



# CITY OF PELLA

## CITY COUNCIL OFFICIAL MINUTES

August 4, 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 two 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. Six members of the general public attended the conference call.

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

1. Announce no Policy and Planning meeting will follow the regular Council meeting.

2. Approval of Tentative Agenda.

Branderhorst moved to approve, seconded by De Jong.

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

3. Certified List of Police Officer Candidates.

Schiebout moved to approve, seconded by Sporrer.

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

BACKGROUND: The Pella Civil Service Commission has certified the following three candidates, listed in alphabetical order, for the position of Police Officer:

Bryce Doane Sully, IA

Christian Escobar Pella, IA

Mitchell Monarchino Otley, IA

ATTACHMENTS: None

REPORT PREPARED BY: Marcia Slycord, Clerk of the Pella Civil Service Commission

REVIEWED BY: City Administrator, City Clerk

RECOMMENDATION: Accept the Pella Civil Service Commission's certified list

4. Appointment of Darath Fisher to the Library Board of Trustees.

Branderhorst moved to approve, seconded by Hopkins.

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

BACKGROUND: Mayor DeWaard would like to appoint Darath Fisher to fill a vacancy on the Library Board of Trustees due to the resignation of Rachel Sparks. Darath works at a locally owned business, Cranberry Stone Bakery, and as a substitute Teacher's Aide within the Pella Community School District. Darath and her family have lived in Pella for over 14 years, and they currently reside at 1505 Edgewood Drive. If approved, Darath would serve the remainder of Rachel's term which expires on June 30, 2022. At that time, she would be eligible to serve a second term.

ATTACHMENTS: None

REPORT PREPARED BY: Library Director

REVIEWED BY: City Administrator, City Clerk

RECOMMENDATION: Approve the appointment

5. Reappointment of Marc Vande Noord to the Building Code Board of Appeals.

Bandstra moved to approve, seconded by Hopkins.

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

BACKGROUND: Mayor DeWaard would like to reappoint Marc Vande Noord to the Building Code Board of Appeals. Marc currently serves as one of two extraterritorial appointments as required under Code. He has served on this Board since August 2015. Marc is a building contractor, specializing in custom home building, with over 30 years of experience. If approved, Marc's new five-year term would expire on August 1, 2025.

ATTACHMENTS: None

REPORT PREPARED BY: Deputy City Clerk

REVIEWED BY: City Administrator, City Clerk

RECOMMENDATION: Approve the reappointment

6. Reappointment of Caryn Van Hemert to the Community Development Committee.

De Jong 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 Caryn Van Hemert to the Community Development Committee. Caryn was appointed to this Committee in June of 2020 to fill a vacancy. She is a registered nurse and has 10 years of experience in interior design. If approved, Caryn's new three-year term would expire on August 1, 2023.

ATTACHMENTS: None  
REPORT PREPARED BY: Deputy City Clerk  
REVIEWED BY: City Administrator, City Clerk  
RECOMMENDATION: Approve the reappointment

7. Reappointment of Jerry Brummel to the Community Development Committee.

Branderhorst 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 Jerry Brummel to the Community Development Committee (CDC). Jerry has served on this Committee since April 3, 2004, and attended all 12 meetings that were held over the past year. He also serves on the CDC sign subcommittee, which reviews, on average, over 175 sign permits each year. Jerry is currently self-employed as a painting contractor. If approved, Jerry's new three-year term would expire on August 1, 2023.

ATTACHMENTS: None  
REPORT PREPARED BY: Deputy City Clerk  
REVIEWED BY: City Administrator, City Clerk  
RECOMMENDATION: Approve the reappointment

8. Appointment of Nancy Henry to the Community Development Committee.

Hopkins moved to approve, seconded by De Jong.

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

BACKGROUND: Mayor DeWaard would like to appoint Nancy Henry to the Community Development Committee. She has a degree in marketing and a Master of Business Administration, with experience working in sales, marketing, event management, branding, and retail. Nancy states that she looks forward to serving the community by preserving its charm as well as looking towards Pella's future. She has resided in Pella with her family for 25 years. If approved, Nancy's new three-year term would expire on August 1, 2023.

ATTACHMENTS: None  
REPORT PREPARED BY: Deputy City Clerk  
REVIEWED BY: Planning and Zoning Director, City Clerk  
RECOMMENDATION: Approve the appointment

9. 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**

Schiebout 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 July 21, 2020
2. Report of Committees
  - a. Historic Preservation Commission Minutes for June 8, 2020

Chairperson Kermode called the Historic Preservation Commission to order in the City Hall Conference Room at 5:00 p.m. Members present were: Don André, Bruce Boertje, Rhonda Kermode, Chris Meyers, and Lila Turnbull. Staff present: Planning and Zoning Director Matthew Lepke. No members of the public were present.

APPROVAL OF TENTATIVE AGENDA

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

APPROVAL OF MINUTES

Motion by André, second by Boertje to approve the minutes from the March 9, 2020 meeting. Motion carried 5-0.

OTHER BUSINESS/WORK SESSION

Discussion of the Preserve Iowa Summit

Chairperson Kermode shared what she learned from watching the Iowa State Historic Preservation Office's (SHPO) Preserve Iowa Summit online. Highlights included discussion of other cities' ordinances, grants available for weed control, the benefits of certified local government (CLG) status, and possibly promoting preservation on Earth Day, as the phrase "the greenest building is an old building" made an impression on her.

Local Preservation Discussion

Kermode said she is worried that much of the original fabric of downtown is being lost or covered up, so it is important that the Commission educate and provide resources to the community on historic preservation topics. Meyers suggested putting an article in the

City newsletter or on the City's social media pages asking people to reach out to the Commission if they have questions on historic preservation. Kermode suggested that the Commission compile a list of resources to give to members of the public who have questions on historic preservation topics. Lepke stated that this information could also be posted on the City's website.

Kermode mentioned that she knows of one community in Iowa that gives a mix of forgivable and low-interest loans to homeowners doing historic preservation improvements on their homes, which is funded through tax increment financing. She said this is something the City could look into offering locally.

Meyers shared his concerns with the repairs that need to be done on the hose tower at the old fire station.

Discussion of the Collegiate Neighborhood Historic District Designation Application

Kermode reported that she reached out to two more homeowners and is waiting to hear back from them. André said there has been an ownership change for one of the properties whose owner had originally signed the petition to be part of the overlay zone. He questioned whether the new owner would now need to sign the petition. There is another home in the district that is currently for sale. Kermode said that if they have enough property owners in favor of the historic district overlay zone, staff should proceed with submitting the updated application to SHPO for consideration. The Commission agreed and directed Lepke to send the application to SHPO after confirming the petition meets the 51% threshold requirement.

Discussion of Meeting Time

The Commissioners indicated their support for changing future meetings from 5:30 p.m. to 5:00 p.m. on the second Monday of the month. Motion by Turnbull, second by André to move the Commission's meetings to 5:00 p.m. on the second Monday of the month. Motion carried 5-0.

Map of Pella's Historic Homes

Boertje mentioned that he provided former Zoning Administrator Bryce Johnson with a list of historic homes in Pella and would like to know whether Johnson had a chance to map them before he left the City of Pella.

Adjourned at 5:58 p.m.

## b. Board of Adjustment Minutes for June 15, 2020

CALL TO ORDER BY THE CHAIRPERSON AND ROLL CALL

Chairperson Vander Meiden called the Board of Adjustment to order at 6:00 p.m. in the Public Safety Complex. Members present were: Jim Corbett (via phone), Vince Nossaman (via phone), Susan Reiter (via phone), Lyle Vander Meiden, Mike Vander Wert, and Corey Westra. Absent: Jaci Nunnikhoven and Merlan Rolffs. 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. Three members of the public were in attendance.

CHAIRPERSON'S COMMENTS

Approval of the Tentative Agenda

Motion by Vander Wert, second by Reiter to approve the tentative agenda. Motion carried 6-0.

APPROVAL OF MINUTES

Motion by Reiter, second by Westra to approve the May 18, 2020 minutes. Motion carried 6-0.

NEW BUSINESS/PUBLIC HEARINGS

Consider a Variance Request to Locate an Accessory Building Within 10 Feet of Another Structure at 506 E. 13th Street

Stan Eysink has submitted a variance application to construct an accessory building within 10 feet of another structure on his property at 506 E. 13th Street. He requests relief from the requirements of 165.30.3.G, which state:

"G. Separation from Other Buildings. No accessory building shall be placed within ten feet of any other building on its own property or any adjacent properties except that for any lot or plot of official record as of September 29, 1976, a separation distance of only two feet is required."

The property is located on the corner of E. 13th St. and E. Union St. The E. 13th St. side is the front of the property, and the E. Union St. side is a street side yard. Furthermore, 165.30.3.(A and D) restrict the location of an accessory building to the rear yard:

"A. Side Yards. An accessory building may be located a minimum of two feet (2') from the side lot line of the property if it is located between the rear building line of the principal building and the rear property line. In no case, shall an accessory building be located between the front building line and the rear building line of the principal building. No accessory building shall be located in any easement or right-of-way."

"D. Street Yards. No accessory building shall be located within twenty feet (20') from any street right-of-way line."

The applicant has indicated that an easement runs along the rear property line, and trees in the southeast corner of the property further inhibit the location of an accessory building; utility maps show an electric line running from the northeast corner of the property toward the house. The applicant proposes a 140-square foot building. Regardless of the Board's decision to approve or deny, the accessory building remains subject to applicable zoning code standards.

While Staff finds that the property is unique in comparison to others proximate, the construction of an accessory building is a matter of convenience, not a right. However, because the variance would allow construction closer to the house, rather than by reducing a perimeter setback, granting the variance should not pose a burden or diminish the value of adjacent properties. Staff recommends denial of the variance request, solely because all seven findings are not satisfied.

Convened Public Hearing on the variance request. No written comments were received.

Stan and Carla Eysink were present to speak in favor of the variance request and to answer questions from the Board.

Reiter asked whether the applicant has looked into adding a third stall to the existing garage. Planning and Zoning Director Matthew Lepke explained that the home's setbacks would not allow for an attached third garage stall. In response to a question from Corbett, S. Eysink stated that the proposed accessory structure would be placed on skids on top of a rock base.

Motion by Vander Wert, second by Reiter to close the Public Hearing as no further comments were received. Motion carried 6-0.

Motion by Nossaman, second by Vander Wert to approve the variance as presented. Motion carried 6-0.

OTHER BUSINESS/PUBLIC FORUM

The next meeting is scheduled for July 20, 2020.

Nossaman thanked Lepke for addressing his questions about building height for minor modifications, which he brought forth at the May 18, 2020 Board meeting.

Adjourned at 6:29 p.m.

### c. Airport Committee Minutes for June 26, 2020

Members Present: Rick Gritters, Dave Barnes, Tom Vander Linden, Ted Zylstra, Matt Hutchinson, Sid Pinney

Members Absent: Dave Erickson

Others Present: Shane Vande Voort

Approval of Minutes: Previous minutes from May 15th had been unanimously approved via e-mail prior to the June 2nd Pella City Council meeting.

New Business:

Discussion of current request presented to City Council to allocate \$69,000 for improvements of the large east hangar during Policy & Planning portion of June 2nd Pella City Council meeting

- Insulation, heating, lighting

Still waiting on release of funds from city, to begin project. Several ongoing tenant lease discussions at the airport have slowed the decision on funding.

The delay of this request for funding for another month, will push out the process into 2021, and not allow the improvements to coincide with the current 60 day airport closure, scheduled for August 3rd thru October 2nd.

Proposal: To make a resolution to bring before the Pella City council at the July 7th meeting stating the following:

- Due to the overwhelming support from the Pella City Council during the Policy and Planning portion of the June 2nd meeting, the Pella Airport Committee formally requests that the city allocate \$69,000 for the improvements requested to enhance the functionality of the east hangar, and that the funds be made available in a timely manner, so that the work can coincide with the airport closure and the aforementioned hangar being vacated during that period.

Motion: Brought to the floor by Tom VL, 2nd Ted Z.

Passed Unanimously

Regional Airport: Update by Dave B

- Nothing new to report other than there was a meeting with the Mahaska County board of supervisor over proposed road closures.

FBO Challenges due to COVID-19

The reduction of flight operations in 2020 due to COVID-19 has impacted pilot services, and fuel sales, which has created financial challenges for the FBO – Classic Aviation. With the scheduled airport closure in August, this financial stress on the FBO will only increase. Classic aviation has proactively located additional maintenance space, at the Oskaloosa airport, but will still be severely impacted by the loss of fuel sales for this period.

Classic Aviation is putting together a financial impact statement to present to the city manager, for consideration to be compensated by the city during the closure period.

FAA funding due to COVID-19 has increased the Federal funding of the runway improvement project by 10%, which has resulted in the city receiving an additional \$130,000 for this project.

Airport Managers report to the committee: By Shane Vande Voort

COVID mitigation practices in place

Wildlife fence is coming to completion, the entrance and gates are being completed this week.

- Fence perimeter will be sprayed for weed control
- Entrance gate needs signage/markings

Runway closure is now officially scheduled for Aug 3rd – October 2nd

Line and grounds equipment is operational

Hangar and ramp space is still lacking

Two turbine aircraft have left the field due to lack of hangar space.

A summary regarding possible future events happening at KPEA was provided to the members.

Final Comments:

Tom VL recognized and thanked Sid Pinney for taking the lead on understanding the COVID-19 CARES act funding and presenting at the City Council on behalf of the needs at the airport.

Part of the reason to go back to monthly meetings, is to keep our needs in front of the council and being able to communicate those needs in a timely manner when necessary.

No further comments by committee members.

Adjourn: Motion by Tom VL. & 2nd by Dave B.

Passed unanimously

Next regular meeting will take place on Friday, July 31, 2020.

### d. Library Board Minutes for July 14, 2020

I. Call to Order: President Brenda Huisman called the meeting to order at 4:01 p.m. Board members present at the Community Center were: Nathan Copeland, Brenda Huisman, Dinakar Kesavapillai, Kristi Leonard, and Kenny Nedder. Board member Suzy Card was present via telephone. Library Director Mara Strickler was present.

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

III. Approval of Agenda: The July meeting agenda was received by all Board members prior to the meeting. There were no changes to the agenda. The agenda stood as presented.

IV. Disposition of Minutes: All Board members received both the special May and regular June 2020 minutes prior to the meeting. Kenny moved to approve the special May and regular June minutes as written. Dinakar seconded the motion. The minutes were unanimously approved.

V. Approval of Bills: All Board members received the July list of bills prior to the meeting. After a brief discussion and questions regarding the bills, Dinakar moved to approve the July bills. Kristi seconded the motion. The bills were unanimously approved.

VI. Unfinished Business: Review of service models and phased reopening – Mara reviewed the current situation including presently operating at reduced capacity of 40 people in the library but with the regular hours. Discussion was held regarding how to proceed through the remainder of the year. Mara recommends moving forward with the normal expanded hours in the fall schedule and maintaining a reduced capacity. It was also recommended to not return to in-person programming until at least next year. The Board agreed to the recommendations and recognized the need to be flexible given the current public health crisis. The Board will review again during the August meeting.

VII. New Business:

- a. Review of Board applicants and matrix evaluations – The Board reviewed candidates to fill the remaining 2-year term vacated by Rachel Sparks. After compiling results from all Board member evaluations and a brief discussion the Board provided a suggestion for Mara to take for recommendation to the Mayor.

- b. Election of officers – Along with the new officers for this fiscal year, committee assignments need to be made. After some discussion, it was decided that Dinakar, Kenny, and Kristi will serve on the Policy Committee; Suzy, Nathan, and the new member will serve on the Personal Committee.
  - c. Board of ethics/Conflict of interest statements – Mara reviewed the purpose of these documents and reviewed the policy and each board member to sign annually.
  - d. FY18/19 statistics – Mara reviewed the statistic comparison from last year to this year. She noted a negative impact from the closures of many physical library services. The library saw a significant increase in web site and digital access. The Board discussed potential reallocation of resources to support this shift to digital. Mara has been reviewing a more robust video streaming services called Kanopy that could supplement the existing Hoopla service. She will work with the Friends of the Library to see if they would be able to support a trial of this service.
  - e. Progress report on Strategic Plan Goals and Activities – Mara reviewed the plan goals and activities and discussed open items such as the annual survey missed in the transition of library directors. Her goal is to get a survey completed this year to be able to create a new plan next year and use as a new baseline measure. The Board also discussed the impact of Covid-19 and if the new plan strategic plan should be created sooner.
- VIII. President's Report and Announcements: The president did not have a report.
- IX. Director's Report:
- a. Summer Reading programs – The modified Summer Library Program continues with lower engagement than normally, which was expected given current circumstances. For next year, I recommend purchasing/subscribing to an app that can facilitate a blend of online and in-person programming to fit the circumstances.
  - b. Staff Transitions – Lily Pumphrey has submitted her resignation, effective 8/26/20. We are currently accepting applications for the position.  
Teresa Butler has submitted her resignation, effective 7/29/20.
  - c. Building and grounds – Public Works staff assisted with laying a new concrete pad and installing a new bench on the east side of the building in time for the 4th of July holiday.
  - d. Statistics
    - The Zoo was the first Adventure Pass location to reopen. Pella Public Library made use of 8 passes in June.
    - Hoopla: 572 total circulations borrowed by 276 unique patrons, 116 patrons used all 3 checkouts; 2 patrons borrowed 4 titles, average price per circulation: \$1.94, 0 patrons were blocked by the budget caps (budget caps were removed for the month of June)
  - e. Outreach – Thursdays in Pella: 7/2, 7/9 (did not take part due to weather), 7/16, 7/23, 7/30
  - f. Connectivity Working Group – I have agreed to take part in the Connectivity Working Group that is a part of the Economic Recovery Advisory Board to address broadband access throughout the State. I was asked to take part given my current role as President of the Iowa Library Association. I expect that we will meet every other week through the month of August to prepare recommendations to the Advisory Board.
  - g. Upcoming events  
*Adults:* now that we have Zoom Pro we are looking into restarting some suspended programming, including conversational Spanish and Culture Nights.
  - h. *Children:* Miss Katie continues to utilize Google Meet, YouTube, and Facebook Live for online youth programming.
- X. Trustee training reports: Boardroom 2020 Series – Mara reviewed the upcoming State Library of Iowa educational opportunity called "Upstream: The Quest to Solve Problems Before They Happen" scheduled to take place July 23<sup>rd</sup> from 6:00 – 7:30 pm. She encouraged everyone to sign-up to attend live or to later review the recording.
- XI. Committee reports:
- a. Personnel Committee: Director's Performance Evaluation – Kenny provided an update the committee has completed and reviewed the evaluation with Mara and sent to Mike Nardini for reference.
  - b. Policy Committee:
    - i. Displays policy – Mara provided an update this policy will be reviewed next with the Policy committee.
    - ii. Photo Release policy – Mara is still awaiting example policies from the law and state libraries. She will review with the Policy committee.
- XII. Adjournment: President Brenda Huisman adjourned the meeting at 5:42 p.m. The next regularly scheduled Board Meeting is scheduled for August 11, 2020.

### 3. Petitions and Communications

#### a. Special Event Permit Request for Central College Move In/Move Out

BACKGROUND: Central College has requested a special event permit for their student move in/move out dates. To accommodate the heavy traffic associated with students leaving or returning to campus, Central College is requesting to close Broadway Street, between Peace and University, from 7:00 a.m. to 5:00 p.m., on the following dates:

- 2020 dates: August 22-25, November 25, December 17-18
- 2021 dates: January 16-17, March 11-13, May 14

A resolution is included with this request to close the streets as outlined above.

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

ATTACHMENTS: Resolution, Application, Map, Department Comments

REPORT PREPARED BY: City Clerk

REVIEWED BY: City Administrator

RECOMMENDATION: Approve special event permit and resolution

- i. Resolution No. 6170 entitled, "RESOLUTION TEMPORARILY CLOSING PUBLIC WAYS OR GROUNDS IN CONNECTION WITH A SPECIAL EVENT KNOWN AS CENTRAL COLLEGE MOVE IN/MOVE OUT"

b. **Special Event Permit Request for Central College Scratch Cupcakery Truck**

BACKGROUND: Central College has requested a special event permit to host a Scratch Cupcakery truck for the purpose of selling specialty cupcakes from 10:00 a.m. to 2:00 p.m. on Wednesday, September 23, 2020. As background, Central College has hosted a Scratch Cupcakery truck during previous years' homecoming events which have included a picnic dinner and pep rally. Due to the pandemic, they will not be holding the picnic dinner or pep rally this year.

The truck is proposed to be located in the parking spots on the west side of the 400 block of Broadway Street in front of the Maytag Student Center; this is the same set-up as previous years.

A resolution is included with this request to close the parking spaces as outlined above.

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

ATTACHMENTS: Resolution, Application, Map, Department Comments

REPORT PREPARED BY: City Clerk

REVIEWED BY: City Administrator

RECOMMENDATION: Approve special event permit and resolution

- i. Resolution No. 6171 entitled, "RESOLUTION TEMPORARILY CLOSING PUBLIC WAYS OR GROUNDS IN CONNECTION WITH A SPECIAL EVENT KNOWN AS CENTRAL COLLEGE SCRATCH CUPCAKERY TRUCK"

c. **Special Event Permit Request for Central College Flu Vaccine Clinic**

BACKGROUND: Central College has requested a special event permit to host a mobile flu vaccine vehicle, which would be available for their students, as well as members of the public, during the following dates and times:

- August 22, 2020 from 11:30 a.m. to 3:30 p.m.

Location: Five parking spaces located on the west side of the 400 block of Broadway Street

- August 24, 2020 from 11:30 a.m. to 3:30 p.m.

Location: Five parking spaces located on the west side of the 400 block of Broadway Street

- September 17, 2020 from 10:00 a.m. to 2:00 p.m.

Location: Five parking spaces located on the west side of the 400 block of Broadway Street

- October 8, 2020 from 11:30 a.m. to 3:30 p.m.

Location: Five parking spaces located on the north side of the 1200 block of Independence Street, in front of the Kuyper Athletic Complex  
A resolution is included with this request to close the parking spaces as outlined above.

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

ATTACHMENTS: Resolution, Application, Map, Department Comments

REPORT PREPARED BY: City Clerk

REVIEWED BY: City Administrator

RECOMMENDATION: Approve special event permit and resolution

- i. Resolution No. 6172 entitled, "RESOLUTION TEMPORARILY CLOSING PUBLIC WAYS OR GROUNDS IN CONNECTION WITH A SPECIAL EVENT KNOWN AS CENTRAL COLLEGE FLU VACCINE CLINIC"

**D. \*PUBLIC HEARINGS** – None

**E. PETITIONS & COMMUNICATIONS** – None

**F. PLANNING & ZONING ITEMS** – None

**G. ADMINISTRATION REPORTS** – None

**H. RESOLUTIONS**

1. Resolution No. 6159 entitled, "RESOLUTION REJECTING BIDS FOR THE FURNISHING OF FIBER TO THE PREMISE ACCESS NETWORK EQUIPMENT."

Schiebout moved to approve, seconded by De Jong.

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

BACKGROUND: This project involves provisioning access equipment necessary to configure the Pella Fiber to the Premise (FTTP) network. Access equipment involved as part of this project includes central office, premise equipment, residential gateways, G.FAST, and wireless mesh devices. This equipment will allow the network to serve all customers including businesses and large residential facilities such as apartment complexes, dormitories, and assisted living facilities.

A bid opening for this project was held on June 25, 2020. The following bids were received:

Bidder	Bid Type	Bid Amount
Adtran	Traditional	\$995,237.34
Adtran	Virtual SDN	\$1,058,342.21
Calix	Traditional	\$1,341,541.06
Nokia	Traditional	\$1,130,209.60
Nokia	Virtual SDN	\$1,130,209.60
Radisys	Virtual SDN	\$1,398,741.46
Zhone	Traditional	\$1,158,812.53

The engineer's opinion of probable costs for this project was \$1,268,481.

As further background, on July 7, 2020, Council deferred action on this resolution until this meeting to allow the engineer time for further review of bids prior to making a recommendation.

During the engineer's review of the bids, it was determined that there were several mathematical errors and omissions in the bids. Listed below, and on the following page, is a summary of the engineer's adjusted bid totals for each of the submitted bids to account for these errors and omissions:

Bidder	Bid Type	Adjusted Amount	Adjustment Comments
Adtran	Traditional	\$1,268,092.91	Added UPS system which initially was not available, modified GPON and SFP count to align with customer projections, added plume licensing, found error in DPU counts, adjustments to spares, pilot added to full year, mosaic is not supported with this system
Adtran	Virtual SDN	\$1,334,542.70	Added UPS system which initially was not available, modified GPON and SFP count to align with customer projections, added plume licensing, found error in DPU counts, adjustments to spares, pilot added to full year
Calix	Traditional	\$1,393,090.40	Increased XGS-PON blade count, warranties resolved
Nokia	Traditional	\$1,212,632.30	Reduced count of 16 port cards for GPON, increased XGS Card, software license count corrected for actual ONT, server resolved for Altiplano deployment
Nokia	Virtual SDN	\$1,212,632.30	Reduced count of 16 port cards for GPON, increased XGS Card, software license count corrected for actual ONT, server resolved for Altiplano deployment
Radisys	Virtual SDN	\$1,269,125.87	Added 2019 Pilot totals to full 3 year plan, increased vOLT by 1 for XGS, increased XGS optics, increased 10G interconnect, changed DPU quantities to be in-line with building locations
Zhone			Bid is not being considered for award because bidder only proposed a traditional system

After reviewing the bids, staff believes it is in the City's best interest to reject the bids and resolicit bids for this equipment. The amount of adjustments made to the bids makes it difficult to determine the lowest responsive, responsible bidder, as required by law. The City plans to seek bids on fewer items, and to better clarify the required performance standards for the equipment. City staff believes that this will produce a more straight forward approach and could lead to better results for the City of Pella.

In summary, staff is recommending approval of this resolution which rejects the above bids.

ATTACHMENTS: Resolution, Engineer's Recommendation  
 REPORT PREPARED BY: City Administration  
 REPORT REVIEWED BY: City Attorney, City Administrator, City Clerk  
 RECOMMENDED ACTION: Approve resolution

2. Resolution No. 6173 entitled, "RESOLUTION APPROVING COST PARTICIPATION AGREEMENT WITH PELLA CORPORATION FOR THE CLARK STREET WATER MAIN IMPROVEMENTS."

Bandstra moved to approve, seconded by Hopkins.

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

BACKGROUND: This resolution approves a Cost Participation Agreement with Pella Corporation for the Clark Street Water Main Improvements. Under the terms of the proposed agreement, the City of Pella has agreed to handle the project's contract administration. Furthermore, the proposed agreement states that each party will be responsible to pay for their portion of the project based on as-constructed quantities and calculated using unit prices as bid.

It is important to note that several of the water mains being replaced were constructed as City infrastructure. Once this project is completed, staff plans to vacate all water mains in conflict with the buildings and structures on Pella Corporation's property.

The preliminary cost allocation for each party are as follows:

City of Pella	\$152,901
Pella Corporation	\$214,005
Total Project	\$366,906

In summary, staff is recommending approval of the proposed Cost Participation Agreement with Pella Corporation for the Clark Street Water Main Improvements.

ATTACHMENTS: Resolution, Agreement  
 REPORT PREPARED BY: Public Works Department  
 REVIEWED BY: City Administrator, City Clerk  
 RECOMMENDATION: Approve resolution

3. Resolution No. 6174 entitled, "RESOLUTION MAKING AWARD OF CONTRACT FOR THE CLARK STREET WATER MAIN IMPROVEMENTS."

Schiebout moved to approve, seconded by Sporrer.

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

BACKGROUND: This resolution awards the contract for the Clark Street Water Main Improvements project. As background, 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.

The following bids were accepted by Council on July 21, 2020:

Contractor	Bid
Synergy Contracting	\$366,906.00
Lawson Construction	\$370,581.50
Vanderpool Construction	\$423,385.00
On Track Construction	\$511,845.40

After reviewing the bid proposals and checking references, Veenstra & Kimm, the project engineer, recommends awarding the contract to the lowest responsive, responsible bidder, Synergy Contracting, in the total amount of \$366,906. The engineer's opinion of probable costs for this project was \$406,885. Staff is in agreement with the engineer's recommendation.

It is important to note that several of the water mains being replaced were constructed as City infrastructure. Once this project is completed, staff plans to vacate all water mains in conflict with the buildings and structures on the Pella Corporation property. The actual costs will be based on as-built quantities calculated using unit prices as bid. The preliminary cost allocation is as follows:

City of Pella	\$152,901
Pella Corporation	\$214,005
Total Project	\$366,906

In summary, staff is recommending conditional approval of this resolution subject to approval of a Cost Participation Agreement with Pella Corporation (agenda item H-2). This resolution awards the contract for this project to Synergy Contracting, as listed in the amount of \$366,906. If approved, the final completion for the project will occur by November 30, 2020.

ATTACHMENTS: Resolution, Engineer's Recommendation, Bid Tabulation

REPORT PREPARED BY: Public Works Department

REVIEWED BY: City Administrator, City Clerk

RECOMMENDATION: Conditional approval of the resolution subject to approval of the Cost Participation Agreement (agenda item H-2)

4. Resolution No. 6175 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 EAST INTERCHANGE INFRASTRUCTURE IMPROVEMENTS (WATER MAIN AND FORCE MAIN)."

Branderhorst moved to approve, seconded by De Jong.

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

BACKGROUND: This resolution establishes September 1, 2020 as the public hearing date and authorizes staff to seek bids for the East Interchange Infrastructure Improvements (Water Main and Force Main) project. This project consists of all labor, material, and equipment to install approximately 2,360 linear feet of 12-inch water main in open cut, 655 linear feet of 12-inch water main directionally bored in place, 4,650 linear feet of 6 inch PVC force main in open cut, 2,100 linear feet of 6 inch PVC force main directionally bored in place, connections to existing water main, hydrant assemblies and valves, pavement removal and replacement, surface restoration, and miscellaneous associated work, including cleanup.

The force main construction is located along East Oskaloosa Street from 240th Street to 250th Street and extending south on 250th Street to south of Highway 163. The water main construction is located along East Oskaloosa Street from Baseline Drive to 250th Street and extending south on 250th Street to south of Highway 163; all in the City of Pella.

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 \$987,140.

The project's critical dates are:

August 25, 2020	Bid letting
September 1, 2020	Public hearing to receive bids and award of contract
September 15, 2020	Notice to proceed (approximate)
July 1, 2021	Final completion

Contract documents are on file in the Public Works office.

ATTACHMENTS: Resolution, Notice of Hearing, Notice to Bidders, Engineer's Estimate, Map

REPORT PREPARED BY: Public Works Department

REVIEWED BY: City Administrator, City Clerk

RECOMMENDATION: Approve resolution

5. Resolution No. 6176 entitled, "RESOLUTION AUTHORIZING APPLICATION SUBMITTAL FOR A RESOURCE ENHANCEMENT AND PROTECTION (REAP) GRANT FOR THE KIWANIS PARK IMPROVEMENTS PROJECT."

Hopkins moved to approve, seconded by Sporrer.

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

BACKGROUND: Resource Enhancement and Protection (REAP) is a State of Iowa program that invests in the enhancement and protection of the state's natural and cultural resources. These funds are available to cities through competitive grants. Parkland expansion and multi-purpose recreation developments are typical projects funded under this program. Based on our population, we would be eligible to apply for a maximum of \$125,000. These grants are 100% funded meaning no local matching funds would be required if the grant was awarded.

If approved, staff would work with Wonder Spelen representatives to complete and submit a grant to be used for the proposed Kiwanis Park improvements. Applications are scored and grants awarded in the fall.

In summary, staff is recommending approval of this resolution authorizing submission of a REAP grant application for the Kiwanis Park Improvements project.

ATTACHMENTS: Resolution

REPORT PREPARED BY: Community Services Department

REPORT REVIEWED BY: City Administrator, City Clerk

RECOMMENDED ACTION: Approve resolution



**I. ORDINANCES** – None

**J. CLAIMS**

1. Abstract of Bills No. 2060.  
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)**

No comments were received.

**L. CLOSED SESSION**

1. At 7:43 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 8:27 p.m., Schiebout moved to reconvene to regular session, seconded by Hopkins.  
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, Bandstra moved to adjourn, seconded by Hopkins.  
On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

Meeting adjourned at 8:29 p.m.