



CITY OF PELLA

CITY COUNCIL OFFICIAL MINUTES

October 3, 2023

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 (via phone), Liz Sporrer, Lynn Branderhorst, Calvin Bandstra, Dr. Spencer Carlstone, Dave Hopkins. Absent: None.

City Administrator Mike Nardini and City Clerk Mandy Smith were present.

Eleven staff members and seventy-five members of the general public attended in person.

One staff member and twelve members of the general public attended via conference call.

B. MAYOR'S COMMENTS

1. Approval of Tentative Agenda.

Bandstra moved to approve, seconded by Branderhorst.

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

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

Nine comments were received.

D. APPROVAL OF CONSENT AGENDA

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

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

The following items were approved:

1. Approval of Minutes
 - a. Official Council Minutes for September 19, 2023
2. Report of Committees
 - a. Policy and Planning Minutes for September 19, 2023

PRESENT: Mayor Don DeWaard, Mark De Jong, Lynn Branderhorst, Calvin Bandstra, Dr. Spencer Carlstone, Dave Hopkins

ABSENT: Liz Sporrer

OTHERS: City staff and visitors

The Policy and Planning meeting began at 6:17 p.m.

The first item on the agenda was a request from St. Mary's Catholic Church to hard surface 218th Place. A portion of this road segment is located outside of the City of Pella's corporate limits. Brian Huddle, St. Mary's Catholic Church representative, spoke in favor of their request. In response to a question from De Jong, Huddle confirmed the church will still contribute funds towards the project; however, he is unsure of the exact amount they would be willing to contribute.

City Administrator Mike Nardini informed Council that the city has worked with Marion County on other road upgrades, noting that the county has a policy with thresholds that must be met to consider a road upgrade project. Historically, this road segment has not qualified for an upgrade under the county's policy thresholds.

At the end of the discussion, staff was directed to contact property owners near St. Mary's Catholic Church to determine their level of interest in voluntarily annexing into the City of Pella. The church has expressed interest in voluntarily annexing to receive service from Pella Fiber. Additionally, staff was directed to contact Marion County to determine if they would partner on the hard surfacing of 218th Pl. The next agenda item was a discussion regarding a request from Pella Preservation Trust to place two private signs in the public right-of-way (ROW), within 20 feet of the edge of the traveled portion of Main Street and Lincoln Street. Placement of signage in the ROW is addressed in City Code Section 165.33 as well as Resolution No. 4034. This resolution was adopted to address potential traffic hazards, potential conflicts with underground utilities, and compliance with federal and state standards for signs on federal aid routes. Three zones of control were created within the resolution:

- Zone 1: 15 feet from the edge of a public street, no new signs are allowed.
- Zone 2: 15 feet to 20 feet from the edge of a public street, no new signs are allowed.
- Zone 3: 20 feet from the edge of a public street to the City property line. New signs are allowed in this area under the standard permit process and a hold harmless agreement is required to maintain any sign in this zone.

The current sign ordinance, City Code Section 165.33, states the following:

10. Approved Special Uses

G. Public Uses, Institutional Uses, Schools, and Churches. The uses covered by this subsection shall include museums, libraries, community centers, churches, schools, parks, golf courses and recreation areas, cemeteries, nonprofit day care centers, hospitals and nursing homes, college fraternities and sororities if recognized by the local college or university and of similar public and institutional uses.

(4) Museums, libraries, community centers, churches, schools, parks, golf courses and recreation areas, cemeteries, nonprofit day care centers and hospitals and nursing homes shall be entitled to two (2) off-premises freestanding signs with a maximum area of six (6) square feet per sign. This sign, subject to permit approval, may be placed in public right-of-way and shall be limited to the name of the organization and to the location and/or direction to the premises. In the event more than one organization desires to place a sign in the same location, the Building Official shall have the option of limiting the number of signs in the location and/or requiring the use of joint identification sign. The sign shall be subject to removal for necessary public works within the public right-of-way at the sign owner's expense.

Hopkins asked if there have been recent requests for signs in the ROW. Nardini responded that this has been a topic of discussion for quite some time as it was addressed during the last Comprehensive Plan update; however, most recently, the only request he is aware of is the

one from Pella Preservation Trust for directional signage to the Tuttle Cabin. Planning and Zoning Director Gerald Buydos confirmed that no other ROW signage requests have been processed recently. Public Works Director Denny Buyert cautioned that many churches will be interested in placing signage in the ROW if allowed. Furthermore, Buyert stated that by federal guidelines, private signage can be allowed in the ROW if a policy is created with strict guidelines addressing allowable size, color, and fonts.

Bob Zylstra with Pella Preservation Trust was in attendance to speak in favor of their request. Zylstra referenced wayfinding signage in the City of Dyersville. Branderhorst expressed interest in allowing signage to welcome tourists and support locations off the beaten path, like the Tuttle Cabin.

Hopkins observed that this topic is less about one request than it is about the need for a comprehensive signage policy. Carlstone added that wayfinding signage is important, but he prefers we focus on presenting directions digitally, for example placing minimal signage directing visitors to a central location where they could scan a QR code to find directions to tourist destinations.

In response to a question from Bandstra, Buyert affirmed that Resolution No. 4034 followed federal guidelines. Buyert further explained that the city is required to be compliant with federal guidelines to receive federal funding for road projects. Furthermore, Buyert commented that Pella is unique because most of our historical destinations are within a four- to six-block area, reducing the need for directional signage.

At the end of the discussion, Council expressed a desire to review and rectify the conflict between City Code Section 165.33 and Resolution No. 4034. Additionally, Nardini proposed revisiting the work that was previously done regarding this topic, further stating that creating a very clear and tight policy will be necessary to limit the number of eligible entities who could place signage in the ROW. Hopkins agreed with creating a policy which would clearly identify eligible entities. Bandstra stated he is in favor of including signage for destinations away from the downtown area. Branderhorst summarized that the focus of a ROW signage policy should be on tourism, directing visitors to historic sites, and emphasizing the corridors of our community.

The next agenda item was a discussion regarding a request from the Historic Preservation Commission (HPC) to nominate the historic fire station to the National Register of Historic Places. The HPC received a proposal to prepare this application at a cost of \$5,100. Bruce Boertje, HPC Vice-Chairperson, shared that a donor is willing to contribute \$2,600 towards this project, resulting in the City of Pella being responsible to pay \$2,500 for the nomination process.

De Jong asked if the city be responsible to restore the hose tower should the nomination be approved. Boertje responded that the hose tower would not be included in the nomination.

Lorinda Bradley, HPC member, shared that one of the benefits to being on the National Register of Historic Places is the ability to apply for specific grants. Bradley stated that the nomination process takes approximately one year.

At the end of the discussion, Council expressed agreement in proceeding with nominating the historic fire station to the National Register of Historic Places.

The fourth item on the agenda was a review of a drafted agreement for use of the downtown sound system which was upgraded prior to the 2023 Tulip Time Festival. The city entered into an agreement with Pella Historical Society (PHS) to share the cost of upgrading the system. Per this agreement, the city is responsible to create a policy and identify fees to charge entities who use the system.

Community Services Director Jeanette Vaughan informed Council that to use the system, individuals must access the Information Windmill, correctly choose the speaker zones, and shut the system down properly to avoid audio feedback on the speakers. Vaughan stated that each microphone costs a minimum of \$1,100 to replace. When researching other communities' policies, Vaughan found that not many cities own or operate sound systems. Most communities issue noise permits that involve a fee and the individual supplying their own equipment. In our case, we are not only allowing the amplified noise, but also providing the equipment. Due to the cost of the new system components, and the training required to operate the system, staff and the Community Services Board recommended implementing tighter controls, as outlined below, through the drafted agreement:

- Available for use when not reserved for Tulip Time.
- \$100 daily fee for use of the system.
- The system is available for use only with an approved special event permit.
- To broadcast copyrighted music, the event organizer must hold the appropriate licensing.
- Event organizers must receive training on use of the system prior to their event.

Bandstra stated he feels that the daily fee amount of \$100 seems too high for groups that use the system to promote the community, such as during the Christmas season. DeWaard shared that the Downtown Retail Group contacted him with concerns about the current proposed fee as they would like to play music on Fridays and Saturdays, and the current fee would be prohibitive. DeWaard further added that he believes that regulation of the system is necessary; however, he is in favor of reducing the daily fee for instances where use of the system is deemed to be for the good of the community.

Vaughan mentioned that the city purchased a one-year agreement with the vendor which covers all repairs and maintenance, this cost \$14,500. Without an agreement, repairs will cost \$150 per hour, so we will need to keep this in mind when budgeting for repairs in future years.

Carlstone cautioned that we need to be risk cautious and consider what we do not want to be broadcast, and what hurdles need to be in place to clearly define what equates to using the system with no charge as opposed to being charged to use the system. DeWaard suggested requiring a special event permit to use the microphone.

At the end of the discussion, staff was directed to modify the drafted agreement, incorporating feedback received from Council during this work session. Once the drafted agreement has been revised, and reviewed by the City Attorney, it will be placed on a future Policy and Planning agenda for review.

The last item on the agenda was a discussion regarding remodeling 215 Main Street, the former Pella Early Learning Center. The primary work involved in the proposed remodel focuses on transitioning from a childcare facility to a modern office space including proper public access, security measures, and ADA compliant bathrooms. Additionally, the building has some ongoing maintenance issues that will need to be addressed including replacement of windows, the roof, and a portion of the HVAC system.

The engineer's opinion of probable costs for the renovation of 215 Main Street is as follows:

Final design, engineering, and construction plans	\$111,500.00
Base bid estimate	619,520.63
Alternate bid estimate (additional building maintenance)	<u>161,410.00</u>
Total	<u>\$892,430.63</u>

It is important to note that the above amounts do not include mechanical, electrical, or plumbing improvements as on-site inspections have not yet been completed.

The following funds for this project were included in the Capital Improvement Plan:

2024 – Engineering	\$100,000
2025 – Construction	<u>1,000,000</u>
Total	<u>\$1,100,000</u>

Initial plans for the facility at 215 Main Street included dedicated City Council chambers. Upon further investigation, it was determined that the building does not offer adequate space for this purpose. An analysis of the entire site showed that a free-standing facility could be constructed on this property in the future, as a separate phase of the project.

Staff recommended completing this project in phases with the first phase including remodeling the facility at 215 Main Street and constructing a free-standing City Council chamber facility in the future. This approach would yield the following benefits:

- Planning and Zoning would relocate, assisting with City Hall space needs.
- Most of the Planning and Zoning Department's board meetings would be held at the renovated facility, freeing up the Public Safety Complex training room.
- If appropriately timed, city uses at the Community Center could relocate to 215 Main Street while the Community Center is being renovated.

At the end of the discussion, staff was directed to proceed with this project in phases, as presented. An engineering agreement with Klingner & Associates for the first phase (renovation of 215 Main Street) will be placed on a future Council agenda for formal consideration.

The meeting adjourned at 7:46 p.m.

Respectfully submitted:

Mandy Smith

City Clerk

b. Community Services Board Minutes for June 16, 2023

Present: Stephen Fyfe, Mike Lyons, Amanda Schwerdtfeger, Kayla Stehlik, Arvin Van Zante. Absent: Nathan Guess, Glenn Steimling.

Staff: Jeanette Vaughan, Alex Meyers, Chandler Nunnikhoven, Dyan Parker, Kevin Vos.

12:05pm Community Services Director Jeanette Vaughan called the meeting to order.

Minutes - Motion by Van Zante, seconded by Schwerdtfeger to approve the Community Services Board Meeting minutes of May 19, 2023.

Motion carried 5-0.

Discussion Items

Review Sound System Policy – Vaughan explained the proposed policy for the new sound system and reviewed the guidelines and user fees for renting the sound system. The sound system was replaced via a partnership agreement with the Pella Historical Society, per the agreement the city will own and maintain the system while specific pieces of equipment that are dedicated to Tulip Time use will be the responsibility of Pella Historical.

- Available microphones are coded to certain zones. A zone map has not yet been provided by the contractor but will be included in the application once received.
- PACE has requested to purchase their own mic since they use it weekly over the summer for Thursdays in Pella. Other expected users of the system outside of Tulip Time would be special events in Central Park like 4th of July, resurrected tin car show and the Downtown Retailers group playing music for ambiance in the summer and during the holidays. The new agreement will charge a daily fee for using the sound system. Vaughan has reached out to the downtown retailers group to see if they would like to partner in the costs for the installation of the system which may allow them use of the system without paying the daily fee.
- Schwerdtfeger asked if users need council approval. Vaughan noted the current approval process would be through Community Services unless the event is open to the general public in which case a special event permit would also be required which does require Council approval.

• Schwerdtfeger and Van Zante asked about the right of refusal of event request. Vaughan stated, yes, if there are valid safety or harassment concerns. Vaughan would need to check with the City attorney on specifics.

• Nunnikhoven asked about a deposit for microphones, Vaughan responded the application includes a \$100 deposit.

• Lyons pointed out that the policy does require a Certificate of Insurance and there are costs associated with getting that insurance.

Update on Rec Center Project – Vaughan stated the Mayor De Waard and City Administrator Mike Nardini presented to Marion County Board of Supervisors regarding support for the Rec Center Project. They will be going to the next meeting on June 27th to find out if the county will help support the funding of the Rec Center Project.

Update on Community Center Project – Vaughan asked ad hoc committee members Schwerdtfeger and Van Zante to provide updates. Schwerdtfeger said the response from the public input meeting and 199 web-based survey responses supported the ad hoc committee's ideas and added ideas of opportunities for use of the building. Van Zante noted the public input meeting was well attended. The 35-40 participants were split up into 3 tables and the groups discussed 3 basic questions regarding building topics. Consensus of the data included access control, availability of the building on nights and weekends, use of gym, auditorium, and increased art programming. The recommendation along with the data received from the surveys and the input meeting will be reviewed at the July 5 council meeting.

Department Updates:

Aquatics/ Alex Meyers

- Outdoor pool in full swing. Opened on Memorial Day. Weather has been cold at night causing water to be really cold but has been busy.
- Staffing is close to 65 lifeguards so we expect all amenities to be available throughout the season until kids return to school activities around August 1.
- Higher wages helped increase staff from the average 35 lifeguards that we had over the last couple years.

Parks/ Chandler Nunnikhoven

- Planting Annual flowers and watering are in full swing. Some rain would really help.
- Repairs for West Market south shelter have begun. Basement walls have been repaired and backfill completed. Next week installing a new sump pump and doors, then will seal the concrete slab. We are ahead of schedule at the moment.
- Mowing still in full swing.
- All summer staff on and working hard.
- The usage of the parks is heavy this year, lots of garbage.

Golf & Athletic Fields/ Kevin Vos

- Sports park baseball tournaments June 10/11, Southern IA Classic & June 17 Crush Classic
- Soccer complex irrigation repairs are ongoing. Contracted to be on site next week to look at pump.
- Soccer complex – spring season is complete. We will start on field repairs.
- Golf – June 9 COC event was sold out, June 16 Optimist Jr. Qualifying had 107 kids and cart usage maxed out, June 17 VGA. PGA Jr league – 20+ kids on Tuesday evenings, High School program & Men's league Wednesdays, Ladies golf night Thursday (2x/month)
- Bunker renovation – removal of some bunkers, also working on condition of existing bunkers.
- Golf Season Passes sold – 84.
- Golf – continued irrigation repairs.
- Conference Center continue to be worked on. Going good right now.

Art & Rec/ Jeanette Vaughan for Brenda Ross

- 5 window air conditioners have been installed in the Crossroads offices on the 3 floor as the AC system failed and is too costly to replace.
- Peace Performing Arts group is performing "Annie" this weekend.
- Looking forward to the new custodian starting here this week.
- Summer Art Classes have started and going well, with most of the kid's classes are full.
- Mary Robertson will be uptown on Thursday Nights in Pella handing out Art To Go envelopes.

Adjournment: Motion by Schwerdtfeger, seconded by Fyfe to adjourn the Community Services Board Meeting. Motion carried 5-0.
The next meeting is scheduled for Friday, September 15, 2023, at noon in room 204, in the Community Center.
The meeting adjourned at 12:43 pm.
Respectfully submitted:
Dyan Parker

c. **Library Board Minutes for August 8, 2023**

President Darath Fisher called the meeting to order at 4:30 p.m. Board members present were: Chris Allen, Suzy Card, Darath Fisher, Dayrel Gates, Brenda Huisman, and Kristi Leonard. Library Director Mara Strickler was present. Board member Matt Van Gelder was absent with prior notice.

Recognition of Visitors and Visitor Comments: There were 19 visitors present. There were no comments from visitors.

Approval of Agenda: The meeting agenda was distributed to all board members prior to the meeting. Kristi moved to approve the agenda. Brenda seconded the motion. The motion passed unanimously.

Disposition of Minutes: The minutes of the regular meeting of July 11, 2023, were distributed to all board members prior to the meeting.

Brenda moved to approve the minutes. Chris seconded the motion. The motion passed unanimously.

Approval of Bills: The July list of bills was distributed to all board members prior to the meeting. This is the last time we can expense back to prior fiscal year. As of the end of the fiscal year, we are at 99.33% of our annual budget. Kristi moved to approve the bills. Suzy seconded the motion. The motion passed unanimously.

Unfinished Business: There was no unfinished business.

New Business:

Beneficiary claim form: When community members leave funds to the library, a beneficiary claim form may be required to allow the library to receive the funds. Brenda made a motion to authorize the Library Director to complete a beneficiary claim form when the need arises. Kristi seconded the motion. The motion was approved unanimously.

Holiday schedule: The draft holiday schedule for 2024 was distributed to all board members prior to the meeting. In May, 2024, there will be only one Sunday when the library would be open, due to Tulip Time, Mothers Day, and Memorial Day. Discussion was held on whether to keep the library open on that Sunday (May 19) as shown on the draft schedule, or keep the library closed on that day. Mara shared that the traffic count on the similar Sunday this year was 60 people. That figure is consistent with other Sundays during the winter months.

Consensus was reached that there is value in the library remaining open on that Sunday. Suzy moved to approve the draft holiday schedule for 2024. Chris seconded the motion. The motion passed unanimously.

Review of ADA Accessibility Checklist: The library board and director review sections 1 and 2 of the checklist in even years and sections 3 and 4 of the checklist in odd years. This meets the Tier 1 requirement to review the checklist every three years.

Section 1 / Approach and Entrance: The thresholds on the library's front doors meet the standard, however they are not flush and may present a trip hazard or an issue with some mobility devices. Making the thresholds flush may be a consideration in the library's capital improvement planning and prioritization process.

Section 2 / Access to Goods & Services: Signage meets checklist requirements, with the exception of the Heritage Room and the Meeting Room. These two rooms need to have revised, accessible signs (i.e., braille labeling).

The overhead light in the Heritage Room remains on during operating hours, not requiring a patron-accessible switch. But additional lighting in the room are kept off, and are controlled by switches which are higher than the standard of 48 inches from the floor.

Accessible surfaces should be between 28 and 34 inches from the floor. The library's self-checkout kiosk surface is in compliance at 31 inches from the floor but the print release station is 39 inches from the floor.

There is no accessible access to the basement level of the building. An elevator would be necessary to provide access. The building was constructed with an area roughed-in for an elevator shaft, so most of the expense would be for the elevator machinery and installation. This would be, however, a significant expenditure.

Library Card Sign-Up Month: Traditionally this event is held in September. Discussion was held on offering free replacement of library cards during the month. Consensus was that free replacement was in keeping with the library's suspension of overdue fines. Brenda moved to approve September as the Library Card Sign-Up Month, and offering free replacement of library cards for patrons who request them. Kristi seconded the motion. The motion was approved unanimously.

President's Report and Announcements:

City council meetings: August 15 – Darath, September 5 – Kristi, September 19 – Matt

The educational document prepared by the board was mailed out. Darath made a statement regarding the drafting of the document and how the printing and distribution of the document was funded.

How was the document created? The board was divided into three ad-hoc sub-committees, each of which was given a different topic to cover for the educational document. These smaller groups generally met either via Share Point or Zoom calls.

The President at the time compiled the work of the ad-hoc committees into a single document, which the other Trustees reviewed via Share Point. The then president periodically discussed the document during the President Report section of our monthly meetings.

The educational document was then submitted to the city's attorney and the Iowa Ethics and Campaign Disclosure Board and was found to be in compliance.

How was the document paid for? The document was paid for using the Library's gift and memorial fund, it was not paid for out of the general operating budget.

Director's Report:

Juvenile audiobooks (Yoto) will be a new format made available to patrons.

The library will phase out the Launchpad tablets. There are presently about ten devices in use. Maintenance has been expensive. An alternative for the format has not been found.

The library is now using the WhoFi analytics system. This allows the library's statistics to easily feed to the State Library for their data analysis and reporting. WhoFi is funded by the State Library.

Trustee Training Reports:

Marion County Annual Board Training: Thursday, September 7, 2023 @ 6:00 p.m., in the Knoxville Public Library.

Committee Reports:

Personnel committee: No reports or reviews.

Policy committee: No reports or reviews.

Adjournment: the meeting was adjourned at 5:07 p.m. The next regular meeting is scheduled on September 12, 2023, at 4:30 p.m. in the Library meeting room.

d. **Historic Preservation Commission Minutes for August 14, 2023**

Chairperson Kermode called the Historic Preservation Commission (HPC) to order in the Planning and Zoning Office at 5:03 p.m. Members present were: Bruce Boertje, Lorinda Bradley, Rhonda Kermode, and Lila Turnbull; absent: Don André. 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 July 10, 2023 meeting. Motion carried 4-0.
OTHER BUSINESS/WORK SESSION:

Work Session to Discuss the Proposed McClatchey Mill Historic District

The Commission wanted to have further discussion on the formation of a future potential historic overlay zone called the McClatchey Mill Historic District. This proposed district is located between Lincoln Street and Columbus Street and East First Street and East Second Street and would include 39 properties. The Commission also wanted to discuss possible dates to hold a meeting with property owners in the proposed district.

The Commission tentatively agreed to schedule a public input session with property owners of the proposed district on September 21, 2023 at 6:00 p.m. Staff will email the Commission to make sure this date works for all members. Kermode will draft a letter for staff to send to the property owners inviting them to the meeting. The Commission may also choose to have a petition available at the meeting for interested property owners to sign in support of the district. A presentation will be prepared for the meeting highlighting the history of the district, benefits of a district, the guidelines that property owners would need to follow, as well as addressing the perceived drawbacks of being in a historic district.

Work Session to Discuss the Historic Fire Station

The HPC received a proposal from Jennifer Price, a Historic Preservation Consultant, to prepare an application to nominate the historic fire station to the National Register of Historic Places. Planning and Zoning Director Gerald Buydos stated that he would remind City Administrator Mike Nardini about the Commission's request that the City Council approve moving forward with the nomination process.

Work Session to Discuss the Certified Local Government Program

Buydos reported that Nardini has advised Mayor Don DeWaard of the need to update the Historic District Overlay Zone ordinance, which must be done so that the City can be eligible for the Certified Local Government program.

Work Session to Discuss Adding a Representative for the Scholte Garden Historic District to the Historic Preservation Commission

The Commission discussed adding a representative for the Scholte Garden Historic District to the HPC. City Code Chapter 33.02 states, "The Historic Preservation Commission consists of five (5) members who are citizens of the City and interested in serving in matters pertaining to historic preservation. If the City has adopted a Historic District Overlay Zone ordinance, then membership shall include at least one member that is a resident from each historic district with each district member being added in addition to the initial five (5) members up to an absolute committee size of nine (9)."

The Commission directed staff to talk to the City Administrator and Mayor about adding a representative for the Scholte Garden Historic District to the HPC. The Commission mentioned the names of a couple of individuals who might be a good fit for the HPC.

Other: Turnbull asked whether any commissioners have spoken with Central College President Mark Putnam regarding the house located at 906 Independence St. Boertje said no. Kermode said she will send an email to Putnam to follow up.

The Commission discussed the Boardwalk House, formerly owned by Central College, which was moved from 300 Broadway St. in Pella to a farm near Attica, Iowa

Staff shared that information about Pella's existing local historic districts is now available on the Commission's webpage of the City of Pella website.

Next Meeting Date: The next HPC meeting is scheduled for September 11, 2023.

Adjourned at 6:06 p.m.

e. Board of Adjustment Minutes for August 21, 2023

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

CHAIRPERSON'S COMMENTS:

Approval of the Tentative Agenda: Motion by Reiter, second by Kious to approve the tentative agenda. Motion carried 5-0.

APPROVAL OF MINUTES: Motion by Vander Meiden, second by Reiter to approve the minutes from July 17, 2023. Motion carried 5-0.

PUBLIC HEARINGS: Consider a Minor Modification Request from Harlan Malsom to Construct a Garage Addition Within the Rear Yard Setbacks of 404 Spruce Dr. Harlan Malsom submitted a minor modification application to reduce the minimum setback of the rear yard of the property located at 404 Spruce Dr. to build an addition to the garage. The subject property is located within the Medium-Density Single-Family Residential (R1B) zoning district. This request would reduce the minimum north rear yard setback of the R1B zone to approximately 14 feet, which is the distance of the existing northern portion of the building from the property line.

Staff believes the requested minor modification will not have a negative impact on the subject property or neighboring properties and will not increase the amount of people or vehicles within the neighborhood. Staff also believes the proposal would expand the owner's use of the property while still complying with City Code. Staff did not receive any objections to the minor modification. For these reasons, staff believes the minor modification request should be granted and, therefore, recommended approval of the proposal.

Convened Public Hearing on the minor modification request. No written comments were received.

The applicant, Harlan Malsom, was present to speak in favor of the variance and to answer questions from the Board.

A neighbor to Malsom, Char Arrington, was present to express her concerns with the proposed setbacks for the addition and how close it would be located to her garage. She also expressed concern about the accuracy of the property lines as shown on the Beacon website.

Malsom explained that there would be approximately 17 feet between his proposed addition and Arrington's garage.

Motion by Kious, second by Reiter to close the Public Hearing as no further comments were received. Motion carried 5-0.

Motion by Reiter, second by Kious to approve the minor modification request as submitted. Motion carried 5-0.

Next Meeting Date: The next meeting is scheduled for September 18, 2023.

Other: Vander Meiden mentioned that it will be important that Nossaman's replacement on the Board is found so that, once he moves and is ineligible to serve as a Marion County extraterritorial representative, his vacancy is filled quickly. He also said that he had previously asked that a review be done of the parking issues downtown. He would like to see that continue. Additionally, he said that he had previously requested that the City Council look at updating City Code in regard to the permitted sizes of recreational vehicles and boats, as many of those that are typically sold in today's market exceed eight feet in height and 25 feet in length. He would like an update from staff on where this item is in that process.

Adjourned at 6:23 p.m.

3. Petitions and Communications

a. Renewal of Class C Retail Alcohol License for Applebee's Neighborhood Grill & Bar

BACKGROUND: Apple Corps LP, DBA Applebee's Neighborhood Grill & Bar at 1600 Washington Street, has applied for renewal of their class C retail alcohol license. The term of the new license is 12 months and, if approved, would expire on November 2, 2024.

The application has been completed online with the state. Staff is recommending approval.

ATTACHMENTS: None

REPORT PREPARED BY: City Clerk

REVIEWED BY: City Administrator

RECOMMENDATION: Approve renewal

4. Resolution No. 6618 entitled, “RESOLUTION ENTERING INTO A CONTRACT WITH THE GOVERNOR’S TRAFFIC SAFETY BUREAU FOR THE PURPOSE OF SPECIAL TRAFFIC ENFORCEMENT IN THE CITY OF PELLA”

BACKGROUND: This resolution approves the Pella Police Department entering into a contract with the Governor’s Traffic Safety Bureau (GTSB) starting October 1, 2023 through September 30, 2024.

As background, the purpose of this contract is to accomplish the provisions contained within the Fiscal Year 2024 Highway Safety Plan, State and Community Highway Safety Grant 402-PT-2024, Task 05-40-73 and 402-AL-2024, Task 02-40-73 both programs of the Governor’s Traffic Safety Bureau. The Bureau is an agency within the Iowa Department of Public Safety that allocates funding from the National Highway Traffic Safety Administration. The activity meets the requirements of Public Law 117-58 and the requirements set forth in the Governor’s Traffic Safety Bureau Procedures Manual, as amended.

If this contract is approved by Council, the Bureau would provide the Pella Police Department with \$10,900 in funds to accomplish the following:

- Conduct 55 overtime hours of planned general (402-PT funded) high visibility traffic enforcement with an effort directed at occupant restraint, impaired driving, and excessive speed violations during times and at locations identified as high-risk.
- Conduct 55 overtime hours of planned impaired driving (402-AL funded) high visibility enforcement directed at impaired driving during times and at locations that have been identified by the agency, the Iowa DOT or the DPS/GTSB to have a high occurrence for impaired driving.
- Conduct or participate in at least two targeted traffic enforcement projects, one conducted at night and one multi-jurisdictional project.
- Conduct at least 12 public information/education activities aimed at improving driver safety behaviors.
- Conduct two observational occupant protection surveys.
- Purchase one in-car video camera and one Department of Public Safety approved preliminary breath tester to utilize for impaired driving-related traffic enforcement.

It is important to note that no matching funds are required. Participation in this contract is beneficial to the Pella Police Department as it provides equipment for the department that would otherwise need to be purchased.

ATTACHMENTS: Resolution, Contract
 REPORT PREPARED BY: Shane S. McSheehy, Chief of Police
 REVIEWED BY: City Administrator, City Clerk
 RECOMMENDATION: Approve resolution

E. PUBLIC HEARINGS

1a. Public Hearing regarding an application to rezone property along Eagle Lane from Community Commercial to Limited/Light Industrial.

One written comment was received and included in the Council packet. No oral comments were received. Bandstra moved to close the public hearing, seconded by Hopkins.

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

BACKGROUND: ATI Group has submitted a rezoning application for property located along Eagle Lane to change the zoning from Community Commercial (CC) to Limited/Light Industrial (M1). The subject property is located near the southwest corner of East Oskaloosa Street and Eagle Lane as shown in the attached map.

CURRENT ZONING: The subject property is currently zoned CC. This 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, M1, and Institutional (INS), as shown on the attached zoning map for this property.

REZONING PETITION: City Code section 165.38.2.F 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 not received with this application.

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 Light Industrial, Commercial/Mixed Use, Parks and Recreation, and High Density Residential. Surrounding the property on the Future Land Use Map includes a combination of Agricultural, General Industrial, Light Industrial, and School/Central.

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

PROJECT SITE	North	South	East	West
Proposed Light Ind.	Comm./Parks & Rec	Light Ind./Parks & Rec	Civic/Public	General Ind.
Compatibility	4/3	5/3	3	4

The proposed Light Industrial use is outlined in yellow on the attached Future Land Use Map. Any potential conflicts which can be resolved through project design, landscaping, buffering, and screening, will be addressed through the building permit process.

It should also be noted that staff believes the proposed rezoning aligns with a key strategic priority of the Comprehensive Plan, which is increasing industrial acres.

SUMMARY AND STAFF RECOMMENDATION: Staff believes the proposed rezoning aligns with aspects of the Comprehensive Plan. As a result, staff recommends approval of the rezoning request. It is important to note that the Planning and Zoning Commission unanimously approved this rezoning request on August 28, 2023. Finally, the developer is requesting that the City Council considers waiving the second and third readings of this rezoning ordinance, as shown on the attached written comment.

ATTACHMENTS: Ordinance, Aerial Map, Current Zoning Map, Future Land Use Map, Application, Rezoning Exhibit, Written Comment
 REPORT PREPARED BY: Zoning Analyst
 REVIEWED BY: City Administrator, Planning and Zoning Director, City Clerk
 RECOMMENDATION: Approve ordinance

- 1b. Ordinance No. 1032 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 GENERALLY LOCATED ALONG THE WEST SIDE OF EAGLE LANE AND DIRECTING THE ZONING ADMINISTRATOR TO NOTE THE ORDINANCE NUMBER AND THE DATE OF THIS CHANGE ON THE OFFICIAL ZONING MAP."

Branderhorst moved to place ordinance no. 1032 on its first reading, seconded by Sporrer.
On roll call the vote was: AYES: 6, 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 Branderhorst.

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

Hopkins moved that ordinance no. 1032 be adopted, seconded by Sporrer.

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

Mayor DeWaard declared the ordinance duly passed and adopted.

F. RESOLUTIONS

1. Resolution No. 6619 entitled, "RESOLUTION CONDITIONALLY APPROVING A PRELIMINARY PLAT FOR THE CORRIDOR BUSINESS PARK SUBDIVISION."

Hopkins moved to approve, seconded by Sporrer.

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

BACKGROUND: This resolution conditionally approves a preliminary plat for the Corridor Business Park Subdivision submitted by ATI Group. This preliminary plat subdivides two parcels into three developable lots and one outlet. This subdivision is located along East Oskaloosa Street, Eagle Lane, and Roosevelt Road, as shown on the attached map. The 39.02-acre site is currently zoned Community Commercial (CC) and Limited/Light Industrial (M1). These parcels are currently vacant.

City Code Requirements for Preliminary Plats: The subdivision ordinance states that the City Council shall review the preliminary plat for conformance with the Comprehensive Plan, zoning ordinance, and subdivision ordinance. Preliminary plats are required whenever the subdivider of any tract or parcel of land within the platting jurisdiction of the city wishes to make a subdivision. The preliminary platting process allows the City Council the opportunity to review the overall layout of the lots and street pattern, as well as compliance with all applicable city infrastructure and code requirements.

Zoning Classification; Part of the property is zoned CC. This 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.

The other part of the property is zoned 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.

As proposed, this subdivision would result in parcels having two zoning designations; however, the developer has begun the process of remedying this by submitting a rezoning application. A rezoning ordinance is included as agenda item E-1.

Proposed Development: The site would consist of three developable lots and one outlet. The site is currently vacant.

Lot Requirements: The proposed lot meets the zoning district minimum requirements for their proposed zoning.

Required Improvements: The developer is required to make and install all public improvements identified in Chapter 170.13. The following is a review of those requirements:

Streets: The subdivider shall grade and improve all new streets between the property lines, within the subdivided area. The paving on such new streets shall be built according to the Design Standards.

STAFF COMMENT: The site would be served by East Oskaloosa Street, Roosevelt Road, and Eagle Lane. No new streets are required.

Storm Sewer and Drainage: The subdivider shall construct all storm water management structures including, but not limited to, storm sewers, drains, inlets, manholes, and drainage conveyances, to provide for the adequate removal of all surface drainage according to the Design Standards and Standard Specifications. Engineering calculations, including references to support all assumptions and recommendations, shall accompany all storm water management systems designs.

STAFF COMMENT: The City's engineering consultant and Public Works Director have had the opportunity to review and approve the development's storm water management plan and drainage calculations. The engineering consultant noted no issues with the existing systems on site.

Secondary Storm Sewer: Subdividers must provide a secondary storm sewer system with access to the system from all lots in a subdivision. The City Engineer may grant a waiver to this requirement based on the zoning of the subdivision or the topography or other site characteristics of each lot. Proposed secondary storm sewer system designs, including locations of conduit, grading, drainageways, and outlets, must be shown on the preliminary plat.

STAFF COMMENT: The site consists of three lots and one outlet. The City's engineering consultant and Public Works Director have had the opportunity to review and approve the development's storm water management plan and drainage calculations.

Sanitary Sewer: The subdivider shall construct sanitary sewers in conformance with the Design Standards and Standard Specifications, as they already exist. The subdivider shall provide a connection for each lot to the sanitary sewer and appropriate easements. The sanitary sewer shall be in operation prior to occupancy of any building.

STAFF COMMENT: The site will be connected to the public sanitary sewer across East Oskaloosa Street, a second eight-inch main will be built and dedicated to serve Lot 3. The City's engineering consultant and Public Works Director have had the opportunity to review and approve the development's sanitary sewer plan and new required easements.

Water Mains and Fire Hydrants: The subdivider is not required to construct water mains and fire hydrants in the subdivided area as they already exist.

STAFF COMMENT: The site is served by an eight-inch public water main running along East Oskaloosa Street, Eagle Lane, and Roosevelt Road. Each individual lot is set up to have their own water service per the applicant's construction plan.

Sidewalks: Sidewalks are normally required to be installed in accordance with the Design Standards and Standard Specifications.

STAFF COMMENT: Sidewalks will not be required for the site.

Erosion Control Measures: The subdivider shall construct and maintain erosion and sediment control measures in accordance with the Design Standards.

STAFF COMMENT: The City's engineering consultant and Public Works Director have reviewed the preliminary plat and expressed no concerns with the site's erosion control measures.

Electric Service: The property is currently served by the Pella Electric Department.

STAFF COMMENT: The applicant is required to make sure each property has its own service line and appropriate easements.

Comprehensive Plan: City Code requires the City Council to review the preliminary plat for conformance with the Comprehensive Plan. The Comprehensive Plan's Future Land Use Map identifies this site as Commercial/Mixed Use, Light Industrial, Parks and Recreation, and High Density Residential. The existing use complies with these designations and the Comprehensive Plan.

Summary and Staff Recommendation: Staff finds the preliminary plat satisfies the pertinent City Code and is consistent with the Comprehensive Plan; however, the zoning will need to be amended to prevent the property from having two different zoning districts. As a result, staff is recommending approval of the preliminary plat with the condition that the property be rezoned by October of 2024. Finally, it is important to note that during their meeting on August 28, 2023, the Planning and Zoning Commission approved this preliminary plat with the condition that a zoning change shall be approved by the City Council within 12 months.

ATTACHMENTS: Resolution, Cover Letter, Application, Map, Preliminary Plat

REPORT PREPARED BY: Planning and Zoning Director

REVIEWED BY: City Administrator, City Clerk

RECOMMENDATION: Approve resolution

2. Resolution No. 6620 entitled, "RESOLUTION ADOPTING AN AMENDED JOB CLASSIFICATION SCALE AND EXECUTIVE PAY PLAN."

Branderhorst moved to approve, seconded by Hopkins.

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

BACKGROUND: This resolution adopts the amended job classification scale and executive pay plan. As background, the current classification scale was adopted by Council on June 20, 2023, following a compensation study that was conducted by Condrey and Associates. Since that time, due to varying factors as outlined below, staff is recommending a few adjustments to the classification scale and executive pay plan.

Proposed Amendments

The proposed amendments under consideration with this resolution are a result of the following factors:

1. When the amended wage scale was adopted, the Police Sergeant was incorrectly identified as an exempt position. This resolution corrects the Police Sergeant to a non-exempt position.

2. After adoption of the amended wage scale, appeals were received and reviewed by Condrey. An appeal for the Electric Distribution Superintendent position was determined to be misclassified, resulting in Condrey recommending an adjustment of this position from a grade 21 to a grade 22.

3. As a result of recent staffing changes affecting the Human Resources and Finance Departments, City Administration recommends the following restructure, which has been reviewed by the City's legal counsel:

– Elimination of the City Clerk and Personnel Officer/HR Manager from Appendix A.

– Addition of City Clerk/Human Resources Director to Appendix C, the Executive Pay Plan.

– Addition of Human Resources Generalist to Appendix A; if approved, this position will report to the City Clerk/Human Resources Director position. The grading of this position was determined by Condrey and Associates.

The attached red-lined classification scale (Appendix A) and executive pay plan (Appendix C) outline the changes adopted with consideration of this resolution.

Summary: Staff is recommending approval of the resolution adopting the attached amended classification scale and executive pay plan.

ATTACHMENTS: Resolution, Red-lined Appendix A, Red-lined Appendix C

REPORT PREPARED BY: City Administration

REPORT REVIEWED BY: City Administrator, Legal Counsel, City Clerk

RECOMMENDATION: Approve resolution

3. Resolution No. 6621 entitled, "RESOLUTION APPROVING CHANGE ORDER NO. 1 (FINAL QUANTITY ADJUSTMENT AND MISCELLANEOUS ITEMS) AND ACCEPTING THE PUBLIC IMPROVEMENTS FOR THE PRAIRIE STREET IMPROVEMENTS PROJECT."

Branderhorst moved to approve, seconded by Bandstra.

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

BACKGROUND: This resolution approves change order no. 1 (final quantity adjustment and miscellaneous items) and accepts the public improvements for the Prairie Street Improvements project. As background, Council approved a contract for this project with Blommers Construction on June 21, 2022. This road segment begins at Truman Road, extending north approximately 1,100 LF to South Street. This roadway was a rural section gravel road with ditches. The project included new storm sewer and intakes and new 31' wide, eight-inches thick pavement, concrete curb and gutter with baskets.

Change Order No. 1: If approved, change order no. 1 decreases the contract by \$26,311.50 which includes the following:

Final quantity adjustments, reduction of \$28,311.50

Sanitary sewer service relocation, increase of \$2,000.00

Contract Summary

If approved, below is an updated contract summary:

Original contract	\$914,587.00
Change order no. 1	<u>(26,311.50)</u>
Final contract amount	<u>\$888,275.50</u>

Acceptance of Project: The project engineer, Garden & Associates, is recommending acceptance of the project and believes the project was completed in accordance with the approved plans and specifications. Staff is in agreement with the engineer's opinion; therefore, staff is recommending approval of this resolution approving change order no. 1 and accepting the public improvements constructed by Blommers Construction. If approved, the retainage amount of \$44,413.78 will be held for 30 days.

ATTACHMENTS: Resolution, Engineer's Acceptance Letter, Change Order No. 1

REPORT PREPARED BY: Public Works Department

REPORT REVIEWED BY: City Administrator, City Clerk

RECOMMENDED ACTION: Approve resolution

4. Resolution No. 6622 entitled, "RESOLUTION APPROVING ENGINEERING SERVICES AGREEMENT WITH GARDEN & ASSOCIATES, LTD. FOR THE BROADWAY STREET RECONSTRUCTION BACK TO BRICK PROJECT."

Branderhorst moved to approve, seconded by Hopkins.

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

BACKGROUND: This resolution approves an engineering services agreement with Garden & Associates for the Broadway Street Reconstruction Back to Brick project. As background, this road segment begins at University Street, extending north to Independence Street, as shown on the attached map. This project includes 31' back of curb to back of curb with brick inlay; new sanitary sewer, storm sewer and intakes; water mains that are currently 6" and 8" water mains will be replaced with a new 12" water main; additional fire hydrants; and replacement of on-street parking. Garden & Associates has worked with the City of Pella on many street projects including Back to Brick Alley Projects, University, Hazel, Broadway, Washington, Jefferson, Oskaloosa, Elm, Lincoln, Neil Drive/218th Avenue and Prairie. Garden & Associates has been very competitive in price, professional in all aspects of their product delivery, and provides excellent service. In addition, staff believe their fees are reasonable in relation to the scale of the project.

The estimated breakdown of the not-to-exceed engineering fees is listed below:

Preliminary and Final Design	\$66,800
Construction Administration, Observation and Staking	91,000
Add Easement Services	2,500
Total Engineering Services	<u>\$160,300</u>

Staff estimates the preliminary construction cost estimate for the project is \$965,000; this figure will be revised and expanded in greater detail by the engineer. The funding source for the project will be TIF. If approved, construction is estimated to begin in spring of 2024.

In summary, staff recommends approval of this resolution and agreement as outlined above.

ATTACHMENTS:	Resolution, Engineering Services Agreement, Map
REPORT PREPARED BY:	Public Works Department
REVIEWED BY:	City Administrator, City Clerk
RECOMMENDATION:	Approve resolution

5. Resolution No. 6623 entitled, "RESOLUTION APPROVING ARCHITECTURAL AND ENGINEERING SERVICES AGREEMENT WITH KLINGNER & ASSOCIATES FOR THE 215 MAIN STREET REMODELING PROJECT."

Hopkins moved to approve, seconded by Sporrer.

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

BACKGROUND: This resolution approves an architect and engineering services agreement with Klingner & Associates for the 215 Main Street Remodeling project. After discussing this item during the Policy and Planning meeting on September 19, 2023, Council directed staff to place this agreement on a future agenda for formal consideration. As background, the Community Betterment Organization donated this facility to the City of Pella in March of 2023. This facility was constructed in 1991 for use as a childcare facility.

Proposed Facility Renovation: The primary work involved in the proposed renovation focuses on transitioning from a childcare facility to an office space including proper public access, security measures, and ADA compliant bathrooms. Additionally, the building has some ongoing maintenance issues that will need to be addressed including replacement of windows, the roof, and a portion of the HVAC system. The agreement includes: Architect's Basic Services: Schematic Design, Design Development, Construction Documents, Bidding/Permit Assistance, Construction Administration Services.

Architect's Supplemental Services: Asbestos Inspection, Landscape Architecture.

The estimated breakdown of the not-to-exceed architect and engineering fees based on the firm's fee schedule is listed below:

Architect's Basic Services	\$100,000
Architect's Supplemental Services	11,500
Total Engineering Services	<u>\$111,500</u>

Summary: Staff is recommending approval of this resolution and agreement with Klingner & Associates for the 215 Main Street Remodeling project. Finally, it is important to note that the resolution authorizes the Mayor to sign the agreement once it has been reviewed and approved by the City Attorney.

ATTACHMENTS:	Resolution, Engineering Agreement
REPORT PREPARED BY:	Planning and Zoning Director
REVIEWED BY:	City Administrator, City Clerk
RECOMMENDATION:	Approve resolution

G. CLAIMS

1. Abstract of Bills No. 2136.

Bandstra moved to approve, seconded by Hopkins.

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

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

Five comments were received.

I. POLICY AND PLANNING

From 7:19 p.m. to 8:23 p.m., Council adjourned to the Policy and Planning meeting to hold a discussion regarding the long-term facilities plan update, with no formal Council action taken.

J. ADJOURNMENT

There being no further business claiming their attention, Branderhorst moved to adjourn, seconded by Hopkins.

On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

Meeting adjourned at 8:24 p.m.