



CITY OF PELLA

CITY COUNCIL OFFICIAL MINUTES

July 5, 2022

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 (614 Main Street) at 6:00 p.m., Mayor Don DeWaard presiding. Council members present were: Mark De Jong, Liz Sporrer, Lynn Branderhorst, Calvin Bandstra, Dave Hopkins. Absent: Dr. Spencer Carlstone. City Administrator Mike Nardini and City Clerk Mandy Smith were present. Eight staff members and twenty-four members of the general public attended in person. One staff member and six members of the general public attended via conference call.

B. MAYOR'S COMMENTS

1. Approval of Tentative Agenda.

Bandstra moved to approve, seconded by Hopkins.

On roll call the vote was: AYES: 5, NAYS: None. Motion carried.

2. Mayor DeWaard welcomed Pella Community Ambulance team members to the City of Pella.

BACKGROUND: Mayor DeWaard would like to welcome and recognize the following team members who transitioned from employment with the Pella Community Ambulance (PCA) to the City of Pella effective July 1st:

Name	Yrs Svc	Status	Classification
Donald Van Maanen	40	Auxiliary	Emergency Medical Tech.
Toni VanRoekel	14	PT	Emergency Medical Tech./Billing
Thomas DeYoung	14	PT	Emergency Medical Tech.
Justin Manifold	14	PT	Emergency Medical Tech./IT
Heather Reineke	10	PT	RN Exempt (Paramedic Status)
Sara Schilling	8	PT	Critical Care Paramedic
Greg Higginbotham	4	FT	Critical Care Paramedic/Chief
Jenn Wolf	3	FT	Emergency Medical Tech./Office Manager
Cassie Crummett	3	PT	Emergency Medical Tech.
Diane Berryman	3	PT	RN Exempt (Paramedic Status)
Jacob Fletcher	3	FT	Critical Care Paramedic/Lieutenant
Brad Vincent	2	PT	Secure Car Driver
Amanda Ritchey	2	FT	Critical Care Paramedic/Assistant Chief
Caden Hudson	2	FT	Critical Care Paramedic
Jerry Weldon	2	PT	Secure Car Driver
Sarah Turnbull	2	PT	Emergency Medical Tech./Billing/Paramedic Student
Nial Van Wyk	2	FT	Emergency Medical Tech./Paramedic Student
Joe Boots	2	PT	Emergency Medical Tech.
Hollee Stover Nelson	1	PT	Emergency Medical Tech.
Courtney Gannaway	1	FT	Advanced Emergency Medical Tech.
Matt Huston	1	PT	Emergency Medical Tech.
Blake Dunsbergen	1	PT	Emergency Medical Tech.
Andrew Boender	1	PT	Emergency Medical Tech./Paramedic Student
John Horner	1	FT	Emergency Medical Tech./Paramedic Student
Levi Heschke	1	FT	Emergency Medical Tech.
Jordan Schmitz	1	FT	Paramedic
Vince Lukehart	<1	FT	Critical Care Paramedic
Adam Novak	<1	FT	Paramedic
Reid Taylor	<1	PT	Emergency Medical Tech.
Emma Kolb	<1	PT	Emergency Medical Tech.
Kristen Siewert	<1	PT	Emergency Medical Tech.
Jamey Robinson	<1	PT	Critical Care Paramedic
Nick Aldrich	<1	PT	Advanced Emergency Medical Tech.
REPORT PREPARED BY:		City Administration	
REPORT REVIEWED BY:		City Administrator, Ambulance Chief, City Clerk	

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

One comment was received and addressed.

D. APPROVAL OF CONSENT AGENDA

Branderhorst moved to approve the consent agenda, seconded by Sporrer.

On roll call the vote was: AYES: 5, NAYS: None. Motion carried.

The following items were approved:

1. Approval of Minutes
 - a. Official Council Minutes for June 21, 2022
 - b. Official Council Minutes for June 29, 2022
2. Report of Committees
 - a. Policy and Planning Minutes for June 21, 2022

PRESENT: Mayor Don DeWaard, Mark De Jong (via phone), Liz Sporrer, Lynn Branderhorst, Calvin Bandstra, Dr. Spencer Carlstone, Dave Hopkins
ABSENT: None

OTHERS: City staff and visitors

The Policy and Planning meeting began at 6:45 p.m. The first agenda item was a review of the following agreements related to the transfer of the Pella Community Ambulance (PCA) to the City of Pella:

1. Agreement of Plan of Distribution and Dissolution which addresses the following items:

- Debts, obligations, and liabilities (except those assumed by the city pursuant to the agreement terms) shall be paid and discharged or adequate provision shall be made.
- Assets which are required to be returned, transferred, or conveyed upon dissolution of PCA shall be returned, transferred, or conveyed in accordance with the requirements.
- All remaining assets after the provisions of Sections 1 and 2 of the agreement have been carried out, shall be distributed to the city.

2. Transfer, Assignment and Assumption Agreement which requires PCA to transfer all tangible and intangible property, cash, and investments to the city. In exchange, the city will accept the assumption of obligations from PCA. Staff informed Council that they believe PCA's existing cash and investment accounts will be adequate to cover any outstanding liabilities associated with the non-profit agency.

At the end of the discussion, staff was directed to proceed with presenting the agreements, as discussed, for formal consideration during the City Council meeting scheduled for June 29, 2022.

The next item on the agenda was a discussion regarding the cost sharing agreement with RDP Holdings for the Prairie Ridge West Sanitary Sewer project. This project involves extension of the sanitary sewer system to serve the Prairie Ridge commercial development and properties to the west of this location.

When the cost sharing agreement was approved in 2021, the estimated project costs totaled \$866,432. The agreement required RDP Holdings to pay the total project costs up to \$900,000 with the parties agreeing to work together to address any potential project cost overruns. Due to the current bidding environment as a result of escalating costs, the lowest bid received was 24% higher than the engineer's opinion of probable costs, increasing the estimated costs for this project to \$1,210,000.

RDP is proposing to share the project costs above \$900,000 equally with the city. Under this proposal, the city's estimated share of this project would be \$155,000. Staff informed Council that they believe the proposal submitted by RDP is consistent with the original cost sharing agreement. Furthermore, this project is in conformance with the city's long-term sanitary sewer plan. Finally, approximately 45% of this project is outside of RDP's property boundaries, which is considerably higher than the city's proposed 14% financial contribution to the overall project costs.

At the end of the discussion, staff was directed to proceed with presenting the amendment to the cost sharing agreement, stating that project costs above \$900,000 would be split equally between RDP and the city, for formal consideration during the City Council meeting scheduled for June 29, 2022.

The last item on the agenda was a review of a drafted agreement with the Pella Area Community and Economic (PACE) Alliance, intended to provide additional public restroom options in the Central Business District (CBD).

Staff reviewed the following key terms of the agreement with Council:

1. The PACE Alliance is responsible to locate two businesses within the CBD who will allow the general public to use their restrooms. The restroom facility locations would be subject to approval of the City Council. To-date, the only location proposed is Dutchfix at 621 Franklin St.
2. The agreement term is July 6, 2022 through December 31, 2022.
3. The businesses would be required to have their restrooms open and available to the general public six days a week (including weekends) from 10:00 a.m. to 8:00 p.m. with the exception of the following 2022 holidays: Labor Day, Thanksgiving Day, and Christmas Day.
4. The City of Pella would pay the PACE Alliance a monthly stipend of \$600 per restroom location (up to a maximum of two restroom locations).
5. The city would be removed from any liability associated with the proposed restroom program.

Karen Eischen and Bob Zylstra with the PACE Alliance were in attendance to speak in favor of the agreement. Zylstra informed Council that business owners are desperate to have additional public restrooms spread throughout the CBD that they can direct customers towards when asked. In response to a question from the Mayor, Eischen informed Council that rather than relying on metrics, feedback received from downtown business owners regarding the reactions of their customers will heavily determine how successful the program is.

At the end of the discussion, staff was directed to proceed with placing the drafted agreement, as discussed, on the July 5, 2022 City Council agenda for formal consideration.

The meeting adjourned at 7:08 p.m.

Respectfully submitted:

Mandy Smith

City Clerk

b. Community Services Board Minutes for April 14, 2022

Present: Lauri Amelse, Stephen Fyfe, Mike Lyons, Glenn Steimling, Arvin Van Zante

Absent: Amanda Schwerdtfeger, Nathan Guess

Staff: Jeanette Vaughan, Chandler Nunnikhoven, Dyan Parker

12:04pm Community Services Director Jeanette Vaughan called the meeting to order

Minutes - Motion by Van Zante, seconded by Steimling to approve the Community Services Board Meeting minutes of January 21, 2022. Motion carried 5-0

Approve Parks Tree Plan – Vaughan explained the policy has remained the same since the last approval other than the tree planting spreadsheets and memorial tree locations have been updated. Vaughan reported that we have received two grants to assist in two upcoming tree projects. \$6200 donation from the eCycle Committee when they disbanded and a \$4900 grant from the Iowa DNR. Kevin and Marcy developed two plans, one to plant 15 trees in 6 different species on the westside of the Pella Sports Park and 21 new trees at Caldwell Park. Van Zante asked about the decision to plant in the spring instead of the fall. Nunnikhoven explained that fall planting is preferred however it will be easier for us to maintain the watering necessary for new trees while we have summer staff on hand. In the fall staff will be busy with planting tulips. Vaughan also informed the Board that the IDNR grant requires trees to be planted by June 3rd. Nunnikhoven reported that the Parks Department also received an IDNR grant for 200 seedlings to be distributed throughout the community this spring. Once the seedlings are received notices will be sent out on how the public can pick one up. Fyfe asked about the status of any remaining ash trees. Nunnikhoven stated the ash trees that we have been treating are doing well.

Motion by Steimling, seconded by Amelse to approve the Parks Tree Plan for 2022 and to approve the PSP and the Caldwell Park tree planting projects. Motion carried 5-0

Discussion Items

Seasonal Staff Hiring Update – Vaughan updated the board on the Aquatic Center lifeguard numbers. Currently there are 40 lifeguards on the payroll. 9 of the 40 have not yet responded if they will return for the 2022 season. The current staff level will allow for the same schedule as last summer which is Monday-Saturday closing at 6pm and closed on Sundays. However, if we are successful in hiring additional lifeguards we will look at adding special events on Sundays such as for Father’s Day or shark week. Concessions/Admissions workers are still needed for sports park and pool. Ages for all positions at pool must be 15 years old or older for concessions or lifeguarding.

Mower positions at the Bos Landen golf have been filled. However, two 1200 hour positions are still vacant. Vaughan reported that these positions are important as they both work 40 hours per week March through October. Not having these positions filled will affect the service levels at the golf course. 18+ years old are preferred at the golf course as the size of the grounds requires that staff be able to drive vehicles and operate equipment. We have hired a few younger than 18 as seasonal workers that can help handpick the driving range or pair up with older workers on projects. Several of the workers hired will not be able to start until after school has finished. Vos will be assisting with mowing and spraying until such time as adequate staff is on board.

Summer seasonal positions for the Parks Department are filled. Vaughan reported that Nunnikhoven’s recruiting efforts along with a pay hike helped to bring workers on board.

Budget Update – Vaughan reviewed the budget and CIP projects as approved by Council. Summaries were handed out. One new position was approved for the department. This position will report to the Parks Manager but will split time with the athletic facilities. Steimling asked about pickle ball court repair. Vaughan said volunteers were needed to complete patch repairs until the court renovation project in 2025. Nunnikhoven will work with the volunteers to get them the proper materials.

Department Updates:

Parks/Chandler Nunnikhoven

- Tulips are coming up slowly, warmer weather is needed to have blooms by Tulip Time.
- Park bathroom other than West Market Park are open for the season.
- Molengracht Canal has been cleaned out and filled.
- Concrete repairs are in progress at the Community Center, steps on the southside and walkway on the west.
- Tulip Chairs will be installed in West Market Park by Tulip Time
- Park cleanup is continuing- trash, sticks, leaves.
- Yalp Sona Arch installed at Kiwanis Park. Arch will need to be programmed.
- Community Garden plots have been tilled at Kiwanis

Golf & Athletic Fields/Jeanette Vaughan for Kevin Vos

• Pella Soccer Complex, Pella Sports Park and Bos Landen GC are open for the season. Staff has been busy preparing fields and the course. There still is additional work to be completed as staff time and weather allows. At the golf course, high school and college golf events started Monday April 4 and runs through the first part of May. At the sports park, there are 3 tournaments scheduled for June 11 & 12, June 18, and June 25.

- Various repairs have been made to the restroom facilities at both soccer complex & the sports park including water heater replacements and sensor repairs. Bos clubhouse ice machine needs repairs.
- Fertilizer applications are being made at all 3 facilities.
- The Bos Landen Drive reconstruction project will affect the golf cart/walking access from hole 2 to hole 3. A temporary golf crossing will be made during the 3 phases of the project.
- Staff is getting quotes for repairs to 300’ of sidewalk by the driving range. Underground voids are causing panels to sink and crack.

Aquatics/Jeanette Vaughan for Alex Meyers

- Recruiting lifeguards and concessions/admissions.
- Have sold 11 out of the 150 coupon books as of 4/12/22.
- Concessions will begin last week of April at Pella Sports Park.

Art & Rec/Jeanette Vaughan for Brenda Ross

- Spring/Summer programs guides are available on-line. Registration for summer art programs, soccer and flag football started on April 1st. Most registrations are being done on-line and the patrons like this option.
- Union Street Players presented Of Mice and Men.
- Ross is assisting Pella Little League on their game schedules.
- Working on the free art packets that the Art Center staff will hand out at Thursdays in Pella.
- Art Bike, like the library’s mobile bike, will be completed soon!
- Peace Home School has rented the auditorium on April 21, 22 & 23 to perform their play.

Open Discussion:

Vaughan reported that facilities will be discussed at the council meeting on Tuesday, April 19. Discussion on Community Center, proposed recreational center and dog park will be held. It is anticipated that the Mayor will appoint a committee to assist in the rec center process. Guess and Steimling have volunteered in the past so their names will be passed along for consideration.

Van Zante noted that USP will be holding the one person play reprising ‘Vincent’. It will start the weekend before Tulip Time and run through Tulip Time.

Steimling asked about the status of the Caldwell tennis courts. Vaughan explained that Caldwell North has been deeded to the Pella Community Schools. After tennis season, the school will be demolishing the entire block and building a tennis campus. The site plans can be found on the Pella Community School’s website. Vaughan reported that after school is out there will be a street project on E. 8th and University. Board asked if a notice could be sent out letting folks know where they can park to use the pickleball courts and playground during the project.

Adjournment: Motion by Van Zante, seconded by Fyfe to adjourn the Community Services Board Meeting. Motion carried 5-0

The next meeting is scheduled for Friday, May 20, 2022, at noon in room 206, in the Community Center.

Meeting adjourned at 12:50 pm.

Respectfully submitted:

Dyan Parker

c. Historic Preservation Commission Minutes for May 9, 2022

Vice-Chairperson André called the Historic Preservation Commission (HPC) to order in the Memorial Building at 5:00 p.m. Members present were: Don André, Bruce Boertje, Lorinda Bradley, Rhonda Kermode (arrived at 5:03 p.m.), and Lila Turnbull. Staff present: Planning and Zoning Director Gerald Buydos and the Deputy City Clerk. No members of the public attended the meeting.

APPROVAL OF TENTATIVE AGENDA: Motion by Turnbull, second by Boertje to approve the tentative agenda. Motion carried 4-0.

APPROVAL OF MINUTES: Motion by Boertje, second by Bradley to approve the minutes from the April 11, 2022 meeting. Motion carried 4-0.

OTHER BUSINESS/WORK SESSION: Work Session to Discuss the Proposed Scholte Garden Historic District

Kermode arrived at 5:03 p.m.

In 2021, the City of Pella HPC held informational sessions with property owners in the proposed Scholte Garden Historic District. Signatures from owners of property on Broadway Street, as well as Main Street, have been received and calculated determining support of the proposed historic district. The rules to determine property and frontage support are as follows:

A. The process to rezone areas as a historic district shall follow the requirements of Chapter 165.38 of the City of Pella's zoning code. In addition to the requirements of this code section, the application to rezone property for a historic overlay district must contain signatures of the owners of at least 50% of the total number of parcels of real estate within the proposed district, excluding parcels owned by government bodies, provided that each parcel, within the meaning of this subsection, shall constitute a separate parcel for property tax assessment purposes, as shown in the records of the county assessor on the date of the filing of the petition. Furthermore, the application must also contain signatures of owners of at least 50% of the total public street frontage area within the proposed district, excluding public street frontage abutting governmental property. An application to rezone areas as a historic district can be submitted by the City of Pella, the HPC, the Planning and Zoning Commission, or a property owner from the proposed district.

The Scholte Garden Historic District consist of 47 parcels. Of the 47 parcels, 30 property owners have signed as supporting the district, which equates to 63.8%. The 30 property owners also own 1,546.5 feet of frontage, which equates to 57.5%.

To date, staff has not received any further signatures and a completed Historic District Designation Application has not yet been submitted for consideration by the Commission.

Boertje distributed a booklet comprised of information about property in the proposed historic district that he researched and compiled. The booklet could be passed along to the City Council and the property owners in the district. Planning and Zoning Director Gerald Buydos asked that Boertje send staff a digital copy of the booklet, so that it can be printed and bound. The booklet could then be submitted to the State of Iowa with the completed application. Photos of other substantial structures on the properties in the proposed district still need to be gathered.

Work Session to Discuss the Certified Local Government Program

Kermode and Bradley plan to meet to create talking points on the benefits of Certified Local Governments (CLG) to bring back for review by the Commission at the next meeting. Kermode explained that, as part of a CLG, the City would be eligible for grants and technical assistance, networking with other CLGs, and be eligible to receive training for the Commission. Planning and Zoning Director Gerald Buydos said he is still waiting on a response from the State regarding the City's historic preservation ordinance and whether it fits the required CLG criteria.

Work Session to Discuss the Historic Fire Station and Hose Tower

An estimate of repair costs is needed for the historic fire station and hose tower. At the next Commission meeting, staff and Commission will plan to tour the site. Staff will check with an engineering firm to see if they can look at the structure with the Commission.

Work Session to Discuss the Preserve Iowa Summit

The Iowa State Historic Preservation Office's Preserve Iowa Summit is scheduled for June 2 through 4, 2022 in Mason City, IA. Kermode stated that she plans to attend.

Other: The Commission reviewed signage that is used in the Sherman Hill Historic District in Des Moines, IA. Buydos will get a quote from Iowa Prison Industries on creating similar street signage for the Collegiate Neighborhood Historic District, as well as an entry sign to the district.

Kermode stated that the temporary signs that were placed in the yards of the Collegiate Neighborhood Historic District during Tulip Time were well-received by visitors. A suggestion was made to include Quick Response (QR) codes on signage so that visitors could pull up additional information about the homes on their phones.

Next Meeting Date: The next meeting is scheduled for June 13, 2022.

Adjourned at 5:42 p.m.

d. Board of Adjustment Minutes for May 16, 2022

Chairperson Westra called the Board of Adjustment to order at 6:00 p.m. in the Public Safety Complex. Members present were: Kristi Kious, Vince Nossaman, Jaci Nunnikhoven, Susan Reiter, Lyle Vander Meiden, and Corey Westra; absent: Merlan Rolffs and Mike Vander Wert. Staff present: Planning and Zoning Director Gerald Buydos, Zoning Analyst Jared Parker, and the Deputy City Clerk. One member of the public attended the meeting.

CHAIRPERSON'S COMMENTS:

Approval of the Tentative Agenda: Motion by Reiter, second by Nunnikhoven to approve the tentative agenda. Motion carried 6-0.

APPROVAL OF MINUTES: Motion by Vander Meiden, second by Reiter to approve the amended April 18, 2022 minutes. Motion carried 6-0.

PUBLIC HEARINGS

Consider a Variance Request from Brett Nossaman to Construct an Accessory Structure in the Front Yard of the Property Located at 962 218th Ave.

V. Nossaman stated he would be abstaining from discussion as a Board member on this item, due to his familial relationship with the applicant.

Brett Nossaman submitted a variance application for his property located at 962 218th Ave. The applicant requested a variance to permit a detached garage in the front yard when City Code Sections 165.30.3 (A) and (B) require that all accessory structures be placed in the rear yard. Convened Public Hearing on the variance request. No written comments were received.

B. Nossaman, the applicant, spoke in favor of the variance and answered questions from the Board. He explained that he bought the property prior to it being included in the City's extraterritorial jurisdiction. He stated that a concrete pad was poured years ago, with the intent of placing a detached garage in the proposed front yard location. He also explained that a large, old oak tree on the property also limits where the garage can be placed, as he would like to preserve the tree. The topography of the lot also presents issues with where the structure could be placed.

V. Nossaman also spoke in favor of the variance. He echoed B. Nossaman's statements and stated that the Board has approved variances for other properties with similar issues in the past.

Motion by Reiter, second by Nunnikhoven to close the Public Hearing as no further comments were received. On roll call, the vote was: ayes: Reiter, Nunnikhoven, Kious, Vander Meiden, Westra; nays: none; abstain: V. Nossaman. Motion carried 5-0-1.

Motion by Vander Meiden, second by Kious to approve the variance request as submitted, due to the property survey provided and the fact that the property was purchased with the intent to build a detached garage in the front yard prior to the change in extraterritorial zoning. On roll call, the vote was: ayes: Vander Meiden, Kious, Nunnikhoven, Reiter, Westra; nays: none; abstain: V. Nossaman. Motion carried 5-0-1.

OTHER BUSINESS

Next Meeting Date: The next meeting is scheduled for June 20, 2022. Planning and Zoning Director Gerald Buydos informed the Board that another SUP for a roof-mounted solar panel array, as well as a possible appeal of staff's decision, will be on the agenda for the next meeting. Adjourned at 6:24 p.m.

e. Community Development Committee Minutes for June 8, 2022

Chairperson Cody called the Community Development Committee (CDC) to order in the Memorial Building at 5:41 p.m. Members present were: Patsy Cody, Linda Groenendyk, Shelly Rikken, Wayne Stienstra, Dennis Vander Beek, and Christi Vander Voort; absent: Jerry Brummel, Nancy Henry, Mike Kiser, and Caryn Van Hemert. Staff present: Planning and Zoning Director Gerald Buydos, Zoning Analyst Jared Parker, and the Deputy City Clerk. Two members of the public were in attendance.

APPROVAL OF TENTATIVE AGENDA: Motion by Riggen, second by Vander Beek to approve the tentative agenda. Motion carried 6-0.
APPROVAL OF MINUTES: Motion by Riggen, second by Vander Beek to approve the minutes from the April 27, 2022 meeting. Motion carried 6-0.

NEW BUSINESS:

Consider a Sign Permit Application for 14 Pella Corporation Signs

Pella Corporation proposed 14 directional signs for their property at 102 Main Street. Due to the scale of the application, the sign permits were submitted to the entire CDC for consideration. Signs in the Limited/Light Industrial (M1) and Heavy Industrial (M2) districts sometimes have slightly different regulations than properties outside of them. In this case, signage to help direct traffic is explicitly permitted with one sign permitted for every 150 feet of frontage. After evaluating this permit application, staff found that the proposed signs comply with the regulations in the Zoning Ordinance.

Todd Miller, on behalf of Pella Corporation, was present to speak in favor of the sign permits and to answer questions from the Committee. He explained the difficulties visitors have had locating the correct entrance for their needs. The proposed signage should eliminate those issues. Motion by Riggen, second by Vander Beek to approve the sign permits as submitted. Motion carried 6-0.

OTHER BUSINESS / WORK SESSION

Work Session to Discuss Proposed Design Review District Design Manual Updates and Review Draft Architectural Design Guidelines

On April 29, 2021, the CDC appointed four committee members (Kiser, Riggen, Vander Beek, and Van Hemert) to a subcommittee to review the Design Review District Design Manual for potential updates. The purpose of this work session with SHYFT Collective was to discuss potential updates to the Design Manual. The City Council will need to approve proposed updates to the manual prior to implementation.

SHYFT Collective Senior Project Architect Kurt Hagge and the Committee discussed the draft Architectural Design Guidelines that were prepared for the Committee's review. Following discussion of the document, Hagge stated that SHYFT will prepare a revised draft of the guidelines for the next special meeting that will include a glossary. He asked the Committee to review Chapter 8: Signage Design Parameters before the next meeting and asked staff to provide him with a list of precedent images of existing structures and elements in Pella that they would like to see included in the Design Guidelines document as a reference.

Planning and Zoning Director Gerald Buydos suggested making modifications to the colors used in the map of the proposed design tiers in order to have each tier stand out better. A suggestion was also made to potentially name the district tiers using Dutch terms. Staff will look into this and come back with some proposals for the Committee. The Committee decided to use the terms major and minor instead of primary and secondary in the Design Guidelines document when referring to architectural elements and materials. A suggestion was also made by the Committee to increase the document's font size for legibility.

Vander Voort left at 7:30 p.m.

Work Session to Discuss Small Wireless Facility Design

The purpose of this work session was to inform the Committee of the new 5G facilities design coming to Pella. Buydos showed the Committee examples of what the 5G towers will look like and explained the placement of the towers downtown, as proposed by US Cellular. He explained that the equipment would be placed on existing streetlights on the square. Members of the Commission expressed concerns with the visibility of the 5G towers, particularly in downtown Pella. They suggested the towers be moved away from the square, if possible, to help preserve the historic aesthetics of downtown. The Committee also questioned whether every cell phone service provider will eventually make a request to place their own 5G towers downtown. Buydos will share the Committee's comments and concerns with US Cellular.

Next Meeting Dates: The next special CDC meeting is scheduled for June 22, 2022. The next regular meeting is scheduled for July 13, 2022. Adjourned at 8:47 p.m.

3. Petitions and Communications

a. Renewal of Class B Beer Permit with Class C Native Wine Permit for The Wijn House

BACKGROUND: The Wijn House, at 615 Franklin Street, has applied for renewal of their class B beer permit with class C native wine permit. The term of the new license is 12 months and, if approved, would expire on August 31, 2023.

The application has been completed online with the state and, at the time of packet publication, is pending dram shop certification. Staff is recommending conditional approval of this renewal pending the receipt of dram shop certification.

ATTACHMENTS: None
REPORT PREPARED BY: City Clerk
REVIEWED BY: City Administrator
RECOMMENDATION: Conditional approval of renewal pending receipt of dram shop certification

b. Special Event Permit Request for Fall Fashion Show

BACKGROUND: The Downtown Pella District has requested a special event permit to host a fall fashion show on the back side of the Tulip Toren. The event is requested to occur on Thursday, September 1, 2022 from 5:30 to 8:00 p.m. A rain date of Thursday, September 8, 2022 is included with this request. No street or parking space closures have been requested as part of this event.

All pertinent city departments have reviewed this application and comments are attached. The fee and certificate of insurance have been received. Staff is recommending approval of this special event permit as submitted.

ATTACHMENTS: Application with Map, Department Comments
REPORT PREPARED BY: City Clerk
REVIEWED BY: City Administrator
RECOMMENDATION: Approve special event permit

c. Special Event Permit Request for CROP Walk

BACKGROUND: Stephen Fyfe and Larry Happel have requested a special event permit for the Pella CROP Walk scheduled for Sunday, October 9, 2022 from 2:00 to 3:30 p.m. Set-up is requested to begin at 12:30 p.m. with take down complete by 4:30 p.m.

As background, this event involves a 5K walk for the purpose of raising funds and awareness for the fight against world hunger.

Approximately 75-100 attendees are expected to participate in this annual event. If approved, the walk would begin and end at the Tulip Toren, following the same route as the Klompen Classic in reverse direction. It is important to note that attendees would be walking on the sidewalks; therefore, no street closures are requested as part of this event.

All pertinent city departments have reviewed this application and comments are attached. The fee and certificate of insurance have been received. Staff is recommending approval of this special event permit as submitted.

ATTACHMENTS: Application, Map, Department Comments
REPORT PREPARED BY: City Clerk
REVIEWED BY: City Administrator
RECOMMENDATION: Approve special event permit

d. Special Event Permit Request for Ridiculous Days

i. Resolution No. 6463 entitled, "RESOLUTION TEMPORARILY CLOSING PUBLIC WAYS OR GROUNDS IN CONNECTION WITH A SPECIAL EVENT KNOWN AS RIDICULOUS DAYS"

BACKGROUND: The Downtown Pella District is requesting a special event permit for Ridiculous Days 2022 scheduled to occur on Friday, July 29 and Saturday, July 30.

On Friday, July 29th, the event is requested to begin at 8:00 a.m. On this date, the promoter is requesting to display merchandise on tables and racks placed in front of businesses and on the sidewalk near the curbs, leaving the middle of the sidewalk open for foot traffic. No road closures are involved with this portion of the event.

On Saturday, July 30th, the event is requested to occur from 7:00 a.m. to 5:00 p.m. On this date, the promoter is requesting closure of Franklin Street (Broadway to E. 1st) and Main Street (Washington to Franklin), as outlined on the attached map. These closures are being requested for the purpose of allowing extra room for placement of tables and racks of merchandise in the parking areas of these streets. These road closures are consistent with Ridiculous Days special event permits in 2020 and 2021. Furthermore, the promoter is requesting to have a few food trucks located within these street closures.

All pertinent city departments have reviewed this application and comments are attached. The fee and certificate of insurance have been received. Staff is recommending approval of this special event permit and resolution as submitted.

ATTACHMENTS: Resolution, Application, Map, Department Comments

REPORT PREPARED BY: City Clerk

REVIEWED BY: City Administrator

RECOMMENDATION: Approve special event permit and resolution

4. Resolution No. 6464 entitled, "RESOLUTION CORRECTING SCRIVENER'S ERROR IN THE LEGAL DESCRIPTION OF REAL PROPERTY TO BE CONVEYED TO PELLA REGIONAL HEALTH CENTER, AND RATIFYING AND APPROVING ACTIONS RELATED TO THE CONVEYANCE OF SAID PROPERTY"

BACKGROUND: This resolution corrects a scrivener's error in the legal description of the property to be conveyed to Pella Regional Health Center (PRHC) and ratifies and approves actions related to the conveyance of this property. As background, on June 21, 2022, Council approved a purchase agreement with PRHC to purchase the former public right-of-way in the portion of Orchard Drive located south of Monroe Street. When the necessary legal documents were provided to the Marion County Recorder, it was discovered that the engineer had an error in the legal description on the vacation plat and subsequent legal documents. As a result, legal counsel is recommending that Council considers adoption of the attached resolution to correct the error.

It is important to note that PRHC is responsible for reimbursing the city's legal fees incurred to generate the additional proceedings to correct this error.

In summary, staff recommends approval of this resolution which corrects a scrivener's error in the legal description of the property to be conveyed to PRHC and ratifies and approves actions related to the conveyance of the property.

ATTACHMENTS: Resolution, Engineer's Affidavit Confirming Error on Plat, Updated Easement Plat, Updated Vacation Plat

REPORT PREPARED BY: City Administration

REPORT REVIEWED BY: City Administrator, City Clerk

RECOMMENDED ACTION: Approve resolution

E. PUBLIC HEARINGS

1a. Public Hearing to consider a Rezoning Application for 2073 Old Highway 163.

One written comment was received and included in the Council packet. No oral comments were received.

De Jong moved to close the public hearing, seconded by Hopkins.

On roll call the vote was: AYES: 5, NAYS: None. Motion carried.

BACKGROUND: Pella Building Systems has submitted a conditional rezoning application for 2073 Old Highway 163 to change the zoning from Community Commercial (CC) to Limited/Light Industrial (M1). The purpose of this rezoning is to construct a new storage and warehousing facility. The subject property is currently vacant.

Current Zoning: The subject property is currently zoned CC. The CC district accommodates a variety of commercial uses, some of which have significant traffic or visual effect. These districts may include commercial uses which are oriented to services, including automotive services, rather than retail activities. These uses may create land use conflicts with adjacent residential areas, requiring provision of adequate buffering. This district is most appropriately located along major arterial streets or in areas that can be adequately buffered from residential districts.

Proposed Zoning: The proposed zoning for this property is M1. This district is intended to reserve sites appropriate for the location of industrial uses with relatively limited environmental effects. The district is designed to provide appropriate space and regulations to encourage good quality industrial development, while assuring that facilities are served with adequate parking and loading facilities. Property zones surrounding the site include CC and Agricultural (A1).

Rezoning Petition: City Code recommends that the applicant submit a rezoning petition "duly signed by the owners of 50 percent of the area of all real estate included within the boundaries of said tract as described in said petition and duly signed by the owners of 50 percent of the area of all real estate lying outside of said tract but within 300 feet of the boundaries of the said tract. Both of the foregoing percentage signature requirements are for advisory purposes only, and failure to obtain either or both of the required percentages shall not prevent continuance of the permit application." A rezoning petition was received with this application that covered approximately 47.65% of the 300-foot area around the property.

Comprehensive Plan: City Code section 165.04 notes that the city "intends [the] Zoning Ordinance and any amendments to it shall be consistent with the City's Comprehensive Plan." The Comprehensive Plan's Future Land Use Map identifies the subject site as General Industrial. Surrounding the property on the Future Land Use Map includes a combination of Commercial/Mixed Use, Low-Density Residential, Agriculture, and General Industrial.

Table 1.5 of the Comprehensive Plan, the Land Use Compatibility Matrix, assigns compatibility scores to different land use pairs, ranging from 1 (incompatible) to 5 (completely compatible).

North: Agriculture-3/General Industrial-5; South: Commercial-4/Mixed Use-3; East: General Industrial-5; West: Commercial-4/Mixed Use-3.

Any potential conflicts which can be resolved through project design, landscaping, buffering, and screening, will be addressed through the site planning process. It should also be noted, staff believes the proposed rezoning aligns with a key strategic priority of the Comprehensive Plan, which is economic development and increased industrial acres.

Conditional Uses/Restrictions: In an effort to address the identified future residential uses to the west of this property, the applicant has agreed to a limitation of zoning uses. The list of approved zoning uses for this property is included as Exhibit B of the ordinance, and generally includes uses compatible with residential uses. In addition, for buildings which front Old Highway 163, the applicant is required to obtain a design permit from the city's Community Development Committee.

The Planning and Zoning Commission unanimously approved this rezoning request on June 27, 2022.

Summary and Staff Recommendation: Staff believes the proposed rezoning aligns with aspects of the city's Comprehensive Plan. In addition, staff believes the conditions associated with this rezoning request address potential land use compatibility issues. As a result, staff is recommending approval of the rezoning request with the condition of enhanced screening, limited uses, and restriction of vehicle storage to personal or recreational vehicles and boats. Finally, it is important to note that a request to waive the second and third readings of the ordinance has been received and is included as a memo attachment.

ATTACHMENTS: Ordinance, Rezoning Application Packet/Petition, Aerial Map, Written Request
REPORT PREPARED BY: Planning and Zoning Director
REVIEWED BY: City Administrator, City Clerk
RECOMMENDATION: Approve the ordinance

- 1b. Ordinance No. 1013 entitled, "AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY OF PELLA, IOWA, BY CONDITIONALLY AMENDING THE BOUNDARIES OF THE M1 DISTRICT TO INCLUDE THE PROPERTY LEGALLY DESCRIBED IN "EXHIBIT A" AND DIRECTING THE PLANNING AND ZONING DIRECTOR TO NOTE THE ORDINANCE NUMBER AND DATE OF THIS CHANGE ON THE OFFICIAL ZONING MAP."

De Jong moved to place ordinance no. 1013 on its first reading, seconded by Hopkins.

On roll call the vote was: AYES: 5, NAYS: None. Motion carried.

It was moved by Bandstra that the statutory rule requiring said ordinance to be considered and voted on for passage at two Council meetings prior to the meeting at which it is to be finally passed be suspended, seconded by Sporrer.

On roll call the vote was: AYES: 5, NAYS: None. Motion carried.

De Jong moved that ordinance no. 1013 be adopted, seconded by Branderhorst.

On roll call the vote was: AYES: 5, NAYS: None. Motion carried.

Mayor DeWaard declared the ordinance duly passed and adopted.

F. PETITIONS & COMMUNICATIONS

1. Kristi Leonard and Jessi Vos with the 175th Pella Celebration Committee presented a funding request to Council. No formal Council action was taken.

BACKGROUND: During this meeting, the 175th Pella Celebration Committee will be in attendance to present the attached funding request to Council.

ATTACHMENTS: Funding Request
REPORT PREPARED BY: City Clerk
REVIEWED BY: City Administrator
RECOMMENDATION: Seeking Council direction

G. RESOLUTIONS

1. Resolution No. 6465 entitled, "RESOLUTION APPROVING PUBLIC ACCESS RESTROOM AGREEMENT WITH THE PELLA AREA COMMUNITY AND ECONOMIC ALLIANCE."

De Jong moved to approve, seconded by Branderhorst.

On roll call the vote was: AYES: 5, NAYS: None. Motion carried.

BACKGROUND: This resolution approves an agreement with the Pella Area Community and Economic (PACE) Alliance which is intended to provide additional public restroom options in the Central Business District. As background, after discussing this drafted agreement on June 21st, Council directed staff to place this item on a future agenda for formal consideration.

Agreement

Listed below are the key terms of the attached agreement:

1. The PACE Alliance is responsible to locate two businesses within the Central Business District who will allow the general public to use their restrooms. The restroom facility locations would be subject to approval of the City Council. To-date, the only location the PACE Alliance is proposing is Dutchfix at 621 Franklin Street.
2. The term of the agreement expires on December 31, 2022.
3. The businesses would be required to have their restrooms open and available to the general public six days a week (including weekends) from 10:00 a.m. to 8:00 p.m. with the exception of the following 2022 holidays: Labor Day, Thanksgiving Day, and Christmas Day.
4. The City of Pella would pay a monthly stipend of \$600 per restroom location (up to a maximum of two restroom locations) to the PACE Alliance.
5. The city would be removed from any liability associated with the proposed restroom program.

Summary: In summary, staff recommends approval of this resolution which approves an agreement with the PACE Alliance which is intended to provide additional public restroom options in the Central Business District. As of this date, only Dutchfix at 621 Franklin Street is an approved restroom location and must adhere to availability requirements of the agreement. When the PACE Alliance secures a second location, it will be presented to Council for approval.

ATTACHMENTS: Resolution, Agreement
REPORT PREPARED BY: City Administration
REVIEWED BY: City Administrator, City Clerk
RECOMMENDATION: Approve resolution

2. Resolution No. 6466 entitled, "RESOLUTION APPROVING FINAL PLAT OF LELY INNOVATION PARK."

Branderhorst moved to approve, seconded by Hopkins.

On roll call the vote was: AYES: 5, NAYS: None. Motion carried.

BACKGROUND: This resolution approves a final plat, which includes one lot and two outlots, for Lely Innovation Park. As background, 163 Properties Corporation, on behalf of Lely North America, has submitted the final plat for the new Lely North American headquarters located at the southwest

corner of the Highway 163 and 250th Avenue interchange (775 250th Avenue). This 60.73-acre site is partially developed and is zoned Heavy Industrial (M2). The City Council approved a preliminary plat for this project on September 15, 2020.

City Code Requirements for Final Plats: The subdivision ordinance states that the City Council shall review the final plat for conformance with the Comprehensive Plan, zoning, and subdivision ordinances, as well as considering the recommendations of reviewing parties.

Final Plat: The final plat is a legal document that is recorded with the county. The primary purpose of the final plat is to delineate property boundaries and to describe and dedicate rights-of-way and easements.

Preliminary Plat: The final plat must conform with the approved preliminary plat. Any modifications or conditions approved during consideration of the preliminary plat should be continued to consideration of the final plat. Staff believes the final plat meets the requirements as shown in the approved preliminary plat.

Comprehensive Plan: City Code requires the City Council to review the final plat for conformance with the Comprehensive Plan, including the Future Land Use Map. Economic development is noted as a priority goal in the Comprehensive Plan. The Comprehensive Plan's text and Future Land Use Map are to be construed as a cohesive whole when determining a proposed project's conformity. The design and intent for this plat is for industrial development, which conforms with the Comprehensive Plan's goals. Furthermore, this location is specifically identified as a preferred long-term growth area for industrial development.

Public Infrastructure: The following required infrastructure for the Lely Innovation Park plat was accepted by the City Council on June 7, 2022:

- 535 LF of sanitary sewer, three manholes, and seals
- 1,745 LF of water main, two gate valves, and one hydrant

Summary and Staff Recommendation: In summary, the Lely Innovation Park final plat has been submitted to reflect city staff and consultant comments. Staff finds the final plat meets the minimum requirements of the zoning and subdivision ordinances and conforms to the previously approved preliminary plat and Comprehensive Plan. Additionally, the City Attorney has reviewed the final plat and all required legal documents. Based upon the findings, staff recommends approval of the final plat as submitted. Finally, it is important to note that the Planning and Zoning Commission unanimously approved this final plat during their meeting on April 25, 2022.

ATTACHMENTS: Resolution, Final Plat, Aerial Map, Application, Legal Documents
REPORT PREPARED BY: Planning and Zoning Director
REPORT REVIEWED BY: City Administrator, City Clerk
RECOMMENDATION: Approve resolution

3. Resolution No. 6467 entitled, "RESOLUTION APPROVING MEMORANDUM OF AGREEMENT WITH CONDREY AND ASSOCIATES FOR REVIEWING AND UPDATING THE CLASSIFICATION AND COMPENSATION SYSTEM." Sporrer moved to approve, seconded by Branderhorst.

On roll call the vote was: AYES: 5, NAYS: None. Motion carried.

BACKGROUND: This resolution approves an agreement with Condrey and Associates to review and update the city's classification and compensation system. As background, during the Council meeting on June 7, staff presented an agreement with Condrey and Associates to review and update the city's classification and compensation system. As part of the discussion, Council requested that staff include benefits to the review process in an effort to develop a total compensation package for comparison purposes.

Benefit Analysis: Staff reconvened conversations with Condrey, who indicated that they were unable to perform the requested benefit analysis as it falls outside of their area of expertise. Staff then consulted with the city's benefits broker, Cottingham & Butler, who indicated that they have performed this type of analysis in the past and would be willing to assist in this evaluation. The estimated time for completion is between 60-90 days which would run concurrently with the work performed by Condrey. The service is included within the city's existing broker agreement; therefore, there would be minimal expense associated with this aspect of the evaluation.

While multiple parties would be involved in the process of updating and comparing the city's classification, compensation system, and benefits, staff believes the process can be completed within 90 days and produce the expected results.

Market Conditions: As a result of national and regional employment trends and the addition of a city ambulance service, staff sought a proposal from Condrey to evaluate the city's existing compensation rates and incorporate new ambulance service positions into the compensation system. Staff believes utilization of the consultant that initially constructed the compensation system will ensure the continuity of internal equity from the original study. Additionally, Condrey would engage other cities in the state and employers in the region to review their job descriptions and classifications to ensure the existing pay scale remains appropriate and competitive for all positions.

The list of proposed activities to be completed by the consultant include:

Phase I: Developing a work plan and schedule of activities

Phase II: Job analysis survey

Phase III: Job evaluation

Phase IV: Developing a compensation structure

Phase V: Developing a pay plan

Phase VI: Implementing and administering the program

A more detailed description of the activities and objectives can be found in the agreement attached to this memo. The cost for this study is a fixed fee of \$27,500 and the study is expected to be completed over a three-month period.

Summary and Staff Recommendation: Due to the unique labor market conditions, the addition of a city ambulance service, as well as the fact that it has been four years since the adoption of the wage scale and classification structure, staff recommends approval of this resolution and agreement with Condrey and Associates. If approved, Condrey would review and update the city's classification and compensation system for a fixed fee of \$27,500. Furthermore, staff will engage the city's insurance broker, Cottingham & Butler, to perform an analysis of the city's benefits, at no cost to the city, concurrent with Condrey's review. Staff anticipates both reviews will be completed in approximately three months.

ATTACHMENTS: Resolution, Agreement with Condrey and Associates
REPORT PREPARED BY: City Administration
REVIEWED BY: City Administrator, City Clerk
RECOMMENDATION: Approve resolution

4. Resolution No. 6468 entitled, "RESOLUTION APPROVING ORDERING THE PREPARATION OF PLANS AND SPECIFICATIONS, FORM OF CONTRACT, NOTICE OF HEARING AND NOTICE OF LETTING, SETTING DATE FOR PUBLIC HEARING, AUTHORIZING THE TAKING OF BIDS, AND AUTHORIZING BID OPENING FOR THE W. WASHINGTON STREET AND FIFIELD ROAD INTERSECTION IMPROVEMENTS PROJECT."

Hopkins moved to approve, seconded by De Jong.

On roll call the vote was: AYES: 5, NAYS: None. Motion carried.

BACKGROUND: This resolution establishes August 2, 2022, as the public hearing date and authorizes staff to seek bids for the W. Washington Street and Fifield Road Intersection Improvements project. As background, this project includes a westbound right turn lane approximately 400 LF long

plus tapers on W. Washington Street. This contract includes all labor, material and equipment to install approximately 487 square yards of 8-inch-thick PCC pavement, grading, modified subbase, granular shoulder, surface restoration, and miscellaneous associated work, including cleanup. The project engineer, Veenstra & Kimm, will handle the bid process and provide construction phase services for the project. Staff's estimate of probable costs is approximately \$90,000.

If approved, the project's critical dates are listed below:

July 27, 2022	Bid letting
August 2, 2022	Public hearing to receive bids and award of contract
August 15, 2022	Notice to proceed (approximate)
November 30, 2022	Final completion

ATTACHMENTS:	Resolution, Notice of Hearing, Notice to Bidders, Project Map
REPORT PREPARED BY:	Public Works Department
REVIEWED BY:	City Administrator, City Clerk
RECOMMENDATION:	Approve resolution

5. Resolution No. 6469 entitled, "RESOLUTION APPROVING ORDERING THE PREPARATION OF PLANS AND SPECIFICATIONS, FORM OF CONTRACT, NOTICE OF HEARING AND NOTICE OF LETTING, SETTING DATE FOR PUBLIC HEARING, AUTHORIZING THE TAKING OF BIDS, AND AUTHORIZING BID OPENING FOR THE APRON EXPANSION PROJECT AT THE PELLA MUNICIPAL AIRPORT."

Branderhorst moved to approve, seconded by Sporrer.

On roll call the vote was: AYES: 5, NAYS: None. Motion carried.

BACKGROUND: This resolution establishes August 2, 2022, as the public hearing date and authorizes staff to seek bids for the Apron Expansion project at the Pella Municipal Airport. As background, due to additional corporate jet traffic, the existing apron has become very congested at times causing delays. Furthermore, the existing apron does not allow for any transient aircraft to park without shuffling planes.

This project includes a base bid for 100' wide by 530' long six-inch thick PCC pavement. The project also includes a bid alternate to add an additional 50' in width (for a total of 150') extending the full 530' length.

The project engineer, Garden & Associates, will handle the bid process and provide construction phase services for the project. The engineer's opinion of probable costs is \$630,292 for the base bid and \$233,382 for the alternate bid for a total of \$863,674.

If approved, the project's critical dates are listed below:

July 26, 2022	Bid letting
August 2, 2022	Public hearing to receive bids and award of contract
August 15, 2022	Notice to proceed (approximate)
Final completion	Base bid - 35 working days
Base plus alternate bids	45 working days

ATTACHMENTS:	Resolution, Engineer's Opinion of Probable Costs, Notice of Hearing, Notice to Bidders, Project Map
REPORT PREPARED BY:	Public Works Department
REVIEWED BY:	City Administrator, City Clerk
RECOMMENDATION:	Approve resolution

H. CLAIMS

1. Abstract of Bills No. 2106.

Branderhorst moved to approve, seconded by Hopkins.

On roll call the vote was: AYES: 5, NAYS: None. Motion carried.

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

One comment was received and addressed.

J. POLICY AND PLANNING

From 6:49 p.m. to 7:30 p.m., Council adjourned to the Policy and Planning meeting to hold a discussion regarding the following items, with no formal Council action taken:

1. Residential parking requirements in the Central Business District
2. Regulations for private signage in the public right-of-way
3. Recommendations for City Code modifications regarding residential solar systems
4. Dental plan renewal

K. CLOSED SESSION

1. At 7:31 p.m., Branderhorst moved to enter into closed session pursuant to Iowa Code Chapter 21.5 1(c) to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation, seconded by Hopkins.

On roll call the vote was: AYES: 5, NAYS: None. Motion carried.

Council reconvened to open session at 8:18 p.m.

No action was taken regarding this closed session.

2. At 8:19 p.m., Hopkins moved to enter into closed session pursuant to Iowa Code Chapter 388.9(1) to discuss marketing and pricing strategies or proprietary information of a city utility if its competitive position would be harmed by public disclosure not required of potential or actual competitors, and if no public purpose would be served by such disclosure, seconded by Sporrer.
On roll call the vote was: AYES: 5, NAYS: None. Motion carried.

Council reconvened to open session at 8:43 p.m.

No action was taken regarding this closed session.

L. ADJOURNMENT

There being no further business claiming their attention, Hopkins moved to adjourn, seconded by Sporrer.
On roll call the vote was: AYES: 5, NAYS: None. Motion carried.

Meeting adjourned at 8:44 p.m.