PLEASANT HILL CITY COUNCIL
REGULAR SESSION
MAY 23, 2023
6:00 PM

1. CALL TO ORDER/ ROLL CALL
Mayor Pro Tem Konrad called the Pleasant Hill City Council regular meeting to order on May 23, 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, Amanda Lundstedt and Mark Konrad. ABSENT: Mayor Kurovski, Mike Richardson.

2. APPROVAL OF AGENDA
Murray/Lundstedt moved to approve the agenda, minus item 5q. City Manager Ben Champ said they are removing item 5q, resolution #052323-24. ROLL CALL: AYES: Murray, Grooters, Lundstedt, And Konrad. NAYS: None. Motion carried 4-0.

3. PUBLIC INPUT (5 MINUTES FOR ITEMS NOT ON THE AGENDA)
There were none.

4. CONSENT ITEMS
Grooters/Lundstedt moved to approve the CONSENT ITEMS: Council Minutes - dated 05/09/2023, Claims Listing - dated 05/23/2023, Approve liquor licenses – Hy-Vee Food – 4815 Maple Drive, Casey's #3333 – 5550 E. University Ave, Casey's #3718 1175 NE 75th Street, Expenditure Report - dated 04/30/2023, Revenue Report - dated 04/30/2023, Treasurer's Report - dated 04/30/2023, Resolution #052323-01 – Transfer of funds from Emergency Fund to Equipment Replacement Fund, Resolution #052323-02 - Transfer of funds from Employee Benefits to General Fund, Resolution #052323-03 – Transfer of Funds from TIF to Debt Fund, series 2016 bond, Resolution #052323-04 – Transfer of Funds from Fund 121 to Debt Fund, series 2019 bond, Resolution #052323-05 – Transfer of Funds from TIF to Debt Fund, series 2020 bond, Resolution #052323-06 – Transfer of Funds from Fund 121 to General Fund, Internal Loan #7, FY21, Resolution #052323-07 – Transfer of Funds from Fund 121 to General Fund, Internal Loan #7, FY23, Resolution #052323-08 – Transfer of Funds from Fund 121 to Sewer Fund, Internal Loan #8, FY21, Resolution #052323-09 – Transfer of Funds from Fund 121 to Sewer Fund, Internal Loan #8, FY23, Resolution #052323-10 – Approval of Agreement with Christopher Widmer, Resolution #052323-11 – Approval of Support for Iowa Economic Development Authority Program for Yellowbanks, LLC, Resolution #052323-12 – Approval of WRA Technical Alternative Representative. ROLL CALL: AYES: Murray, Grooters, Lundstedt, And Konrad. NAYS: None. Motion carried 4-0.

5. BUSINESS ITEMS
a. Third Reading of Ordinance #923 - An Ordinance Amending Chapter 98 Sewer Service Charges
Murray/Grooters moved to approve the Third Reading of Ordinance #923 - An Ordinance Amending Chapter 98 Sewer Service Charges. City Manager Ben Champ explained that during the preparation of the FY 24 budget it was identified that the rates for sanitary sewer service needed to be increased. The City of Pleasant Hill is a member of the Wastewater Reclamation Authority (WRA) and as a member must pay annually to the WRA for the City’s proportionate share of operation and maintenance costs and for debt service payments. The WRA has approved a new facility plan which calls for significant capital improvements and bonding in the upcoming fiscal years that will increase Pleasant Hill’s debt payments to the WRA. The rate increase proposed in this ordinance is 7% effective July 1, 2023. The previous ordinance also established a new rate category for flow to be received from the City of Altoona in the future under the terms of an agreement recently approved by both Cities. There have been no
comments or questions since the previous readings. ROLL CALL: AYES: Murray, Grooters, Lundstedt, And Konrad. NAYS: None. Motion carried 4-0.

b. Third Reading of **Ordinance #924** - An Ordinance Amending Chapter 106 Solid Waste Collection Fees
Lundstedt/Grooters moved to approve the Third Reading of **Ordinance #924** - An Ordinance Amending Chapter 106 Solid Waste Collection Fees. City Manager Ben Champ explained this is a continuation of the previous theme. The MWA manages the private hauling contractor that operates in Pleasant Hill and the current contract provides for cost adjustments each year based on tipping fees and fuel costs. The MWA Board has also made a decision to no longer subsidize the recycling operations from other landfill revenues. The two ordinances proposed will increase fees for the solid waste collection and the recycling collection fees, to be effective July 1, 2023. Approving the two ordinances at this time will provide time for the City to pass along the new rates to Des Moines Water Works so they have sufficient time to change the billing amount for July 1. The proposed increase in the solid waste fees is 4% effective July 1, 2023. There have been no comments or questions since the previous readings. ROLL CALL: AYES: Murray, Grooters, Lundstedt, And Konrad. NAYS: None. Motion carried 4-0.

c. Third Reading of **Ordinance #925** - An Ordinance Amending Chapter 108 Recycling Collection Fees
Grooters/Lundstedt moved to approve the Third Reading of **Ordinance #925** - An Ordinance Amending Chapter 108 Recycling Collection Fees. City Manager Ben Champ explained this is a continuation of the previous item. The proposed increase for the recycling fee is also 5% effective July 1, 2023. There have been no comments or questions since the previous readings. ROLL CALL: AYES: Murray, Grooters, Lundstedt, And Konrad. NAYS: None. Motion carried 4-0.

d. Third Reading of **Ordinance #926** - An Ordinance Amending Chapter 75 All-Terrain Vehicles and Snowmobiles
Murray/Grooters moved to approve the Third Reading of **Ordinance #926** - An Ordinance Amending Chapter 75 All Terrain Vehicles and Snowmobiles. Parks Manager Ryan Merritt explained City staff have been working alongside members of council to review alternative transportation modes to ensure City code is up to date with current state and regional standards. Within this review process, proposed updates have been suggested to align City code with current state code related to all-terrain vehicles and snowmobiles. These modifications include, revised definitions for off-road motorcycles, off-road utility vehicles (UTVs), engine displacement and vehicle weight changes for all-terrain vehicles, and updated verbiage related to accident reporting per state code. This chapter has been reviewed in depth by staff and recommended for approval by legal. Pleasant Hill resident Richard Rhodes addressed Council to consider permission for the ATV's and UTV's to use the streets, stating that using trailers to transport them was not a convenient way to move from point A to point B. A letter from Pleasant Hill resident HL Weatherly was given to Council outlining the group’s concerns on the matter, and stating that using the city streets would be greatly appreciated. ROLL CALL: AYES: Murray, Grooters, Lundstedt, And Konrad. NAYS: None. Motion carried 4-0.

e. Third Reading of **Ordinance #927** - An Ordinance Amending Chapter 163 Fire Code updates
Grooters/Lundstedt moved to approve the Third Reading of **Ordinance #927** - An Ordinance Amending Chapter 163 Fire Code updates. Fire Chief Jamie Xayavong explained that City staff is continuously reviewing ordinances in an effort to stay current with our metro peers and keep the best interest of our citizens in mind. The Fire Department has evaluated the current adopted Fire Codes in the City and is proposing modifications to help keep the community safe, as well as our fire personnel here in our city and the mutual aid departments assisting during an assignment. This ordinance provides updates to the adopted Fire Code to improve the safety of first responders, the community, and visitors. The City is in the process of updating Fire and Building codes to the 2021 Code cycle following review by the Central Iowa Code Consortium group. This
ordinance modifies City Code Chapter 163 Fire Code to make modifications which mirror the ordinances of our peer communities. Exhibit A provides edited changes in red which displays the proposed amendments to Chapter 163 – Fire Code. There have been no comments or questions since the previous readings. ROLL CALL: AYES: Murray, Grooters, Lundstedt, And Konrad. NAYS: None. Motion carried 4-0.

f. **Resolution #052323-13** – Approval of Fire Department Side by Side Job Description
Grooters/Murray moved to approve the **Resolution #052323-13** – Approval of Fire Department Side by Side Job Description. Fire Chief Jamie Xayavong explained that the fire department currently runs with three full-time firefighters working 48/96 schedule. The current job description was revised to add shared, side by side, or temporary understanding of the position. The fire department creating the job description for Firefighter / Medic Temporary will help fill our current full-time staffing requirements during any extended leave of any of those members. The applicant that puts in for this position will sign an acknowledgement that this position is temporary and can end prior to end date or extended past estimated date given. She answered Councilmembers’ questions, stating that the legal team have reviewed for proper compliance. ROLL CALL: AYES: Murray, Grooters, Lundstedt, And Konrad. NAYS: None. Motion carried 4-0.

g. **Resolution #052323-14** – Approval of Job Description and Grade Assignment for Planning Manager
Lundstedt/Murray moved to approve the **Resolution #052323-14** – Approval of Job Description and Grade Assignment for Planning Manager. Assistant City Manager/Community Development Director Madeline Sturms explained that the City Council has prioritized through multiple budget sessions to establish clear continuity of operations in every department. A new job description for Planning Manager has been created for the Community Development Department to best fit the needs of the operation. The Planning Manager will serve as the division manager in the community development department for planning, building and code compliance and will lead the urban planning and community development activities. The position will provide leadership in the general administration of development regulations, ordinance, and serve as staff for Planning and Zoning Commission and Board of Adjustment. For continuity of operations the position will also serves in the role of the Community Development Director in the absence of the Assistant City Manager/Community Development Director. The established salary range for the position would be assigned as a grade 21 in the matrix which provides parity to similar positions across other City departments. ROLL CALL: AYES: Murray, Grooters, Lundstedt, And Konrad. NAYS: None. Motion carried 4-0.

h. **Resolution #052323-15** – Approval of Salaries for Non-Union City Staff Salary Matrix for FY24
Murray/Grooters moved to approve the **Resolution #052323-15** – Approval of Salaries for Non-Union City Staff Salary Matrix for FY24. City Manager Ben Champ explained that the union employees’ salaries are not part of the resolution since their salaries are approved via a matrix at the time the union contracts are approved by Council. The adoption of the salary range and step system is similar to those in the union contracts and simplifies the action needed by the Council each year for an annual consideration of an adjustment to the matrix to accommodate a cost of living adjustment. The current cost of living adjustment for both the Police and Public Works Union Contracts is 8% effective July 1, 2023. This resolution approves the same adjustment of 8% to the salary matrix for all non-union employees. ROLL CALL: AYES: Murray, Grooters, Lundstedt, And Konrad. NAYS: None. Motion carried 4-0.

i. **Resolution #052323-16** – Approval of Salaries for the Fire Dept. Matrix for FY24
Grooters/Lundstedt moved to approve the **Resolution #052323-16** – Approval of Salaries for the Fire Dept. Matrix for FY24. City Manager Ben Champ explained that this is a follow up to the previous item. This second resolution provides for an 8% adjustment to positions within the Fire Department that are not included in the salary matrix as the part time and paid on call staff
wages are built up based on certifications achieved. ROLL CALL: AYES: Murray, Grooters, Lundstedt, And Konrad. NAYS: None. Motion carried 4-0.

j. Resolution #052323-17 – Approval of Resolution Awarding General Obligation Corporate Purpose Bonds, Series 2023
Lundstedt/Murray moved to approve the Resolution #052323-17 – Approval of Resolution Awarding General Obligation Corporate Purpose Bonds, Series 2023. City Manager Ben Champ explained that the City Council has identified the need for continued investment in existing and new infrastructure in the community and has prioritized funding during the strategic planning and budgeting process. The fiscal year 2023-24 budget includes the sale of general obligation urban renewal bonds to fund approximately $8M in infrastructure projects in the community. Streets, sidewalks, water and sanitary sewer, storm drainage, park development, and other related improvements within the urban renewal area are eligible. A public hearing was held on April 25, 2023 to approve the issuance of a general obligation (GO) Bond not to exceed $8M. The Preliminary Official Statement for the bonds was approved by the Council and May 23, 2023 has been set as the date for the bond sale. Bids were received in the morning of May 23rd and the City's financial advisor, Public Financial Management (PFM), reviewed and recommended the bid award at the Council meeting. This is a resolution prepared by the City's bond counsel for the award of bids to Northern Securities, Inc. ROLL CALL: AYES: Murray, Grooters, Lundstedt, And Konrad. NAYS: None. Motion carried 4-0.

k. Resolution #052323-18 – Approve Agreement for Cooperative Public Service between Polk County, IA and Pleasant Hill, IA
Grooters/Lundstedt moved to approve the Resolution #052323-18 – Approve Agreement for Cooperative Public Service between Polk County, IA and Pleasant Hill, IA. Public Works Director Russ Paul explained that the City has several roadway segments that have joint jurisdictional maintenance with Polk County. The County annually leads an asphalt resurfacing program and offers participation for localities with joint roadways. The County has offered to include a portion of the roadway on SE 6th Ave that is the responsibility of the City at an estimated cost of $129,768.85. This section on SE 6th Ave between the SE 72nd Street and SE 80th Street would be completed for the City with all administration for the project supported and led by the County. The City has regularly participated in similar agreements with the County and this is a very cost effective manner for City maintenance. ROLL CALL: AYES: Murray, Grooters, Lundstedt, And Konrad. NAYS: None. Motion carried 4-0.

l. Resolution #052323-19 – Approval of Renewal Agreement with the Iowa Department of Public Safety
Murray/Lundstedt moved to approve the Resolution #052323-19 – Approval of Renewal Agreement with the Iowa Department of Public Safety. City Manager Ben Champ explained that 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. The 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 officer assigned to the DEA is a full member of the Pleasant Hill Police Department and is available for recall if necessary. The partnership with the DEA provides our members with career opportunities and will improve the quality of life in our community. ROLL CALL: AYES: Murray, Grooters, Lundstedt, And Konrad. NAYS: None. Motion carried 4-0.
m. **Resolution #052323-20** – Approval of Preliminary Plat for Hawthorn Townhomes
   Grooters/Lundstedt moved to approve the **Resolution #052323-20** – Approval of Preliminary Plat for Hawthorn Townhomes. Assistant City Manager/Community Development Director Madeline Sturms explained that The City has received a preliminary plat for approximately 9.12-acres of vacant land generally located east of NE 60th Street, south of Martha L. Miller Drive, and north of Meacham Drive. Hubbell Realty is the applicant for the project with the intention of subdividing the property to construct of an assisted living facility and townhome development. The property is zoned C-2 Regional Commercial Zoning District and multi-family housing is a permitted use in this zoning district. Staff has reviewed the documents and finds them to be in conformance with the requirements of a preliminary plat. Following the preliminary plat consideration, a final plat would be required prior to completion of the project and acceptance of the public improvements. The Planning & Zoning Commission recommended approval of the preliminary plat at their May 1, 2023 meeting subject to any remaining staff comments. There are two resolutions for the project, the first to approve the preliminary plat for Hawthorn Townhomes and the second to set a public hearing to begin the right-of-way vacation process. Caleb Smith of Hubbell answered councilmembers questions, stating the townhomes would be sold to individual owners, while the Edencrest Assisted Living facility would be one owner. ROLL CALL: AYES: Murray, Grooters, Lundstedt, And Konrad. NAYS: None. Motion carried 4-0.

n. **Resolution #052323-21** – Setting the date for Public Hearing to on the Vacation of Public Right of Way and Public Utility Easement Known as NE 62nd Street
   Murray/Grooters moved to approve the **Resolution #052323-21** – Setting the date for Public Hearing to on the Vacation of Public Right of Way and Public Utility Easement Known as NE 62nd Street. Assistant City Manager/Community Development Director Madeline Sturms explained that as a follow up to the previous item, the preliminary plat provides the next phase of the Forge65 development to be subdivided into two separate residential projects, an assisted living facility referred to as Forge Edencrest in the north 4.6-acres of the property and a townhome development for the remaining south 4.52-acres. To achieve the proposed size of the development, the applicant has submitted vacation plats for the 60’ right of way of NE 62nd Street located along the eastern half of the property and a 15’ public utility easement that runs along the west side of NE 62nd Street. The City does not plan to use either of the right of way or utility easement for roadway or utility construction. Additional action by City Council is needed to vacate the right-of-way in accordance with Iowa Code following a public hearing. ROLL CALL: AYES: Murray, Grooters, Lundstedt, And Konrad. NAYS: None. Motion carried 4-0.

o. **Resolution #052323-22** – Approval of Site Plan for Hawthorn Townhomes
   Lundstedt/Grooters moved to approve the **Resolution #052323-22** – Approval of Site Plan for Hawthorn Townhomes. Assistant City Manager/Community Development Director Madeline Sturms explained that a site plan has been submitted for the construction of a residential development located east of NE 60th, south of Martha L. Miller Drive, and north of Meacham Drive. Hubbell Realty Company is the applicant of the site plan with plans to develop this vacant property for the construction of multiple family townhome development in the City’s C-2 Regional Commercial Zoning District, which is a permitted use in this zoning district. Staff has reviewed the documents and finds them to be in conformance with the requirements of a site plan. Planning & Zoning Commission recommended approval at their meeting on May 1, 2023 subject to remaining staff and engineering comments. Civil Engineer Ryan Harsey answered councilmembers questions about stormwater retention and emergency vehicles. ROLL CALL: AYES: Murray, Grooters, Lundstedt, And Konrad. NAYS: None. Motion carried 4-0.

p. **Resolution #052323-23** – Approval of Site Plan for Forge Edencrest
   Grooters/Murray moved to approve the **Resolution #052323-23** – Approval of Site Plan for Forge Edencrest. Assistant City Manager/Community Development Director Madeline Sturms explained that a site plan for Forge Edencrest has been submitted for construction located east of
q. **Resolution #052323-24** – Approval of Site Plan for Hallett Materials
   Item pulled from agenda.

r. **Resolution #052323-25** – Approval of Application to FHWA Charging and Fueling Infrastructure Grant Program
   Murray/Lundstedt moved to approve the **Resolution #052323-25** – Approval of Application to FHWA Charging and Fueling Infrastructure Grant Program. Assistant City Manager/Community Development Director Madeline Sturm explained that the Pleasant Hill City Council has previously supported applications for grants that encourage projects incorporating technology for the benefit of the community. The U.S. Department of Transportation’s new Charging and Fueling Infrastructure (CFI) Discretionary Grant Program, established by the Bipartisan Infrastructure Law, will provide $2.5 billion over five years to a wide range of applicants, including cities, counties, and local governments. Funding will be available to strategically deploy EV charging and other alternative vehicle-fueling infrastructure projects in publicly accessible locations in urban and rural communities, as well as along designated Alternative Fuel Corridors (AFCs). The Des Moines Area Metropolitan Planning Organization (MPO) is developing the application for the community grant program process, for which Pleasant Hill is proposing joint application. Multiple metro communities are working with the MPO on a regional submission, due to the minimum funding floor of $500,000 for the community grant (with a maximum award of $350 million available in FY22 & FY23). For the community grant program, the Federal share shall not exceed 80 percent of the total project cost and awardees must provide at least 20 percent of the total project cost as a matching share. The proposed charging stations will be Level 2 chargers, however there is interest in preparing infrastructure for future rapid charging upgrades. The two Pleasant Hill locations have been established at Pleasant Hill Library and Hickory Glen Park (Polk County Conservation is proposing a charging station at the new Copper Creek Lake Mountain Bike Park as well). Grant applications are due Tuesday, June 13; an award date will be announced later this year. ROLL CALL: AYES: Murray, Grooters, Lundstedt, And Konrad. NAYS: None. Motion carried 4-0.

s. **Approve Doanes Park Splash Pad Ribbon Cutting Special Event Application**
   Lundstedt/Grooters moved to approve the **Approve Doanes Park Splash Pad Ribbon Cutting Special Event Application.** Parks Manager Ryan Merritt explained that the Parks and Recreation Department is requesting approval to host a ribbon cutting for the Splash Pad at Doanes Park. The proposed event will be held on Saturday, June 24th from 2-3 PM and will include a ribbon cutting and mobile food vendors. ROLL CALL: AYES: Murray, Grooters, Lundstedt, And Konrad. NAYS: None. Motion carried 4-0.

t. **Approve Smart Cycle Midwest Beat down Special Event Application**
   Grooters/Lundstedt moved to approve the **Approve Smart Cycle Midwest Beat down Special Event Application.** City Manager Ben Champ explained that SMART Cycle Sound and Performance, a Pleasant Hill business, is proposing a special event to be held on July 14-16, 2023 along Sloans Way. The event organizer, Andy Smith, previously introduced the item to the City Council in 2021 and 2022, and successfully held the event the last two summers. More than 300 people are anticipated to attend the event again this year that will bring enthusiasts of custom motorcycles to Pleasant Hill for the one day program. Smith has continued to work with the City
and the Police Chief to address operations of the event and the need for a minimum of one off-duty police officer. The event application has been reviewed and recommended by all necessary departments. ROLL CALL: AYES: Murray, Grooters, Lundstedt, And Konrad. NAYS: None. Motion carried 4-0.

6. CLOSING COMMENT & REGIONAL APPOINTMENT REPORTS
Councilmember Grooters said they are continuing with the DART CEO hiring process, and that during the legislative session, DART did receive an additional funding source from communities with populations over 200,000.

City Manager Ben Champ reminded everyone that City offices would be closed on Monday, May 29th for the Memorial Day Holiday.

7. ADJOURNMENT
Lundstedt/Grooters moved to adjourn the Council meeting. ROLL CALL: AYES: Murray, Grooters, Lundstedt, And Konrad. NAYS: None. Motion carried 4-0. The meeting was adjourned at 7:01 p.m.

Mark A. Konrad, Mayor Pro Tem

ATTEST:

Dena Spooner, City Clerk/Finance Director