



# CITY OF PELLA

## CITY COUNCIL OFFICIAL MINUTES

June 16, 2020

### **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 7:00 p.m., Mayor Don DeWaard presiding. Council members present were: Mark De Jong, Liz Sporrer, Lynn Branderhorst, Calvin Bandstra, Bruce Schiebout, Dave Hopkins. Absent: None. City Administrator Mike Nardini and City Clerk Mandy Smith were present. Four staff members and six members of the general public signed the register. Due to heightened public health risks associated with the COVID-19 pandemic, accommodations were made to broadcast this meeting via conference call. Three staff members and ten members of the general public attended the conference call.

### **B. MAYOR'S COMMENTS**

1. Announce Policy and Planning meeting following the regular Council meeting to discuss:
  - a. Significant Capital Project Planning
2. Approval of Tentative Agenda.  
Hopkins moved to approve, seconded by Sporrer.  
On roll call the vote was: AYES: 6, NAYS: None. Motion carried.
3. Announce closed session pursuant to Iowa Code Chapter 388.9(1) to discuss marketing and pricing strategies or proprietary information of a city utility if its competitive position would be harmed by public disclosure not required of potential or actual competitors, and if no public purpose would be served by such disclosure.

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

No comments were received.

### **C. APPROVAL OF CONSENT AGENDA**

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 June 2, 2020
  - b. Official Council Minutes for June 11, 2020
2. Report of Committees
  - a. Policy and Planning Minutes for June 2, 2020

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

ABSENT: None

OTHERS: City staff and visitors

The Policy and Planning meeting began at 8:03 p.m. The first item on the agenda was a discussion regarding a recommendation from the Airport Committee for potential use of the \$69,000 in funding awarded from the Federal Aviation Administration (FAA) as part of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). Due to the short time period involved for the grant application and previous FAA denials for non-runway related capital improvements, the application was submitted for operational support.

Shane Vande Voort, Airport Manager and Fixed Base Operator, and Sid Pinney, member of the Airport Committee, were in attendance. Pinney explained that the Committee is requesting for the CARES Act funding be utilized to construct hangar improvements which would allow overflow transient aircraft storage, de-icing of aircraft, and protection during inclement weather. The requested improvements include insulating, heating, and providing additional lighting in an existing hangar.

At the end of the discussion, staff was directed to obtain an estimate of airport operational expense impacts to ensure we have accounted for all potential impacts related to the COVID-19 pandemic. Once these details are obtained, staff will bring this item back to Council for further discussion and direction.

The next item on the agenda was a discussion regarding the proposed amended wage scale for fiscal year 20/21. The proposed adjustment is for an across the board increase of 2.8% for all employees excluding those covered by the executive pay plan, minimum wage employees, and employees in the A8 band of the pay matrix. In 2018, Council adopted the wage scale and classification structure prepared by Condrey and Associates. In order to keep the pay scale current, Condrey recommends an annual market adjustment linked to the Midwest Region Employment Consumer Price Index published quarterly by the United States Bureau of Labor Statistics. The percentage change from March 2019 to March 2020 was 2.8%, which amounts to a total annual increase of \$160,570.

At the end of the discussion, staff was directed to proceed with presenting a resolution for formal Council consideration that approves the amended wage scale with an across the board increase of 2.8%, effective July 1, 2020, for all employees excluding those covered by the executive pay plan, minimum wage employees, and employees in the A8 band of the pay matrix. This resolution is scheduled for Council consideration on June 16, 2020.

The next item on the agenda was a discussion regarding the proposed health plan premiums for fiscal year 20/21. As a result of a 12% Wellmark cost increase, staff proposes to increase premiums by 10%. At the end of the discussion, staff was directed to proceed with presenting a resolution for formal Council consideration that approves increasing health care premiums by 10% effective July 1, 2020. This resolution is scheduled for Council consideration on June 16, 2020.

The last item on the agenda was a discussion regarding the following proposed updates to the personnel policy manual: addition of an employee assistance program, revisions to the return to work program allowing temporary modified work assignments, and an updated job classification structure to reflect changes made over the last 12-months. At the end of the discussion, staff was directed to proceed with presenting a resolution for formal Council consideration that approves the personnel policy manual updates as discussed. This resolution is scheduled for Council consideration on June 16, 2020.

The meeting adjourned at 8:53 p.m.

Respectfully submitted:

Mandy Smith

City Clerk

## b. Historic Preservation Commission Minutes for March 9, 2020

Chairperson Kermode called the Historic Preservation Commission to order in the City Hall Conference Room at 5:30 p.m. Members present were: Don André, Bruce Boertje, Rhonda Kermode, Chris Meyers, and Lila Turnbull. Staff present: Finance Director Corey Goodenow. No members of the public were present.

### APPROVAL OF TENTATIVE AGENDA

Motion by Boertje, second by D. André to approve the tentative agenda. Motion carried 5-0.

### APPROVAL OF MINUTES

Motion by D. André, second by Boertje to approve the minutes from the February 10, 2020 meeting. Motion carried 5-0.

### OTHER BUSINESS/WORK SESSION

#### Discuss the Status of the Collegiate Neighborhood Historic District Designation Application

At the Historic Preservation Commission's meeting on January 13, 2020, the Commission indicated that they would reach out to the owners of the four properties (906 Independence Street, 704 and 706 Independence Street, and 503 Main Street) that were part of the Collegiate Neighborhood Historic District national historic district, but not included in the historic district overlay zone. After a determination has been made by the Commission whether to include the properties in the historic district overlay zone, staff will send a letter to the State Historic Preservation Office (SHPO) explaining the Commission's reasoning so that SHPO can complete its review of the Collegiate Neighborhood Historic District local historic district application.

At the February 10, 2020 meeting, the Commission discussed two amendments to the boundary of the historic district referenced above. The first proposed boundary change is to exclude the three properties owned by RDP Holdings LLC (704 and 706 Independence Street and 503 Main Street) because these lots are now vacant. The second proposed change was to include the property located at 906 Independence Street owned Central College. Additionally, since the last meeting, two more property owners within the proposed district have signed the designation application in support of the district. Therefore, with these changes, the following has occurred:

- The inclusion of the Central College property will add approximately 475 feet of street frontage to the proposed Collegiate Neighborhood Historic District.
- The number of properties within the proposed district will increase by one (from 34 to 35).
- The number of properties in support of the proposed district will increase by two (from 19 to 21).

These changes are important to note because of the 51% rule as required in the zoning code for a local historic district to be established. With the addition of the Central College property and additional owners signing in support, staff has determined that doing so would not cause the application to fall below the 51% threshold requirement.

D. André mentioned that he will contact Tom Johnson with Central College. Kermode said she spoke with Public Historian Will Page, who recalled that Central College President Mark Putnam welcomed the concept of the historic district and was aware that Central College owned a house that would be included in the historic district. She further stated that Page indicated that the local and national historic district boundaries should be the same to prevent confusion.

Kermode said she is working on getting additional signatures from property owners to support the historic district designation application. She stated that Page recommended the inclusion of the Central College property, 906 Independence Street, within the proposed local Collegiate Neighborhood Historic District. The Commission was in favor of revising the historic district application to include the additional signatures on the petition, as well as the inclusion of 906 Independence Street. Kermode asked that staff look into whether the inclusion of 704 and 706 Independence Street, and 503 Main Street in the historic district application, without the property owner's signature on the petition, would still meet the 51% threshold requirement. If so, Kermode asked that they be included in the application.

Finance Director Corey Goodenow summarized that staff will recalculate the percentage of the historic district based on the inclusion of the four previously mentioned properties and the additional signatures.

#### Updates from the Commission on Research About the Certified Local Government and Main Street Programs

On February 4, 2020, Paula Mohr and Sara André from the State Historic Preservation Office gave a presentation to the Pella City Council to discuss the program, process, and benefits of becoming a Certified Local Government (CLG). At the February 10, 2020 Commission meeting, the Commission sought more information about the CLG program. Specifically, the Commission was interested in grant money to maintain historic properties and the overall benefits of becoming a CLG program. The purpose of this agenda item is to further discuss the Commission's findings.

Turnbull reached out to her CLG contact in Winterset, Iowa, but has not yet heard back. Kermode is waiting to hear back from a CLG contact in Ames, Iowa. She also spoke with a CLG contact with the City of Oskaloosa, Iowa, who stated that being a CLG has not been a hindrance and that they provide funding for training to send members of their Historic Preservation Commission to the Iowa Department of Cultural Affairs and SHPO's Preserve Iowa Summit annually. Kermode also spoke with the chairperson of the City of Decorah's Historic Preservation Commission who had positive things to say about being part of a CLG. Turnbull asked whether only CLGs are eligible for Historical Resource Development Program grants. Kermode said no.

Meyers reported that grants are available to CLGs by the State of Iowa for cities that host the Preserve Iowa Summit. He also shared that, in his research, he was unable to find a downside to becoming a CLG.

Meyers also shared that the hose tower for the old fire station was discussed during recent City Council budget work sessions and the repairs to the tower are projected to cost \$60,000. He said that Councilmember Lynn Branderhorst suggested that the City of Pella become a CLG in order to access funding to help with the tower's repairs and upkeep. However, there are concerns with finding a contractor to do the

specialized work that would be involved in the repairs. Meyers said he would be willing to speak to the City Council to encourage the City to become a CLG.

Kermode shared she had no new information regarding Main Street Programs.

Update from Staff on the Commission's Annual Budget to Discuss Potential Educational Opportunities and Trainings for Owners of Historic Properties

At the February 10, 2020 Commission meeting, the Commission discussed potential funding for educational opportunities and training for owners of historic properties. In past years, the City has offered to fund the Commission's participation in the annual Preserve Iowa Summit. The City's Finance Director will provide more insight regarding the City's budget and financial options.

Goodenow reported there is a training budget that could encompass training opportunities for the Commission. He said if Commissioners are interested in attending the annual Preserve Iowa Summit, that is something the City will pay for. Kermode stated that the Preserve Iowa Summit is scheduled for June 4 through June 6 this year in Dubuque, Iowa, which she is interested in attending.

Adjourned at 6:44 p.m.

### c. Community Development Committee Minutes for May 13, 2020

Chairperson Brummel called the Community Development Committee (CDC) to order in the Public Safety Complex at 5:32 p.m. Members present were: Jerry Brummel, Linda Groenendyk (via phone), Mike Kiser, Jody Lautenbach (via phone), Wayne Stienstra, and Bob Zylstra. Absent: Susan Canfield, Patsy Cody, and Lowell Olivier-Shaw. Staff present: Planning and Zoning Director Matthew Lepke and Deputy City Clerk Cynthia Vaske. Due to heightened public health risks associated with the COVID-19 pandemic, accommodations were made to broadcast this meeting via conference call. Four members of the general public attended the conference call.

APPROVAL OF TENTATIVE AGENDA

Motion by Kiser, second by Zylstra to approve the tentative agenda. Motion carried 6-0.

APPROVAL OF MINUTES

In response to a question from Zylstra, Brummel explained that Jacque Zondervan is working on getting a sample of the stone material that is proposed for the façade of Bruxvoort's Decorating Center at 405 Truman Road.

Motion by Zylstra, second by Kiser to approve the minutes from the April 8, 2020 meeting. Motion carried 6-0.

NEW BUSINESS

Consider a Design Permit Application to Alter the Exterior Facades of the Existing Structure Located at 408 Oskaloosa Street The Well Resource Center (applicant) and PCD Property Management (owner) have submitted a design permit application to alter the building located at 408 Oskaloosa Street, formerly the Dairy Queen. Pursuant to further discussion, the proposed design has been amended to now feature wider fascia and spires.

Proposed Alterations:

1. Repaint entire building using Dakota Woods Green.
2. Windows replaced on the south façade using Pella double-hung vinyl windows in brown. Windows on north, east, and west facades will be replaced using windows that are similar to those existing.
3. Exterior lighting upgrades as shown on the rendering (see attached specification sheets).
4. Install garage door on east façade near the building's southeast corner.
5. Construct a canopy parallel to the east façade with same color as existing roof with cedar posts. Roofing will either be asphalt shingles (Weatherwood) or a steel roof (Pella Brown). Three individual overhangs similar in design and style are also proposed over the new windows along Oskaloosa Street.
6. Small areas of cedar highlights throughout structure.
7. Increase the thickness of the fascia around the perimeter of the building.
8. Add spires to the peaks on the south, east, and north sides.
9. Parking lot will be sealed and striped.

Changes were made to widen the fascia from four to eight inches and add spires to the roof line in multiple places. The existing structure was built on the property lines along South Clark Street and Oskaloosa Street, and the proposed awnings would overhang the public right-of-way. The Public Works Department has authorized these awnings. The applicant has found inspiration from buildings in the Netherlands and applied architectural elements from these to the revised elevation drawing.

The applicant is proposing to use Benjamin Moore Dakota Woods Green for the building and brown for the proposed windows. Neither of the proposed colors is shown in the Pella Color Palette. Staff recommends that the design permit request be approved as revised.

Executive Director of The Well Jayson Henry was present via phone to speak in favor of the design permit application and to answer questions from the Committee.

Several Committee members asked for an opportunity to view the proposed colors for the project in person. After some discussion, Stienstra, Kiser, and Brummel agreed to meet with Henry on site at 408 Oskaloosa Street to see samples of the proposed colors in person.

Motion by Zylstra, second by Kiser to approve the revised design permit, pending Design Subcommittee approval of the colors. Motion carried 6-0.

Consider a Design Permit Application to Paint Shutters on an Existing Structure Located at 815 Broadway Street Amber Lyle (applicant) and Brenda Jones (owner) have submitted a design permit application to alter the building located at 815 Broadway Street. The applicant proposes painting four shutters on the south side of the building, beneath the awning.

The proposed design did not pass unanimously at the CDC Design Subcommittee and is therefore being reviewed by the full CDC. A comment received from the Design Subcommittee was the desire for a more vernacular Dutch color, such as orange.

The building has only two sides with exposure to the public, the east (facing the square) and south (facing the US Bank drive-through) sides. The existing shutter color would be preserved on the east/front of the building, with the proposal only requesting a change for the structure's south side.

The applicant is proposing to use a lime green for the proposed shutters. The proposed color is not included in the Pella Color Palette. The applicant's business generally uses berry-related colors in its branding, including lavender, lime green, and Kelly green.

The applicant would like to employ a color from the business' identity. Because the originally proposed color did not pass the Design Subcommittee, staff recommends approval of the design permit application after revision to a color the CDC finds suitable.

The applicant, Lyle, was available by phone to answer questions from the CDC and to speak in favor of the design permit. Zylstra suggested using the proposed lime green in signage instead of on the shutters. Lyle explained her plan is to leave the shutters their present color, if the CDC does not support painting them the proposed lime green color.

Lautenbach left at 5:55 p.m.

A quorum was no longer present and, since those CDC members who were present had not indicated support for the design application, Lyle chose to withdraw her application.

The next regular meeting is scheduled for June 10, 2020.

Adjourned at 5:59 p.m.

3. Petitions and Communications

a. Renewal of Cigarette/Tobacco/Nicotine/Vapor Permits for Dollar General #8015, Git-N-Go Convenience Store #38, Hy-Vee Food Store, and Hy-Vee Wine & Spirits

BACKGROUND: Permits are required for the retail sale of all tobacco products. All current permits expire June 30, 2020 and renewals will be valid until June 30, 2021. The following businesses have applied for renewal of their cigarette/tobacco/nicotine/vapor permits:

Dollar General #8015	710 Liberty Street
Git-N-Go Convenience Store #38	209 E Oskaloosa Street
Hy-Vee Food Store	118 SE Ninth
Hy-Vee Wine & Spirits	512 E Oskaloosa Street

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

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

b. Renewal of Class C Liquor License with Outdoor Service and Sunday Sales for Des Moines Rock City, LLC, DBA 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, 2021. The application has been completed online with the state, and staff is recommending approval.

ATTACHMENTS: Application  
 REPORT PREPARED BY: City Clerk  
 REVIEWED BY: City Administrator  
 RECOMMENDATION: Approve renewal

c. Renewal of Class C Liquor License with Catering, Outdoor Service, 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, 2021. 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: Application  
 REPORT PREPARED BY: City Clerk  
 REVIEWED BY: City Administrator  
 RECOMMENDATION: Approve renewal pending receipt of dram shop certification

d. 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, 2021.

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: Application  
 REPORT PREPARED BY: City Clerk  
 REVIEWED BY: City Administrator  
 RECOMMENDATION: Approve renewal pending receipt of dram shop certification

e. Renewal of Class B Native Wine Permit 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. The term of the new license is 12 months and, if approved, would expire on August 14, 2021.

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

ATTACHMENTS: Application  
 REPORT PREPARED BY: City Clerk  
 REVIEWED BY: City Administrator  
 RECOMMENDATION: Approve renewal

**D. \*PUBLIC HEARINGS** – None

**E. PETITIONS & COMMUNICATIONS**

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

Branderhorst moved to approve, seconded by Sporrer.

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

BACKGROUND: The City of Pella is requesting a special event permit for this year's Independence Day Celebration activities. Plans call for a celebration on Saturday, July 4, 2020 with entertainment on the Tulip Toren, food vendors, parade, fireworks, fishing at Caldwell Park, and live music from the Pella High School Jazz 1 after the parade.

In order to encourage and accommodate social distancing, the parade route has been lengthened. The route is proposed to follow the same path as the Tulip Time parades; however, it will operate in reverse with the route beginning at the corner of Franklin and E 2<sup>nd</sup> Street and ending at the corner of Main and Union Street, as outlined on the attached map.

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

1. Parade staging from 11:00 a.m. to 8:00 p.m.
  - Franklin Street from E 2<sup>nd</sup> to E 3<sup>rd</sup>
  - Liberty Street from E 1<sup>st</sup> to E 3<sup>rd</sup>
  - E 2<sup>nd</sup> Street from Washington to Union
2. Parade route from 4:00 to 8:00 p.m.
  - Franklin Street from E 2<sup>nd</sup> to Broadway
  - Main Street from Washington to Union
  - Washington Street from Broadway to Main
  - Broadway Street from Franklin to Washington
3. Food vendors from 6:00 a.m. to 9:30 p.m.
  - Franklin Street from W 1<sup>st</sup> to Broadway
  - Broadway Street from Franklin south ½ block
4. Horse trailers/carriage rides from 2:00 to 8:00 p.m.
  - Parking spaces on the west side of Main Street by Central Park
5. Fireworks display
  - From noon to midnight: East University Street from E 15<sup>th</sup> to 240<sup>th</sup>
  - From 8:00 to 10:30 p.m.: 240<sup>th</sup> Place from East Oskaloosa to E Vermeer

The event is also requesting the use of electric for the food vendors via a pedestal by the post office.

The rain date for fireworks only will be Friday, July 10, 2020. All pertinent City departments have reviewed this application and comments are attached. Approval is recommended.

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

- 1b. Resolution No. 6148 entitled, “RESOLUTION TEMPORARILY CLOSING PUBLIC WAYS OR GROUNDS IN CONNECTION WITH A SPECIAL EVENT KNOWN AS COMMUNITY INDEPENDENCE DAY CELEBRATION.” Schiebout moved to approve, seconded by Hopkins.  
On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

2a. Special Event Permit Request for Thursdays in Pella.

Hopkins moved to approve, seconded by Sporrer.

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

BACKGROUND: The Pella Area Community and Economic (PACE) Alliance has requested a special event permit for Thursdays in Pella on five Thursday evenings in July. The events are scheduled to occur from 6:00 to 9:00 p.m. with set-up starting at 3:00 p.m. and take down completed by 9:00 p.m.

As background, Thursdays in Pella events are designed to provide a forum for awareness of community resources and opportunities while also promoting the PACE Alliance and its members. During the events, themed family-friendly activities are planned in and around Central Park including music and games. Food vendors are proposed to be located on the east side of Broadway Street.

Below are the social distancing measures the promoter has in place for this event:

- Food vendors will have markings on the ground to assist with patrons waiting in line
- Hand sanitizer will be available at each activity
- Benches behind the Tulip Toren will be partially roped off to minimize available seating
- Guests will be reminded to use social distancing through the PACE Alliance’s ads and social media

Included with this request is a resolution closing the following street segments and parking spaces between 3:00 and 9:00 p.m. for each event:

July 2 800 block of Broadway, two parking spaces on Franklin  
July 9 800 block of Broadway, four parking spaces on Franklin  
July 16 800 block of Broadway, 700 block of Franklin  
July 23 800 block of Broadway, 700 block of Franklin  
July 30 600 & 700 block of Franklin, 800 block of Broadway, 700 & 800 block of Main

All pertinent City departments have reviewed this application and comments are attached. The fee and insurance certificate have been received, and staff is recommending approval.

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

- 2b. Resolution No. 6149 entitled, “RESOLUTION TEMPORARILY CLOSING PUBLIC WAYS OR GROUNDS IN CONNECTION WITH A SPECIAL EVENT KNOWN AS THURSDAYS IN PELLA.” Branderhorst moved to approve, seconded by Bandstra.  
On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

3. Outdoor Service Privilege Addition to Class C Liquor License for The Cellar Peanut Pub.

Branderhorst moved to approve, seconded by Sporrer.

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

BACKGROUND: The Cellar Peanut Pub, located at 629 Franklin Street, has applied to add an outdoor service area privilege to their current class C liquor license, which expires on March 3, 2021.

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 Cellar Peanut Pub is proposing the addition of the 10’ space south of their property. This area would be enclosed with a temporary barrier, which meets the Iowa ABD requirements. It is important to note, because the premises are located within the Central Business District, a

design permit must be received by the Community Development Committee for the outdoor furniture. The Committee approved the design permit on June 10, 2020.

Staff is recommending approval as all requirements have been completed online with the state.

ATTACHMENTS: Application, Outdoor Area Sketch, Pictures of the Outdoor Area  
REPORT PREPARED BY: City Clerk  
REVIEWED BY: City Administrator  
RECOMMENDATION: Approve outdoor service privilege

## **F. PLANNING & ZONING ITEMS** – None

## **G. ADMINISTRATION REPORTS** – None

## **H. RESOLUTIONS**

### 1. Resolution No. 6150 entitled, “RESOLUTION ADOPTING ANNUAL WAGE SCALE.”

Schiebout moved to approve, seconded by Branderhorst.

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

BACKGROUND: This resolution adopts the amended wage scale reflecting an across the board increase of 2.8% for all employees excluding those covered by the executive pay plan, minimum wage employees, and employees in the A8 band of the pay matrix. After discussing this item during the Policy and Planning meeting on June 2, 2020, Council directed staff to proceed with formal consideration.

As further background, in 2018 Council adopted the wage scale and classification structure prepared by Condrey and Associates. In order to keep the pay scale current, Condrey recommended an annual market adjustment linked to the Midwest Region Employment Consumer Price Index (CPI) published by the United States Bureau of Labor Statistics. The CPI is a lagging indicator which is published every quarter. Given the delay in publication, the City utilizes the percentage change from each March. The percentage change from March 2019 to March 2020 was 2.8%. This adjustment, if approved as proposed, would be effective July 1, 2020.

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

ANNUAL COST:

Each year during the budget process, staff works to identify a reasonable estimate for the annual cost of living increase. The FY 20/21 budget included an increase of 2.5%, which amounted to an increase of \$143,359 in annual wage payments. As previously mentioned, the actual CPI increase was 2.8% which amounts to an increase of \$160,570 in annual wage payments. The difference between the budgeted amount and the proposed cost of living adjustment is 0.3%, or \$17,211.

In summary, staff is recommending approval of this resolution adopting the amended wage scale effective July 1, 2020. The wage scale reflects an across the board increase of 2.8% for all employees excluding those covered by the executive pay plan, minimum wage employees, and employees in the A8 band of the pay matrix. This increase is linked to the Midwest Region CPI published by the United States Bureau of Labor Statistics for the period of March 2019 to March 2020, in accordance with the wage scale and classification structure adopted by Council in 2018.

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

### 2. Resolution No. 6151 entitled, “RESOLUTION ADOPTING HEALTH PLAN PREMIUMS.”

Hopkins moved to approve, seconded by Sporrer.

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

BACKGROUND: This resolution adopts the premiums for the City’s health plan effective July 1, 2020. After discussing this item during the Policy and Planning meeting on June 2, 2020, Council directed staff to proceed with formal consideration.

As background, due to the City’s participation in the partial self-funding model with the Iowa Community Trust, which includes Wellmark providing the fully insured plan, the City historically has effectively managed increases in health care costs.

As a result of a 12% Wellmark cost increase, staff is proposing to increase FY 20/21 premiums by 10%:

- Single health coverage: Increase from \$546.70 to \$601.37 per month
- Family health coverage: Increase from \$1,151.70 to \$1,266.87 per month

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

- Single health coverage: Increase from \$54.67 to \$60.14 per month
- Family health coverage: Increase from \$115.17 to \$126.70 per month

In summary, staff is recommending approval of this resolution which increases health care plan premiums by 10%. If approved, these changes would be effective July 1, 2020.

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

### 3. Resolution No. 6152 entitled, “RESOLUTION ADOPTING REVISED PERSONNEL POLICY MANUAL.”

Branderhorst moved to approve, seconded by Bandstra.

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

BACKGROUND: This resolution adopts the revised Personnel Policy Manual effective July 1, 2020. As background, Council discussed this item during the Policy and Planning meeting on June 2, 2020, directing staff to proceed with formal consideration.

The updates to the manual are included as memo attachments, as well as outlined below:

- Approval of the updated job classification structure to reflect changes made over the last 12-months, as outlined on the attached red-lined Classification Structure. In addition, the Planning & Zoning Director position was added to the Executive Pay Plan.
- Approval of the addition of the Employee Assistance Program (EAP) benefit. This benefit began on May 1, 2020, to assist with COVID-19 pandemic related concerns; however, staff recommends continuing this benefit for all employees.

- Approval of revisions to the return to work program to abide by legal recommendations from the Ahlers law firm allowing temporary modified work assignments.

In summary, staff is recommending approval of this resolution adopting the revised Personnel Policy Manual effective July 1, 2020.

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

4. Resolution No. 6153 entitled, “RESOLUTION ADOPTING AND LEVYING FINAL SCHEDULE OF ASSESSMENTS, AND PROVIDING FOR THE PAYMENT THEREOF FOR THE 2019 SIDEWALK REPAIR PROJECT.”

De Jong moved to approve, seconded by Hopkins.

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

BACKGROUND: This resolution adopts and levies the final schedule of assessments for the 2019 Sidewalk Repair project. As background, in 2018 Council approved a sidewalk inspection program which divided the City into quadrants allowing a complete sidewalk inspection every four years. The second year of the program focused on the northwest quadrant of the City, resulting in the identification of 791 defective panels. Owners of affected property were given a period of time to either complete the repairs themselves or to allow the City to make the repairs, assessing the cost to the property owner. 173 individual property owners, with 403 defective panels, elected to allow the City to make the repairs. This project has been completed in accordance with the plans, specifications, and contract.

Assessment and Timeline

Under Iowa Code, a city may accumulate invidious assessments for repair and replacement of sidewalks and may periodically certify the assessments to the county treasurer. If an assessment exceeds \$500, a city may permit the assessments to be paid in annual installments subject to an interest rate determined by the City Council. The attached resolution allows assessments of \$500 or more to be payable in three equal installments bearing interest at the rate of 2.5% per annum; 53 property owners are eligible for payment with installments. Finally, it is important to note that property owners will be given 30 days to pay, avoiding assessment by the county treasurer.

The following is a summary of the timeline:

- June 17, 2020: Certificate of levy of assessments filed with the county treasurer.
- June 19, 2020: Notice of assessment and invoice mailed to affected property owners providing 30 days to pay the amount owed in order to avoid assessment via property taxes.
- July 20, 2020: Notify county treasurer of those assessments that have been paid in full.

In summary, staff is recommending approval of this resolution adopting and levying the final schedule of assessments for the 2019 Sidewalk Repair Project.

ATTACHMENTS: Resolution, Assessment Schedule  
 REPORT PREPARED BY: Planning and Zoning Department  
 REVIEWED BY: City Administrator, City Clerk  
 RECOMMENDATION: Approve resolution

5. Resolution No. 6154 entitled, “RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH SNYDER & ASSOCIATES FOR ENGINEERING SERVICES ASSOCIATED WITH THE KIWANIS PARK IMPROVEMENTS PROJECT.”

Hopkins moved to approve, seconded by De Jong.

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

BACKGROUND: This resolution approves a professional services agreement with Snyder & Associates for engineering services associated with the Kiwanis Park Improvements project. As background, in 2019, Council approved a partnership agreement with Wonder Spelen to construct improvements to Kiwanis Park including an all-inclusive playground, off-street parking, restroom facilities, and sidewalks. The previously approved partnership agreement states that the improvements will be constructed, owned, and maintained by the City. The City is responsible for contributing \$320,000 towards the project and Wonder Spelen will fund the remaining cost of the project which is currently estimated at \$1,009,000.

Listed below are the major phases of the proposed professional services agreement with Snyder & Associates, and the estimated cost of each phase:

Topographic survey	\$ 5,500
Preliminary and final design	49,600
Bidding phase and construction observation	<u>19,800</u>
<b>Total</b>	<b><u>\$ 74,900</u></b>

During the final design phase of the project, the engineer, Wonder Spelen, and the City will determine the best time to bid the project. If conditions seem favorable, the project may be bid in August 2020 with an option to start work in fall 2020 with final completion in fall of 2021. If conditions are not favorable, the project would be bid in January 2021 for spring 2021 construction with final completion in fall of 2021.

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

6. Resolution No. 6155 entitled, “RESOLUTION APPROVING ORDERING THE PREPARATION OF PLANS AND SPECIFICATIONS, FORM OF CONTRACT, NOTICE OF HEARING AND NOTICE OF LETTING, SETTING DATE FOR PUBLIC HEARING, AUTHORIZING THE TAKING OF BIDS, AND AUTHORIZING BID OPENING FOR THE CLARK STREET WATER MAIN IMPROVEMENTS.”

Bandstra moved to approve, seconded by Schiebout.

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

BACKGROUND: This resolution establishes July 21, 2020 as the public hearing date and authorizes staff to seek bids for the Clark Street Water Main Improvements project. This project consists of all labor, material, and equipment to reconstruct the Clark Street water main which includes approximately 985 linear feet of 6-inch and 8-inch water main in open cut, 1,122 linear feet of 8-inch water main directionally bored in place,

connections to the existing water main, water service connections, hydrant assemblies and valves, pavement removal and replacement, surface restoration, and associated work, including cleanup. It is important to note that Pella Corporation will be sharing in the cost of this project. Several of the water mains being replaced were constructed as City infrastructure. Once this project is completed, staff plans to vacate any and all water mains now located on Pella Corporation property. The City's engineer on this project, Veenstra & Kimm, Inc., will handle the bid process and provide construction phase services. The engineer's opinion of probable costs for this project is \$406,885. Funding for the project will be provided utilizing the water fund in the estimated amount of \$194,685. The estimated cost for Pella Corporation is \$212,200.

The project's critical dates are:

July 14, 2020	Bid letting
July 21, 2020	Public hearing to receive bids and award of contract
August 3, 2020	Notice to proceed (approximate)
November 30, 2020	Final completion

Contract documents are on file in the Public Works office.

ATTACHMENTS: Resolution, Notice of Hearing, Notice to Bidders, Map, Engineer's Opinion of Probable Costs  
REPORT PREPARED BY: Public Works Department  
REVIEWED BY: City Administrator, City Clerk  
RECOMMENDATION: Approve resolution

7. Resolution No. 6156 entitled, "RESOLUTION APPROVING ORDERING THE PREPARATION OF PLANS AND SPECIFICATIONS, FORM OF CONTRACT, NOTICE OF HEARING AND NOTICE OF LETTING, SETTING DATE FOR PUBLIC HEARING, AUTHORIZING THE TAKING OF BIDS, AND AUTHORIZING BID OPENING FOR THE FIFIELD ROAD WATER MAIN."

Schiebout moved to approve, seconded by De Jong.

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

BACKGROUND: This resolution establishes July 21, 2020 as the public hearing date and authorizes staff to seek bids for the Fifield Road Water Main project. This project consists of all labor, material, and equipment to construct the Fifield Road water main which includes approximately 4,100 linear feet of 16-inch water main in open cut, 1,775 linear feet of 16-inch water main directionally bored in place, connections to the existing water main, meter pit, hydrant assemblies and valves, surface restoration, and miscellaneous associated work, including cleanup.

The water main construction is located along Fifield Road from W. 9<sup>th</sup> Street to the 2600 block and extending north to W. Washington Street.

The City's engineer on this project, Veenstra & Kimm, Inc., will handle the bid process and provide construction phase services. The engineer's opinion of probable costs is \$775,000. Funding for the project will be provided by tax increment financing.

The project's critical dates are:

July 14, 2020	Bid letting
July 21, 2020	Public hearing to receive bids and award of contract
August 3, 2020	Notice to proceed (approximate)
November 30, 2020	Final completion

Contract documents are on file in the Public Works office.

ATTACHMENTS: Resolution, Notice of Hearing, Notice to Bidders, Map  
REPORT PREPARED BY: Public Works Department  
REVIEWED BY: City Administrator, City Clerk  
RECOMMENDATION: Approve resolution

8. Resolution No. 6157 entitled, "RESOLUTION APPROVING MEMORANDUM OF UNDERSTANDING WITH PELLA CHRISTIAN HIGH SCHOOL."

De Jong moved to approve, seconded by Sporrer.

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

BACKGROUND: This resolution approves a Memorandum of Understanding (MOU) with Pella Christian High School. The intent of the MOU is for both parties to work in good faith and use best efforts in forming a partnership to allow the school district to broadcast events through the City's telecommunication's utility. As background, in 2018 the citizens of Pella overwhelmingly approved forming a municipal telecommunications utility. As a part of the new utility, the City of Pella plans to offer local programming to promote the community and provide additional options for our citizens in viewing community events.

Staff believes the proposed MOU is a win-win for both parties, as the broadcasting of school events will promote the community and enhance the Pella Christian High School. Examples of events that could be broadcast include athletic events, performing arts events, and any other activity which could promote Pella Christian High School.

In summary, staff is recommending approval of this resolution and MOU.

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

## I. ORDINANCES – None

## I. CLAIMS

1. Abstract of Bills No. 2057.

Schiebout moved to approve, seconded by De Jong.

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



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

Comments were received and addressed.

**L. CLOSED SESSION**

1. At 7:37 p.m., Bandstra moved to enter into closed session pursuant to Iowa Code Chapter 388.9(1) to discuss marketing and pricing strategies or proprietary information of a city utility if its competitive position would be harmed by public disclosure not required of potential or actual competitors, and if no public purpose would be served by such disclosure, seconded by Hopkins.

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

At 8:14 p.m., Bandstra moved to reconvene to regular session, seconded by De Jong.

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

No action was taken regarding this closed session.

**M. ADJOURNMENT**

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

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

Meeting adjourned at 8:17 p.m.