is recommending approval of the attached resolution implementing a \$25 hourly compensation rate for Reserve Peace Officers with a retroactive effective date of April 1, 2022.

ATTACHMENTS: Resolution
REPORT PREPARED BY: Chief of Police
REVIEWED BY: City Administrator, City Clerk
RECOMMENDATION: Approve resolution

H. CLAIMS

1. Abstract of Bills No. 2105.
Branderhorst moved to approve, seconded by Hopkins.
On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

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

One comment was received and addressed.

J. POLICY AND PLANNING

From 6:45 p.m. to 7:08 p.m., Council adjourned to the Policy and Planning meeting to hold a discussion regarding the following items, with no formal Council action taken:

1. Pella Community Ambulance transfer agreements
2. Proposed amendment to the Southwest Trunk Sewer Extension Cost Sharing Agreement
3. Drafted public access restroom agreement with the PACE Alliance

Council adjourned for a brief recess from 7:08 p.m. to 7:11 p.m.

K. EXEMPT SESSION

1. At 7:11 p.m., Branderhorst moved to enter into exempt session pursuant to Iowa Code Chapter 21.9 to discuss employment conditions of employees not covered by collective bargaining agreements, seconded by Hopkins.
On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

Council reconvened to open session at 7:15 p.m.

In open session, Hopkins moved to approve Resolution No. 6456 entitled, “RESOLUTION AMENDING INFECTIOUS DISEASE ACTION PLAN/POLICY RELATED TO THE COVID-19 PUBLIC HEALTH CRISIS,” seconded by Sporrer.

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

L. ADJOURNMENT

There being no further business claiming their attention, Bandstra moved to adjourn, seconded by Hopkins. On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

Meeting adjourned at 7:16 p.m.