

**PLEASANT HILL CITY COUNCIL
REGULAR SESSION
MARCH 23, 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 March 23, 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 March 23, 2021 at 6:00 p.m. via www.gotomeeting.com. The Public Safety Building's Community Room 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

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

3. PUBLIC HEARING

Mayor Sara Kurovski opened the Public Hearing for item 3a - First Reading of **Ordinance 890** – Amendments to Chapter 170 Zoning Ordinance Signs at 6:03p.m. City Manager Ben Champ explained that Staff and the Planning and Zoning Commission have been working with Confluence on several sections of the zoning ordinance update and several chapters are ready for review and consideration for adoption. Chris Shiers of Confluence reviewed with Council how to legally regulate sign code updates, as well as the definitions and terminology on the rapidly evolving new standards and exemptions. After hearing no comments or questions, the Mayor closed the public hearing at 6:12 p.m.

a. First Reading of **Ordinance 890** – Amendments to Chapter 170 Zoning Ordinance Signs

Murray/Cooper moved to approve First Reading of **Ordinance 890** – Amendments to Chapter 170 Zoning Ordinance Signs. ROLL CALL: AYES: Grooters, Gause, Cooper, Konrad, Murray. NAYS: None. Motion carried 5-0.

Mayor Sara Kurovski opened the Public Hearing for item 3b - First Reading of **Ordinance 891** - Modifications to City Code Chapter 171 Home Occupations at 6:12 p.m. Chris Shiers of Confluence summarized the changes to Home based businesses. The number of visits will be limited per day to 12, and the time of operation will be 7:00 am to 7:00 pm, and by appointment only. After hearing no comments or questions, the Mayor closed the public hearing at 6:19 p.m.

b. First Reading of **Ordinance 891** - Modifications to City Code Chapter 171 Home Occupations

Konrad/Gause moved to approve First Reading of **Ordinance 891** - Modifications to City Code Chapter 171 Home Occupations. ROLL CALL: AYES: Grooters, Gause, Cooper, Konrad, Murray. NAYS: None. Motion carried 5-0.

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

There were none.

5. CONSENT ITEMS

Grooters/Cooper moved to approve the CONSENT ITEMS: Council Minutes - dated 03-09-21, Council Special Session Minutes – dated 03-16-21, Claims Listing - dated 03-23-21, Expenditure Report - dated 02-28-2021, Revenue Report - dated 02-28-2021, Treasurer's Report - dated 02-28-2021, Police Department Monthly Report – dated February 2021, Fire Department Monthly Report – dated February 2021, Sound Permit – Sleepy Hollow Sports Park – May 8/9 and 15/16, 2021, Approve Liquor License Renewal, Elks Club #98, 5420 NE 12th Ave, Approve Liquor License Renewal, Copper Creek Club, 4825 Copper Creek Dr, **Resolution #032321-01** – Transfer of funds from Emergency Fund to Equipment Replacement Fund,

Resolution #032321-02 – Transfer of funds from Employee Benefits to General Fund, **Resolution #032321-03** – Approval of Pitney Bowes Postage Machine lease renewal agreement, **Resolution #032321-04** – Approval of Payment Application No. 17 – Public Safety Improvements Project, **Resolution #032321-05** – Approval of Payment Application No. 5 – Fire Department Renovation Project. ROLL CALL: AYES: Gause, Cooper, Konrad, Murray, Grooters. NAYS: None. Motion carried 5-0.

6. BUSINESS ITEMS

- a. Update from Construction Manager – Public Safety Improvements Projects
Ryan Companies Project Manager Jill Boetger provided an update on the Public Safety Improvements Project and Fire Department Renovation Project.
- b. Third Reading of **Ordinance 889** – Vacating Public Right-of-Way Known as Morning Star Court
Gause/Konrad moved to approve Third Reading of **Ordinance 889** – Vacating Public Right-of-Way Known as Morning Star Court. City Manager Ben Champ explained that there have been no comments or questions received since the previous readings. ROLL CALL: AYES: Konrad, Murray, Grooters, Gause, Cooper. NAYS: None. Motion carried 5-0.
- c. **Resolution #032321-06** - Approval of Payment Application No. 1 – Adaptive Signal Project
Murray/Konrad moved to approve **Resolution #032321-06** - Approval of Payment Application No. 1 – Adaptive Signal Project. Assistant Public Works Director Russ Paul explained that in October of 2016 council approved the submittal of an Iowa’s Clean Air Attainment Program (ICAAP) grant application with the Iowa Department of Transportation (IDOT) for funding for updating the traffic signal system to an adaptive traffic signal control system, which responds to the volume of traffic. Back in August 2020, council approved selecting Rhythm Engineering to provide the adaptive traffic signal technology for this project. Since that time, the equipment needed for this improvement has been ordered and is in the process of being installed. The Contractor has submitted Payment Application No. 1 for work completed through March 11, 2021. Snyder and Associates Project Engineer Todd Knox said he expects the project to be completed by the end of June. ROLL CALL: AYES: Murray, Grooters, Gause, Cooper, Konrad. NAYS: None. Motion carried 5-0.
- d. **Resolution #032321-07** – Approval of Renewal Agreement with the Iowa Department of Public Safety
Murray/Gause moved to approve **Resolution #032321-07** – Approval of Renewal Agreement with the Iowa Department of Public Safety. Police Chief Alfonso Pizzano explained the City of Pleasant Hill has an existing partnership with other law enforcement agencies for the mutual benefit of Iowa residents by serving on multi-agency task forces. The Pleasant Hill Police Department has been a member of the Federal Drug Enforcement Administration (DEA) task force since 2019. The DEA partners with local agencies to address local and regional drug problems. The DEA reimburses the city’s cost for the officer assigned to participate in the task force. The reimbursement is coordinated through the Iowa Department of Public Safety’s (DPS), Midwest High Intensity Drug Trafficking Area (HIDTA) grant fund. The Iowa DPS is the fiscal agent for the operation, but the effort is under the full authority of the DEA. This agreement with DPS will allow the Pleasant Hill Police Department to continue the relationship between our city and the DEA. The City of Pleasant Hill receives an annual reimbursement for costs associated with the officer amounting to approximately \$97,359. The City uses these funds for an additional officer. The partnership with the DEA provides our members with career opportunities and will improve the quality of life in our community. Councilmember Mark Konrad said that due to his employment with the Iowa Dept., he would abstain from the vote. ROLL CALL: AYES: Grooters, Gause, Cooper, Murray. NAYS: None. ABSTAIN: Konrad. Motion carried 4-0-1.
- e. **Resolution #032321-08** – Approval of Project Services Agreements with Ethos Design Group and Terracon Consultants for Security and Accessibility Updates to City Hall
Konrad/Murray moved to approve **Resolution #032321-08** – Approval of Project Services Agreements with Ethos Design Group and Terracon Consultants for Security and Accessibility Updates to City Hall. City Manager Ben Champ explained that the City Council has completed a space needs assessment of City Hall and the Library that has now been followed up on with a review of security and accessibility needs of the facilities. Ethos Design Group has reviewed the existing conditions and presented options to the Council at a recent work session. Following that meeting, the potential scope of work has been refined and prioritized to reflect priorities expressed by the Council. Dana Petersen, the project architect, prepared two proposed project services agreements. The first is the design services proposal from Ethos to lead the effort and the second is with Terracon for the asbestos materials testing of the City Hall building. Following approval of the agreements, work would commence immediately and place the project in line for bidding and construction start yet this calendar year. ROLL CALL: AYES: Gause, Cooper, Konrad, Murray, Grooters. NAYS: None. Motion carried 5-0.
- f. **Resolution #032321-09** – Approval of Updated Employee Handbook
Cooper/Gause moved to approve **Resolution #032321-09** – Approval of Updated Employee Handbook. City Manager Ben Champ explained that the City has been working with the City Attorney and legal counsel from the Davis Brown firm to review and update the City’s personnel policy handbook and employment policies to ensure compliance with applicable laws and that they reflect the values appropriate to recruiting and retaining a high quality work force. Davis Brown Attorney Deb Tharnish said she was happy to make sure the handbook included what it needed to and to clarify the policies. ROLL CALL: AYES: Gause, Cooper, Konrad, Murray, Grooters. NAYS: None. Motion carried 5-0.

7. CLOSING COMMENT & REGIONAL APPOINTMENT REPORTS

Mayor Kurovski said the WRA had a significant bond issuance that saved \$8M for the WRA. They are also analyzing the new revenue from the gas extraction facility and how it will be utilized. BRAVO is dealing with significantly lower Hotel/Motel Revenue. The MPO is wading through the Build Grant and the Water Trails project.

City Manager Ben Champ said that in addition to the security upgrades to City Hall, the project architect for the Fire Department renovation work is developing some alternatives for security at the Library circulation desk area.

8. CLOSED SESSION - Pursuant to Iowa Code Section 20.17 (3) Providing for the Strategy Meetings of Public Employers Collective

Murray/Cooper moved to adjourn into Closed Session Pursuant to Iowa Code Section 20.17 (3) Providing for the Strategy Meetings of Public Employers Collective. ROLL CALL: AYES: Konrad, Murray, Grooters, Gause, Cooper. NAYS: None. Motion carried 5-0.

Council returned to open session. Mayor Kurovski announced no action was taken in closed session.

9. ADJOURNMENT

Konrad/Gause 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