

**PLEASANT HILL CITY COUNCIL
REGULAR SESSION
JANUARY 12, 2021
6:00 PM**

Given the Governor's prohibition on gatherings of ten or more persons during the COVID19 outbreak, some or all elected officials and staff may be participating in this meeting by electronic means. Meeting minutes will continue to be provided per the City's normal course of business. Members of the public may still attend the meeting in person subject to the ten-person limit or submit comments to the City Clerk prior to 4:30 PM on January 12, 2021. The meeting will also be available electronically through the following:

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1. CALL TO ORDER/ROLL CALL

Mayor Sara Kurovski called the electronic Pleasant Hill City Council meeting to order on January 12, 2021 at 6:00 p.m. via www.gotomeeting.com. The City Council Chambers was also open and available to the public to participate in the meeting. City Manager Ben Champ read the electronic meeting statement. PRESENT: Len Murray, Ross Grooters, Curt Gause, Dean Cooper, and Mark Konrad. ABSENT: None.

2. APPROVAL OF AGENDA

Cooper/Grooters moved to approve the agenda. ROLL CALL: AYES: Murray, Grooters, Gause, Cooper, Konrad. NAYS: None. Motion carried 5-0.

3. PUBLIC INPUT (5 MINUTES FOR ITEMS NOT ON THE AGENDA)

There was none.

4. CONSENT ITEMS

Murray/Konrad moved to approve the CONSENT ITEMS: Council Minutes - dated 12-15-2020, Council Minutes - dated 12-22-2020, Council Minutes - dated 01-05-2021, Claims Listing - dated 01-12-2021, Approve the 2021 City Calendar, **Resolution #011221-01** – Approve Official Depositories, **Resolution #011221-02** – Approve Official Publications, **Resolution #011221-03** – Approve Tax Abatement Applications – dated December 2020, **Resolution #011221-04** – Approval of Payment Application No. 17 for Pleasant Hill Blvd and Vandalia Rd Intersection Project. ROLL CALL: AYES: Grooters, Gause, Cooper, Konrad, Murray. NAYS: None. Motion carried 5-0.

5. MAYOR APPOINTMENTS

6. COUNCIL APPOINTMENTS

Grooters/Konrad moved to approve both Items 5 and 6 together – **#5. MAYOR APPOINTMENTS:** Finance Committee Appointment (Curt Gause and Mark Konrad), Resolution #011221-05 - Appointment to Metro Waste Authority Appointment (Dean Cooper with alternate Ross Grooters), Council Liaison to the Board of Adjustment (Dean Cooper), Council Liaison to Planning/Zoning Commission (Mark Konrad), Council Liaison to Library Board of Trustees (Len Murray), Council Liaison to Park/Recreation Commission (Ross Grooters), Council Liaison to Public Arts Advisory Commission (Curt Gause), Chamber of Commerce Representative (Len Murray), Metropolitan Advisory Committee (MAC) (Curt Gause with alternate Sara Kurovski), Mayor Pro Tem (Mark Konrad), Resolution #011221-06 - Metropolitan Planning Organization (MPO) Representatives, Management Committee and Technical Committee (Management Committee Sara Kurovski with alternate Mark Konrad; Technical Committee Madeline Sturms with alternate Ben Champ), Convention and Visitors Bureau representatives (Curt Gause with alternate Ben Champ), Des Moines Area Regional Transit (DART) representative (Ross Grooters with alternate Len Murray); and **#6. COUNCIL APPOINTMENTS:** Resolution #011221-07 – Appoint Representative to the Polk County Emergency Management Commission (Len Murray with alternate Mark Konrad), Resolution #011221-08 – Appoint 911 Service Board Representatives (Fire Chief Jamie Xayavong with alternate Police Chief Al Pizzano), Resolution #011221-09 – Appoint Representatives to the Wastewater Reclamation Authority (WRA), Management Committee and Technical Committee. (Management Committee Sara Kurovski with alternate Ross Grooters; technical committee Gary Patterson with alternate Russ Paul), Appointment to East Polk Innovation Collaborative (Dean Cooper), Appointment to the Central Iowa Regional Drinking Water Commission (CIRDWC). (Pam Mollenhauer with alternate Russ Paul), Appointment to Mud, Camp, Spring Creek Watershed Management Authority. (Madeline Sturms with alternates Chris Widmer and Ross Grooters), Appointment to Fourmile Creek Watershed Management Authority. (Ross Grooters with alternates Madeline Sturms and Ben Champ), Appointment to Bravo. (Sara Kurovski). ROLL CALL: AYES: Gause, Cooper, Konrad, Murray, Grooters. NAYS: None. Motion carried 5-0.

7. BUSINESS ITEMS

- a. Update from Construction Manager – Public Safety Improvements
Jill Boetger of Ryan Companies gave an update on the Public Safety Improvements, saying that there were some delays with a manufacturer, but they were finalizing the troubleshooting, and the PD should be able to move in on January 19th. Then they will start the renovations to the south complex on January 25th. Councilmember Murray thanked Jill and her team for giving him and Councilmember Konrad a tour, stating that it was a wonderful facility that the City can be proud of.
- b. **Resolution #011221-10** – Approval of Change Order No. 7 – Construction Manager Services New Public Safety Facility
Konrad/Cooper moved to approve **Resolution #011221-10** – Approval of Change Order No. 7 – Construction Manager Services New Public Safety Facility. City Manager Ben Champ explained that the agreement with Ryan Companies was based upon an estimated construction schedule that has been extended due to the coronavirus emergency, weather, and other delays. The project anticipates occupancy in the next two weeks and the project needs to address the additional construction manager time necessary to complete the project. At this time the consultant has prepared the Change Order No. 7 to the agreement to reflect the management time and fee, however, in a show of partnership, she has removed their fee. ROLL CALL: AYES: Murray, Grooters, Gause, Cooper, Konrad. NAYS: None. Motion carried 5-0.
- c. **Resolution #011221-11** – Approval of Change Order No. 8 – Construction Manager Services Fire Department Remodel
Murray/Grooters moved to approve **Resolution #011221-11** – Approval of Change Order No. 8 – Construction Manager Services Fire Department Remodel. City Manager Ben Champ explained that as the Council approves change orders for additions and changes to the project, the agreement with Ryan needs to be updated to reflect the additional work. At this time the consultant has prepared Change Order No. 8 to the agreement to reflect the construction costs and management time needed to complete the project. ROLL CALL: AYES: Grooters, Gause, Cooper, Konrad, Murray. NAYS: None. Motion carried 5-0.
- d. **Resolution #011221-12** – Approve Right of Way License issued to Unite
Konrad/Murray moved to approve **Resolution #011221-12** – Approve Right of Way License issued to Unite. Assistant Public Works Director Russ Paul explained that in November 2015 council approved chapter 143, Right-of-way management, with the intent to provide a process and safeguard for future utility work and improvements in the public right-of-way. In early December 2020, Unite submitted plans for installing fiber to serve the Prairie Creek development within Pleasant Hill. This project is expected to start this year. This license is good for a period of five years and will need to be renewed by council once it expires. ROLL CALL: AYES: Gause, Cooper, Konrad, Murray, Grooters. NAYS: None. Motion carried 5-0.
- e. **Resolution #011221-13** – Approve Agreement with Polk County for Animal Control Services
Murray/Gause moved to approve **Resolution #011221-13** – Approve Agreement with Polk County for Animal Control Services. Assistant Public Works Director Russ Paul explained that the City of Pleasant Hill presently has an agreement with Polk County regarding animal control services. The current agreement is based off trip charges when Polk County animal control officers are called out to collect and transport a domestic animal within the City. Today we use a highbred collection approach to animal control, where most of the time Public Works staff collects stray dogs or cats and Polk County is only utilized on intermittent occasions. Last year city staff started exploring the option of having Polk County collect stray dogs and cats exclusively, due in part to our current holding facility no longer meeting the Iowa Department of Agriculture’s new animal care facility guidelines. This approach would also simplify the animal control collection process. Polk County would like to change from a trip charge fee structure to an annual fee based off city size and historical use. There was Council discussion. ROLL CALL: AYES: Cooper, Konrad, Murray, Grooters, Gause. NAYS: None. Motion carried 5-0.
- f. **Resolution #011221-14** – Approve ARL 28E Agreement
Grooters/Murray moved to approve **Resolution #011221-14** – Approve ARL 28E Agreement. Assistant Public Works Director Russ Paul explained that the City of Pleasant Hill has an animal shelter service agreement with the Animal Rescue League of Iowa (ARL) that was last approved by council on April 14, 2015. Currently, when a stray dog or cat is picked up, Public Works will hold them at the City facility for seven days. If the domestic animals are not claimed within that timeframe, we then would take them to the ARL, where they would be put up for adoption. However, with the change of having Polk County Animal Control now taking care of the all domestic animal collections within the City, ARL will hold the stray dogs and cats for the seven-day period. Where, again, they are either claimed or put up for adoption after the seven days. All services and charges will remain the same as the last agreement. There will be an uptick in expense for the City, given all shelter services will be provided through ARL. However, adjustments to the impoundment fee by the City could be done to help offset those expenses. There was Council discussion. ROLL CALL: AYES: Konrad, Murray, Grooters, Gause, Cooper. NAYS: None. Motion carried 5-0.
- g. First Reading of **Ordinance #888** – Amending Chapter 55, Animal Protection and Control
Grooters/Konrad moved to approve the First Reading of **Ordinance #888** – Amending Chapter 55, Animal Protection and Control. Assistant Public Works Director Russ Paul explained that with Public Works no longer responsible for holding stray dogs and cats at our facility, the Animal Rescue League (ARL) of Iowa will be taking over this per the updated agreements. Based on the ARL agreement, the City will be charged \$35 for the first day and \$15 a day for each day after the first day for each domestic animal collected by Polk County. If the domestic animal goes unclaimed for a period of seven days, the City will be charged the full \$125. Given these are new expenses the City has not typically experienced at this level; city staff feel an adjustment to the impoundment fee is needed. In reviewing what surrounding communities are charging related to

impoundment and holding fees, staff suggest we move our fee to a flat \$100 per domestic animal per collection. This fee will not completely offset the expense incurred by the City, but will put us more in line with other communities. City staff would then review this fee amount after one year to determine if additional adjustments are needed. Currently, Chapter 55 outlines the impoundment and holding fees in section 55.15 and 55.16. City staff would recommend the fee value language be removed from these sections and instead refer to a fee schedule. Upon the third reading of the amended Chapter 55, city staff would accompany it with a recommended fee schedule to be adopted via resolution. ROLL CALL: AYES: Murray, Grooters, Gause, Cooper, Konrad. NAYS: None. Motion carried 5-0.

- h. **Resolution #011221-15** – Approval of Request to the Iowa Department of Transportation for Assistance from the Revitalize Iowa’s Sound Economy Grant Program
Murray/Cooper moved to approve **Resolution #011221-15** – Approval of Request to the Iowa Department of Transportation for Assistance from the Revitalize Iowa’s Sound Economy Grant Program. Community Development Director Madeline Sturms explained that the City Council has prioritized development of the University Avenue Corridor over a series of years and has invested significantly in the development of the Commerce Park. The City received funding through the DOT RISE program in 2013 for the initial development of the roadway with additional funds available for an east/west roadway when a development warranted the roadway construction. The area was designated a certified site in February 2020 which makes the roadway eligible for a greater cost-share through the Iowa DOT’s RISE grant program if awarded through the Local Development program. This resolution supports an application to the Iowa Department of Transportation’s Revitalize Iowa’s Sound Economy (RISE) local development program for 60-70 percent of eligible roadway costs to construct the infrastructure to facilitate development on the property. An increased and variable percentage is granted because of the Certified Site process. The application is for the construction of 1,395 feet of an east/west roadway from NE 75th Street in the total amount of \$1,341,200. The City would be responsible for matching funds and long term responsibility for the public street. The cost-share has been budgeted in the capital improvement program budget. ROLL CALL: AYES: Grooters, Gause, Cooper, Konrad, Murray. NAYS: None. Motion carried 5-0.
- i. **Resolution #011221-16** – Approval of Site Plan for Spring Creek Apartments
Konrad/Grooters moved to approve **Resolution #011221-16** – Approval of Site Plan for Spring Creek Apartments. Community Development Director Madeline Sturms explained that a site plan for the project referred to as Spring Creek Apartments has been submitted for the construction of a residential development on vacant property at 6120 NE 12th Avenue located north of NE 12 Avenue, east of NE 60th Street, and West of NE 64th Street. Wishrock Group is the applicant of the site plan with the intention of developing the property into a multiple family apartment building for affordable senior housing. The property is zoned PUD Planned Unit Development and senior multi-family housing is a permitted use in this zoning district. The project was recently awarded Federal Tax Credits by Iowa Finance Authority in August to build affordable senior level housing on the property. The Spring Creek Apartment project is one of 12 statewide projects that were awarded credits this year to support the construction of rental homes for families and seniors. The Planning and Zoning Commission has recommended approval. There was Council discussion. ROLL CALL: AYES: Gause, Cooper, Konrad, Murray, Grooters. NAYS: None. Motion carried 5-0.
- j. **Resolution #011221-17** – East Polk Innovation Collaborative
Cooper/Konrad moved to approve **Resolution #011221-17** – East Polk Innovation Collaborative. Assistant Public Works. City Manager Ben Champ explained that the City of Pleasant Hill has been a member of the East Polk Innovation Collaborative (EPIC) since its beginning as Eastern Polk Regional Development. The organization has a history of serving as a coordinator of relationships and economic development for a period of years that have seen the member cities achieve significant population growth, new services, and a strengthening business sector. The last twenty years have also seen a maturity in the capabilities, knowledge, and direction of Pleasant Hill and other member communities. EPIC has now quickly entered a moment of transition with the resignation of the executive director, the sole employee of the organization. This creates an opportunity to reflect on past successes and to consider a new direction for economic development focused exclusively on Pleasant Hill. This is a resolution that would terminate membership and request dissolution of the EPIC organization and distribution of assets among the members. It is understood that the Cities of Bondurant and Altoona are concurrently considering parallel actions to separate from EPIC. ROLL CALL: AYES: Cooper, Konrad, Murray, Grooters, Gause. NAYS: None. Motion carried 5-0.
- k. **Resolution #011221-18** – Approval of Families First Coronavirus Relief Act 2021 Policy
Grooters/Konrad moved to approve **Resolution #011221-18** – Approval of Families First Coronavirus Relief Act 2021 Policy. City Manager Ben Champ explained that the City of Pleasant Hill complied with federal action in 2020 to provide addition protections to employees during the ongoing coronavirus emergency by establishing a policy reflecting the Families First Coronavirus Response Act (FFCRA) and its provisions for expanded Family and Medical Leave Act (FMLA) eligibilities and emergency sick time eligibilities related to the COVID-19 emergency. The FFCRA was in effect from April 1, 2020 through December 31, 2020. As the emergency remains in place, staff and legal counsel have updated the policy as attached so that it remains available for the ongoing pandemic through the calendar year but can be terminated or extended at any time. This is a resolution that adopts the FFCRA policy update prepared by the Davis Brown law firm. Councilmember Grooters thanked the City Manager for prioritizing the safety of the City’s staff. ROLL CALL: AYES: Konrad, Murray, Grooters, Gause, Cooper. NAYS: None. Motion carried 5-0.

8. CLOSING COMMENTS

Councilmember Murray said he has been attending the Polk County Emergency Management meetings, focusing on the Covid task force and vaccine distribution schedule for our large county.

Councilmember Grooters said he did not have a DART update, but asked Councilmember Murray if he felt comfortable elaborating on the vaccine distribution schedule. Councilmember Murray said the task force just said it was following the CDC and State guidance.

Mayor Kurovski announced she had a conflict with the next Council meeting scheduled for January 26th, but that Councilmember Mark Konrad would fill in as Mayor Pro Tem.

City Manager Ben Champ announced there would be a work session next week on Tuesday, January 19th at 5:30pm, to discuss the Road Use Fund, equipment plans and CIP.

Community Development Director Madeline Sturms introduced Ryan Merritt who was just hired as the City's new Park & Recreation Manager.

Park and Recreation Manager Ryan Merritt gave a brief introduction of himself, stating that he comes to us after working for the City of Davenport for six years, and that he was looking forward to working with everyone in Pleasant Hill.

9. ADJOURNMENT

Grooters/Murray moved to adjourn the Council meeting. ROLL CALL: AYES: Murray, Grooters, Gause, Cooper, Konrad. NAYS: None. Motion carried 5-0. The meeting was adjourned at 7:10 p.m.

Sara Kurovski, Mayor

ATTEST:

Dena Spooner, City Clerk/Finance Director