



CITY OF PELLA

CITY COUNCIL OFFICIAL MINUTES

January 3, 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, Calvin Bandstra, Dr. Spencer Carlstone. Absent: Lynn Branderhorst, Dave Hopkins. City Administrator Mike Nardini and City Clerk Mandy Smith were present. Ten staff members and eighteen members of the general public attended in person. Thirteen members of the general public attended via conference call.

B. MAYOR'S COMMENTS

1. Approval of Tentative Agenda.
Bandstra moved to approve, seconded by Sporrer.
On roll call the vote was: AYES: 4, NAYS: None. Motion carried.

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

Comments were received and addressed.

D. APPROVAL OF CONSENT AGENDA

De Jong moved to approve the consent agenda, seconded by Sporrer. On roll call the vote was: AYES: 4, NAYS: None. Motion carried.

The following items were approved:

1. Approval of Minutes
 - a. Official Council Minutes for December 20, 2022
2. Report of Committees
 - a. Policy and Planning Minutes for December 20, 2022

PRESENT: Mayor Don DeWaard, Mark De Jong, Liz Sporrer, Lynn Branderhorst, Calvin Bandstra, Dr. Spencer Carlstone, Dave Hopkins
ABSENT: None

OTHERS: City staff and visitors

The Policy and Planning meeting began at 6:45 p.m. The only item on the agenda was a discussion regarding the city's ambulance service. The Pella Community Ambulance (PCA) was transferred to a city-owned and operated department in July of 2022. The current ambulance service territory includes Pella's corporate limits as well as the surrounding area. During this Policy and Planning meeting, Council reviewed the following ambulance service financial projections:

Revenue	Fiscal Year 2023	Fiscal Year 2024
Billed Service Calls	\$ 846,500	\$ 846,500
Interest/Misc. Revenue	41,000	41,000
Ground Transportation Grant	-	-
Total Revenue	<u>\$ 887,500</u>	<u>\$ 887,500</u>
Operating Expenditures		
Personnel Costs	\$ 1,025,000	\$ 1,100,000
Supplies/Operations	<u>202,500</u>	<u>213,000</u>
Total Operating Expense	<u>\$ 1,227,500</u>	<u>\$ 1,313,000</u>
Net Income (Loss)	\$ (340,000)	\$ (425,500)
Capital Improvements	<u>(210,000)</u>	<u>(100,000)</u>
Net Operations Increase (Decrease) Cash	<u>\$ (550,000)</u>	<u>\$ (525,500)</u>
PCA Investment Fund	\$ 180,000	-
Rural Contribution/Other	-	-
City of Pella Projected Subsidy	<u>\$ (370,000)</u>	<u>\$ (525,500)</u>

In October of 2022, Council directed staff to send letters to the cities and townships who currently receive ambulance service from the City of Pella. The purpose was to request a meeting to discuss their service needs as well as potential financial contributions towards the service. Staff informed Council that meetings have been held with several of these entities who, in general, understand the city's need for financial contributions to service their territory; however, the entities also stated that they would be financially challenged to provide an amount necessary to adequately fund the ambulance service.

Several of the township trustees were present during this meeting. Steve Van Wyk, Lake Prairie Township trustee, informed Council that the township used to financially contribute \$1,000 per month to the PCA. This amount increased to \$2,000 per month at one point before the township ceased any financial contributions in August of 2021.

Staff presented details regarding ambulance service calls made to Lake Prairie and Summit Townships. The ambulance service responded to 159 calls in Lake Prairie Township and 58 calls in Summit Township (including unincorporated Otley) during fiscal year 2022, resulting in a net loss of approximately \$73,400 and \$28,000 respectively. Staff informed Council that while they believe it is important to work with the townships to structure a partnership to continue providing ambulance services, staff also believes that the citizens of Pella should not be subsidizing the cost to do so.

At the end of this portion of the discussion, Council directed staff to meet with these entities to continue discussing their ability to financially contribute towards the ambulance service. Fred Van Ee, Lake Prairie Township trustee, informed Council that in March of every year, a 28E Agreement is considered between Lake Prairie Township, Black Oak Township, Richland Township, and Summit Township which designates Lake Prairie as the entity responsible to pay the bills for these townships. As a result, Mr. Van Ee requested that he is the point of contact for future discussions regarding these townships.

In June of 2022, Council appointed a temporary advisory board to oversee the initial operations of the city's ambulance service. As the transition to a city-owned ambulance service is now complete, Council expressed their desire to allow this board to dissolve as planned on December 31, 2022. Should a permanent ambulance advisory board be formed at a later date, Council requested that it includes township representatives.

The final discussion item was regarding ambulance service fees. Staff recommended increasing the paramedic tier charge from \$150 to \$250 plus supplies and \$1 per mile. This increase would allow the city to recover costs when a paramedic is requested by another community. Council was in agreement, directing staff to place a resolution increasing the ambulance service fees for the paramedic tier on a future Council agenda for formal consideration.

The meeting adjourned at 7:48 p.m.

Respectfully submitted:

Mandy Smith

City Clerk

b. Library Board Minutes for November 8, 2022

I. Call To Order: President Brenda Huisman called the meeting to order at 4:09 p.m. Board members present were: Suzy Card, Nathan Copeland, Darath Fisher, Dayrel Gates. Board members absent: Kristi Leonard and Matt Van Gelder. Library Director Mara Strickler was present.

II. Recognition of Visitors and Visitor Comments: There were no visitors or guests present.

III. Approval of Agenda: The agenda was received by all Board members prior to the meeting and was approved as presented.

Suzy presented a motion to accept the agenda as presented, Dayrel seconded. Motion was unanimously approved.

IV. Disposition of Minutes: All Board members received the previous month's minutes prior to the meeting.

Suzy motioned to approve the minutes as presented; Darath seconded the motion. Motion was unanimously approved.

V. Approval of Bills: All Board members received the prior month's list of bills prior to the meeting. After some general discussion and questions regarding the monthly bills, Nathan motioned to approve the current month's bills. Dayrel seconded the motion. Motion was unanimously approved.

VI. Unfinished Business: There was no unfinished business.

VII. New Business:

2023/24 County Funding. Concerns discussed: Marion County's funding model and the lack of metric-based distribution. Director Strickler had previously presented a metric-based funding model to other Library Directors but felt a consensus has not been established. County Library Directors will meet November 18th, during this time Mara will find an opportunity to discuss support for a metric-based county funding model.

Review ADA Checklist Priorities 3 & 4. The board reviewed and accepted the summary of the ADA checklist priorities 3 & 4 as presented. ADA checklist priorities are reviewed annually as part of the Library's building planning.

VIII. President's Report and Announcements:

City Council Meeting schedule: November 15: Suzy C., December 6: Nathan C., December 20: Darath F.

IX. Director's Report: Copy highlights from Director's Report

Planning Your Library: Post COVID: Mara presented new and unique ideas presented during the event. Mara shared the presenter had a Marketing background vs. Library Science. Some of the ideas were novel and may be considered.

ILA Annual Conference: Library attendees: Mara Strickler, Chris Brown, Katie Dreyer, and Amy Kelpel. Chris and Sandy presented "You can do this!: Digitizing community history no matter your size" on the Pella Community Memory Database, which was well received. Katie is running to serve as a Director, which will be a three-year commitment if elected.

CPR Training: By end of November, all Library staff will be recertified in CPR. Special thanks to Pella Community Ambulance Staff for providing the training.

X. Trustee Training: Mara review of Public Library Standards to further Boards knowledge and satisfy annual training. Training scheduled: January, February, March, May, July, September, October, and November

XI. Committee reports: Personnel/Nominating: no new business.

Governance/Policy:

4.1 Circulation Policy. Nathan motioned to approve the Circulation Policy as presented, Suzy seconded the motion. Motion was unanimously approved.

4.2 Fines and Fees Policy. Suzy motioned to approve the Fines and Fees Policy as presented, Darath seconded the motion. Motion was unanimously approved.

6.2 Gifts Policy. Darath motioned to approve the Gifts Policy as presented, Suzy seconded the motion. Motion was unanimously approved.

XII. Adjournment: President Brenda Huisman adjourned the meeting at 5:26 p.m. The next regularly scheduled Board Meeting is scheduled for December 13, 2022, located in the Library's Meeting Room.

3. Petitions and Communications

a. Renewal of Special Class C Retail Alcohol License for Yamato Japanese Steak House

BACKGROUND: New Yamato Pella, DBA Yamato Japanese Steak House at 1590 Washington Street, has applied for renewal of their special class C retail alcohol license. The term of the new license is 12 months and, if approved, would expire on January 20, 2024.

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 dram shop certification

b. Renewal of Class C Retail Alcohol License with Outdoor Service for The Funk

BACKGROUND: The Funk, located at 703 E Oskaloosa Street, has applied for renewal of their class C retail alcohol license with outdoor service. The term of the new license is 12 months and, if approved, would expire on January 17, 2024. The application has been completed online with the state. Staff is recommending approval.

ATTACHMENTS: None

REPORT PREPARED BY: City Clerk

REVIEWED BY: City Administrator

RECOMMENDATION: Approve liquor license renewal

E. PUBLIC HEARINGS

1a. Public Hearing regarding an application to conditionally rezone property generally located along the north side of Hempstead Drive from Agricultural (A1) to Rural Residential (RR).

One written comment was received and included in the Council packet. One oral comment was received.

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

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

BACKGROUND: Beau Browne has submitted a rezoning application for a portion of a parcel along the north side of Hempstead Drive to conditionally change the zoning from Agricultural (A1) to Rural Residential (RR). The subject property is located along the north side of Hempstead Drive as outlined in red on the attached aerial map. The public hearing for this item was originally scheduled to occur on December 20, 2022; however, Council continued the public hearing to the January 3, 2023 Council meeting as the property owner signatures on the conditional rezoning ordinance were still pending at the time of the meeting. The property owner signatures have been received and are included on the ordinance which is an attachment to this memo.

Current Zoning: The subject property is currently zoned A1. This district provides for and preserves the agricultural and rural use of land, while accommodating very low-density residential development generally associated with agricultural uses. Land included in the Urban Reserve in the Comprehensive Plan should be retained in the A1 district to prevent premature or inappropriate development. The A1 minimum lot size is 10 acres.

Proposed Zoning: The proposed zoning for the property outlined in yellow on the attached zoning map is RR. This rezoning is conditional upon approval of a final plat formally dividing the RR zoned property from the adjacent A1 zoned property. This final plat must be approved within 12 months of approval of the rezoning ordinance. This district provides for the rural residential use of land, accommodating low-density residential environments. The district's regulations assure that density is developed consistent with land use policies of the Comprehensive Plan regarding rural subdivisions and levels of infrastructure. The RR minimum lot size is one acre. Property zones surrounding the site include Community Commercial (CC), Low-Density Single-Family Residential (R1), and A1.

Rezoning Petition: City Code recommends that the applicant submit a rezoning petition "duly signed by the owners of 50 percent of the area of all real estate included within the boundaries of said tract as described in said petition and duly signed by the owners of 50 percent of the area of all real estate lying outside of said tract but within 300 feet of the boundaries of the said tract. Both of the foregoing percentage signature requirements are for advisory purposes only, and failure to obtain either or both of the required percentages shall not prevent continuance of the permit application." A rezoning petition was not received with this application.

Comprehensive Plan: City Code section 165.04 notes that the City "intends [the] Zoning Ordinance and any amendments to it shall be consistent with the City's Comprehensive Plan." The Comprehensive Plan's Future Land Use Map identifies the subject site as Agricultural. Surrounding the property on the Future Land Use Map includes a combination of Low-Density Residential and Agricultural.

Table 1.5 of the Comprehensive Plan, the Land Use Compatibility Matrix, assigns compatibility scores to different land use pairs, ranging from 1 (incompatible) to 5 (completely compatible).

PROJECT SITE	North	South	East	West
Proposed Low-Density Residential	Agriculture	Low-Density Residential	Agricultural	Agricultural
Compatibility	3	5	3	3

The proposed Low-Density Residential use is outlined in purple on the attached Future Land Use Map. Any potential conflicts which can be resolved through project design, landscaping, buffering, and screening, can be addressed through the building permit process.

It should also be noted that staff believes the proposed rezoning aligns with a key strategic priority of the Comprehensive Plan, which is housing. The Planning and Zoning Commission unanimously approved this rezoning request on November 7, 2022.

Summary and Staff Recommendation: Staff believes the proposed rezoning aligns with aspects of the city's Comprehensive Plan. As a result, staff is recommending approval of this conditional rezoning request. This rezoning is conditional upon approval of a final plat formally dividing the RR zoned property from the adjacent A1 zoned property. This final plat must be approved within 12 months of approval of the rezoning ordinance. Finally, it is important to note that a request to waive the second and third readings of the ordinance has been received and is included as a memo attachment.

ATTACHMENTS: Ordinance, Aerial Map, Zoning Map, Future Land Use Map, Rezoning Application, Rezoning Exhibit, Written Request

REPORT PREPARED BY: Zoning Analyst

REVIEWED BY: City Administrator, Planning and Zoning Director, City Clerk

RECOMMENDATION: Approve ordinance

1b. Ordinance No. 1024 entitled, "AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY OF PELLA, IOWA, BY CONDITIONALLY AMENDING THE BOUNDARIES OF THE RR DISTRICT TO INCLUDE THE PROPERTY GENERALLY LOCATED ALONG THE NORTH SIDE OF HEMPSTEAD DRIVE AND DIRECTING THE ZONING ADMINISTRATOR TO NOTE THE ORDINANCE NUMBER AND DATE OF THIS CHANGE ON THE OFFICIAL ZONING MAP."

Bandstra moved to place ordinance no. 1024 on its first reading, seconded by Sporrer.

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

F. RESOLUTIONS

1. Resolution No. 6536 entitled, "RESOLUTION NAMING DEPOSITORIES."

De Jong moved to approve, seconded by Sporrer.

On roll call the vote was:

AYES: 3 (De Jong, Sporrer, Carlstone)

NAYS: None

ABSTAIN due to a conflict of interest: 1 (Bandstra).

Motion carried.

BACKGROUND: Iowa Code Chapter 12C requires cities to approve financial institutions where public funds are deposited. This resolution approves the following list of financial institutions to be depositories of the City of Pella funds and maintains their authorized deposit levels of \$40 million.

Depository Name	Approved Maximum Balance
US Bank	\$40,000,000
Marion County Bank	\$40,000,000
MidWestOne	\$40,000,000

Leighton State Bank \$40,000,000
 Bank Iowa \$40,000,000
 ATTACHMENTS: Resolution
 REPORT PREPARED BY: City Administration
 REPORT REVIEWED BY: City Administrator, City Clerk
 RECOMMENDED ACTION: Approve resolution

2. Resolution No. 6537 entitled, “RESOLUTION AMENDING AMBULANCE SERVICE FEES.”
 De Jong moved to approve, seconded by Carlstone.

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

BACKGROUND: This resolution amends the City of Pella’s Ambulance Service fees. As background, on June 7, 2022, Council adopted an ordinance establishing a city ambulance service. This ordinance authorized the establishment of fees by resolution. On June 29, 2022, Council adopted a resolution establishing the Ambulance Service fees with the understanding that the fees would be reviewed on a regular basis for competitiveness and to evaluate the impact on the city’s finances.

Proposed Amendment for Paramedic Tier Fees: During the Policy and Planning meeting on December 20, 2022, Council directed staff to proceed with formal consideration of the attached resolution which increases the paramedic tier service fees from \$150 to \$250 per call plus supplies. In addition, this resolution adds a per mile fee of \$1.

In summary, staff is recommending approval of this resolution which increases the ambulance service fees for paramedic tier services from \$150 to \$250 per call plus supplies and adds a per mile charge of \$1.

ATTACHMENTS: Resolution
 REPORT PREPARED BY: Ambulance Chief
 REPORT REVIEWED BY: City Administrator, City Clerk
 RECOMMENDED ACTION: Approve resolution

3. Resolution No. 6538 entitled, “RESOLUTION APPROVING CHANGE ORDER NO. 1 WITH HOOYER CONSTRUCTION FOR THE FUEL OIL STORAGE TANK ENCLOSURE PROJECT.”

De Jong moved to approve, seconded by Sporrer.

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

BACKGROUND: This resolution approves change order no. 1 for the Fuel Oil Storage Tank Enclosure project. On June 7, 2022, Council approved a contract with Hooyer Construction for this project. The intent of this project is to allow the city’s diesel plant to operate in extreme cold weather. When fuel oil is introduced to extreme cold temperatures, it tends to gel, making it unable to pass through lines and filters. After discussing options with an engineer, it was determined that building an enclosure around the existing 25,000-gallon tanks would be the most effective method to heat the fuel oil.

Change Order No. 1: Change order no. 1, in the total amount of \$39,721, adds a metal hood over the indoor fuel day tank leak containment basins. The engineer’s original design proposed a room to be constructed around each of the thirteen-day tanks that are exposed to outside air temperature during active generation. As a result of concerns regarding cost and serviceability with this design, staff requested that this be removed from the bid documents while an alternative was considered. The contractor coordinated with staff to come up with a solution to add a welded hood with plexiglass viewing window around each of the day tanks. This hood will reduce the amount of cold air coming into direct contact with the day tanks when the plant is running, further reducing the risk of fuel gelling.

Summary: Staff is recommending approval of change order no. 1 in the amount of \$39,721. There will be no impact on the substantial completion date with this change order.

If approved, below is the updated contract summary:

Original construction contract	\$517,900
Change order no. 1	<u>39,721</u>
Total revised construction contract	<u>\$557,621</u>

ATTACHMENTS: Resolution, Change Order No. 1
 REPORT PREPARED BY: Electric Department
 REPORT REVIEWED BY: City Administrator, City Clerk
 RECOMMENDED ACTION: Approve resolution

4. Resolution No. 6539 entitled, “RESOLUTION APPROVING CONSTRUCTION CONTRACT AND BOND FOR THE BOS LANDEN CONFERENCE CENTER REPAIRS.”

Bandstra moved to approve, seconded by Carlstone.

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

BACKGROUND: This resolution approves the construction contract and performance bond with Hooyer Construction for the Bos Landen Conference Center repair project. As background, on December 20, 2022, Council awarded the project’s base bid and alternates 2, 3, 5, and 6 to Hooyer Construction in the total amount of \$1,070,700. The city’s insurance company will reimburse the cost to restore the components of the conference center which suffered damage due to a broken water pipe incident, up to \$1,010,000. The city’s financial share of this restoration project will be the cost of the awarded alternates and the insurance deductible, which totals \$65,700.

In summary, the resolution under consideration approves the construction contract and performance bond with Hooyer Construction. The City Attorney has reviewed these documents.

ATTACHMENTS: Resolution, Contract, Performance Bond
 REPORT PREPARED BY: Community Services Director
 REPORT REVIEWED BY: City Administrator, City Clerk
 RECOMMENDED ACTION: Approve resolution

G. CLAIMS

1. Abstract of Bills No. 2118.

De Jong moved to approve, seconded by Sporrer.

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

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

No comments were received.

I. POLICY AND PLANNING

From 6:28 p.m. to 7:16 p.m., Council adjourned to the Policy and Planning meeting to hold a discussion regarding the Indoor Recreation Center, with no formal Council action taken.

J. ADJOURNMENT

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

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

Meeting adjourned at 7:17 p.m.