



CITY OF PELLA

CITY COUNCIL OFFICIAL MINUTES

October 16, 2018

A. CALL TO ORDER BY MAYOR AND ROLL CALL

The City Council of the City of Pella, Iowa, met in regular session at the Public Safety Complex meeting room at 7:00 p.m., Mayor Jim Mueller presiding. Council members present were: Mark De Jong, Tony Bokhoven, Lynn Branderhorst, Harold Van Stryland, Bruce Schiebout, Larry Peterson. Absent: None. City Administrator Mike Nardini and City Clerk Mandy Smith were present. Four staff members and eighteen members of the general public signed the register.

B. MAYOR'S COMMENTS

1. Announce Policy and Planning meeting following the regular Council meeting to discuss:
 - a. Request from the Pella Historical Society for a Proposed Bus Loading Zone.
2. Approval of Tentative Agenda.

Van Stryland moved to approve, seconded by Schiebout. On roll call the vote was:
AYES: Van Stryland, Schiebout, Peterson, De Jong, Bokhoven, Branderhorst.
NAYS: None.
Motion carried.

***PUBLIC FORUM (for anyone wishing to address Council regarding agenda items)**

Comments were received and addressed.

C. APPROVAL OF CONSENT AGENDA

De Jong moved to approve the consent agenda, seconded by Peterson. On roll call the vote was:

AYES: De Jong, Peterson, Bokhoven, Branderhorst, Van Stryland, Schiebout.
NAYS: None.

Motion carried.

The following items were approved:

1. Approval of Minutes
 - a. Official Council Minutes for October 2, 2018
 - b. Official Council Minutes for October 11, 2018
2. Report of Committees
 - a. Policy and Planning Minutes for October 2, 2018

PRESENT: Mayor Jim Mueller, Mark De Jong, Tony Bokhoven, Lynn Branderhorst, Harold Van Stryland, Bruce Schiebout, Larry Peterson
ABSENT: Tony Bokhoven
OTHERS: City staff and visitors

The Policy and Planning meeting began at 7:43 p.m. The first item was a discussion about a request to provide City health insurance as an option for the Mayor and City Council members.

If Council chooses to provide health insurance for elected officials, Council would need to adopt an ordinance changing Mayor and Council compensation prior to November of 2019. In addition, Council would need to amend the City's plan benefit documents to include elected officials as a covered class of employee. Finally, based on state law which governs Mayor and Council compensation, the earliest date that elected officials could become eligible for insurance coverage is January 1, 2020.

At the end of the discussion, staff was directed to analyze Mayor and Council compensation as a whole, including salary and the option of health insurance, due to the fact that elected official compensation has not been increased since May of 2008. Discussion on this item will continue during a future work session tentatively scheduled for October 23, 2018.

Next, Council discussed multiple zoning requests, as outlined below:

1. Allowing trade schools in the Central Business District
Currently, trade schools are permitted by right in industrial, institutional, and all commercial zoning districts, with the exception of the Central Business District (CBD). Council discussed the definition of a trade school and potential situations the definition would apply to. City Code currently does not capture incidental activity occurring within a business, which could apply to businesses that offer classes/teach skills to their customers more appropriately than a trade school definition. Staff was directed to work with the City Attorney to propose a code update that would focus on defining incidental activity.
2. Allowing private event venues in the Central Business District
Over the past 12 months, staff has received three requests from business owners to allow private event venues such as wedding receptions, conference meetings, and other private event gatherings in the CBD. Currently, the City Code does not have a good definition for these type of events, and as a result, business owners have been denied in their requests. Council discussed the concern

that within code we currently do not have a clear definition for commercial recreation. This item will be further discussed during a future work session.

3. Reduce the size of the Central Business District

An elected official would like to have the Planning and Zoning Commission evaluate the size of the CBD and potentially consider reducing it, or rezoning portions of the district to Commercial – Mixed Use (CUC). The purpose of reducing the size of the CBD would be to allow more zoning uses in the fringe areas of the downtown where parking for non-retail uses is less of a concern. City Administrator Nardini recommended that this topic could be discussed as part of the future Comprehensive Plan update in order to have a separate analysis of retail strategies within the downtown. Council member Schiebout added that it would also be beneficial to address a long-term parking plan. This item will be further discussed during a future work session.

4. Develop a Strategy to Promote Economic Redevelopment

The City's Comprehensive Plan has identified additional housing as a key priority goal and recommends focusing on infill development where infrastructure is currently in place for additional housing. City staff believes there are areas in our community which contain blighted and dilapidated housing which could be problematic in the future. For these areas, staff would recommend the City develop a strategy to promote economic redevelopment. Staff would also recommend additional enforcement options to help ensure decent, safe, and sanitary housing in our community. In addition, Council expressed a desire to create a policy to deploy low and moderate income (LMI) funds that will be generated as part of the approved urban renewal plans. This item will be further discussed during a future work session.

At the end of the discussion, staff was directed to add the above items to a future work session agenda tentatively scheduled for October 23, 2018.

The meeting adjourned at 8:51 p.m.

Respectfully submitted:

Mandy Smith

City Clerk

b. Community Development Committee Minutes for August 22, 2018

Chairperson Brummel called the Community Development Committee to order in the Public Safety Complex at 5:30 p.m. Members present were: Leah Bokinsky, Jerry Brummel, Susan Canfield, Patsy Cody, Linda Groenendyk, Mike Kiser, Jody Lautenbach, Lowell Olivier-Shaw, Wayne Stienstra, and Robyn Van Berkum. Absent: None. Staff present: Zoning Administrator Bryce Johnson and Deputy City Clerk Cynthia Vaske. Three members of the public were present.

APPROVAL OF TENTATIVE AGENDA

Motion by Van Berkum, second by Canfield to approve the tentative agenda. Motion carried 10-0.

APPROVAL OF MINUTES

Motion by Stienstra, second by Van Berkum to approve the minutes from the June 13, 2018 meeting. Motion carried 10-0.

NEW BUSINESS

(Case DSN18-017) Consider a Design Permit Application to Install a Catwalk on the Casey's Located at 509 Main Street Richard Ayers, with Casey's Marketing Company, has submitted a design permit application to install a catwalk on the rear façade of the building located at 509 Main Street. The project is considered a major project under the City's Design Review District Design Manual, which requires approval from the Community Development Committee (CDC). The purpose of this permit is to install a bronze colored catwalk made of powder coated steel to access the exhaust fan on the roof. In evaluating this design application, staff believes the proposed catwalk complies with the design guidelines for non-building features, but recommends the CDC identify a more appropriate color.

Cody said the proposed bronze color of the catwalk is appropriate as it blends in with the color of the eave spouts. Stienstra agreed.

Motion by Cody, second by Stienstra to approve the design permit as submitted. Motion carried 10-0.

(Case DSN18-019) Consider a Design Permit Application to Repaint Exterior Features of the Property Located at 706 Washington Street Derek De Haan, owner of the business Brand Appeal, has submitted a design permit application to paint the door and stairs on the front façade of the building located at 706 Washington Street. The project is considered a minor project under the City's Design Review District Design Manual; however, the door has already been painted, which is the reason this application is before the CDC. The purpose of this permit is to paint the door, and a portion of the stairs, orange.

The applicant is proposing to use an orange color similar to Pantone 158C for the door and a portion of the stairs. It should be noted that the portion of stairs reading "Brand Wagon" is in the public right-of-way. Therefore, if the CDC moves to approve this application, staff recommends this item be omitted as part of the approval motion. In evaluating this design application, staff believes the alterations contain sufficient Dutch-themed architectural elements and meet the requirements listed in the Design Review District Design Manual.

In response to a question from Cody, Zoning Administrator Bryce Johnson explained that the City does not want to set a precedence by allowing the painting of items, such as steps, that are in the City's right-of-way. Stienstra said the lettering on the stairs would look too busy. De Haan asked if the top stair of his property is in the City right-of-way. Johnson said that without a survey it is hard to tell, but he assumes that it is part of De Haan's property. However, the bottom stair is in the right-of-way. De Haan said the stair design would likely not be permanent, but for self-promotion. Stienstra suggested using a portable specialty sign as an alternative.

Motion by Cody, second by Van Berkum to approve the design permit on the condition that the stairs not be painted. Motion carried 10-0.

(Case DSN18-020) Consider a Design Permit Application to Place a Gazebo on the Property Located at 744 Washington Street

The Pella Historical Society has submitted a design permit application to place a gazebo on the property located at 744 Washington Street. The lot is on the northeast corner of the intersection of Broadway and Washington Street. The gazebo currently sits on the property known as the Pella Regional Health Center and is scheduled to be moved to the proposed location on August 25, 2018. The project is considered a major project under the City's Design Review District Design Manual, which requires approval from the CDC. It should be noted that the CDC Design Subcommittee approved a design permit in April 2018 for the overall landscaping plan at this location.

Proposed Minor/Major Architectural Elements:

- Remove lattice panels and replace with balusters.
- Repaint entire structure white.
- Construct an additional second tier roof with cupola with eight louvered panels.
- Refurbishing trim, hand rails, lintel, and shingles.
- Install cedar trim throughout gazebo.

In evaluating this design application, staff believes the alterations contain sufficient Dutch-themed architectural elements and meet the requirements listed in the Design Review District Design Manual.

Ed Sprague, on behalf of the Pella Historical Society, spoke in favor of the design permit and answered questions from the CDC about the gazebo. In response to comments from the CDC, Sprague indicated that painting the structure white, a neutral color, is with the intent of potentially having events, such as wedding receptions, take place in the gazebo.

Motion by Van Berkum, second by Canfield to approve the design permit on the condition that the design match the features and color of Exhibit 3, Option 2 as submitted in the original application. Motion carried 10-0.

OTHER BUSINESS / PUBLIC FORUM

Update on Portable Specialty Signs and Outdoor Seating Guidelines

Johnson informed the CDC that there have been issues with the placement of portable specialty signs in the downtown Central Business District, so business owners have been sent a letter explaining the City's sign regulations.

Other

Sprague explained the Pella Historical Society's plans for pillars for the entrance to Scholte Gardens. The decision was made to postpone further discussion until the CDC is given more information about the pillars.

Canfield asked about the status of Simple Treasures' compliance with their design permit. She said she has received comments regarding the fact that some design elements have not been completed. Johnson said one of the conditions of the approved design permit was for the applicant to install muntin bars within six months of the design permit's approval. Muntin bars have been installed, but they are about one-sixteenth of an inch wide and black. He has received an application to install the lintels, but the muntin bars should be replaced with what was originally proposed.

Cody asked for an update on the housing development that is proposed for the Webster School site. Johnson explained that design requirements will be waived for the proposed Webster Park development, so it will not be coming before the CDC for design review. Kiser asked about the yellow house located at 503 Main Street. Johnson explained that the City has not received a demolition permit for the property.

Adjourned at 5:47 p.m.

c. Planning and Zoning Commission Minutes for September 24, 2018

Vice-Chairperson Vos called the Planning and Zoning Commission to order at 7:00 p.m. in the Public Safety Complex. Members present were: Craig Agan, Joe Canfield, Julio Chiarella, Cathy Haustein, Robin Pfalzgraf, Gary Van Vark, Ervin Van Wyk, Ann Visser, and Teri Vos. Absent: Mark Groenendyk and Dave Landon. Staff present: City Administrator Mike Nardini, Zoning Administrator Bryce Johnson, and Deputy City Clerk Cynthia Vaske. Five members of the public were in attendance.

APPROVAL OF TENTATIVE AGENDA

Motion by Visser, second by Pfalzgraf to approve the tentative agenda. Motion carried 9-0.

APPROVAL OF MINUTES

Motion by Haustein, second by Chiarella to approve the minutes of the August 27, 2018 meeting. Motion carried 9-0.

NEW BUSINESS PROPOSED

Consider a Site Plan to Construct a Building Addition to an Existing Structure Located Near the Southwest Corner of W. Fourth Street and Liberty Street

Central College has submitted a site plan to construct a 4,791 square-foot addition onto an existing structure. The proposed development will be used as a university facility to provide additional storage space for maintenance equipment and vehicles. Staff believes the proposed site plan meets the requirements of the City's zoning code and is consistent with the City's Comprehensive Plan. Therefore, staff is recommending the site plan be approved as submitted.

Motion by Chiarella, second by Haustein to approve the site plan as submitted. Motion carried 9-0.

Consider a Preliminary Plat for the Subdivision Known as Bos Landen Estates

Harvest Investments, LLC has submitted a preliminary plat to subdivide approximately 30 acres for a residential subdivision. This property is located approximately 1,200 feet south of the intersection of Bos Landen Drive and Utrecht Laan and abuts holes #1, 2, 17, and 18. As further background, the Pella City Council adopted an ordinance to rezone this property to a Planned Unit Development (PUD) on September 18, 2018.

The proposed plat includes nearly 3,000 linear feet of new public streets, water mains, sanitary sewers, and storm sewer. The proposed public street has been reviewed by City staff and Snyder & Associates, the City's engineering firm for development. This review included the following:

- Evaluation of Bos Landen Drive to serve the potential traffic from the new development
- Alignment of the proposed street
- Spacing of the new intersection at Bos Landen Drive compared to existing intersections
- Development traffic patterns
- Access for public safety vehicles to serve the development
- Cross connectivity requirements for the neighboring property west of the development
- Potential issues in crossing the Bos Landen Golf Course

Based on the preliminary review, it appears the proposed public street meets City Code requirements. In addition, staff believes Bos Landen Drive has the capacity to serve the additional traffic generated from the proposed development.

The preliminary plat has been revised to reflect City of Pella staff and consultant comments. Staff finds the preliminary plat meets the minimum requirements of the Zoning Ordinance and conforms to the City's Comprehensive Plan. Based upon the findings, staff recommends the preliminary plat be approved as submitted.

Haustein asked what type of landscaping will be used for screening. City Administrator Mike Nardini said it will be up to the City's administration to determine the type of landscaping that will be required, which will likely include trees. However, the landscaping must also align with the needs of the Bos Landen Golf Course as well.

Van Vark asked if the final plat will differ from the preliminary plat. Garden & Associates, LTD President Brad Uitermarkt replied no, he does not foresee any significant changes between the preliminary plat and the final plat. Chiarella expressed concern for adequate parking and storage for the development. Nardini stated there are several steps in the development process and there will be a separate site plan review where parking will be discussed.

Motion by Chiarella, second by Van Wyk to approve the preliminary plat as submitted. Motion carried 9-0.

OTHER BUSINESS/PUBLIC FORUM

Work Session to Discuss the Proposed Webster Park Urban Renewal Plan

The purpose of this work session is to discuss the proposed Webster Park Urban Renewal Plan before it is presented to the Commission for formal consideration on October 8, 2018. The proposed Plan is intended to provide redevelopment opportunities for blight remediation and to facilitate additional housing in our community. A map was shown to the Commission of the proposed Webster Park Urban Renewal Area.

The Marion County Housing Assessment identified an additional 966 new housing units are needed by the year 2025 to meet the demand for housing in Pella. Furthermore, the City's Comprehensive Plan also established goals and suggested strategies for new housing

developments within our corporate limits. Included with these strategies was the use of Tax Increment Financing (TIF) to provide economic development incentives to developers for new housing.

In order for the City of Pella to offer economic development incentives for new housing, the City must first approve an Urban Renewal Plan. In addition, the Plan needs to be in conformity with the City's Comprehensive Plan. As part of the approval process, the Planning and Zoning Commission must provide a recommendation to the City Council as to whether the proposed Plan is "in conformance with the Comprehensive Plan."

Van Vark asked what the definition is of urban renewal. Nardini replied that blight remediation was at the core of urban renewal when it was initially approved by the Iowa State Legislature. Currently, urban renewal is intended to help promote economic development within a community. Overall, urban renewal areas must align with a city's comprehensive plan.

Van Vark asked how a project qualifies for TIF. Nardini explained that before TIF incentives are awarded, proposed development projects need to be a priority of the City of Pella. Secondly, TIF incentives are only awarded if they are needed for the project to occur. Van Vark asked whether private developers have been able to use TIF for development on the north side of Pella. Nardini said the Fountain Hills development occurred without the use of TIF. Therefore, TIF was not needed for the development to occur. In addition, the developer never requested financial incentives for Fountain Hills. Finally, Nardini stated that potential future phases of Fountain Hills would be eligible for tax incentives.

Haustein asked if the City has considered the lack of grocery stores in the downtown area. Nardini said the City is aware of that need.

Adjourned at 7:58 p.m.

3. Petitions and Communications

a. Renewal of Class B Beer Permit with Sunday Sales for Dynamic Restaurant Acquisition (DBA Happy Joes Pizza)

BACKGROUND: Dynamic Restaurant Acquisition, DBA Happy Joes Pizza at 718 Broadway Street, has applied for renewal of their Class B Beer Permit with Sunday Sales. The term of the new license is 12 months and would expire on November 30, 2019.

The application has been completed online with the state, and staff is recommending approval.

ATTACHMENTS: Application
REPORT PREPARED BY: City Clerk
REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK
RECOMMENDATION: Approve renewal

b. Renewal of Class C Liquor License with Catering, Outdoor Service, and Sunday Sales for Central College

BACKGROUND: Central College, located at 812 University Street, has applied for renewal of their Class C Liquor License with Outdoor Service, Sunday Sales, and Catering privileges. The term of the new license is 12 months and would expire on November 30, 2019.

The application has been completed online with the state, and staff is recommending approval.

ATTACHMENTS: Application
REPORT PREPARED BY: City Clerk
REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK
RECOMMENDATION: Approve renewal

c. Renewal of Special Class C Liquor License (Beer/Wine) with Class B Native Wine Permit, Outdoor Service, and Sunday Sales for George's Inc. (DBA George's Pizza Steakhouse)

BACKGROUND: George's Inc., DBA George's Pizza Steakhouse at 626 Franklin Street, has applied for renewal of their Special Class C Liquor License (Beer/Wine) with Class B Native Wine Permit, Outdoor Service, and Sunday Sales privileges. The term of the new license is 12 months and would expire on November 30, 2019.

The application has been completed online with the state, and staff is recommending approval.

ATTACHMENTS: Application
REPORT PREPARED BY: City Clerk
REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK
RECOMMENDATION: Approve renewal

D. *PUBLIC HEARINGS

1a. Public Hearing on the Proposed Webster Park Urban Renewal Plan. No written comments were received. Two oral comments from members of the public were received and addressed.

Bokhoven moved to close the public hearing, seconded by Van Stryland. On roll call the vote was:

AYES: Bokhoven, Van Stryland, Schiebout, Peterson, De Jong, Branderhorst.

NAYS: None.

Motion carried.

BACKGROUND: The proposed Webster Park Urban Renewal Plan is intended to provide redevelopment opportunities for blight remediation and to facilitate additional housing in our community. Specifically, to stimulate private investment in new residential development which enhances the economic vitality of the community.

As background, the Marion County Housing Assessment identified an additional 966 new housing units are needed by the year 2025 to meet the demand for housing in Pella. Furthermore, the City's Comprehensive Plan also established goals and suggested strategies for new housing developments within our corporate limits. Included with these strategies was the use of Tax Increment Financing (TIF) to provide economic development incentives to developers for new housing. In order for the City of Pella to offer economic development incentives for new housing, the City must first approve an urban renewal plan. In addition, the urban renewal plan needs to be in conformity with the City's Comprehensive Plan.

Proposed Project in the Urban Renewal Plan: RDP Holdings, LLC is proposing a signature mixed-use development for south central Iowa by providing a unique high-quality housing product. Overall, the development contains 41 housing units with price points allowing for a diverse

buyer pool. In addition, the development will contain high-end housing finishes, a courtyard, extensive landscaping, and a community building. The community building is intended to provide meeting rooms and other recreational opportunities for the residents. In addition, the development could also feature small commercial operations such as a coffee shop or similar service related businesses. The overall estimated cost of the development is approximately \$17 million.

Agenda Item D-1-b: Designated Representative Report: Iowa Code requires the City to hold a consultation with all affected taxing entities prior to adoption of an urban renewal plan. As directed by City Council, the consultation was held on September 25, 2018. No oral or written comments were received.

Additionally, Iowa Code requires the City to submit the proposed Plan to the Planning and Zoning Commission for review. At their meeting held on October 8, 2018, the Planning and Zoning Commission recommended that the proposed Webster Park Urban Renewal Plan conforms with the City's Comprehensive Plan.

A motion is listed on the agenda that would accept the Designated Representative Report into the record. This report contains two supporting attachments:

- Minutes from the Consultation on September 25, 2018
- Planning and Zoning Commission's recommendation dated October 8, 2018

Agenda Item D-1-c: Resolution No. 5911: This resolution determines an area of the City to be an economic development area, designates such area as appropriate for urban renewal projects, and adopts the Webster Park Urban Renewal Plan. The location of the proposed Plan encompasses the former Webster School site and the three parcels directly north of the school site which abut Independence Street. A map of the location is included as Exhibit 'B' of the attached Plan.

In summary, the proposed Webster Park Urban Renewal Plan is intended to provide redevelopment opportunities for blight remediation and to facilitate additional housing in our community. Staff believes the proposed Plan aligns and is in conformance with the City's Comprehensive Plan.

ATTACHMENTS: Resolution with Urban Renewal Plan, Designated Representative Report

REPORT PREPARED BY: City Administration

REVIEWED BY: CITY ADMINISTRATOR

CITY CLERK

RECOMMENDATION: Approve report and resolution

1b. Approval of the Designated Representative Report.

De Jong moved to approve, seconded by Schiebout. On roll call the vote was:

AYES: De Jong, Schiebout, Peterson, Bokhoven, Branderhorst, Van Stryland.

NAYS: None.

Motion carried.

1c. Resolution No. 5911 entitled, "RESOLUTION DETERMINING AN AREA OF THE CITY TO BE A BLIGHTED AREA, AND THAT THE REHABILITATION, CONSERVATION, REDEVELOPMENT, DEVELOPMENT, OR A COMBINATION THEREOF, OF SUCH AREA IS NECESSARY IN THE INTEREST OF THE PUBLIC HEALTH, SAFETY OR WELFARE OF THE RESIDENTS OF THE CITY; DESIGNATING SUCH AREA AS APPROPRIATE FOR URBAN RENEWAL PROJECTS; AND ADOPTING THE WEBSTER PARK URBAN RENEWAL PLAN."

Schiebout moved to approve, seconded by Peterson. On roll call the vote was:

AYES: Schiebout, Peterson, De Jong, Bokhoven, Branderhorst, Van Stryland.

NAYS: None.

Motion carried.

2a. Public Hearing on the Brook Circle Distribution Conversion and Northside Distribution Circuit Bids. No written or oral comments were received.

Van Stryland moved to close the public hearing, seconded by De Jong. On roll call the vote was:

AYES: Van Stryland, De Jong, Bokhoven, Branderhorst, Schiebout, Peterson.

NAYS: None.

Motion carried.

BACKGROUND: This resolution approves the plans, specifications, form of contract, estimate of costs, accepts bids, and awards the contract for the Brook Circle Distribution Conversion and Northside Distribution Circuit Project to Anderson Underground of Sauk Rapids, MN in the amount of \$380,519.

As background, the Brook Circle Subdivision, constructed in the 1970s, was an early residential neighborhood served by underground electrical infrastructure. It was constructed with direct-buried open-concentric cable operating at 2,400 V. This means that there is no protection for the cable's neutral wire from dirt, moisture, and corrosion. Also, this is the only remaining section of town operating at 2,400 V. A key component of this project is to upgrade the voltage to 12.47 kV. The project will include the installation of new front-lot conduit and transformer pads. Much of the existing secondary (120/240 V) infrastructure will be reused. There should be no homeowner costs associated with this project.

The Northside Distribution Circuit Project is being proposed to improve the electrical distribution system's reliability by providing the ability to transfer load from the City's West Washington Substation to the Vermeer Substation. As the City's West Washington Substation continues to see load growth, there are currently limited options to transfer loads from the City's other substations. This project will allow the transfer of electrical load from the West Washington Substation to the Vermeer Substation. In addition, it will also help reduce the possibility of overloading electrical circuits within the distribution system.

Approximately 2.53 miles of underground infrastructure will be installed in association with this project including underground conduit and owner furnished box pads and pull boxes. The distribution crew workers will follow up with the installation of 12.47 kV electrical cable, splices, and transformers after the contractor's portion of the project is complete.

The bid opening for the project was held at 1:30 p.m. on October 2, 2018. Eight bids were received as summarized below:

Contractor	Location	Bid Security	Total bid
Anderson Underground	Sauk Rapids, MN	Yes	\$380,519.00
Castrejon, Inc.	Blaine, MN	Yes	\$398,737.00
Arvig Construction	Perham, MN	Yes	\$443,030.39
Dakota Directional, LLC	Redfield, SD	Yes	\$452,205.00
KLK Construction	Pella, IA	Yes	\$499,782.00
Push, Inc	Rice Lake, WI	Yes	\$603,188.00
Watts Electric Company	Waverly, NE	Yes	\$664,150.38
RS Electric Utility Services	St. Joseph, MO	Yes	\$982,906.06

After reviewing the bid proposals, DGR, the project engineer, recommends awarding the contract to Anderson Underground of Sauk Rapids, MN in the amount of \$380,519. It is important to note, the engineer's estimated construction cost for the project was \$460,000. The engineer's estimate for the total project is \$969,700.

The City of Pella worked with Anderson Underground on the West Central Underground Conversion Project in 2017. This project was completed on time and to specification. Staff does not anticipate any problems working with Anderson Underground on the upcoming project.

If Council approves this resolution, the notice to proceed is scheduled to be issued on October 17, 2018. This project has a substantial completion date of May 17, 2019. This resolution also gives the City Administrator and Electric Director authorization to issue the notice to proceed once the contract, bonds, insurance certificates, and appropriate permits are in proper order and fully executed.

ATTACHMENTS: Resolution, Engineer's Recommendation, Bid Summary, Bid Tabulation

REPORT PREPARED BY: Electric Department

REPORT REVIEWED BY: CITY ADMINISTRATOR

CITY CLERK

RECOMMENDED ACTION: Approve resolution

2b. Resolution No. 5912 entitled, "RESOLUTION APPROVING PLANS, SPECIFICATIONS, FORM OF CONTRACT, ESTIMATE OF COSTS, RECEIVING OF BIDS, AND MAKING AWARD OF CONTRACT FOR THE CONSTRUCTION OF THE BROOK CIRCLE DISTRIBUTION CONVERSION AND NORTHSIDE DISTRIBUTION CIRCUIT PROJECT."

Schiebout moved to approve, seconded by Bokhoven. On roll call the vote was:

AYES: Schiebout, Bokhoven, Branderhorst, Van Stryland, Peterson, De Jong.

NAYS: None.

Motion carried.

3a. Public Hearing on the Street & Trail Rehabilitation Project Bids. No written comments were received. Oral comments from members of the Council were received and addressed.

De Jong moved to close the public hearing, seconded by Van Stryland. On roll call the vote was:

AYES: De Jong, Van Stryland, Schiebout, Peterson, Bokhoven, Branderhorst.

NAYS: None.

Motion carried.

BACKGROUND: This resolution approves the plans, specifications, form of contract, estimate of costs, accepts bids, and awards the contract for the Street & Trail Rehabilitation Project 18/19. This project includes the following:

Volksweg Trail:

Extending along Idaho Drive from the stone house to the City's corporate limits. Portions of the existing trail that are concrete will not be overlaid. In addition, there is a portion of the trail located outside of City limits, extending from the City's corporate limits along Idaho Drive and 198th Place to the bottom of the hill at 216th Place, that Marion County will be responsible for the costs of engineering, design, and construction in accordance with a proposed 28E agreement under consideration as agenda item H-1.

Arterial and Collector Streets:

- Clark Street/T17 from just south of Hwy 163 to corporate limits (1,200 linear feet)
- Broadway Street from Washington Street to Adams Street (2,955 linear feet)
- Washington Street from West 5th Street to west of West 6th Street (680 linear feet)

Local Streets:

- Country Club Drive from Elm Street to the northern dead end (1,255 linear feet)
- Jefferson Street from Main Street to E 2nd Street (800 linear feet)
- East 8th Street from Oskaloosa Street to University Street (645 linear feet)
- Bruce Lane from W 4th Street to the east cul-de-sac (365 linear feet)
- Edgewood Drive from Bruce Lane to the north (600 linear feet)

Alley: behind City Hall from Washington Street to Franklin Street (435 linear feet)

The bid opening for the project was held at 11:00 a.m. on October 4, 2018. Two bids were received and are summarized below:

Contractor	Bid
Grimes Asphalt & Paving Corp.	\$928,340.00
Norris Asphalt Paving Co, LLC	\$981,000.40

After reviewing the bid proposals and checking with multiple references, Garden & Associates, the project engineer, recommends awarding the contract to the lowest responsible bidder, Grimes Asphalt & Paving Corp., as listed in the total amount of \$928,340.00. Of this amount, \$166,794.00 is for Marion County's portion of the Volksweg Trail and the remaining \$761,546.00 is for City projects.

Below is an overview of the timeline for this project:

Notice to Proceed Issued October 31, 2018

Substantial Completion Date June 30, 2019

In summary, staff is recommending conditional approval of this resolution subject to the City Council approving a 28E agreement with Marion County for their portion of the project (included as agenda item H-1). This resolution approves the plans, specifications, form of contract, estimate of costs, accepts bids, and awards the contract for the above referenced project to Grimes Asphalt & Paving Corp., in the total amount of \$928,340.00. The resolution also gives the Public Works Director authorization to issue the notice to proceed once the contract, bonds, insurance certificates, and appropriate permits are in proper order and fully executed.

ATTACHMENTS: Resolution, Bid Tabulation, Engineer's Recommendation

REPORT PREPARED BY: Public Works Department

REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK

RECOMMENDATION: Conditional approval of the resolution subject to the City Council approving a 28E agreement with Marion County for their portion of the project

3b. Resolution No. 5913 entitled, "RESOLUTION APPROVING PLANS, SPECIFICATIONS, FORM OF CONTRACT, ESTIMATE OF COSTS, RECEIVING OF BIDS, AND MAKING AWARD OF CONTRACT FOR THE STREET & TRAIL REHABILITATION PROJECT 18/19."

Schiebout moved to approve, seconded by Bokhoven. On roll call the vote was:

AYES: Schiebout, Bokhoven, Branderhorst, Van Stryland, Peterson, De Jong.

NAYS: None.

Motion carried.

E. PETITIONS & COMMUNICATIONS

1. Downtown Streetscape Presentation. Representatives with RDG Planning & Design presented the proposed Downtown Streetscape Master Plan to Council. No formal Council action was taken. The final plan is scheduled to be presented for consideration during the regular Council meeting on November 20, 2018.

BACKGROUND: Representatives with RDG Planning & Design will be in attendance to present the proposed downtown streetscape master plan.

ATTACHMENTS: Downtown Streetscape Master Plan

REPORT PREPARED BY: City Clerk

REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK

RECOMMENDATION: Informational item only

2a. Special Event Permit Request for Light Up a Life.

Bokhoven moved to approve, seconded by Van Stryland. On roll call the vote was:

AYES: Bokhoven, Van Stryland, Schiebout, Peterson, De Jong, Branderhorst.

NAYS: None.

Motion carried.

BACKGROUND: Pella Regional Health Center has requested a special event permit for "Light Up a Life" scheduled on Tuesday, December 4, 2018 at 6:30 p.m. Set-up is requested to begin at 5:00 p.m. with take down ending by 9:00 p.m. The promoter is requesting a snow date of Tuesday, December 11, 2018 in case of inclement weather.

As background, Pella Regional Health Center hosts an annual memorial service for families and friends of those who have passed away while in hospice care. Historically, this event has been held on the patio of the Comfort House. Due to increasing attendance over the past few years, the promoter is requesting to utilize Union Street in front of the Comfort House, which is the same arrangement as last year's event.

The event would consist of lit trees placed on the Comfort House's front porch with speakers and singers located on the front sidewalk. The promoter is requesting to place chairs and heaters on Union Street to allow sufficient space and an easily accessible location for the event's attendees.

A resolution is included with this request to close Union Street from the alley west of the Comfort House to E 2nd Street from 5:00 to 9:00 p.m. the evening of the event.

All pertinent City departments have reviewed this application and comments are attached. The fee and insurance certificate have been received, and approval is recommended.

ATTACHMENTS: Resolution, Application, Map, Department Comments

REPORT PREPARED BY: City Clerk

REVIEWED BY: CITY ADMINISTRATOR
CITY CLERK

RECOMMENDATION: Approve special event permit and resolution

2b. Resolution No. 5914 entitled, "RESOLUTION TEMPORARILY CLOSING PUBLIC WAYS OR GROUNDS IN CONNECTION WITH A SPECIAL EVENT KNOWN AS LIGHT UP A LIFE."

Schiebout moved to approve, seconded by Van Stryland. On roll call the vote was:

AYES: Schiebout, Van Stryland, Peterson, De Jong, Bokhoven, Branderhorst.

NAYS: None.

Motion carried.

3a. Special Event Permit Request for Holiday Season in Pella.

De Jong moved to approve, seconded by Bokhoven. On roll call the vote was:

AYES: De Jong, Bokhoven, Branderhorst, Van Stryland, Schiebout, Peterson.

NAYS: None.

Motion carried.

BACKGROUND: The Pella Area Community and Economic (PACE) Alliance has requested a special event permit for "Holiday Season in Pella" on seven separate dates between November 19 and December 22, 2018. This request involves a variety of activities designed to bring residents and visitors to downtown Pella during the holiday season. Below is a summary of the proposed activities:

Monday, November 19:

- Tree lighting ceremony with the Children’s Choir at 5:45 p.m.
- Horse-drawn carriage rides and Santa at the Information Windmill (5:00 to 8:00 p.m.)
- De Bloemen Hof selling holiday merchandise underneath the Klokkenspel
- Roaming street entertainers

Saturday, November 24:

- Horse-drawn carriage rides (11:00 a.m. to 4:00 p.m.)
- Santa at the Information Windmill (11:00 a.m. to 1:00 p.m.)
- Free hot cocoa bar (11:00 a.m. to 3:00 p.m.)
- Roaming street entertainers

Friday, November 30:

- Horse-drawn carriage rides (1:00 to 8:00 p.m.)

Saturday, December 1:

- Horse-drawn carriage rides (10:00 a.m. to 2:00 p.m.)
- Santa at the Information Windmill (11:00 a.m. to 1:00 p.m.)
- Free hot cocoa bar (11:00 a.m. to 3:00 p.m.)
- Roaming street entertainers

Saturday, December 8:

- Horse-drawn carriage rides (11:00 a.m. to 4:00 p.m. and 6:00 to 8:00 p.m.)
- Santa at the Information Windmill (11:00 a.m. to 1:00 p.m.)
- Free hot cocoa bar (11:00 a.m. to 3:00 p.m.)
- Roaming street entertainers

Saturday, December 15 and Saturday, December 22:

- Horse-drawn carriage rides (11:00 a.m. to 4:00 p.m.)
- Santa at the Information Windmill (11:00 a.m. to 1:00 p.m.)
- Free hot cocoa bar (11:00 a.m. to 3:00 p.m.)
- Roaming street entertainers

A resolution is included with this request to close six parking spaces on Franklin Street south of the Information Windmill to load/unload passengers for carriage rides on November 19, 24, and 30 as well as December 1, 8, 15, and 22. The carriage route remains the same as last year’s event, also outlined on the attached map.

All pertinent City departments have reviewed this application and comments are attached. The fee and insurance certificate have been received, and approval is recommended.

ATTACHMENTS: Resolution, Application, Map, Department Comments
 REPORT PREPARED BY: City Clerk
 REVIEWED BY: CITY ADMINISTRATOR
 CITY CLERK
 RECOMMENDATION: Approve special event permit and resolution

3b. Resolution No. 5915 entitled, “RESOLUTION TEMPORARILY CLOSING PUBLIC WAYS OR GROUNDS IN CONNECTION WITH A SPECIAL EVENT KNOWN AS HOLIDAY SEASON IN PELLA.”

De Jong moved to approve, seconded by Van Stryland. On roll call the vote was:

AYES: De Jong, Van Stryland, Schiebout, Peterson, Bokhoven, Branderhorst.

NAYS: None.

Motion carried.

F. PLANNING & ZONING ITEMS – None

G. ADMINISTRATION REPORTS – None

H. RESOLUTIONS

1. Resolution No. 5916 entitled, "RESOLUTION APPROVING 28E AGREEMENT FOR THE VOLKSWEG TRAIL REHABILITATION PROJECT WITH MARION COUNTY, IOWA."

Bokhoven moved to approve, seconded by Van Stryland. On roll call the vote was:

AYES: Bokhoven, Van Stryland, Schiebout, Peterson, De Jong, Branderhorst.

NAYS: None.

Motion carried.

BACKGROUND: This resolution approves a 28E agreement with Marion County, Iowa for the Volksweg Trail Rehabilitation Project along Idaho Drive. Under the terms of the proposed agreement, the City of Pella has agreed to handle the project's contract administration. Furthermore, the proposed agreement states that each party will be responsible to pay for their portion of the project based on as-constructed quantities and calculated using unit prices as bid.

The estimated totals for each party are as follows:

City of Pella	\$100,914
Marion County	<u>\$185,998</u>
Total Project	\$286,912

Listed below is the timeline for the project:

Award of Contract	October 16, 2018
Notice to Proceed	October 31, 2018
Completion Date	June 30, 2019

It is important to note that the contractor may begin work this fall, however, it is very likely that the project will be completed in the spring of 2019, with a final completion date of June 30, 2019.

In summary, staff is recommending approval of the proposed 28E agreement with Marion County, Iowa for the Volksweg Trail Rehabilitation Project. Finally, the Marion County Board of Supervisors approved this 28E agreement during their regular meeting on October 9, 2018.

ATTACHMENTS: Resolution, 28E Agreement

REPORT PREPARED BY: Public Works Department

REVIEWED BY: CITY ADMINISTRATOR

CITY CLERK

RECOMMENDATION: Approve resolution

2. Resolution No. 5917 entitled, "RESOLUTION APPROVING CHANGE ORDER NO. 1 WITH TK CONCRETE, INC. FOR THE VERMEER TRAIL CONSTRUCTION PROJECT."

Van Stryland moved to approve, seconded by De Jong. On roll call the vote was:

AYES: Van Stryland, De Jong, Bokhoven, Branderhorst, Schiebout, Peterson.

NAYS: None.

Motion carried.

BACKGROUND: This resolution approves change order no. 1 for the Vermeer Trail Construction Project. As background, on September 4, 2018, the City entered into a contract with TK Concrete, Inc. in the amount of \$380,770.00 for this project. Due to weather related challenges, TK Concrete is running behind their anticipated schedule. As a result, they are requesting this change order which would delay the start of construction from September 24, 2018 to a late start date of April 1, 2019. No change in the contract amount is proposed with this change order. In summary, staff is recommending approval of this change order to avoid potentially trying to keep this project open over the winter months. If approved, the completion date for this 40-working day contract would be extended to June 2019.

ATTACHMENTS: Resolution, Change Order No. 1

REPORT PREPARED BY: Public Works Department

REVIEWED BY: CITY ADMINISTRATOR

CITY CLERK

RECOMMENDATION: Approve resolution

3. Resolution No. 5918 entitled, "RESOLUTION APPROVING A SECOND AMENDMENT TO THE ORIGINAL 28E PARTNERSHIP AGREEMENT BETWEEN THE CITY OF PELLA AND FIELDS FOR OUR FUTURE, INC. FOR THE PURPOSE OF CONSTRUCTING PHASE II OF THE PELLA SPORTS PARK."

De Jong moved to approve, seconded by Peterson. On roll call the vote was:

AYES: De Jong, Peterson, Bokhoven, Branderhorst, Van Stryland, Schiebout.

NAYS: None.

Motion carried.

BACKGROUND: This resolution approves a second amendment to the original 28E partnership agreement between the City of Pella and Fields for Our Future, Inc. (FOF) for the construction of Phase II of the Pella Sports Park.

In summary, Phase II base bid work generally consists of the construction of two new 210-foot baseball/softball fields with fencing; installation of a sidewalk from the main complex to the new fields; extended overhang protection on the backstops of all fields; and installation of an 8-foot wide concrete trail, 3,672 feet long, circling the greenfield space south of the existing ballfields.

As background, FOF is a non-profit entity formed for the purpose of constructing a sports park for the Pella community. Phase I of the Pella Sports Park was completed and opened in the spring of 2016. Since that time, FOF has continued fundraising efforts to support future expansion and improvements of the sports park. As a result, on May 1, 2018, the City of Pella approved a first amendment to the original agreement with FOF for Phase II improvements. This first amendment outlined each party as being responsible for 50% of the estimated \$860,000 cost of Phase II.

Since the approval of the first amendment, bids were received for Phase II of the project. Bids received on September 27, 2018 exceeded the engineer's estimate of probable costs. As both parties still have an interest in completing the project, staff is recommending proceeding with a second amendment to the original agreement in order to address the additional costs. The second amendment outlines each party as being

responsible for 50% of the total construction cost of \$1,040,000, identified through the bidding process for Phase II. Furthermore, the City of Pella's contribution towards the project is a maximum of \$520,000, or 50% of the total cost of Phase II, whichever is less. In summary, staff is recommending approval of the second amendment to the 28E agreement with Fields for Our Future, Inc. to construct Phase II of the Pella Sports Park.

ATTACHMENTS: Resolution, Second Amendment
 REPORT PREPARED BY: Community Services Director
 REPORT REVIEWED BY: CITY ADMINISTRATOR
 CITY CLERK
 RECOMMENDED ACTION: Approve resolution

4. Resolution No. 5919 entitled, "RESOLUTION MAKING AWARD OF CONTRACT FOR THE PELLA SPORTS PARK PHASE II PROJECT."

Van Stryland moved to approve, seconded by De Jong. On roll call the vote was:

AYES: Van Stryland, De Jong, Bokhoven, Branderhorst, Schiebout, Peterson.

NAYS: None.

Motion carried.

BACKGROUND: This resolution awards the contract for the Pella Sports Park Phase II Project in the total amount of \$894,219 to Joiner Construction. In summary, Phase II base bid work generally consists of:

- construction of two new 210-foot baseball/softball fields with fencing;
- installation of a sidewalk from the main complex to the new fields;
- extended overhang protection on the backstops of all fields;
- installation of an 8-foot wide concrete trail, 3,672 feet long, circling the greenfield space south of the existing ballfields.

The engineer's opinion of probable costs is \$801,104 for the base bid and \$349,121 for all six alternates. Engineering costs for the project are \$104,175.

The bid opening for the project was held at 2:00 p.m. on September 27, 2018; three bids were received. These bids, summarized below, were accepted by Council on October 2, 2018 while consideration of award was postponed until October 16, 2018 in order to investigate alternative funding options.

Contractor	Base Bid	Alt 1 Restroom facility	Alt 2 Add'l sidewalks	Alt 3 Covered Dugouts	Alt 4 Pitching tunnels	Alt 5 37 paved parking spaces	Alt 6 Widening trail (10')
Joiner Construction	\$869,219	\$179,190	\$69,882	\$25,000	\$28,860	\$42,026	\$35,400
Koester Construction	\$955,000	\$171,000	\$103,000	\$42,400	\$38,000	\$67,000	\$52,000
Merit Construction	\$991,700	\$225,700	\$75,300	\$40,700	\$42,300	\$41,700	\$33,700

After reviewing the bid proposals, the City's engineer, Civil Design Advantage, recommends awarding the contract to the lowest responsible bidder, Joiner Construction of Plano, Iowa, for the base bid of \$869,219 as well as alternate 3 in the amount of \$25,000 for the addition of covered dugouts. The total project price for the base bid and alternate 3 is \$894,219.

Critical dates have been identified as:

October 22, 2018 Issue Notice to Proceed
 May 31, 2019 Substantial Completion
 June 28, 2019 Final Completion

Below is a financial summary for the project:

Project Budget

Engineering and Inspection Fees \$ 104,175
 Construction Contract 894,219
 Contingency 40,000
Total Sports Park Budget \$ 1,038,394

As further background, Fields for Our Future, Inc. (FOF) is a non-profit entity formed for the purpose of constructing a sports park for the Pella community. Phase I of the Pella Sports Park was completed and opened in the spring of 2016. Since that time, FOF has continued fundraising efforts to support future expansion and improvements of the sports park. As a result, on May 1, 2018, the City of Pella approved a first amendment to the original agreement with FOF for Phase II improvements. This first amendment outlined each party as being responsible for 50% of the estimated \$860,000 cost of Phase II.

Due to the bids for Phase II coming in higher than anticipated, staff is recommending approval of a second amendment to the original agreement with FOF (included as agenda item H-3 on the October 16, 2018 Council agenda) which would outline each party as being responsible for 50% of the total construction cost of \$1,040,000. Furthermore, the City of Pella's contribution towards the project is a maximum of \$520,000, or 50% of the total cost of Phase II, whichever is less. If approved, the funding sources for this project would be as follows:

Fields for Our Future, Inc. \$ 520,000
 City of Pella 520,000
Total Funding Sources \$ 1,040,000

In summary, staff is recommending conditional approval of this resolution subject to the City Council approving a 28E agreement with Fields for Our Future, Inc. for their portion of the project (included as agenda item H-3). This resolution awards the contract for the above referenced project to Joiner Construction in the total amount of \$894,219. The resolution also gives the Community Services Director authorization to issue the notice to proceed once the contract, bonds, insurance certificates and appropriate permits are in proper order and fully executed.

ATTACHMENTS: Resolution, Contract, Bid Summary, Engineer's Recommendation
 REPORT PREPARED BY: Community Services Department
 REPORT REVIEWED BY: CITY ADMINISTRATOR
 CITY CLERK

RECOMMENDED ACTION: Conditional approval of the resolution subject to the City Council approving a 28E agreement with Fields for Our Future, Inc. for their portion of the project

I. ORDINANCES

1. Ordinance No. 950 entitled, "AN ORDINANCE AMENDING THE CITY CODE OF THE CITY OF PELLA, IOWA CHAPTER 69 PARKING REGULATIONS."

Schiebout moved to place ordinance no. 950 on its first reading, seconded by Bokhoven.

On roll call the vote was:

AYES: Schiebout, Bokhoven, Branderhorst, Van Stryland, Peterson, De Jong.

NAYS: None.

Motion carried.

BACKGROUND: This proposed ordinance would implement changes to public parking regulations in the Central Business District (CBD). As background, after the Policy and Planning session on September 4, 2018, Council directed staff to proceed with the proposed changes with the exception of adding a handicap parking space near the Molengracht due to the fact that this item is currently under consideration as part of the Downtown Streetscape project.

As further background, the objective of this ordinance is to create opportunities for employee parking in the downtown while simultaneously opening up convenient on-street parking for retail customers. The current parking environment in the CBD is one of competition for premium spaces. For the convenience of downtown workers, certain parking zones have been designated as 48-hour parking or no parking from 2:00-6:00 a.m. These zones allow for workers to park personal vehicles in the extended time areas, thus allowing them to complete a full work day without fear of receiving a parking citation or the need to move their vehicle every 3 hours. The majority of downtown parking spaces have been designated as either 20-minute or 3-hour parking zones between 9:00 a.m. and 6:00 p.m. These zones discourage all day parking and are primarily intended for retail and business customers who generally visit the CBD for lesser periods of time.

Many persons working in or frequenting the CBD do not follow the parking plan as described above. The lack of convenient extended time spaces is often cited as the reason for workers parking their vehicles in spaces intended for customers. Further exacerbating the problem is the fact that workers occupying the 3-hour parking spaces can easily sidestep the law by moving their vehicles from one parking spot to another every 3 hours, even if the move is only one space to the right or left.

While preparing this ordinance, Chief Bokinsky met with a number of local businesses that potentially will be impacted by the parking changes to ensure they were in support of the changes.

Parking Changes

Below is an overview of the parking changes implemented with this ordinance:

1. Convert no parking 2:00-6:00 a.m. to no parking 1:00-5:00 a.m. This shift in time will benefit businesses and patrons with no known adverse effect on businesses open late in the evenings.
2. Convert the 12 east most parking spaces on the north side of the 500 block of Franklin Street (across from the Historical Village) from 3-hour parking to no parking 1:00-5:00 a.m. An evaluation of the use of these parking spaces over a 30-day period shows very light occupancy on the east half of the parking bank, and moderate occupancy on the west portion.
3. Convert the 12 parking spaces on the west side of the 800 block of E. 1st Street (between Washington Street and the Oost Port alley) from 3-hour parking to no parking 1:00-5:00 a.m. An evaluation of the use of these parking spaces over a 30-day period shows moderate occupancy during the lunch hour, and very light to no occupancy the remainder of the day.
4. Convert the 8 parking spaces on the north side of the 800 block of Franklin Street (between Broadway Street and the alley) from 3-hour parking to no parking 1:00-5:00 a.m.

In summary, staff is recommending approval of this ordinance which would implement changes to public parking in the CBD for the purpose of creating opportunities for employee parking in the downtown while simultaneously opening up convenient on-street parking for retail customers.

ATTACHMENTS:	Ordinance, Map
REPORT PREPARED BY:	Robert A. Bokinsky, Chief of Police
REVIEWED BY:	CITY ADMINISTRATOR
RECOMMENDATION:	Approve ordinance

J. CLAIMS

1. Abstract of Bills No. 2017.

Schiebout moved to approve, seconded by Van Stryland. On roll call the vote was:

AYES: Schiebout, Van Stryland, Peterson, De Jong, Bokhoven, Branderhorst.

NAYS: None.

Motion carried.

K. OTHER BUSINESS / *PUBLIC FORUM (any additional comments from the public)

Comments were received and addressed.

L. CLOSED SESSION – None

M. ADJOURNMENT

There being no further business claiming their attention, Bokhoven moved to adjourn, seconded by Schiebout. On roll call the vote was:

AYES: Bokhoven, Schiebout, Peterson, De Jong, Branderhorst, Van Stryland.

NAYS: None.

Motion carried.

Meeting adjourned at 8:43 p.m.