

**PLEASANT HILL CITY COUNCIL  
REGULAR SESSION  
FEBRUARY 28, 2023  
6:00 PM**

**1. CALL TO ORDER/ROLL CALL**

Mayor Kurovski called the Pleasant Hill City Council regular meeting to order on February 28, 2023 at 6:00 p.m. The Council Chambers were open and available to the public to participate in the meeting. PRESENT: Len Murray, Ross Grooters, Mike Richardson, Amanda Lundstedt and Mark Konrad. ABSENT: None.

**2. APPROVAL OF AGENDA**

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

**3. PRESENTATION – FIRE DEPARTMENT BADGING**

Fire Chief Jamie Xayavong performed a badging ceremony for Stacia Vriezelaar, as the City's third full-time member. Stacia has been with PHFD for almost 5 years, she is certified as a critical care paramedic, FF1, FF2, Hazmat Ops, and trained to the level of driver operation. She is currently a Captain in the Army Reserves and serves in the Medical Service Core as a Patient Administration Officer.

**4. PRESENTATION – CATCH DES MOINES**

Catch Des Moines President and CEO Greg Edwards, along with Trina Flack, Brock Konrad, and Claire Strickland, gave an annual update in their Year in Review and Upcoming Banner Year of Events presentation.

**5. PRESENTATION – GROW SOLAR POLK COUNTY**

Climate and External Affairs Associate Patrick Snell, of the Nature Conservancy in Iowa, talked about the Grow Solar in Polk County program where homeowners & businesses come together as a community to learn, purchase, and install solar energy systems at reduced prices.

**6. PUBLIC HEARINGS**

**a. FY24 Maximum Tax Levy on General Fund and Special Revenue Levies**

Mayor Kurovski opened the Public Hearing for item 6.a. FY24 Maximum Tax Levy on General Fund and Special Revenue Levies at 6:20pm. City Manager Ben Champ explained that due to a change beginning in 2020, the State of Iowa now requires cities with growth of more than 2% to hold two hearings on the annual budget, with the first hearing dedicated to the General Fund Tax and Special Revenue Levies only. With this change, the date to certify City budgets had been moved to March 31<sup>st</sup> to allow time for two public hearings to occur. However, that deadline has been extended to April 30<sup>th</sup>, 2023 due to a last minute change in valuation methods for the FY24 budget due to a new bill that was signed into law just one week ago. The resolution approves the maximum levy for the General Fund and Special Revenue Levies only, and does not approve the Total Levy including the Debt Service Levy, or the budget. Following the first and second hearings, the proposed budget will leave the City's levy rate unchanged at \$11.50. After hearing no further questions or comments from the public, the Mayor closed the public hearing at 6:23 pm.

**i. Resolution #022823-01- Approval of FY24 Maximum Tax Levy on General Fund and Special Revenue Levies**

Murray/Grooters moved to approve **Resolution #022823-01- Approval of FY24 Maximum Tax Levy on General Fund and Special Revenue Levies**. ROLL CALL: AYES: Murray, Grooters, Richardson Lundstedt, Konrad. NAYS: None. Motion carried 5-0.

**b. Copper Creek Stream Stabilization Project**

Mayor Kurovski opened the Public Hearing for item 6.a. FY24 Maximum Tax Levy on General Fund and Special Revenue Levies at 6:32pm. Assistant City Manager/Community Development Director Madeline Sturms explained that the City Council has prioritized funding for the construction and reconstruction of storm sewer and sanitary sewer improvements throughout the community. During the budgeting process for the upcoming fiscal year, the use of the incoming Federal dollars from the American Rescue Plan Act (ARPA) would be used for the improvements and supplemented with operation funding from the City's storm water utility and sanitary sewer enterprise accounts. A series of projects were considered and many are proposed for design and construction at this time. Snyder and Associates has developed the plans and specifications for the improvements in the Copper Creek neighborhood near Augusta Lane. A bid opening was held on February 21, 2023 and five bids were received. The lowest responsive and responsible bidder was submitted by RW Excavating in the amount of \$128,840.90. A series of permanent and temporary easements have been obtained in order to construct the project from private property owners in the area including Temporary Construction Easement and Permanent Storm Sewer Easement. After hearing no further questions or comments from the public, the Mayor closed the public hearing at 6:37 pm.

- i. **Resolution #022823-02** – Approval of Permanent and Temporary Easements for Copper Creek Stabilization Project

Grooters/Lundstedt moved to approve **Resolution #022823-02** – Approval of Permanent and Temporary Easements for Copper Creek Stabilization Project. ROLL CALL: AYES: Murray, Grooters, Richardson Lundstedt, Konrad. NAYS: None. Motion carried 5-0.

- ii. **Resolution #022823-03** – Approval of Bids and Contract Award for the Copper Creek Stream Stabilization Project

Murray/Konrad moved to approve **Resolution #022823-03** – Approval of Bids and Contract Award for the Copper Creek Stream Stabilization Project. ROLL CALL: AYES: Murray, Grooters, Richardson Lundstedt, Konrad. NAYS: None. Motion carried 5-0.

c. **Fourmile Creek Stream Stabilization Project**

Mayor Kurovski opened the Public Hearing for item 6.a. FY24 Maximum Tax Levy on General Fund and Special Revenue Levies at 6:38pm. Assistant City Manager/Community Development Director Madeline Sturms explained that similar to the previous item, Snyder and Associates has also developed the plans and specifications for the improvements to Little Fourmile Creek north of Little Fourmile Drive. A bid opening was held on February 22, 2023 and six bids were received. The lowest responsive and responsible bidder was submitted by Des Moines Dirt Worx, LLC in the amount of \$146,444.10. A temporary construction easement was obtained in order to construct the project from private property owner Copper Creek Club, LLC. After hearing no further questions or comments from the public, the Mayor closed the public hearing at 6:41 pm.

- i. **Resolution #022823-04** – Approval of Temporary Construction Easement from Copper Creek Club, LLC  
Richardson/Murray moved to approve **Resolution #022823-04** – Approval of Temporary Construction Easement from Copper Creek Club, LLC. ROLL CALL: AYES: Murray, Grooters, Richardson Lundstedt, Konrad. NAYS: None. Motion carried 5-0.

- ii. **Resolution #022823-05** – Approval of Bids and Contract Award for the Little Fourmile Creek Stream Stabilization Project

Lundstedt/Konrad moved to approve **Resolution #022823-05** – Approval of Bids and Contract Award for the Little Fourmile Creek Stream Stabilization Project. ROLL CALL: AYES: Murray, Grooters, Richardson Lundstedt, Konrad. NAYS: None. Motion carried 5-0.

d. **Meacham Place Park Project**

Mayor Kurovski opened the Public Hearing for item 6.a. FY24 Maximum Tax Levy on General Fund and Special Revenue Levies at 6:42pm. Parks and Recreation Manager Ryan Merritt explained the City Council has prioritized the development of Meacham Place Park. City staff has been working with Snyder and Associates, to develop construction and bidding documents for the initial phase at the park. The project will be located in an area consistent with the Parks, Recreation and Open Space Plan to serve residents in an identified neighborhood park service area. The City Engineer completed the scope and bid specifications for the project and an invitation for bids was sent to qualified contractors on January 25<sup>th</sup>, 2023; 9 bids were received with the lowest responsive and responsible bidder being KRW Construction in the amount of \$239,491.00 for the Base Bid, plus \$3,384.00 for Add Alternate No. 1 – for expanded sidewalk along street frontage, plus \$24,500.00 for Add Alternate No. 2 – for sport court surface, with a total contract amount of \$267,375.00. After hearing no further questions or comments from the public, the Mayor closed the public hearing at 6:44 pm.

- i. **Resolution #022823-13** – Approve Contract Award for Meacham Place Park Project

Konrad/Murray moved to approve **Resolution #022823-13** – Approve Contract Award for Meacham Place Park Project. ROLL CALL: AYES: Murray, Grooters, Richardson Lundstedt, Konrad. NAYS: None. Motion carried 5-0.

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

There were none.

8. **CONSENT ITEMS**

Grooters/Richardson moved to approve the CONSENT ITEMS: Council Minutes - dated 02/14/2023, Claims Listing - dated 02/28/2023, Approve liquor license application – Pleasant Hill Chamber of Commerce – 4390 East University Ave, Approve liquor license – SK Mart/Midwest Food and Liquor – 1250 Copper Creek Drive, Approve liquor license – Elks Lodge #98 – 5420 NE 12<sup>th</sup> Avenue, Expenditure Report - dated 01/31/2023, Revenue Report - dated 01/31/2023, Treasurer's Report - dated 01/31/2023, **Resolution #022823-06** – Transfer of funds from Emergency Fund to Equipment Replacement Fund, **Resolution #022823-07** – Transfer of funds from Employee Benefits to General Fund, **Resolution #022823-08** – Approve Pay App #3 – 2020 Street Repair project,

**Resolution #022823-09** – Approval of Sanitary Sewer Easement from American Contractors Group, LLC . ROLL CALL: AYES: Murray, Grooters, Richardson Lundstedt, Konrad. NAYS: None. Motion carried 5-0.

**9. BUSINESS ITEMS**

- a. **Resolution #022823-10** – Apply for the FY22 FEMA SAFER Grant – Fire Department  
Grooters/Konrad moved to approve **Resolution #022823-10** – Apply for the FY22 FEMA SAFER Grant – Fire Department. Fire Chief Jamie Xayavong explained The Department of Homeland Security (DHS) Federal Emergency Management Agency's (FEMA) Grant Programs Directorate implements and administers the Staffing for Adequate Fire and Emergency Response (SAFER) Grants. SAFER grants provide financial assistance to help fire departments increase or maintain the number of trained, "front line" firefighters available in their communities. The goal of the SAFER program is to enhance the local fire departments' abilities to comply with staffing, response and operational standards established by the NFPA. The Grant Application ends March 17<sup>th</sup>, 2023. The award date for the grant will be in September, 2023. The grant will pay for salaries and benefits for 6 full-time firefighters. ROLL CALL: AYES: Murray, Grooters, Richardson Lundstedt, Konrad. NAYS: None. Motion carried 5-0.
- b. Approve 2023 Chamber Event Applications  
Lundstedt/Richardson moved to approve the 2023 Chamber Event Applications. Parks and Recreation Manager Ryan Merritt explained the Pleasant Hill Chamber of Commerce is planning its annual event season to include, Chill on the Hill (entering its 13<sup>th</sup> year), End of Summer Fest (previously Family Fun Fest), HILLtober Fest and Trick-or-Treat Around the Lake. Chill on the Hill: will be held on 8 Fridays beginning June 2<sup>nd</sup> and ending on July 21<sup>st</sup>. The event will take place from 6-9 PM. All Chill on the Hill events will be held at Copper Creek Lake Park near the shelter area for persons 21 years of age and older. Chill on the Hill consists of weekly bands, food vendors and adult beverages. The Chamber charges \$12/person. End of Summer Fest: will be held on Saturday, August 26<sup>th</sup>. The activities scheduled for the day include an end of summer parade, followed by free inflatable/bounce houses, live entertainment, and fireworks at Copper Creek Lake Park. The start time for the parade will be 1:00 PM and the fireworks show will begin around 9:00 PM. HILLtober Fest: will be held on Saturday, September 23<sup>rd</sup> from 3-7 PM. Festivities will include music, drink vendors, and Oktoberfest-like activities. The event will be hosted at Copper Creek Lake Park near the shelter area for persons 21 years of age and older. Trick-or-Treat Around the Lake: will be held on Thursday, October 26<sup>th</sup>. The activities scheduled for the day include a family-friendly walk around Copper Creek Lake, with vendor tables and Halloween themed activities. The event will set-up at 4 PM and festivities will begin at 5 PM and run until 7 PM. The event application has been reviewed and recommended by all departments. ROLL CALL: AYES: Murray, Grooters, Richardson Lundstedt, Konrad. NAYS: None. Motion carried 5-0.
- c. Approve Springtime Hill Climb Event Application  
Murray/Grooters moved to approve the Springtime Hill Climb Event Application. Parks and Recreation Manager Ryan Merritt explained the City of Pleasant Hill Parks and Recreation Department is planning to host the 11<sup>th</sup> annual Springtime Hill Climb 5K. Event day operations will be handled by True Time Racing. The City is working closely with the Pleasant Hill Chamber of Commerce for sponsorship opportunities, advertising and increasing local support for the run. The event will be held on Saturday, April 15, with the run to start at 8:30 AM at Doanes Park. The route will remain the same as previous years' with Pleasant Hill Boulevard and Oakwood Drive being closed for a short period during the event. ROLL CALL: AYES: Murray, Grooters, Richardson Lundstedt, Konrad. NAYS: None. Motion carried 5-0.
- d. **Resolution #022823-11** – Approve Pleasant Hill Soccer Club Lease Agreement  
Grooters/Murray moved to approve **Resolution #022823-11** – Approve Pleasant Hill Soccer Club Lease Agreement Parks and Recreation Manager Ryan Merritt explained the Pleasant Hill Soccer Club (PHSC) has been providing recreational youth soccer to local area youth for over a decade. In the 2022 season, over 735 youth participated in soccer programs, with over 60 volunteer coaches, and PHSC provided more than 50 scholarships. The club has been operating under a standard lease agreement to use the open green spaces at Doanes, Sunrise, Sunset, and Hickory Glen parks, and that lease term is expiring. An updated lease agreement has been developed for Council consideration to allow the arrangement to continue. Under the terms and conditions of the agreement the City manages all the field maintenance and the club administers and schedules league games. ROLL CALL: AYES: Murray, Grooters, Richardson Lundstedt, Konrad. NAYS: None. Motion carried 5-0.
- e. **Resolution #022823-12** – Approve Pleasant Hill Little League Lease Agreement  
Richardson/Konrad moved to approve **Resolution #022823-12** – Approve Pleasant Hill Little League Lease Agreement. Parks and Recreation Manager Ryan Merritt explained the Pleasant Hill Little League has been providing recreational youth baseball at Doanes Park for over 30 years. The League has been operating under a standard lease agreement to use the four baseball fields at Doanes Park that is now expiring. An updated lease agreement with the League has been developed for Council consideration to allow the arrangement to continue. Under the terms and conditions of the agreement the City manages all field maintenance and the League

administers and schedules league games. ROLL CALL:AYES: Murray, Grooters, Richardson Lundstedt, Konrad. NAYS: None. Motion carried 5-0.

- f. **Resolution #022823-14** – Approve Change Order #3 – Hickory Glen Park Pavilion Project  
Grooters/Lundstedt moved to approve **Resolution #022823-14** – Approve Change Order #3 – Hickory Glen Park Pavilion Project. Parks and Recreation Manager Ryan Merritt explained the City Council has prioritized park improvements at Hickory Glen Park and Accurate Commercial was awarded the project to construct a park pavilion within the park. The project is being overseen by FEH Design and the architect has prepared the attached Change Order No. 3 for necessary work. The document includes a cost add to modify existing underground electrical lines around the right-of-way along SE 68<sup>th</sup> Street as requested by Mid-American Energy. ROLL CALL: AYES: Murray, Grooters, Richardson Lundstedt, Konrad. NAYS: None. Motion carried 5-0.
- g. **Resolution #022823-15** – Approve ROW License for SEP School District  
Murray/Richardson moved to approve **Resolution #022823-15** – Approve ROW License for SEP School District. 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 December of 2015, Southeast Polk Community School District submitted plans for installing fiber to connect all school buildings together in and around Pleasant Hill. This project was completed during the fall of 2017 and Southeast Polk obtained a Right-of-Way license from City Council in February 2017. This initial approval was for a period lasting five (5) years and now it is time to renew the license until February 2028. ROLL CALL: AYES: Murray, Grooters, Richardson Lundstedt, Konrad. NAYS: None. Motion carried 5-0.
- h. **Resolution #022823-16** – Approval of Preliminary Plat, Site Plan and Development Agreement for Prairie Creek Plat 3  
Grooters/Murray moved to approve **Resolution #022823-16** – Approval of Preliminary Plat, Site Plan and Development Agreement for Prairie Creek Plat 3. Assistant City Manager/Community Development Director Madeline Sturms explained the City has received the preliminary plat for the third phase of the Prairie Creek development for 16.72-acres of Outlot Y Prairie Creek Plat 2, generally located east of Highway 65, north of SE 6<sup>th</sup> Avenue, and south of Vision Drive. The owner and developer of the property, Kading Properties, has presented Prairie Creek Plat 3 south of the existing development with proposed continuation of townhome dwellings units, in the similar style and configuration of the townhomes constructed in Plat 1 and Plat 2 to the north. Plat 3 also includes an area reserved for private parkland and open space for residents that will double as an area for storm water detention. The plat provides for public improvements including the extension of the public road, Prairie Creek Drive, to the south property line. All roads including the private road connections will be constructed to SUDAS standards for width, thickness and cross section. Sidewalks six-feet in width are proposed on all public and private streets. The trail extension from Plat 2 is proposed along the west side of Prairie Creek Drive and will have future connection to SE 6<sup>th</sup> Avenue. A 4' trail easement will be provided along the west side of Prairie Creek Drive on Lot 2 to allow for a section of the 10' wide trail that lies outside of the right of way. The development agreement outlines the estimated cost of the future road installation of SE Sunsplash Drive and the share the developer is responsible to pay for its construction as well as the amount to be paid by the developer for the fee lieu of parkland dedication. ROLL CALL: AYES: Murray, Grooters, Richardson Lundstedt, Konrad. NAYS: None. Motion carried 5-0.
- i. **Resolution #022823-17** – Approval of Coop Services Agreement with Polk County for an Intersection Traffic Study  
Grooters/Lundstedt moved to approve **Resolution #022823-17** – Approval of Coop Services Agreement with Polk County for an Intersection Traffic Study. City Manager Ben Champ explained The City of Pleasant Hill has a long history of partnering with Polk County on service delivery items and capital improvement projects including roadway maintenance and construction. The need for a traffic study of the intersection of SE 6<sup>th</sup> Avenue and SE 68<sup>th</sup> Street has been identified and the attached cooperative services agreement has been developed. The agreement outlines a scope of work for the traffic study that will review existing conditions and provide options and a recommendation for improvements at the intersection to benefit Fourmile Elementary School traffic as well as provide guidance to adjacent developers. Polk County will serve as the lead agency and be responsible for 50 percent of the traffic study project costs. The County will invoice the City for 50 percent of the project costs as they are incurred. The Board of Supervisors has approved the agreement along with a contract for engineering services. ROLL CALL: AYES: Murray, Grooters, Richardson Lundstedt, Konrad. NAYS: None. Motion carried 5-0.

## 10. CLOSING COMMENT & REGIONAL APPOINTMENT REPORTS

Councilmember Murray said the Polk County Emergency Management Commission adopted their budget at their last meeting. He thanked Pleasant Hill Chamber of Commerce Director Becca Squires for the wonderful event on Friday evening at the Chamber Dinner. He said they were having some issues with quorum at MIPA, and discussing email votes with the attorney. He also said he attended a Finance Committee meeting for the MPO, and felt they were making progress.

Councilmember Grooters said he joined the Council because he believed in protecting water quality. He was concerned that Senate File 455 bill to preempt local authority over stormwater management regulation, when the state does not regulate it currently, was concerning. He said it is important to prevent future flooding.

Councilmember Konrad thanked the Finance Director for bringing some MWA billing issues to their attention.

Mayor Kurovski said the WRA has been sharing their long-term plans with the Board and member city managers. She said it is important to not have any sanitary sewer issues. The master plan identifies the aging plants and flow pinch points, as well as EPA regulations. She also said that after attending the legislative meetings at the Capitol, it has made her even more appreciative and proud of her local group of elected officials and staff for being respectful of each other and the public interest.

**11. ADJOURNMENT**

Richardson/Konrad moved to adjourn the Council meeting. ROLL CALL: AYES: Murray, Grooters, Richardson Lundstedt, Konrad. NAYS: None. Motion carried 5-0. The meeting was adjourned at 7:30 p.m.

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Sara Kurovski, Mayor

ATTEST:

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Dena Spooner, City Clerk/Finance Director