



CITY OF PELLA

CITY COUNCIL OFFICIAL MINUTES

March 17, 2020

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 7:00 p.m., Mayor Don DeWaard presiding. Council members present were: Liz Sporrer (via phone), Lynn Branderhorst, Calvin Bandstra, Bruce Schiebout, Dave Hopkins. Absent: Mark De Jong. City Administrator Mike Nardini and City Clerk Mandy Smith were present. Due to heightened public health risks, accommodations were made to broadcast this meeting via conference call. Four staff members and sixteen members of the general public attended the conference call.

B. MAYOR'S COMMENTS

1. Announce no Policy and Planning meeting will follow the regular Council meeting.
2. Approval of Tentative Agenda.
Bandstra moved to approve, seconded by Branderhorst.
On roll call the vote was: AYES: 5, NAYS: None, ABSENT: 1. Motion carried.

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

No comments were received.

C. APPROVAL OF CONSENT AGENDA

Schiebout moved to approve the consent agenda, seconded by Hopkins.
On roll call the vote was: AYES: 5, NAYS: None, ABSENT: 1. Motion carried.
The following items were approved:

1. Approval of Minutes
 - a. Official Council Minutes for March 3, 2020
 - b. Official Council Work Session Minutes for March 10, 2020
2. Report of Committees
 - a. Policy and Planning Minutes for March 3, 2020
PRESENT: Mayor Don DeWaard, Mark De Jong, Liz Sporrer, Lynn Branderhorst, Calvin Bandstra, Bruce Schiebout, Dave Hopkins
ABSENT: None
OTHERS: City staff and visitors
The Policy and Planning meeting began at 7:45 p.m. The only item on the agenda was a discussion regarding hard surfacing 218th Avenue from just south of Shady Brook Lane to Neil Drive. The budget currently contains \$463,000 to construct a 24' wide 6" asphalt roadway with 2' gravel shoulders in a rural cross section, ditches on both sides, and culvert improvements. During the meeting, Jack Pope with Garden and Associates discussed alignment alternatives for the intersection of 218th Avenue and Neil Drive.
At the end of the discussion, Garden and Associates was directed to further research the ability to upgrade from an asphalt overlay to an urban cross section street with curb, gutter, and sidewalks. These details, including cost estimates, are scheduled to be discussed during the April 7th Policy and Planning meeting.
The meeting adjourned at 8:20 p.m.
Respectfully submitted:
Mandy Smith
City Clerk
 - b. Historic Preservation Commission Minutes for February 10, 2020
Chairperson Kermode called the Historic Preservation Commission to order in the City Hall Conference Room at 5:30 p.m. Members present were: Don André, Bruce Boertje, Rhonda Kermode, Chris Meyers, and Lila Turnbull. Staff present: Zoning Administrator Bryce Johnson. One member of the public was present.
APPROVAL OF TENTATIVE AGENDA
Motion by Boertje, second by D. André to approve the tentative agenda. Motion carried 5-0.
APPROVAL OF MINUTES
Motion by Turnbull, second by D. André to approve the minutes from the January 13, 2020 meeting. Motion carried 5-0.
NEW BUSINESS
Update on an Application to Form a Historic District Overlay Zone for the Collegiate Neighborhood Historic District
At the Historic Preservation Commission's meeting on January 13, 2020, the Commission indicated that they would reach out to the owners of the four properties (906 Independence Street, 704 and 706 Independence Street, and 503 Main Street) that were part of the Collegiate Neighborhood Historic District national historic district, but not included in the historic district overlay zone. After a determination has been made by the Commission whether to include the properties in the historic district overlay zone, staff will send a letter to the State Historic Preservation Office (SHPO) explaining the Commission's reasoning so that SHPO can complete its review of the Collegiate Neighborhood Historic District local historic district application.

Kermode reported that the SHPO indicated that 906 Independence Street (owned by Central College) should be included in the historic district overlay zone, but that as 704 and 706 Independence and 503 Main Street have had the homes either moved or demolished, the Commission could justify their removal from the historic district overlay zone application.

Kermode and D. André stated they would speak with property owners who have not signed the petition for the historic district overlay zone. At this time, the Commission is unsure whether they will have a large enough percentage of property owners in favor of the historic district overlay zone to qualify for one, without support from the owner of 906 Independence Street. Kermode will check with Will Page to see if property owners were given an option of opting out of participation in the Collegiate Neighborhood Historic district national historic district designation. Bob Zylstra suggested having Central College send the Commission a letter stating why they would not want to be included in the historic district overlay zone, which could then be sent to the SHPO.

OTHER BUSINESS/WORK SESSION

Updates from Staff on the Certified Local Government Program Presentation to the City Council

The Historic Preservation Commission has expressed interest in becoming a Certified Local Government. On February 4, 2020, Paula Mohr and Sara André from the SHPO gave a presentation to the Pella City Council to discuss the program, process, and benefits of becoming a Certified Local Government (CLG). Staff will provide an update to the Commission regarding this presentation.

Kermode said Councilmember Lynn Branderhorst stated she was happy that the topic of CLGs was brought up. Meyers stated he felt the presentation was well-received by the City Council and that he would like to see the discussion move forward. Specifically, he would like for the Commission to look into grants that may be able to assist the City with several projects, such as the upkeep of historical properties like the Memorial Building. He suggested speaking about benefits to becoming a CLG during the public forum portion of future City Council meetings. Turnbull stated that the Community Center could potentially benefit from CLG grants as well.

Zylstra said it would be beneficial if the Commission were to draft a clear statement to the City Council listing the benefits to the City as well as any obligations to the City in becoming a CLG. Meyers said he would contact the SHPO to get further information as to what the benefits and obligations might be.

Kermode noted that there is approximately \$500,000.00 available from the State for CLG grants, along with other types of grant funding. Zylstra suggested getting testimonials from those who have received CLG grants in other communities to share with the City Council. The Commission will reach out to contacts they have in CLG communities to find out what they consider to be pros and cons of being part of a CLG.

Other

Kermode stated the Preserve Iowa Summit is scheduled for June 4 through 6, 2020 in Dubuque, Iowa.

Zylstra asked about landmark plaques for historical properties within the City of Pella. Kermode explained that the Commission and City staff are in the process of looking into affordable options for landmark designation plaques for historical districts. However, CLG grants may be a future funding option for plaques. Boertje said Councilmember Calvin Bandstra has been involved in awarding plaques to property owners in Oskaloosa, Iowa, so he may be a good resource on the matter. The Commission stated they would like to have their budget reviewed so they can get an idea of the funds they will have available for items like landmark designation plaques.

Update from Staff on the Status of an Inventory Map of Pella's Historic Homes

At the direction of the Commission, staff created an inventory map of Pella's historic homes, using information provided by Commissioner Bruce Boertje. Zoning Administrator Bryce Johnson shared the progress on the map and said he is hopeful that he will have a live map online in late February 2020.

The Commission agreed with Kermode that it is important that the Commission become involved in hosting educational events on historic preservation topics such as windows. The Commission also discussed advertising options for these events.

Adjourned at 6:39 p.m.

c. Library Board Minutes for February 11, 2020

I. Call to Order: President Verlan called the meeting to order at 4:00 p.m. Board members present were: Angela Adam, Suzy Card, Verlan Den Adel, Brenda Huisman, Dinakar Kesavapillai, and Rachel Sparks. Library Director Mara Strickler was present. Kenny Nedder was excused.

II. Recognition of Visitors and Visitor Comments: No visitors were present.

III. Approval of Agenda: The February meeting agenda was received by all Board members prior to the meeting. The agenda stood as presented.

IV. Disposition of Minutes: All Board members received the January 2020 minutes prior to the meeting. Brenda moved to approve the January minutes as written. Dinakar seconded the motion. The minutes were unanimously approved.

V. Approval of Bills: All Board members received the February list of bills prior to the meeting. After a brief discussion and questions regarding the bills, Angela moved to approve the February bills. Suzy seconded the motion. The bills were unanimously approved.

VI. Unfinished Business:

- a. Accreditation status report – All Board members received a copy of the FY 21 Accreditation Application prior to the meeting. All standards have been met for Tier 3. Mara will submit a final copy after making a couple changes.
- b. Strategic Plan Goals

Volunteer Your Fines Away Event: Board discussed possible volunteer ideas to go along with National Library Week.

VII. New Business:

- a. Director's Schedule: 3/4-3/6 & 3/18-3/20, Mara will be on leave.
- b. Edge 2.0: Original Edge Assessment ended 12/19: Mara completed the updated Edge 2.0 assessment and will develop an action plan based on the results for next month's meeting. Assessment is voluntary but highly encouraged by the State Library. Mara to email assessment to Board.
- c. Enrich Iowa report from State Library: All Board members received a copy of the FY 2019 report. The proposed Enrich Iowa budget remains flat.
- d. Facilities Report: Old reference desk in front of Library entry has been removed and new shelving units have been added. Area near story time room has some maintenance issues to be reviewed. CIP funds will be used for LED lighting on shelving. Ryan will get contacts to give ideas and bids for projects to repurpose bookshelves and other items from the Carnegie Library. Marion County Community Foundation grant is coming up. Mara plans to submit project for shelving for art prints for the application.
- e. Marion County budget update: Budget allocation remains flat for the upcoming year.
- f. State Library of Iowa Update regarding continuing education: Endorsement rather than Certification for Library Director's and staff. Endorsements will be based on tracks for Director's, Technical Services, Youth Services, and Staff Librarians.
- g. Walk through of basement – disposal of materials. Mara identified some items in the basement for disposal. Removal of the items has been approved by Mike Nardini.

VIII. President's Report and Announcements:

- a. President Verlan noted the State Library Monday Morning Email had a STEM Program Application. Mara to look into details.

IX. Director's Report:

- A. Personnel - Library Assistant update: Hannah Stephenson has been hired as our newest Library Assistant; her first day was 1/30/20. Her off-desk hours will include assisting with payroll, bank deposits, and review of donations. Hannah also works at Central College in the Music Department. Please join me in welcoming Hannah to the Library!
- B. IMLS Grant Update - As of 2/4/20, 524 documents had been uploaded to the Pella Community Memory Database. We've been contacted by several organizations exploring the possibility of including their own digitized materials in the Database. We also have been in discussions with Central College regarding the possible addition of the Scholte Papers! You may see new collections appearing in the PCMD.
- C. Statistics
- Adventure passes: 10 passes checked out in January: 1 to Blank Park Zoo, 3 to Botanical Gardens of Des Moines, 3 to the Brenton Skating Plaza, 3 to Science Center of Des Moines
 - Fax24: 9 faxes sent in January.
 - Hoopla:
498 total circulations borrowed by 253 unique patrons
96 patrons used all 3 checkouts
Average price per circulation: \$2.04
209 patrons were blocked by the budget caps (540 transactions)
- D. Upcoming events:
- Adults:*
- February 11 at 7:00 p.m.: Conversations in Spanish – Library Meeting Room
 - February 13 – 20 at 5:00 p.m.: Your Genealogy – Library Meeting Room
 - February 17 at 10:30 a.m. & 6 p.m.: Photo Digitization – Registration Required
 - February 26 at 11:00 a.m.: Conversations in Spanish – Library Meeting Room
 - February 27 at 12:00 p.m.: Brown Bag Book Club – Library Meeting Room
- Youth:*
- February 12 at 10:30 a.m.: Tot Time – Story Time Room
 - February 13 at 6:30 p.m.: Home Reads Book Club – See Miss Katie for info
 - February 15 at 10:00 a.m.: Life Size Chutes & Ladders – Registration Required
 - February 12, 19, & 26 at 3 p.m.: Whatchamacallit Wednesday – Meeting Room
 - February 14, 21, & 28 at 4:00 p.m.: Dungeons & Dragons
 - February 15, 22, & 29 at 10:30 a.m.: Saturday Story Time – Story Time Room

X. Trustee training reports:

- a. Discussion regarding Innovative Libraries Online Conference (ILOC) Keynote: Trustees: What's Your Role in Project Management by Gail Santy. Kanban management style concept was highlighted. A couple key benefits are visibility and accountability for director, staff, and public. Mara would like to implement for upcoming projects with the Edge assessment and strategic plan.

XI. Committee reports:

- a. Policy Review: None.

XII. Adjournment: President Verlan Den Adel adjourned the meeting at 5:38 p.m. The next regularly scheduled Board Meeting is scheduled for Wednesday, March 11, 2020.

d. **Planning and Zoning Commission Minutes for February 24, 2020**

Chairperson Canfield called the Planning and Zoning Commission to order at 7:00 p.m. in the Public Safety Complex. Members present were: Joe Canfield, Julio Chiarella, Cathy Hausteine, Kisha Jahner, Dave Landon, Robin Pfalzgraf, Gary Van Vark, Ann Visser, and Teri Vos. Absent: Mark Groenendyk and Julie Heerema Mueller. Staff present: City Administrator Mike Nardini, Zoning Administrator Bryce Johnson, and Deputy City Clerk Cynthia Vaske. Six members of the public were in attendance.

APPROVAL OF TENTATIVE AGENDA

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

APPROVAL OF MINUTES

Motion by Landon, second by Visser to approve the minutes of the January 27, 2020 meeting. Motion carried 9-0.

PUBLIC HEARINGS

None.

NEW BUSINESS PROPOSED

Consider a Site Plan Application Submitted by Vermeer Corporation to Construct a 7,128-Square Foot Central Utility Plant
Vermeer Corporation has submitted a site plan application to construct a new 7,128-square foot Central Utility Plant (CUP). It is important to note that this location is currently granular surfaced and utilized for outdoor storage.

According to the Zoning Ordinance, the proposed land use is classified as Utilities, which is defined as "any above ground structures or facilities, other than lines, poles and other incidental facilities, used for the production, generation, transmission, delivery, collection or storage of water, sewage, electricity, gas, oil, energy media, communications, electronic or electromagnetic signals, or other services which are precedent to development and/or use of land." The proposed land use is permitted-by-right in the City's M2 zoning district.

Staff believes the proposed site plan meets the requirements of the City's zoning code and is consistent with the City's Comprehensive Plan. Therefore, staff is recommending the site plan be approved as submitted.

Chiarella stated that he thinks it is important for the City of Pella's Fire Department to inspect the site to ensure their vehicles will be able to access the area. City Administrator Mike Nardini replied that the fire department reviews all site plans, but that staff will follow up with the fire department to find out whether they have taken a fire truck to this site to gauge accessibility for emergency vehicles.

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

OTHER BUSINESS/PUBLIC FORUM

Work Session to Discuss the Prairie Ridge Urban Renewal Plan

The Prairie Ridge Urban Renewal Plan is scheduled to be considered by the Commission on March 9, 2020. The proposed plan is located south of Highway 163 on the western portion of the City's corporate limits. As background, a recent Marion County Housing Assessment identified an additional 966 housing units are needed by 2025 to meet the demand for housing in Pella. Furthermore, the City's Comprehensive Plan established goals and suggested strategies, including Tax Increment Financing (TIF), to provide for new housing developments. In order for the City to offer economic development incentives for new housing, the City must first approve an urban renewal plan.

A lack of workforce housing (target range \$180,000 to \$250,000) is becoming an impediment to growth for large employers. State programs are intended for low-and-moderate income (LMI) housing (80% of median household income). Non-LMI housing involves withholding requirements. The combination of withholding requirements and the cost of public infrastructure makes it challenging to build workforce housing.

The purpose of the Prairie Ridge development is to provide workforce housing to support business and industry. This development is proposed to include 93 single family homes priced at approximately \$250,000 and 45 townhomes priced from \$180,000 to \$220,000. This type of housing is very popular in the Des Moines metro area. The on-site public infrastructure is estimated at \$4.7 million. Off-site public infrastructure, mainly consisting of the Fifield Road water main extension, is estimated at \$1.0 million.

In summary, this is a joint project between the City of Pella and Marion County. The purpose of the project is to provide workforce housing for Marion County, which will enable business and industry to stay viable in this area. Through an agreement, the City will be responsible for constructing all off-site public infrastructure (Fifield Road water main extension) for the development. Marion County will be responsible for financing the on-site public infrastructure for the development once constructed and dedicated to the City.

Pfalzgraf shared her concerns with the affordability of the proposed housing in this development. Nardini said the homes are geared towards the young professionals who do not qualify for assistance with housing, based on their annual income. Pfalzgraf stressed that it is important to ensure that the projected housing costs for this development do not go above what is being proposed so that the homes remain affordable.

Jahner said there are 37 manufacturing employers in Marion County. The proposed Prairie Ridge development will contain the type of housing Marion County lacks, which has contributed to minimal population growth in the county.

Van Vark asked how the City will benefit from the Fifield Road water main extension. Nardini explained that the water main extension will increase fire flows to the area. He further explained that the development agreement will have requirements that the developer must meet in regards to the quality and type of housing that will be built. There are plans for a commercial development to occur at some point in the future as well.

The Commission asked to proceed with a vote on the Urban Renewal Plan as it was determined they would not have quorum for a special meeting on March 9, 2020. Nardini allowed this to occur on the condition that the City Attorney would be consulted as to the vote's validity. Motion by Van Vark, second by Pfalzgraf that the proposed Urban Renewal Plan, known as the Prairie Ridge Urban Renewal Plan, is in conformance with the City's Comprehensive Plan. Motion carried 9-0. Upon review, the City Attorney deemed the motion and resulting vote invalid due to the exclusion of consideration of the Marion County Urban Renewal Plan in addition to the City of Pella Urban Renewal Plan. This item will be reconsidered during a special Planning and Zoning Commission meeting on March 3, 2020.

Special Meeting Scheduled for March 9, 2020

This meeting was moved to March 3, 2020.

Other

Nardini stated that Zoning Administrator Bryce Johnson has resigned and will be leaving the City of Pella in late March 2020. The Commission and Nardini wished Johnson well on his future endeavors.

Nardini reported that the Oskaloosa Street Corridor Committee hopes to meet in late March 2020.

Adjourned at 8:04 p.m.

3. Petitions and Communications

a. Special Event Permit Request for Southern Iowa Mustang Club Car Show

i. Resolution No. 6086 entitled, "RESOLUTION TEMPORARILY CLOSING PUBLIC WAYS OR GROUNDS IN CONNECTION WITH A SPECIAL EVENT KNOWN AS SOUTHERN IOWA MUSTANG CLUB CAR SHOW"

BACKGROUND: The Southern Iowa Mustang Club has requested a special event permit for their annual car show. The event is scheduled on Saturday, June 20, 2020 from 8:00 a.m. to 4:00 p.m. with set-up starting at 7:00 a.m. and take down ending at 5:00 p.m. As background, the Southern Iowa Mustang Club promotes the appreciation of classic cars via car shows, picnics, cruises, tours, and other public activities. They are requesting to hold their 25th annual car show in Pella to allow their attendees the opportunity to attend a car show in a picturesque setting and enjoy shopping at area businesses. The promoter anticipates having 80 cars and 200 people attend the event. As part of their application, the promoter has requested closure of the following street segments between 7:00 a.m. and 5:00 p.m. the day of the event:

- Broadway Street between Washington Street and Franklin Street
- Broadway Street between Franklin Street and Liberty Street

The promoter is recommending keeping the intersections (Broadway and Franklin as well as Broadway and Liberty) open during the event to minimize any traffic disruptions.

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

ATTACHMENTS: Resolution, Application, Map, Department Comments

REPORT PREPARED BY: City Clerk

REVIEWED BY: City Administrator

RECOMMENDATION: Approve special event permit and resolution

D. *PUBLIC HEARINGS

1a. Public Hearing on Adopting the Fiscal Year 2020-2021 Budget.

No written or oral comments were received.

Schiebout moved to close the public hearing, seconded by Branderhorst.

On roll call the vote was: AYES: 5, NAYS: None, ABSENT: 1. Motion carried.

1b. Resolution No. 6087 entitled, "RESOLUTION ADOPTING THE FISCAL YEAR 2020-2021 ANNUAL BUDGET."

Schiebout moved to approve, seconded by Branderhorst.

On roll call the vote was: AYES: 5, NAYS: None, ABSENT: 1. Motion carried.

BACKGROUND: This resolution approves the City of Pella's proposed budget for the fiscal year (FY) beginning July 1, 2020 through June 30, 2021. The FY 20-21 budget includes recommendations received during the work sessions held with Council in mid-February.

Listed below are highlights of the proposed budget.

- The FY 20-21 budget includes projected revenues of \$47,576,752 and expenses of \$45,968,223. The overall budget has a projected increase in reserves in the amount of \$1,608,529.
- For the 19th consecutive year, the City's property tax rate will remain at \$10.20 per taxable \$1,000 valuation. For mid-sized cities, Pella has one of the lowest tax rates in the state.
- The FY 20-21 budget includes three new full-time positions. Two of these positions are directly related to the City's new telecommunications utility and include the utility director position as well as the new billing manager position. In addition, the budget includes the upgrade of a part-time janitorial position for Community Services to full-time, as well as an additional 1,200-hour parks maintenance position. The budget also includes a part-time administrative position for the Police Department, as well as upgrading the City's zoning administrator position to a director level, with the intention of overseeing the Planning and Zoning Department. All of these positions are necessary to maintain existing service levels.
- In order to support the Iowa Department of Natural Resources (IDNR) mandated improvements to the City's wastewater treatment system, the proposed budget includes an 8% increase in wastewater rates. This rate increase is the third of four anticipated increases necessary to cover the debt associated with those improvements.
- The proposed budget includes a 5% increase in water rates which is being driven by extensive capital improvements undertaken by the City in the last five years. These improvements include the \$15 million in water treatment plant upgrades and a significant amount of improvements to the City's water distribution system. Unfortunately, the existing usage on the system has not generated a sufficient revenue stream to fund future capital improvements, hence the reason for the proposed increase. Overall, the City's water and wastewater rates are very competitive when compared locally, as well as on a statewide basis.
- The proposed budget contains \$2.5 million in offsite public infrastructure extensions. These extensions are necessary to further development on the western and eastern edges of the community. On the westside, the proposed Prairie Ridge workforce housing development is a joint project with Marion County. This proposed project is estimated to provide 116 housing units, which will be priced in an effort to meet the City's workforce housing needs.
- The proposed budget includes \$849,000 for the total reconstruction of Bos Landen Drive from the west entrance to the Bos Landen subdivision, ending 1,500 linear feet to the east. Additionally, this project includes an overlay of nearly 1,650 linear feet of Bos Landen Weg, which begins near the south entrance and ends near Bos Landen Drive.
- The FY 20-21 budget and associated five-year capital improvement plan contains nearly \$3.2 million of residential street improvements over the next five years. Annually staff reviews the overall condition index of each street and performs visual inspections to identify residential streets in need of reconstruction or overlay.
- The proposed budget includes \$320,000 of City funds to assist the local Kiwanis Club in their effort to fund an all-inclusive playground. In addition to the playground, the proposed project includes off-street parking, handicap accessible restrooms, and shaded seating areas.
- To address safety concerns at the Pella Municipal Airport, the FY 20-21 budget includes \$1,490,000 for rehabilitation of the runway which includes repaving, patching, grinding, and a 3-inch asphalt overlay of the entire runway. Staff expects this improvement to extend the life of the runway for the next seven to ten years. Ninety percent of the funds for this project are secured through a federal grant from the FAA.
- The FY 20-21 budget contains nearly \$6,000,000 for improvement to an EQ flow meter, mechanical screens, backflow preventer, activated sludge basins, additional aeration blowers, repairs to final clarifiers #1 and #2, new final clarifier #3, drainage pit, return activated sludge pumps, sludge thickeners, sludge storage tank repairs, replacing ultraviolet light disinfection, general plant repairs to structures and buildings, as well as repairs to lift stations #1, #2, and #3. As previously mentioned, these repairs are a requirement of the Iowa Department of Natural Resources.
- The FY 20-21 budget includes \$1,520,000 for public infrastructure extensions to accommodate the new Lely North American heavy industrial park. The 65-acre development includes Lely's new North American Headquarters, a proposed 135,000 square foot facility which is estimated to cost \$16 million. In addition, the development will include approximately 50 acres for heavy industrial development, which is critical in expanding the local economy.

The proposed FY 20-21 budget book is on file at the Public Library and City Hall for public review.

ATTACHMENTS: Resolution, Summary of FY 20-21 Budget, Budget Estimate
REPORT PREPARED BY: Finance Director
REVIEWED BY: City Administrator, City Clerk
RECOMMENDATION: Approve resolution

2a. Public Hearing on the Proposed Prairie Ridge Urban Renewal Plan.

No written or oral comments were received.

Bandstra moved to close the public hearing, seconded by Hopkins.

On roll call the vote was: AYES: 5, NAYS: None, ABSENT: 1. Motion carried.

2b. Resolution No. 6088 entitled, "RESOLUTION DETERMINING AN AREA OF THE CITY TO BE AN ECONOMIC DEVELOPMENT AREA, AND THAT THE REHABILITATION, CONSERVATION, REDEVELOPMENT, DEVELOPMENT, OR A COMBINATION THEREOF, OF SUCH AREA IS NECESSARY IN THE INTEREST OF THE PUBLIC HEALTH, SAFETY OR WELFARE OF THE RESIDENTS OF THE CITY; DESIGNATING SUCH AREA AS APPROPRIATE FOR URBAN RENEWAL PROJECTS; AND ADOPTING THE PRAIRIE RIDGE URBAN RENEWAL PLAN."

Schiebout moved to approve, seconded by Branderhorst.

On roll call the vote was: AYES: 5, NAYS: None, ABSENT: 1. Motion carried.

BACKGROUND: The proposed Prairie Ridge Urban Renewal Plan is intended to provide opportunities and incentives for new residential development; specifically, to stimulate private investment in new residential development which enhances the economic vitality of the community. The Prairie Ridge Urban Renewal area is located north of the west intersection of Fifield Road and Washington Street/Highway G28. A map of the location is included as Exhibit 'B' of the attached plan.

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

Proposed Project in the Urban Renewal Plan

Ninety-one single-family housing units and 25 condo/townhome housing units are proposed within the Urban Renewal Area. Construction of the housing units is anticipated to be completed over a number of years, with all housing units anticipated to be complete and fully assessed by January 1, 2030. In order to accomplish the project, the development requires infrastructure improvements at an estimated cost of \$4.3 to \$4.7 million. To support the continued development of Marion County, the County has indicated a desire to support the project through financing the cost of the public infrastructure with repayment through the use of TIF. Additionally, the TIF is expected to cover the cost of low-and-moderate income housing withholding requirements.

Comprehensive Plan

Additional housing is noted as a key priority goal in the City's Comprehensive Plan. In addition, the Plan recommends a mixture of housing types, with an emphasis on providing housing that is under-served, such as medium density (townhomes and duplexes). Additionally, the plan calls for a focus on moderate-income/workforce housing. Specifically, the plan states that in "Pella and around the State of Iowa, there is a need for workforce housing, both rental and owner-occupied for households in the 80-120% of median income category. This income group is not typically eligible for state-funded programs but may still find it difficult to afford market prices. A gap exists where the market is not providing housing opportunities."

As stated earlier, the Comprehensive Plan identified strategies to set forth goals and objectives for new housing development within City limits, including the use of TIF. Consistent with the Comprehensive Plan, the City has determined that the proposed projects set forth herein would not be possible without the use of TIF.

In determining conformance with the Comprehensive Plan, it is important to review the document as a whole, including the text. Based on staff's analysis, we believe the proposed plans are in conformance and aligns with the Comprehensive Plan.

Designated Representative Report

Iowa Code requires the City to hold a consultation with all affected taxing entities prior to adoption of an urban renewal plan. As directed by City Council, the consultation was held on February 26, 2020. No oral or written comments were received.

Additionally, Iowa Code requires the City to submit the proposed Plan to the Planning and Zoning Commission for review. At their meeting held on March 3, 2020, the Planning and Zoning Commission recommended that both the proposed City of Pella Prairie Ridge Urban Renewal Plan and the proposed Marion County Prairie Ridge Urban Renewal Plan are in conformance with the City's Comprehensive Plan.

This resolution accepts the Designated Representative Report into the record. This report contains two supporting attachments:

- Minutes from the Consultation on February 26, 2020
- Planning and Zoning Commission's recommendation dated March 3, 2020

In summary, this resolution determines an area of the City to be an economic development area, designates such area as appropriate for urban renewal projects, and adopts the Prairie Ridge Urban Renewal Plan. The location of the proposed Plan is north of the west intersection of Fifield Road and Washington Street/Highway G28. A map of the location is included as Exhibit 'B' of the attached plan. The proposed Prairie Ridge Urban Renewal Plans are intended to promote new housing and residential development in the community. Staff believes the proposed Plans align and are in conformance with the City's Comprehensive Plan.

ATTACHMENTS: Resolution with Urban Renewal Plan, Marion County Prairie Ridge Urban Renewal Plan, Designated Representative Report

REPORT PREPARED BY: City Administration

REVIEWED BY: City Administrator, City Clerk

RECOMMENDATION: Approve report and resolution

3a. Public Hearing on the authorization of a Loan Agreement and the issuance of Notes to evidence the obligation of the City thereunder.

No written or oral comments were received.

Bandstra moved to close the public hearing, seconded by Schiebout.

On roll call the vote was: AYES: 5, NAYS: None, ABSENT: 1. Motion carried.

3b. Resolution No. 6089 entitled, "RESOLUTION INSTITUTING PROCEEDINGS TO TAKE ADDITIONAL ACTION FOR THE AUTHORIZATION OF A LOAN AGREEMENT AND THE ISSUANCE OF NOT TO EXCEED \$10,300,000 COMMUNICATIONS UTILITY REVENUE CAPITAL LOAN NOTES."

Schiebout moved to approve, seconded by Branderhorst.

On roll call the vote was: AYES: 5, NAYS: None, ABSENT: 1. Motion carried.

BACKGROUND: This resolution institutes proceedings to take additional action for the authorization of a Loan Agreement and the issuance of a maximum not-to-exceed \$10,300,000 in Communications Utility Revenue Capital Loan Notes. The purpose of these notes is to provide funds to pay the costs of infrastructure improvements necessary to provide telecommunications services to the community.

ATTACHMENTS: Resolution

REPORT PREPARED BY: City Administration

REPORT REVIEWED BY: City Administrator, City Clerk

RECOMMENDED ACTION: Approve resolution

4a. Public Hearing on the authorization of a Loan Agreement and the issuance of Notes to evidence the obligation of the City thereunder.

No written or oral comments were received.

Hopkins moved to close the public hearing, seconded by Bandstra.

On roll call the vote was: AYES: 5, NAYS: None, ABSENT: 1. Motion carried.

4b. Resolution No. 6090 entitled, "RESOLUTION INSTITUTING PROCEEDINGS TO TAKE ADDITIONAL ACTION FOR THE AUTHORIZATION OF A LOAN AGREEMENT AND THE ISSUANCE OF NOT TO EXCEED \$1,800,000 TAXABLE COMMUNICATIONS UTILITY REVENUE CAPITAL LOAN NOTES."

Schiebout moved to approve, seconded by Hopkins.

On roll call the vote was: AYES: 5, NAYS: None, ABSENT: 1. Motion carried.

BACKGROUND: This resolution institutes proceedings to take additional action for the authorization of a Loan Agreement and the issuance of a maximum not-to-exceed \$1,800,000 in Taxable Communications Utility Revenue Capital Loan Notes. The purpose of these notes is to provide potential funding necessary to provide telecommunications services to the community.

ATTACHMENTS: Resolution
REPORT PREPARED BY: City Administration
REPORT REVIEWED BY: City Administrator, City Clerk
RECOMMENDED ACTION: Approve resolution

- 5a. Public Hearing on the authorization of a Loan Agreement and the issuance of Notes to evidence the obligation of the City thereunder.

No written or oral comments were received.

Schiebout moved to close the public hearing, seconded by Hopkins.

On roll call the vote was: AYES: 5, NAYS: None, ABSENT: 1. Motion carried.

- 5b. Resolution No. 6091 entitled, "RESOLUTION INSTITUTING PROCEEDINGS TO TAKE ADDITIONAL ACTION FOR THE AUTHORIZATION OF A LOAN AGREEMENT AND THE ISSUANCE OF NOT TO EXCEED \$13,900,000 ELECTRIC REVENUE CAPITAL LOAN NOTES."

Schiebout moved to approve, seconded by Branderhorst.

On roll call the vote was: AYES: 5, NAYS: None, ABSENT: 1. Motion carried.

BACKGROUND: This resolution institutes proceedings to take additional action for the authorization of a Loan Agreement and the issuance of a maximum not-to-exceed \$13,900,000 in Electric Revenue Capital Loan Notes. The purpose of these notes is to fund electric infrastructure assets which will allow the utility to provide advanced metering infrastructure (AMI).

ATTACHMENTS: Resolution
REPORT PREPARED BY: City Administration
REPORT REVIEWED BY: City Administrator, City Clerk
RECOMMENDED ACTION: Approve resolution

- 6a. Public Hearing on the authorization of a Loan Agreement and the issuance of Notes to evidence the obligation of the City thereunder.

No written or oral comments were received.

Bandstra moved to close the public hearing, seconded by Hopkins.

On roll call the vote was: AYES: 5, NAYS: None, ABSENT: 1. Motion carried.

- 6b. Resolution No. 6092 entitled, "RESOLUTION INSTITUTING PROCEEDINGS TO TAKE ADDITIONAL ACTION FOR THE ISSUANCE OF NOT TO EXCEED \$1,600,000 GENERAL OBLIGATION URBAN RENEWAL CAPITAL LOAN NOTES."

Hopkins moved to approve, seconded by Branderhorst.

On roll call the vote was: AYES: 5, NAYS: None, ABSENT: 1. Motion carried.

BACKGROUND: This resolution institutes proceedings to take additional action for the authorization of a Loan Agreement and the issuance of a maximum not-to-exceed \$1,600,000 General Obligation Urban Renewal Capital Loan Notes for the purposes of carrying out urban renewal projects in the Lely Urban Renewal Plan. The proposed project includes the construction, reconstruction, and improvement of 250th Avenue; construction of water main improvements; and construction of sewer system improvements including a lift station and force main improvements.

ATTACHMENTS: Resolution
REPORT PREPARED BY: City Administration
REPORT REVIEWED BY: City Administrator, City Clerk
RECOMMENDED ACTION: Approve resolution

- 7a. Public Hearing on the authorization of a Loan Agreement and the issuance of Notes to evidence the obligation of the City thereunder.

No written or oral comments were received.

Hopkins moved to close the public hearing, seconded by Bandstra.

On roll call the vote was: AYES: 5, NAYS: None, ABSENT: 1. Motion carried.

- 7b. Resolution No. 6093 entitled, "RESOLUTION INSTITUTING PROCEEDINGS TO TAKE ADDITIONAL ACTION FOR THE ISSUANCE OF NOT TO EXCEED \$500,000 GENERAL OBLIGATION CAPITAL LOAN NOTES."

Schiebout moved to approve, seconded by Branderhorst.

On roll call the vote was: AYES: 5, NAYS: None, ABSENT: 1. Motion carried.

BACKGROUND: This resolution institutes proceedings to take additional action for the authorization of a Loan Agreement and the issuance of a maximum not-to-exceed \$500,000 General Obligation Capital Loan Notes for the purpose of providing funds to pay the cost of construction, reconstruction, and improvement of the Pella Municipal Airport Wildlife Fence project.

ATTACHMENTS: Resolution
REPORT PREPARED BY: City Administration
REPORT REVIEWED BY: City Administrator, City Clerk
RECOMMENDED ACTION: Approve resolution

8a. Public Hearing on the authorization of a Loan Agreement and the issuance of Notes to evidence the obligation of the City thereunder.

No written or oral comments were received.

Branderhorst moved to close the public hearing, seconded by Schiebout.

On roll call the vote was: AYES: 5, NAYS: None, ABSENT: 1. Motion carried.

8b. Resolution No. 6094 entitled, "RESOLUTION INSTITUTING PROCEEDINGS TO TAKE ADDITIONAL ACTION FOR THE ISSUANCE OF NOT TO EXCEED \$1,100,000 GENERAL OBLIGATION CAPITAL LOAN NOTES."

Schiebout moved to approve, seconded by Branderhorst.

On roll call the vote was: AYES: 5, NAYS: None, ABSENT: 1. Motion carried.

BACKGROUND: This resolution institutes proceedings to take additional action for the authorization of a Loan Agreement and issuance of a maximum not-to-exceed \$1,100,000 General Obligation Capital Loan Notes. The purpose of these notes is to provide funds to pay for the construction of 218th Avenue and all associated improvements.

ATTACHMENTS: Resolution
REPORT PREPARED BY: City Administration
REPORT REVIEWED BY: City Administrator, City Clerk
RECOMMENDED ACTION: Approve resolution

E. PETITIONS & COMMUNICATIONS – None

F. PLANNING & ZONING ITEMS – None

G. ADMINISTRATION REPORTS – None

H. RESOLUTIONS

1. Resolution No. 6095 entitled, "RESOLUTION ORDERING CONSTRUCTION OF CERTAIN PUBLIC IMPROVEMENTS, AND FIXING A DATE FOR HEARING THEREON AND TAKING OF BIDS THEREFOR."

Schiebout moved to approve, seconded by Hopkins.

On roll call the vote was: AYES: 5, NAYS: None, ABSENT: 1. Motion carried.

BACKGROUND: This resolution establishes April 21, 2020 as the public hearing date and authorizes staff to seek bids for the Pella Fiber to the Home Network Project. The project generally consists of extending fiber optic network to all homes and businesses within the corporate limits. The proposed network will allow the City of Pella to provide telecommunications services to our citizens, in accordance with the May 2018 referendum which was approved with a 92% support level. The proposed fiber optic network will also be utilized by the electric utility to provide Advanced Metering Infrastructure (AMI) to its customers. Utilization of AMI will allow automation of many of the manual processes currently used to support the City's utilities. This includes automatic and remote measuring of electric usage, connection and disconnection of service, detection of tampering, identifying and isolating outages, as well as monitor voltage.

The proposed project consists of all materials, equipment, transportation, and labor necessary to construct the network's outside plant infrastructure for a PON fiber to the home (FTTH) system. It is important to note, the material does not include any access equipment, which will be bid at a later date.

If Council approves this resolution, critical dates for the project are as follows:

Bid Opening April 13, 2020
Public Hearing and Notice to Proceed April 21, 2020

ATTACHMENTS: Resolution
REPORT PREPARED BY: City Administration
REPORT REVIEWED BY: City Administrator, City Clerk
RECOMMENDED ACTION: Approve resolution

2. Resolution No. 6096 entitled, "RESOLUTION FIXING DATE FOR A MEETING ON THE AUTHORIZATION OF A LOAN AND DISBURSEMENT AGREEMENT AND THE ISSUANCE OF NOT TO EXCEED \$8,000,000 SEWER REVENUE CAPITAL LOAN NOTES OF THE CITY OF PELLA, IOWA, AND PROVIDING FOR PUBLICATION OF NOTICE THEREOF."

Hopkins moved to approve, seconded by Schiebout.

On roll call the vote was: AYES: 5, NAYS: None, ABSENT: 1. Motion carried.

BACKGROUND: This resolution establishes April 7, 2020 as the public hearing date for the purpose of taking action regarding authorizing a loan and disbursement agreement and issuing a maximum not-to-exceed \$8,000,000 in Sewer Revenue Capital Loan Notes. The purpose of these notes is to provide funding necessary to make improvements to the City's wastewater treatment plant and replace the sanitary sewer near West 3rd Street.

ATTACHMENTS: Resolution
REPORT PREPARED BY: City Administration
REPORT REVIEWED BY: City Administrator, City Clerk
RECOMMENDED ACTION: Approve resolution

3. Resolution No. 6097 entitled, "RESOLUTION AUTHORIZING THE ISSUANCE OF \$1,600,000 GENERAL OBLIGATION CAPITAL LOAN NOTES, SERIES 2020E, AND LEVYING A TAX FOR THE PAYMENT THEREOF."

Branderhorst moved to approve, seconded by Hopkins.

On roll call the vote was: AYES: 5, NAYS: None, ABSENT: 1. Motion carried.

BACKGROUND: The proposed fiscal year 20-21 budget includes debt issuances for the construction of the wildlife fence at the Pella Municipal Airport and improvements to 218th Avenue from Neil Drive to the Shady Brook subdivision. While the projects are still subject to change, staff along with the City's financial advisor estimated the annual debt service for these projects to be approximately \$120,000.

In order to utilize the debt service levy as part of the City's annual budget, Iowa Code Chapter 76.2 requires the City to approve a resolution authorizing the issuance and approving a levy to support the repayment of the issuance.

It is important to note that several other significant steps are required prior to the actual debt issuance. This resolution simply provides the opportunity to collect revenues for repayment of the debt in the event the Council chooses to proceed with that form of financing.

ATTACHMENTS: Resolution
REPORT PREPARED BY: Finance Director
REPORT REVIEWED BY: City Administrator, City Clerk
RECOMMENDED ACTION: Approve resolution

4. Resolution No. 6098 entitled, "RESOLUTION APPROVING ENGAGEMENT AGREEMENT WITH AHLERS AND COONEY, P.C. TO ACT AS BOND COUNSEL FOR THE CITY OF PELLA IN CONNECTION WITH THE SEWER REVENUE CAPITAL LOAN NOTES."

Bandstra moved to approve, seconded by Schiebout.

On roll call the vote was: AYES: 5, NAYS: None, ABSENT: 1. Motion carried.

BACKGROUND: This resolution approves an engagement agreement with Ahlers and Cooney to act as Bond Counsel in connection with the Sewer Revenue Capital Loan Notes. As background, on February 4, 2020, the City Council awarded a contract to WRH, Inc. for the 2019 Wastewater Treatment Plant upgrades in the amount of \$5,998,000. These improvements are necessary to meet the new Iowa Department of Natural Resources (IDNR) permit and schedule.

The project includes the following items:

1. Equalization Basin - Provide and install a flow measurement vault.
2. Headworks - Demolish the existing macerators and install a multi-rake screen and wash in a new annex to the existing Grit Building.
3. Activated Sludge Basins - Rehabilitate the four activated sludge basins.
4. Tank Drainage Pit - Replace the existing pumps and repair the tank drains.
5. Process Building - Replace the existing centrifugal aeration blowers, the existing RAS pumps, and associated RAS piping.
6. Final Clarifiers - Construct a new splitter box and a new final clarifier 3. Repair final clarifiers 1 and 2.
7. Ultraviolet Light Disinfection (UV) - Replace the existing UV system and modify the basins as required.
8. Sludge Thickeners - Blast and paint the sludge thickener flights.
9. Sludge Storage Tank - Repair the sludge storage tank roof and exterior walls.
10. General Plant Repairs - Repair brick and capstones, window gasket removal/replacement, glazing and gasket removal/replacement, and other work as indicated on the drawings.
11. Miscellaneous site improvements and grading.
12. Associated piping, electrical, controls, mechanical, structures, equipment, and other work as indicated on the construction documents.

In order to finance the project, staff recommends utilizing the Iowa Finance Authority's Clean Water Loan Program. The City has utilized a Planning and Design Loan from the Iowa Finance Authority which has a 0% interest rate for up to three years. This loan requires no initial costs or servicing fees and can be rolled into a construction loan that can be repaid when permit financing is committed.

In order to utilize the Planning and Design Loan, the City must comply with all public finance related rules and regulations. Ahlers and Cooney has long served as the City's Bond Counsel; therefore, staff recommends approval of this resolution which approves an engagement agreement for legal services in the amount of \$19,500 related to anticipated Sewer Capital Loan Notes associated with improvements to the City's Wastewater Treatment Plant.

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

5. Resolution No. 6099 entitled, "RESOLUTION APPROVING ENGAGEMENT AGREEMENT WITH AHLERS AND COONEY, P.C. TO ACT AS BOND COUNSEL FOR THE CITY OF PELLA IN CONNECTION WITH GENERAL OBLIGATION CAPITAL LOAN NOTES."

Hopkins moved to approve, seconded by Bandstra.

On roll call the vote was: AYES: 5, NAYS: None, ABSENT: 1. Motion carried.

BACKGROUND: This resolution approves an engagement agreement with Ahlers and Cooney to act as Bond Counsel in connection with General Obligation Urban Renewal Capital Loan Notes and General Obligation Capital Loan Notes. A description of the projects that the legal services would cover is as follows:

Lely Industrial Development

\$1,600,000 in General Obligation Urban Renewal Capital Loan Notes

Sanitary sewer improvements including a lift station and approximately 800' of force main directionally bored and approximately 5,800' of force main in open cut. Water main improvements including approximately 750' of water main in open cut and approximately 370' of water main directionally bored. Upgrade to hard surface rural road section approximately 1,000' of 250th Avenue from the south end of the interchange with Highway 163 extending south.

218th Avenue Improvements

\$1,100,000 in General Obligation Capital Loan Notes

While Council is still considering the level of road improvements for 218th Avenue, the proposal includes financing of the construction in an amount that would provide the funding necessary to cover the initial estimate for hard surfacing. As previously discussed, the project size and scope are still up to the discretion of the Council.

Pella Municipal Airport Wildlife Fence

\$500,000 in General Obligation Capital Loan Notes

Removal of the existing field fence and construction of an 8' tall deer fence in accordance with Iowa DOT Specification Section 2519 including several gates and cattle guard(s).

In order to finance the projects, staff recommends issuing general obligation capital loan notes. In order to utilize capital loan notes, the City must comply with all public finance related rules and regulations. Ahlers and Cooney has long served as the City's Bond Counsel; therefore, staff recommends approval of this resolution which approves an engagement agreement for legal services in the amount of \$17,500 for the Lely Industrial Development project and \$18,500 for the 218th Avenue Improvements and Pella Municipal Airport Wildlife Fence Projects.

ATTACHMENTS: Resolution, Engagement Agreement

REPORT PREPARED BY: City Administration

REVIEWED BY: City Administrator, City Clerk

RECOMMENDATION: Approve resolution

6. Resolution No. 6100 entitled, "RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF A JOINT AGREEMENT BY AND BETWEEN THE CITY OF PELLA AND MARION COUNTY, IOWA."

Schiebout moved to approve, seconded by Branderhorst.

On roll call the vote was: AYES: 5, NAYS: None, ABSENT: 1. Motion carried.

BACKGROUND: This resolution approves and authorizes execution of a joint agreement with Marion County, Iowa, regarding the Prairie Ridge Urban Renewal Plan. As background, the proposed Prairie Ridge Urban Renewal Plan is intended to provide opportunities and incentives for new residential development; specifically, to stimulate private investment in new residential development which enhances the economic vitality of the community. The Prairie Ridge Urban Renewal area is located north of the west intersection of Fifield Road and Washington Street/Highway G28. Under Iowa law, the County is required to enter into this Joint Agreement with the City in order to proceed with urban renewal activities because the area is located within the City's jurisdiction.

Proposed Project in the Urban Renewal Plan

Ninety-one single-family housing units and 25 condo/townhome housing units are proposed within the Urban Renewal Area. Construction of the housing units is anticipated to be completed over a number of years, with all housing units anticipated to be complete and fully assessed by January 1, 2030. In order to accomplish the project, the development requires infrastructure improvements at an estimated cost of \$4.3 to \$4.7 million. To support the continued development of Marion County, the County has indicated a desire to support the project through financing the cost of the public infrastructure with repayment through the use of TIF. Additionally, TIF is expected to cover the cost of low-and-moderate income housing withholding requirements.

In summary, staff is recommending approval of this resolution authorizing execution of a joint agreement with Marion County, Iowa, which would allow the County to proceed with urban renewal activities as outlined within the Prairie Ridge Urban Renewal Plan.

ATTACHMENTS: Resolution, Marion County Prairie Ridge Urban Renewal Plan

REPORT PREPARED BY: City Administration

REVIEWED BY: City Administrator, City Clerk

RECOMMENDATION: Approve resolution

I. ORDINANCES – None

J. CLAIMS

1. Abstract of Bills No. 2051.

Schiebout moved to approve, seconded by Branderhorst.

On roll call the vote was: AYES: 5, NAYS: None, ABSENT: 1. Motion carried.

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

No comments were received.

L. CLOSED SESSION – None

M. ADJOURNMENT

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

On roll call the vote was: AYES: 5, NAYS: None, ABSENT: 1. Motion carried.

Meeting adjourned at 8:27 p.m.