

**PLEASANT HILL CITY COUNCIL  
REGULAR SESSION  
JUNE 11, 2019  
6:00 PM**

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

Mayor Sara Kurovski called the Pleasant Hill City Council meeting to order on June 11, 2019 at 6:00 p.m. in the City Council Chambers. PRESENT: Curt Gause, Dean Cooper, Barb Malone and Mark Konrad. ABSENT: Ross Grooters

**2. APPROVAL OF AGENDA**

Malone/Gause moved to approve the agenda. ROLL CALL: AYES: Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 4-0.

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

There were none.

**4. CONSENT ITEMS**

Gause/Cooper moved to approve the CONSENT ITEMS: Council Minutes - dated 05-28-19, Claims Listing - dated 06-11-19, Tax Abatement Report – dated 05-2019, Public Works Dept. Monthly Report – dated 05-2019, Liquor License Renewal – Git N Go Convenience, 1000 NE 56<sup>th</sup> St., Liquor License Renewal/Corporation name change – Kum & Go, 5970 Morning Star Ct., Tobacco Permits – Kum & Go; Git N Go; Hy-Vee Food Store; Hy-Vee Gas; Dollar General; Fareway; Casey's-N. Hickory; E. University; NE 75<sup>th</sup>, **Resolution #061119-01** – Approve Lien Schedule, **Resolution #061119-02** – Transfer of Funds from TIF to Water Fund – repayment of Internal Loan #4, **Resolution #061119-03** – Approval of Payment Application No. 1 for Hickory Glen Park Phase 1 Project, **Resolution #061119-04** – Approval of Payment Application No. 2 for Pleasant Hill Boulevard and Vandalia Road Intersection Improvement Project , **Resolution #061119-05** – Approval of Payment Application No. 9 and Change Order No. 5 for the NE 70<sup>th</sup> Street Improvements Project , **Resolution #061119-06** – Approval of Payment Application No. 1 for the West Meacham Drive Extension Project, **Resolution #061119-07** – Setting Public Hearing to Consider Amendments to Official Zoning Map. ROLL CALL: AYES: Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 4-0.

**5. BUSINESS ITEMS**

a. Third Reading of **Ordinance 854** - An Ordinance Amending Chapter 98 Sewer Service Charges

Konrad/Malone moved for the approval of the **Third reading of Ordinance 854** - An Ordinance Amending Chapter 98 Sewer Service Charges. City Manager Ben Champ explained that during the preparation of the FY20 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 City's share of the flow that goes to the Wastewater Reclamation Authority treatment plant has also increased, which in turn increases the payment the City must make to the WRA for treatment. The WRA operating expenses have increased 13% and the Pleasant Hill flow has increased more than 7.5%. The rate increase proposed in this ordinance is 8.5%. That increase will impact the average residential customer by \$1.29 per month. The increase will be .48 cents per 1,000 gallons of water consumed, plus an increase of .81 cents per month for the sewer access charge. There have been no questions or comments since the previous readings. ROLL CALL: AYES: Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 4-0.

b. Third Reading of **Ordinance 855** - An Ordinance Amending Chapter 106 Solid Waste Collection Fees

Cooper/Konrad moved for the approval of the **Third reading of Ordinance 855** - An Ordinance Amending Chapter 106 Solid Waste Collection Fees. City Manager Ben Champ talked about the next two items together, explaining that during the preparation of the FY20 budget there was discussion about the need to increase the solid waste collection fees and the recycling fees to reflect increases set by the Metro Waste Authority Board (MWA). The MWA manages the private hauling contractor that operates in Pleasant Hill and the current contract has been extended for one additional year and the contract provides for cost adjustments each year based on tipping fees and fuel costs. The two ordinances proposed will increase fees for the solid waste collection and the recycling collection fees, to be effective July 1, 2019. The proposed increase in the solid waste fees is 1%, which increases the 96-gallon container from \$9.69 per month to \$9.79 per month and the 48-gallon container from \$8.97 per month to \$9.06 per month. There have been no questions or comments since the previous readings. ROLL CALL: AYES: Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 4-0.

c. Third Reading of **Ordinance 856** - An Ordinance Amending Chapter 108 Recycling Collection Fees

Gause/Malone moved for the approval of the **Third reading of Ordinance 856** - An Ordinance Amending Chapter 108 Recycling Collection Fees. City Manager Ben Champ clarified that this item and the previous one are pass through expenditures only. The MWA Board has also made a decision to no longer subsidize the recycling operations from other landfill revenues. As a result, the recycling fees will need to go up significantly to reflect this change. The proposed increase for the recycling fee is also 16% from the current rate, increasing the rate from \$2.96 per month to \$3.44 per month. The

last increase in the recycling fees was July 1, 2018. The combined increase for the solid waste fee and the recycling fee for a residential property that has one 96-gallon container will be \$13.23 per year or \$0.58 cents per month. There have been no questions or comments since the previous readings. ROLL CALL: AYES: Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 4-0.

- d. Second Reading of **Ordinance 857** – Amending Chapter 165 Title, Purpose, and General Provisions  
Konrad/Cooper moved to approve the Second Reading of **Ordinance 857** – Amending Chapter 165 Title, Purpose and General Provisions. City Manager Ben Champ explained these next four ordinances are the second reading following a lengthy presentation at the last Council meeting. The proposed updates include modifications to the City’s Zoning Code Chapter 165 Title, Purpose, and General Provisions, Chapter 166 Procedures, Amendments, Enforcement, and Nonconformities, Chapter 167 Zoning District Regulations and Performance Standards, and Chapter 171 Home Occupations. These chapters have been reviewed in depth by staff and recommended for approval by the Planning and Zoning Commission at the May 6, 2019 meeting. There have been no comments or questions since the previous reading. ROLL CALL: AYES: Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 4-0.
- e. Second Reading of **Ordinance 858** – Amending Chapter 166 Procedures, Amendments, Enforcement and Nonconformities  
Konrad/Gause moved to approve the Second Reading of **Ordinance 858** – Amending Chapter 166 Procedures, Amendments, Enforcement and Nonconformities. City Manager Ben Champ said since the last reading, one minor change was made to Chapter 166. The modification clarifies the process for site plan approvals which also can be approved administratively. There have been no comments or questions since the previous reading. ROLL CALL: AYES: Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 4-0.
- f. Second Reading of **Ordinance 859** – Amending Chapter 167 Zoning District Regulations and Performance Standards  
Gause/Malone moved to approve the Second Reading of **Ordinance 859** – Amending Chapter 167 Zoning District Regulations and Performance Standards. City Manager Ben Champ said Chapter 167 cleans up the district regulations by compiling the allowable uses into a table and updating the bulk regulations in a table which more clearly differentiates the zoning districts. There have been no comments or questions since the previous reading. ROLL CALL: AYES: Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 4-0.
- g. Second Reading of **Ordinance 860** – Replacing Chapter 171 Home Occupations  
Cooper/Konrad moved to approve the Second Reading of **Ordinance 860** – Replacing Chapter 171 Home Occupations. City Manager Ben Champ there have been no comments or questions since the previous reading. ROLL CALL: AYES: Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 4-0.
- h. Special Events Application – Farmers Market – Mondays through September 30, 2019  
Konrad/Malone moved for the approval of Special Events Application – Farmers Market – Mondays through September 30, 2019. Parks & Recreation Manager Rick Courcier explained Berean Church is proposing their annual Farmer’s Market to be held Monday’s through September 30<sup>th</sup>. The market will take place in the parking lot of Berean Church. He introduced Evan Carter, who will be the new Director of the Farmer’s Market after Kevin Umpress moved away. Mr. Carter said the market brings urban and rural communities together, supporting local vendors from across the metro. The Farmer’s Market offers diverse products from locally grown produce, arts and crafts, and food trucks. ROLL CALL: AYES: Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 4-0.
- i. Special Events Application – VA Central Iowa – June 22, 2019 – Copper Creek Lake Park  
Malone/Cooper moved for the approval of Special Events Application – VA Central Iowa – June 22, 2019 – Copper Creek Lake Park, and waive the shelter fee. Parks & Recreation Manager Rick Courcier explained the Veterans Affairs of Central Iowa (VA) is proposing to host an event on June 22 at Copper Creek Lake Park from 10AM to 2PM. The original event was to take place at Grays Lake in Des Moines, but due to the recent flooding the VA would like to use Copper Creek Lake Park as the alternative site for the event. The adaptive sports event is a partnership between several community organizations to provide experimental adapted sports for veterans of all abilities. Partners for the event include Des Moines Rowing Club, Project Healing Waters, Team River Runners and Barr Bike. The goal of the event is to promote healthy and positive leisure activities for Veterans. The event is free to veterans and their families who attend. Event organizers are planning for 30-40 Veterans to participate. He introduced Tanya Logan and Joni Osmasson, who manage the Adaptive Outreach Program. They will combine kayaking, biking, fishing, and rowing, followed by a christening party. ROLL CALL: AYES: Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 4-0.
- j. Special Events Application – Art on the Lake Festival – September 21, 2019 – Copper Creek Lake Park  
Malone/Konrad moved for the approval of Special Events Application – Art on the Lake Festival – September 21, 2019 – Copper Creek Lake Park. Parks & Recreation Manager Rick Courcier introduced Nora Schatzberg, Director of the Art on the Lake Festival, is proposing to host the 4<sup>th</sup> Annual Art on the Lake Festival on September 21 at Copper Creek Lake Park. Ms. Schatzberg said this event is free for local artists to display and sell their artwork, free for the community to attend and is open to all ages. In 2018 there were 50 artists, 6 food vendors and a stage for music. This year there will be 50 – 75 artists, 6-8 food vendors and a stage for music. ROLL CALL: AYES: Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 4-0.

- k. **Resolution #061119-08 – Approval of Recreation Program Contract**  
Gause/Malone moved for the approval of **Resolution #061119-08 – Approval of Recreation Program Contract**. Parks & Recreation Manager Rick Courcier explained The City identified in the 2015 Comprehensive Plan as well as in the community survey that was completed in 2016 that there was a need to increase recreational programming within the community. The City took action by approving the Recreational Program Contract in February of 2017. Since the approval of that contract there has been a significance increase in the number of youth and adult programming opportunities offered to the community. That contract will end on June 30, 2019 and needs to be renewed. Minor adjustments were made to the contract to account for assisting in the management of the Parks and Recreation Facebook page as well as an increase in compensation for the service provided. The contract has been reviewed by the Parks and Recreation Commission and a recommendation of support was received at the May 9<sup>th</sup> Commission meeting. ROLL CALL: AYES: Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 4-0.
- l. **Resolution #061119-09 – Approval of proposal from MidAmerican Energy for Hickory Glen Park Lighting**  
Cooper/Malone moved for the approval of **Resolution #061119-09 – Approval of proposal from MidAmerican Energy for Hickory Glen Park Lighting**. City Manager Ben Champ explained the City has worked with Confluence Landscape Architects to develop the plans and specifications for the Hickory Glen Park Phase 1 Project for park construction at SE 6<sup>th</sup> Ave and SE 68<sup>th</sup> Street including grading, roadway, utilities, soccer fields, parking lot, seeding and landscaping. The project has been awarded to Elder Corporation and work is underway. Street lighting in the community is provided by MidAmerican Energy under a franchise arrangement. Confluence, the City Engineer and MidAmerican Energy have coordinated the design of street lighting to be installed with the roadway and the utility company has drafted the attached proposal for installation. The services include the installation of eight new LED fixtures at a cost of \$44,173.89. Councilmember Gause abstained due to employment conflict of interest. ROLL CALL: AYES: Cooper, Malone, Konrad. NAYS: None. ABSTAIN: Gause. Motion carried 3-0-1.
- m. **Resolution #061119-10 – Approval of Preliminary Plat and Final Plat for DeMoss Woods**  
Konrad/Gause moved for the approval of **Resolution #061119-10 – Approval of Preliminary Plat and Final Plat for DeMoss Woods**. Associate Planner Chris Widmer explained the City has received a preliminary plat and final plat for approximately 2.05 acres of vacant land owned by Mike and Aly DeMoss generally located south of Fairview Drive and east of the Gay Lea Wilson Trail. The parcel is zoned R-2 One and Two Family but is currently not buildable because it was created outside of the platting process and is considered an outlot. The owners intend to plat the parcel in order to construct a single-family dwelling as their personal residence. Staff has reviewed the document and finds it to be in conformance with the requirements of a final plat. Planning and Zoning Commission recommended approval of the preliminary and final plat at their meeting on June 3. ROLL CALL: AYES: Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 4-0.
- n. **Resolution #061119-11 – Approval of Preliminary Plat and Final Plat for The Woods at Pleasant Hill**  
Cooper/Gause moved for the approval of **Resolution #061119-11 – Approval of Preliminary Plat and Final Plat for The Woods at Pleasant Hill**. Associate Planner Chris Widmer explained the City has received a preliminary plat and final plat for approximately 4.34 acres of vacant land owned by The Woods of Pleasant Hill, LLC generally located north of Magnolia Drive, west of N Shadyview Boulevard, and south of Maple Drive, adjacent to the Cottages of Pleasant Hill. The parcel is zoned R-3 Townhome Row Dwelling but is not buildable because it was created outside of the platting process. Staff has reviewed the document and finds it to be in conformance with the requirements of a final plat. Planning and Zoning Commission recommended approval of the preliminary and final plat at their meeting on June 3. ROLL CALL: AYES: Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 4-0.
- o. **Resolution #061119-12 – Approval of Lease Agreements with the Pleasant Hill Chamber of Commerce and the East Polk Innovation Collaborative**  
Malone/Konrad moved for the approval of **Resolution #061119-12 – Approval of Lease Agreements with the Pleasant Hill Chamber of Commerce and the East Polk Innovation Collaborative**. City Manager Ben Champ explained the City of Pleasant Hill currently provides office space to the Pleasant Hill Chamber of Commerce and the East Polk Innovation Collaborative. A separated office suite at the 5160 Maple Drive office building containing City Hall has been used by these partnering agencies for several years at no cost. To assist in continuing this relationship, the attached two renewal lease agreements have been developed. Each entity receives one office within the 1960 square foot space and access to a shared conference room. The tenants are each responsible for half of the utilities and the City has access to the shared conference room. Following is a resolution to approve renewal of the one-year lease agreements to begin July 1, 2019. ROLL CALL: AYES: Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 4-0.
- p. **Resolution #06111-13 – Approval of Law Enforcement Services Agreement with Southeast Polk Community School District for School Resource Officers**  
Gause/Malone moved for the approval of **Resolution #06111-13 – Approval of Law Enforcement Services Agreement with Southeast Polk Community School District for School Resource Officers**. City Manager Ben Champ explained the City of Pleasant Hill has provided two school resource officers (SRO) to the Southeast Polk School District for law enforcement

services through a partnership that began with the 2009-2010 school year. The arrangement is reviewed annually with consideration of an agreement for the following school year. Both the District and the Police Department are pleased with the cooperative nature of the working relationship that has been developed and maintained during previous school years and would like to continue the arrangement for the 2019-2020 school year. The District will continue to cost share 75 percent of the salary and benefit costs of the two officers and the Southeast Polk School Board will consider the attached agreement on June 13<sup>th</sup>. No changes were made to the language of the agreement beyond an update of the salary and benefit costs for the new year. Training, equipment, and vehicle costs remain with the City along with funding 25 percent of the salary and benefits. ROLL CALL: AYES: Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 4-0.

q. **Resolution #061119-14** – Approving the Fire Chief Appointment and Employment Contract

Malone/Cooper moved for the approval of **Resolution #061119-14** – Approving the Fire Chief Appointment and Employment Contract. City Manager Ben Champ explained that following the resignation of the Fire Chief in 2018, the City began several steps to recruit and fill the full time position. The City retained Slavin Management Consultants to execute a national search and that process is now complete. Champ shared that Jamie Xayavong has been selected for recommendation to be the next Pleasant Hill Fire Chief. Xayavong has been serving as the Acting Fire Chief and we have been impressed with her inclusive leadership over the last year that has included many changes and improvements to coverage, equipment, staffing, and training all while fostering an invigorated sense of purpose throughout the Fire Department. She has been a member of the Pleasant Hill Fire Department for thirteen years and has moved through several leadership roles including time as a Lieutenant, Captain, and Acting Chief. In addition to her service with Pleasant Hill, Xayavong has had long career with the Polk County Sheriff's Office as a Communications Specialist. Her background and leadership skills will be invaluable as the Department moves forward with facility upgrades, securing a new ambulance, and the development of an additional position during the next few months. Councilmember Konrad thanked her for her last 14 months of leadership while working two fulltime jobs. He felt she brought a lot of stability to the department, and said it did not go unnoticed that the two Captains also pitched in. He thanked all three of them for their professionalism, as well as the entire Fire Department. Councilmember Malone welcomed her aboard fulltime. ROLL CALL: AYES: Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 4-0.

6. **CLOSING COMMENT**

Park and Recreation Manager Rick Courcier announced they had their annual youth fishing derby this past Saturday. It had a great turnout with about 240 kids, which was most they had in a couple of years. All kids got prizes. He thanked the Pleasant Hill Lions Club for all they do for the event and Berean Church for bringing their train again this year.

Newly appointed Fire Chief Jamie Xayavong thanked the Mayor and Council for giving her the opportunity to move forward and be the leader of the Fire Department. She was looking forward to moving the Department into the future and be the leader the community deserves.

Library Director John Lerdal announced that they received notification that their library has received full accreditation from the State Library, which is Tier 3. It will last until June 2022. He was very pleased and hoped to continue to provide quality library services. The Council all thanked him. He also announced that the summer reading program started last week and they have already signed up about 400 people.

7. **CLOSED SESSION:** Pursuant to Iowa Code Section 21.5.1 (i) To Evaluate the Professional Competency of an Individual Whose Performance is Being Considered

Malone/Gause moved to move into Closed session: Pursuant to Iowa Code Section 21.5.1 (i) To Evaluate the Professional Competency of an Individual Whose Performance is Being Considered. ROLL CALL: AYES: Grooters, Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 5-0.

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

8. **ADJOURNMENT**

Cooper/Gause moved to adjourn the meeting. ROLL CALL: AYES: Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 4-0. The meeting was adjourned at 7:50 p.m.

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Sara Kurovski, Mayor

ATTEST:

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Dena J. Spooner, City Clerk/Finance Director