



CITY OF PELLA

CITY COUNCIL OFFICIAL MINUTES

February 21, 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.

Ten staff members and fifteen members of the general public attended in person.

Four 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. Appointment of Michael Fries to the Ad Hoc Committee for Community Center Improvements.

Hopkins 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 Michael Fries to the ad hoc Committee for Community Center Improvements. This ad hoc committee was initially appointed by Council on December 6, 2022, for the purpose of selecting an engineering and design firm as well as to work with the firm during the project. Staff and the current ad hoc committee have requested to have an additional member appointed. Michael Fries is a local architect who resides in Pella. He has experience with renovating historic buildings.

ATTACHMENTS:

None

REPORT PREPARED BY:

Community Services Director

REPORT REVIEWED BY:

City Administrator, City Clerk

RECOMMENDATION:

Approve appointment

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

Two comments were received and addressed.

D. APPROVAL OF CONSENT AGENDA

Bandstra moved to approve the consent agenda, seconded by De Jong.

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 February 7, 2023
2. Report of Committees
 - a. Policy and Planning Minutes for February 7, 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 6:21 p.m.

The first item on the agenda was a discussion regarding the Bos Landen Golf Course. In 2023, the golf course will be operated by city staff including Kevin Vos, Golf & Athletic Facilities Manager, and Matt Jennings, Clubhouse Pro. The proposed Bos Landen fees for the 2023 season were included in the Council packet for review. Council expressed support of the proposed fees as presented, directing staff to proceed with formal consideration of a resolution adopting the fees at a future Council meeting.

Council member De Jong inquired about the status of the Bos Landen Conference Center restoration project. Kevin Vos responded that the project is currently on schedule. Contractors are working in the kitchen area and preparing for installation of the elevator.

The next agenda item was a discussion regarding the maximum levy rate for fiscal year 23-24. State law requires cities to hold a public hearing to set the maximum levy rate annually. To meet state deadlines, Council will need to approve the maximum levy rate during a public hearing on March 7th. This requires Council to approve and submit a public hearing notice for publication, reflecting the maximum levy rate, by February 21st. These actions simply establish the maximum levy rate; they do not obligate the city to actually levy up to that amount. The City Council could elect to lower the maximum levy rate if desired, which will be addressed as part of the budget process.

The City of Pella has maintained its existing tax rate at \$10.20 for over 20 years. During this meeting, Council discussed the following items that have the potential to affect the maximum levy rate:

- Fiscal year (FY) 23-24 taxable valuations for the General Fund increased by only 1.42%.
- SF 181, the residential rollback re-calculation bill, is expected to be voted on by the full House in the near future. If passed, this bill would reduce residential assessments for FY 23-24.
- Reduction in state backfill amounts.
- Inflationary pressures.
- Expected higher wage increases for the city's workforce.
- Integration of the ambulance service and its projected subsidy of \$600,000.
- Projected increase in debt service levy.

- Future public safety capital improvements including a necessary communication system upgrade, replacement of two ambulances, and replacement of the city's aerial fire truck.

Council discussed the following options:

1. Maintain the existing property tax rate at \$10.20 (88% of the maximum operational levy amount).
2. Increase the operational levy to fund the ambulance subsidy for a property tax rate of \$11.13 (9% increase in the levy rate and 96% of the maximum operational levy amount).
3. Increase the operational levy to the maximum amount of \$11.59 (13.6% increase in the levy rate).

Council member Bandstra shared that he feels the ambulance service needs to add to the city's levy amount, commenting that he hasn't heard from anyone who is opposed to the city having an ambulance service. Furthermore, Bandstra stated he is in favor of increasing the operational levy amount with either option #2 or #3 to allow more flexibility for detailed discussions during future budget work sessions.

Council member Branderhorst stated that she thinks the state is going to move quickly with passage of SF 181, the residential rollback re-calculation bill, which would reduce FY 23-24 residential assessments.

Mayor DeWaard stated that one of the reasons the City of Pella has been able to maintain a lower tax rate has been due to steady valuation increases; however, this year we are looking at only a 1.4% increase in valuations along with inflation of 6-7% and employee wage pressures. All of these factors will make this year's budget a challenge. Mayor DeWaard added that while Council's desire is to keep the property tax rate where it is currently, Council will need to look at the reality and challenges that are ahead which may impact the tax rate.

At the end of the discussion, staff was directed to proceed with the maximum levy rate approval process using either option #2 (increase the operational levy to \$11.13) or option #3 (increase the operational levy to \$11.59). The tentative City Council budget schedule is outlined below; however, if the state legislature adopts SF 181 in its current form, the deadline to certify the city's budget will be delayed from March 31st to April 30th. If this occurs, staff anticipates moving the following dates back to allow Council additional time to conduct the budget process.

- February 21st: Council sets March 7th as the public hearing to consider the maximum levy rate
- February 28th: first of two Council budget work sessions
- March 1st: second of two Council budget work sessions
- March 7th: Council holds maximum levy rate public hearing
- March 7th: Council sets March 21st as the budget public hearing date
- March 21st: Council holds public hearing and considers approval of the budget

The meeting adjourned at 6:59 p.m.

Respectfully submitted:

Mandy Smith

City Clerk

3. Petitions and Communications

a. Renewal of Class C Retail Alcohol License with Outdoor Service for The Cellar Peanut Pub

BACKGROUND: The Cellar Peanut Pub, at 629 Franklin 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 March 3, 2024.

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

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

b. Special Event Permit Request for the Klompen Classic

i. Resolution No. 6549 entitled, "RESOLUTION TEMPORARILY CLOSING PUBLIC WAYS OR GROUNDS IN CONNECTION WITH A SPECIAL EVENT KNOWN AS THE KLOMPEN CLASSIC"

BACKGROUND: Crossroads of Pella has requested a special event permit for the annual Klompen Classic scheduled for Wednesday, May 3, 2023, from 5:00 to 9:00 p.m. This annual 5K event generates funds to support Crossroads programs that serve thousands of local children and families year-round.

This year, Crossroads is proposing to utilize the same race route as their 2021 and 2022 events, as outlined on the attached map. A resolution is included closing the following street segments for the event:

- West 1st Street between Liberty and Independence
- Independence Street between W 1st and Main
- Broadway between Liberty and Independence
- Main Street between Independence and Elm
- Maple Street between Main and Hazel
- Elm Street between Main and Hazel
- Hazel Street between Maple and Elm
- Union Street between Main and W 2nd

While the resolution notes that the above street segments will be closed from 5:00 to 9:00 p.m. during the event, the roads will be re-opened once the race has completed; this is anticipated to be prior to 9:00 p.m.

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 associated resolution

c. Special Event Permit Request for Pella Middle School Band Concert in the Park

BACKGROUND: The Pella Community Schools have requested a special event permit to host a Pella Middle School band concert on the back side of the Tulip Toren. The event is requested to occur on Friday, May 19, 2023 at 11:00 a.m. If approved, set-up would begin at 10:00 a.m. with take down complete by 2:00 p.m.

All pertinent city departments have reviewed this application and comments are attached. As of Council packet publication, the special event permit fee and certificate of insurance were still pending; therefore, staff is recommending conditional approval of this event contingent upon receipt of the applicable fee and certificate of insurance.

ATTACHMENTS: Application/Map, Department Comments
 REPORT PREPARED BY: City Clerk
 REVIEWED BY: City Administrator
 RECOMMENDATION: Conditional approval upon receipt of special event permit fee and certificate of insurance

E. PUBLIC HEARINGS

- 1a. Public Hearing on the proposal to convey easement interests in real property, through option agreements, to MidAmerican Energy Company.

No written comments were received. One oral question was received and addressed.

De Jong 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 easements in real property, through two separate option agreements, to MidAmerican Energy Company. As background, MidAmerican is in the process of upgrading and replacing/relocating their existing transmission infrastructure west of Pella. It is important to note that MidAmerican currently has an electric transmission line in the identified easement area, as shown on the attached project map. Through the process of planning for this project, MidAmerican discovered that easements do not currently exist in these areas; therefore, they are seeking to obtain easements for this existing infrastructure which also allows MidAmerican to rebuild this infrastructure as part of their overall transmission infrastructure project.

In summary, the City Attorney has reviewed the attached easement documents and provided the resolution to proceed with formal approval and conveyance of the two separate option agreements with MidAmerican Energy Company. As a result, staff is recommending approval of the attached resolution which authorizes the Mayor and City Clerk to sign the attached option easements.

ATTACHMENTS: Resolution, MAR-020 Easement Documents, MAR-022 Easement Documents, Project Map
REPORT PREPARED BY: City Administration
REVIEWED BY: City Administrator, City Clerk
RECOMMENDATION: Approve resolution

- 1b. Resolution No. 6550 entitled, "RESOLUTION APPROVING AND AUTHORIZING THE CONVEYANCE OF EASEMENTS IN REAL PROPERTY, THROUGH OPTION AGREEMENTS, TO MIDAMERICAN ENERGY COMPANY."

Branderhorst moved to approve, seconded by De Jong.

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

- 2a. Public Hearing on the proposal to convey interests in real property by quit claim deed to Pella Timberview, LLC. 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 vacated right-of-way property by quit claim deed to Pella Timberview, LLC. This property is located in a portion of Hazel Street running north/south within Phase 1 of the Timberview Development, as shown on the attached plat of survey.

It is important to note that the City Council formally vacated this public right-of-way through adoption of ordinance no. 1025 on January 17, 2023. This ordinance was published in the Marion County Express on January 27, 2023. This vacation was necessary for the Timberview Development to proceed. Furthermore, the previously approved Timberview Development Agreement requires the developer to convey back to the city any land in the development property area that is needed for new or future right-of-way.

In summary, staff is recommending approval of this resolution which approves and authorizes the conveyance of interests in real property by quit claim deed to Pella Timberview, LLC.

ATTACHMENTS: Resolution, Plat of Survey
REPORT PREPARED BY: City Administration
REPORT REVIEWED BY: City Administrator, City Clerk
RECOMMENDED ACTION: Approve resolution

- 2b. Resolution No. 6551 entitled, "RESOLUTION APPROVING AND AUTHORIZING THE CONVEYANCE OF INTERESTS IN REAL PROPERTY BY QUIT CLAIM DEED TO PELLA TIMBERVIEW, LLC."

De Jong moved to approve, seconded by Hopkins.

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

F. PETITIONS & COMMUNICATIONS

1. New Class C Retail Alcohol License with Outdoor Service for the City of Pella (DBA Bos Landen Golf Course).

De Jong moved to approve, seconded by Hopkins.

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

BACKGROUND: The City of Pella, DBA Bos Landen Golf Course at 2411 Bos Landen Drive, has applied for a new class C retail alcohol license with outdoor service effective March 8, 2023. The term of the new license is 12 months and, if approved, would expire March 7, 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 alcohol license application

G. RESOLUTIONS

1. Resolution No. 6552 entitled, "RESOLUTION APPROVING BOS LANDEN GOLF COURSE FEES."

De Jong moved to approve, seconded by Hopkins.

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

BACKGROUND: This resolution approves fees for the Bos Landen Golf Course as discussed during the Policy and Planning meeting on February 7, 2023. As background, the golf course will be operated by city staff in 2023; therefore, it is necessary to adopt a fee structure for the course. The proposed fees are comparable to similar golf courses and consistent with previous years when the course was operated by management firms.

Listed below is a summary of the proposed fees:

Description		Fees – min	Fees – max
Greens Fees – 18 Holes	per person	\$10.00	\$75.00
Greens Fees – 9 Holes	per person	\$10.00	\$75.00
Cart Fees	per person	\$10.00	\$30.00
Driving Range	per bucket	\$7.00	\$18.00
Punch Card-Cart-Greens (9 Holes, 10 Rounds)	each	\$115.00	\$450.00
Tournament/League Rate	per person	\$20.00	\$70.00
Lessons	per lesson	\$20.00	\$200.00
Club Rental	each	\$10.00	\$25.00
Facility Rental-Dining Room	per hour	\$50.00	\$100.00
Family Membership		\$2,300.00	\$3,500.00
Single Membership		\$1,600.00	\$2,200.00
Young Adult/Professional (29 or under) Membership		\$1,000.00	\$1,500.00
High School (18 or under) Membership		\$600.00	\$750.00
Limited Summer Golf Team Membership		\$200.00	\$400.00
Single Range Pass		\$225.00	\$290.00
Family Range Pass		\$300.00	\$500.00
Junior (18 or under) Range Pass		\$150.00	\$200.00
Corporate Memberships			
Tier 1 – 130 rounds		\$3,000.00	\$4,500.00
Tier 2 – 260 rounds		\$5,500.00	\$7,500.00
Tier 3 – 500 rounds		\$10,000.00	\$15,000.00
Tier 4 – 1,000 rounds		\$20,000.00	\$30,000.00

- The City of Pella reserves the right to negotiate rates for special events.
 - Participation fees for user groups will be from \$5 to \$100 per participant. The amount would be negotiated with the user group annually, based on the level of service requested by the group.
 - All rates listed above do not include tax. Credit card transactions are subject to a 3% service fee.
- In summary, staff is recommending approval of the Bos Landen Golf Course fees as outlined.

ATTACHMENTS: Resolution, Rate and Fee Details
 REPORT PREPARED BY: Community Services staff
 REPORT REVIEWED BY: City Administrator, City Clerk
 RECOMMENDATION: Approve resolution

2. Resolution No. 6553 entitled, “RESOLUTION ACCEPTING PUBLIC IMPROVEMENTS FOR SHADY BROOK ACRES PLAT 2.”

Hopkins moved to approve, seconded by Carlstone.
 On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

BACKGROUND: This resolution accepts the public improvements for Shady Brook Acres Plat 2, which is being developed by Refuge Brook Properties. As background, Garden & Associates LTD, Engineers and Surveyors, has submitted a letter certifying the public improvements have been completed and comply with the city’s standards for public infrastructure. The developer and contractors have provided the appropriate maintenance bonds.

If approved, the following improvements will be added to the city’s infrastructure assets:

- 438 LF of 31’ street
- 8” sanitary sewers constructed with Plat 1
- 405 LF of 8” water mains and one fire hydrant
- 115 of 15” storm sewers and two intakes
- 380 LF of 8” secondary storm sewers

In summary, staff recommends approval of this resolution accepting the Shady Brook Acres Plat 2 public improvements as outlined above. Furthermore, this resolution directs staff to release the performance bonds that were provided on November 1, 2021, to allow recording of the final plat.

ATTACHMENTS: Resolution, Engineer’s Letter of Certification, Map of Subdivision
 REPORT PREPARED BY: Public Works Department
 REPORT REVIEWED BY: City Administrator, City Clerk
 RECOMMENDED ACTION: Approve resolution

H. ORDINANCES

1. Ordinance No. 1026 entitled, “AN ORDINANCE AMENDING MUNICIPAL TELECOMMUNICATION UTILITY RATES IN THE CITY OF PELLA, IOWA.”

De Jong moved to place ordinance no. 1026 on its first reading, seconded by Hopkins.
 On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

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

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

Bandstra moved that ordinance no. 1026 be adopted, seconded by Sporrer.
 On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

Mayor DeWaard declared the ordinance duly passed and adopted.

BACKGROUND: This ordinance amends the previously approved municipal telecommunication utility rates to remove the following red-lined items:
Monthly Internet Service Rates:

Description	Residential Fee	Commercial Fee	Tax Exempt* Fee
Wifi Mesh Extender Rental (1)	\$0.00	\$0.00	\$0.00
Wifi Mesh Extender Rental (2+)	\$5.00/extender	\$5.00/extender	\$5.00/extender

As background, the equipment that is now being purchased already comes equipped with a Wifi Mesh Extender; therefore, staff believes there is no need to continue offering one mesh extender at no-charge. If approved, customers will begin paying \$5.00 per additional extender, per month.

In summary, staff recommends approval of this ordinance amending the municipal telecommunication utility rates as outlined above.

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

I. CLAIMS

1. Abstract of Bills No. 2121.
De Jong moved to approve, seconded by Hopkins.
On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

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

Two comments were received and addressed.

K. POLICY AND PLANNING

From 6:27 p.m. to 7:07 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. Revised Architectural Design Guidelines
2. Sidewalk Inspection and Repair Program Update

L. ADJOURNMENT

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

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

Meeting adjourned at 7:08 p.m.