



# CITY OF PELLA

## CITY COUNCIL OFFICIAL MINUTES

July 7, 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: Mark De Jong, Liz Sporrer, Lynn Branderhorst, Calvin Bandstra, Bruce Schiebout, Dave Hopkins. Absent: None.

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

Three staff members and eight members of the general public signed the register.

Due to heightened public health risks associated with the COVID-19 pandemic, accommodations were made to broadcast this meeting via conference call. Two staff members and six members of the general public attended the conference call.

### **B. MAYOR'S COMMENTS**

1. Announce Policy and Planning meeting following the regular Council meeting to discuss:
  - a. Administrative Review.
2. Approval of Tentative Agenda.  
De Jong moved to approve, seconded by Schiebout.  
On roll call the vote was: AYES: 6, NAYS: None. Motion carried.
3. Announce closed session pursuant to Iowa Code Chapter 388.9(1) to discuss marketing and pricing strategies or proprietary information of a city utility if its competitive position would be harmed by public disclosure not required of potential or actual competitors, and if no public purpose would be served by such disclosure.

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

No comments were received.

### **C. APPROVAL OF CONSENT AGENDA**

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

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 June 16, 2020
2. Report of Committees
  - a. Policy and Planning Minutes for June 16, 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 8:18 p.m. The purpose of this meeting was to identify and receive direction from Council regarding future strategic capital projects. As discussed during this year's budget work sessions, fiscal year 20/21 has been designated as a planning year due to the significant costs and debt financing that would potentially be involved with the projects. As a result, it is imperative the City establish a plan for these projects which addresses the size and scope, timelines, potential impacts to property tax rates, and contingency plans for projects that require referendums.

At the end of the discussion, there was a consensus among Council that priority should be placed on proceeding with planning for the following projects: Community Center renovations, infrastructure improvements to the Central Business District, and the beautification project at the old power plant site. City Administrator Nardini was directed to coordinate the scheduling of work sessions with the Mayor. In addition, Council members were directed to contact the City Administrator if they would like to see additional projects included within the planning process.

The meeting adjourned at 9:07 p.m.

Respectfully submitted:

Mandy Smith

City Clerk

## b. Community Services Board Minutes for January 17, 2020

Present: Lauri Amelse, Amanda Schwerdtfeger, Mike Lyons, Arvin Van Zante

Absent: Stephen Fyfe, Glenn Steimling

Staff: Jeanette Vaughan, Alex Meyers, Chandler Nunnikhoven, Dyan Parker, Brenda Ross

12:02pm Community Services Director Jeanette Vaughan called the meeting to order

Minutes - Motion by Van Zante, seconded by Amelse to approve the Community Services Board Meeting minutes of November 15, 2019.

Motion carried 4-0.

Discussion Items

Lease Agreements – Ross outlined the submitted 2020 user agreements. 12 total agreements including 9 USSSA Teams, Pella Tennis Association, Pella Soccer Club and Pella Little League. Pella Soccer Club's agreement no longer includes concessions sales as we were losing money on providing the service and it was used very little. Ross also reported that the only change to the Pella Little League agreement was increasing the coach pitch fee from \$10 a player to \$15. This change was made due to the Coach pitch now using fields to play games instead of grass. Vaughan added that starting in 2020 all league games will be held at the Pella Sports Park. Caldwell fields have reverted to grass fields and the Rotary field will be maintained for family usage.

Ross reported that at this time tackle football did not submit a user agreement request as the current coach is not sure who, if anyone, will be available to run the program in the fall.

The field practice time draw for the 9 USSSA teams will be held on January 28<sup>th</sup>. One team will use a Babe Ruth field. The remaining 8 teams will draw for dates/times on Tuesday and Thursdays using field 5.

Motion by Schwerdtfeger, second by Van Zante to approve lease agreements from 9 USSSA Teams, Pella Soccer Club, Pella Tennis Association, and Pella Little League. Motion carried 4-0

Budget Update – Staff will meet with City Administration on January 20th to review the draft of the proposed budget. Vaughan reported that staff was asked to prioritize the CIP projects prior to the meeting. Staff selected 10 projects mainly focusing on safety and maintenance. Vaughan added that several projects were not included in Staff's proposed budget due to awaiting further consideration from Council. Those projects include the Community Center, potential dog park and also what actions will be taken in regard to activities at Big Rock. Council budget work sessions will be held on February 10th and 11th. Vaughan invited the CS Board members to attend if they are available.

Department Updates:

Parks/Chandler

- Currently building layers of ice and expecting to open the ice rink on Friday, January 17th.
- 2020 Annual Flower Bid Packets have been sent out and are due back January 22nd.
- Sending out chemical and fertilizer bids this month.
- Winter maintenance on equipment ongoing.
- Snow and ice removal last week and this week.
- Interior drywall repair and painting at the Sports Park Concession building.
- Repairs being done at the Memorial Building.
- Boilers working well. If cold temperatures continue we will likely be switching to fuel oil for the Community Center Building.

Aquatics/Alex

- Hired Brian Conner to fill our custodian position for City Hall, Memorial Bldg, Community Center and Aquatics Center. He started the beginning of January.
- Pella Rec swim team still has about 60 swimmers practicing and attending meets.
- Beginning to look at summer staffing numbers. Lifeguarding classes are being offered in February.
- Several mechanical fixes have been needed for the indoor pool.

Art & Rec/Brenda

- Art classes start the week of January 20th. Each class is full with 24 students.
- The art center floor was waxed and the painted area was given a fresh coat of paint.
- Union Street Players have started practicing their play that will be performed during Tulip Time.
- The City's insurance agent did a walkthrough of the Memorial Building. He made four recommendations for improvement. Staff will start working on them.

Motion by Amelse, seconded by Lyons to adjourn the Community Services Board Meeting. Motion carried 4-0

The next meeting is scheduled for Friday, February 21, 2019 at noon in room 206, in the Community Center.

Meeting adjourned at 12:20 pm.

Respectfully submitted:

Dyan Parker

## c. Planning and Zoning Commission Minutes for April 27, 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 (via phone), Cathy Haustein (via phone), Julie Heerema Mueller, Kisha Jahner (via phone), Dave Landon (via phone), Robin Pfalzgraf (via phone), Gary Van Vark, Ann Visser (via phone), and Teri Vos (via phone); absent: Mark Groenendyk. Staff present: City Administrator Mike Nardini, Planning and Zoning Director Matthew Lepke (via phone), and Deputy City Clerk Cynthia Vaske. Due to heightened public health risks associated with the COVID-19 pandemic, accommodations were made to broadcast this meeting via conference call. Three members of the general public attended the conference call.

APPROVAL OF TENTATIVE AGENDA

Motion by Visser, second by Heerema Mueller to approve the tentative agenda. Motion carried 10-0.

APPROVAL OF MINUTES

Motion by Van Vark, second by Chiarella to approve the minutes of the April 6, 2020 meeting. Motion carried 10-0.

NEW BUSINESS PROPOSED

Consider a Site Plan Application Submitted by Paul and Carla Thomassen to Construct a Long-Term Vehicle Storage Building at 432 SE 16th Street

Paul and Carla Thomassen have submitted a site plan to construct a 3,024-square-foot long-term storage building at 432 SE 16th Street. The 0.77-acre subject property is currently undeveloped and located in the Limited/Light Industrial (M1) zoning district. The applicant has indicated a desire to utilize the proposed development as indoor storage for vehicles and motor homes.

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

Motion by Landon, second by Visser to approve the site plan as submitted. Motion carried 10-0.

Consider a Site Plan to Construct Additional Paved Parking Spaces and Granular Surface Storage on the Vermeer Corporate Campus  
Vermeer Corporation has submitted a site plan to improve undeveloped sections of their corporate campus. The proposed plan includes 85,206 square feet which will provide an additional 253 vehicle parking spaces and 10 motorcycle parking spaces. Additionally, the plan includes 124,043 square feet of granular surface for the storing of equipment.

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

Motion by Pfalzgraf, second by Jahner to approve the site plan as submitted. Motion carried 10-0.

OTHER BUSINESS / PUBLIC FORUM

The next Planning and Zoning Commission meeting is scheduled for May 26, 2020.

Adjourned at 7:12 p.m.

#### d. Library Board Minutes for June 9, 2020

I. Call to Order and Roll Call: President Verlan called the meeting to order at 4:00 p.m. Due to heightened public health risks associated with the COVID-19 pandemic, accommodations were made to broadcast this meeting via zoom for those who were unable to attend in person at the Pella Community Center. Board members present at the Community Center were: Verlan Den Adel, Brenda Huisman, and Rachel Sparks. Board members present via zoom were: Suzy Card, Dinakar Kesavapillai, and Kenny Nedder. Library Director Mara Strickler was present. Angela Adam was absent.

II. Recognition of Visitors and Visitor Comments: Incoming Trustees, Nathan Copeland and Kristi Leonard, were present. They introduced themselves. Mara and the Board welcomed them to the Board with terms beginning with the upcoming fiscal year.

III. Approval of Agenda: The June meeting agenda was received by all Board members prior to the meeting. New trustee vacancy was added to the agenda under new business by Rachel. The agenda stood as presented with the addition.

IV. Disposition of Minutes: All Board members received the May 2020 minutes prior to the meeting. Brenda moved to approve the May minutes as written. Kenny seconded the motion. On roll call, the vote was: AYES: 6, NAYS: None. The minutes were unanimously approved.

V. Approval of Bills: All Board members received the June list of bills prior to the meeting. After a brief discussion and questions regarding the bills, Kenny moved to approve the June bills. Dinakar seconded the motion. On roll call, the vote was: AYES: 6, NAYS: None. The bills were unanimously approved.

VI. Unfinished Business: Review of service models and plans for reopening: Mara has provided the Board with daily updates of the library use and statistics since opening to the public. Opening to the public has been overall successful and the patrons have been respectful the Library, staff, and guidelines in place. Mara plans to continue to update the Board on a weekly basis. Discussion was held regarding opening the Library with regular summer hours. All other options of the reopening would remain in effect. Kenny moved for the Library to resume regular summer library hours effective July 6<sup>th</sup> at the director's discretion based on updated COVID statistics or government regulations. Brenda seconded the motion. On roll call, the vote was: AYES: 6, NAYS: None. The motion carried.

VII. New Business:

Recognition of Outgoing Board members: Verlan Den Adel, Angela Adam, and Rachel Sparks. Mara thanked the trustees for their service on the Board.

Trustee Vacancy: Rachel Sparks is resigning from the Board due to moving. There will be a Trustee opening to fulfill the remaining 2 years of the term. Discussion was held regarding applications received from the recent Trustee opening. Brenda moved to review the prior applicants during the July meeting to select a nomination for the position. Kenny seconded the motion. On roll call, the vote was: AYES: 6, NAYS: None. The motion carried.

VIII. President's Report and Announcements:

President Verlan thanked the members of the Board for their service and having him as President this past year as he has finished his term. The Library has great staff and he looks forward to the future of the Library. He welcomed the two new members to the Board.

IX. Director's Report:

Adventure Pass: Blank Park Zoo. The Zoo was the first Adventure Pass location to reopen and we have already received multiple requests for passes. The zoo is providing timed tickets every 15 minutes. For this reason, patrons currently need to come to the Library to get their passes so Library staff can assist them in making a reservation. We are seeing an increase in request for Adventure Passes from people who live outside of Pella.

IMLS Grant Update: As of 6/3/2020, 907 documents have been uploaded to the Pella Community Memory Database. On 6/1/20, our Digitization Assistant returned from self-imposed medical leave due to the current public health crisis. The Library has received \$500 from Walmart in order to purchase an adaptor to allow us to digitize a donation of photos and photo negatives.

Summer Library Program: We are continuing to distribute Summer Library Program bags which include materials for crafts that Miss Katie will lead as virtual programs through the summer, as well as reading logs, and program descriptions. Thus far, 619 youth from 265 families have registered for the Summer Library Program. Please encourage families to visit the Library for more information.

Statistics:

Adventure passes: Due to the COVID-19 public health crisis all Adventure Pass locations were closed in May.

Fax24: 0 faxes sent in May.

Hoopla:

622 total circulations borrowed by 278 unique patrons

121 patrons used all 3 checkouts

Average price per circulation: \$1.61

200 patrons were blocked by the budget caps (524 transactions)

Upcoming events:

Adults:

- No fixed time: Geri-Fit Online – Patrons must register for online account

Youth:

- M-F at 9:00 a.m. & 10:30 a.m.: Story time with Miss Katie via Facebook Live

- Tuesdays at 1 p.m. starting in June: Book to Movie Club via Facebook Live

- Wednesdays at 2 p.m. starting in June: Teen Book to Movie Club via Facebook Live

- Thursday, 6/18 at 11:15 a.m.: Crafts in a Bag!: Build a Catapult

- Thursday, 6/25 at 11:15 a.m.: Crafts in a Bag!: Medusa Headband

X. Trustee training reports:

Mara reminded the Trustees about the Marion County Board Meeting in September in Knoxville. She briefly discussed the trustee requirements for our accreditation from the State Library.

XI. Committee reports:

Personnel Review:

Nomination of Officers: The policy committee recommends Brenda for President, Suzy for Vice-President, and Kenny for Secretary. Brenda moved to approve. Rachel seconded. On roll call, the vote was: AYES: 6, NAYS: None. The motion carried.

Director’s Performance Evaluation: Kenny provided a status update on the director’s evaluation. He is waiting for feedback from a few Trustees and then the committee will finish the evaluation timely for City Administrator, Mike Nardini.

Policy Review:

Interlibrary Loan Policy: The Board received a copy of the policy prior to the meeting with changes noted. Brenda moved to approve the policy with the changes as presented. Kenny seconded the motion. On roll call, the vote was: AYES: 6, NAYS: None. The motion carried.

PA System Policy: The Board received a copy of the policy prior to the meeting. No changes were recommended. Brenda moved to retain the policy as is. Kenny seconded the motion. On roll call, the vote was: AYES: 6, NAYS: None. The motion carried.

Displays Policy: The Board received a copy of the policy prior to the meeting with notes from the City Attorney for changes. After a brief discussion of the policy and wording, Brenda moved to table the policy review until the new policy committee has a chance to review and discuss. Rachel seconded the motion. On roll call, the vote was: AYES: 6, NAYS: None. The motion carried.

Photo Release policy: Postpone review of policy until we have received recommended language from the State Library.

XII. Adjournment: President Verlan Den Adel adjourned the meeting at 5:22 p.m. The next regularly scheduled Board Meeting is scheduled for Tuesday, July 14, 2020.

3. Petitions and Communications

a. Renewal of Class C Liquor License with Class B Wine Permit, Catering, Outdoor Service, and Sunday Sales for Liberty Street Kitchen

BACKGROUND: Liberty Street Kitchen, at 705 E 1<sup>st</sup> Street, has applied for renewal of their class C liquor license with class B wine permit, catering, outdoor service, and Sunday sales privileges. The term of the new license is 12 months and, if approved, would expire on July 14, 2021.

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

ATTACHMENTS: Application

REPORT PREPARED BY: City Clerk

REVIEWED BY: City Administrator

RECOMMENDATION: Approve renewal pending receipt of dram shop certification

**D. \*PUBLIC HEARINGS**

1a. Public Hearing on the matter of the adoption of plans, specifications, form of contract and estimate of cost for the construction of the Furnishing of Fiber to the Premise Access Network Equipment.

No written or oral comments were received.

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

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

BACKGROUND: As background, this project involves provisioning access equipment necessary to configure the Pella Fiber to the Premise (FTTP) network. Access equipment involved as part of this project includes central office, premise equipment, residential gateways, G.FAST, and wireless mesh devices. This equipment will allow the network to serve all customers including businesses and large residential facilities such as apartment complexes, dormitories, and assisted living facilities.

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 including automatic and remote measuring of electric usage, connection and disconnection of service, detection of tampering, identifying and isolating outages, as well as monitoring of voltage.

The bid opening for the project was held on June 25, 2020; bids were received from five contractors:

Bidder	Bid – Alt. 1	Bid – Alt. 2
Adtran	\$995,237.34	\$1,058,342.21
Calix	\$1,341,541.06	---
Zhone	\$1,158,812.53	---
Nokia	\$1,130,209.60	\$1,130,209.60
Radisys	---	\$1,398,741.46

The engineer’s opinion of probable costs for this project was \$1,268,481.

Two resolutions, as outlined below, are on the agenda for consideration:

- Resolution No. 6158  
This resolution adopts the plans, specifications, form of contract, and estimate of costs for the furnishing of fiber to the premise access network equipment; staff is recommending approval.
- Resolution No. 6159  
This resolution awards the construction contract. Staff is recommending Council makes a motion to delay consideration of the award of contract to allow the engineer time to review and make a recommendation on the bids. Staff is recommending that this action is deferred until the August 4, 2020 Council meeting.

In summary, staff is recommending approval of Resolution No. 6158 adopting the plans, specifications, form of contract, and estimate of costs for this project. Furthermore, staff recommends that Council defers consideration of Resolution No. 6159, making award of contract for this project, until the August 4, 2020 Council meeting.

ATTACHMENTS: Resolution 6158, Bid Tabulation, Resolution 6159, Engineer’s Recommendation

REPORT PREPARED BY: City Administration

REPORT REVIEWED BY: City Administrator, City Clerk

RECOMMENDED ACTION: Approve resolutions

1b. Resolution No. 6158 entitled, "RESOLUTION ADOPTING PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF COSTS FOR THE FURNISHING OF FIBER TO THE PREMISE ACCESS NETWORK EQUIPMENT."

Schiebout moved to approve, seconded by Hopkins.

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

1c. Consideration of Construction Bids – Fiber to the Premise Access Network Equipment.

1d. Resolution No. 6159 entitled, "RESOLUTION MAKING AWARD OF CONSTRUCTION CONTRACT FOR THE FURNISHING OF FIBER TO THE PREMISE ACCESS NETWORK EQUIPMENT."

Schiebout moved to defer action on this resolution until the meeting scheduled at 7:00 p.m. on August 4, 2020, for the purpose of allowing the engineer time for further review of bids, seconded by De Jong.

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

2a. Public Hearing on the matter of the adoption of plans, specifications, form of contract and estimate of cost for the construction of the Outside Drop Service Equipment and Installation.

No written or oral comments were received.

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

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

BACKGROUND: As background, this project generally consists of the installation of drop conduit from the public right of way and installation of a service drop from a subscriber terminal to the premises. Staff anticipates there will be approximately 2,000 service drop installations which are expected to begin in July of 2020 with completion by September 2021.

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 including automatic and remote measuring of electric usage, connection and disconnection of service, detection of tampering, identifying and isolating outages, as well as monitoring of voltage.

As further background, Council awarded a construction contract for the fiber to the home network project to Excel Utility Contractors on April 21, 2020. This contract initially included the outside drop service equipment and installation; however, this item was removed from the contract on May 19, 2020 as the project engineer recommended rebidding to allow focused invitations to a bidding audience whose core businesses are concentric to drop installations, potentially resulting in lower bid prices.

The bid opening for the project was held on June 23, 2020; one bid was received from MP Nexlevel in the amount of \$2,047,187. The engineer's opinion of probable costs for this project was \$1,345,270.

After reviewing the bid proposal, NewCom, the project engineer, recommends rejecting the bids and fixing a new date for receiving bids, as applicable, due to the bid substantially exceeding the engineer's opinion of probable costs.

Two resolutions, as outlined below, are on the agenda for consideration:

1. Resolution No. 6160

This resolution adopts the plans, specifications, form of contract, and estimate of costs for the outside drop service equipment and installation; staff is recommending approval.

2. Resolution No. 6161

This resolution rejects the bids for this project; staff is recommending approval.

In summary, staff is recommending approval of Resolution No. 6160 adopting the plans, specifications, form of contract, and estimate of costs for this project. Furthermore, staff is recommending approval of Resolution No. 6161 which rejects the bids for this project.

ATTACHMENTS: Resolution 6160, Bid Tabulation, Resolution 6161, Engineer's Recommendation

REPORT PREPARED BY: City Administration

REPORT REVIEWED BY: City Administrator, City Clerk

RECOMMENDED ACTION: Approve resolutions

2b. Resolution No. 6160 entitled, "RESOLUTION ADOPTING PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF COST FOR THE OUTSIDE DROP SERVICE EQUIPMENT AND INSTALLATION."

De Jong moved to approve, seconded by Schiebout.

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

2c. Consideration of Construction Bids – Fiber to the Premise Outside Drop Service Equipment and Installation.

2d. Resolution No. 6161 entitled, "RESOLUTION REJECTING BIDS FOR THE OUTSIDE DROP SERVICE EQUIPMENT AND INSTALLATION."

De Jong moved to approve, seconded by Sporrer.

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

3a. Public Hearing on Rezoning Application for a Portion of the Proposed Lely North America Facility from Agricultural (A1) to Heavy Industrial (M2).

No written or oral comments were received.

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

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

BACKGROUND: 163 Properties Corporation has submitted a rezoning application for the proposed Lely North America manufacturing facility to change the zoning from A1 (Agricultural) to M2 (Heavy Industrial). The subject property is currently agricultural land. The other portions of the Lely site have already been zoned M2.

Current Zoning

The subject property is currently zoned A1. This district provides for and preserves the agricultural and rural use of land, while accommodating very low-density residential development generally associated with agricultural uses. In addition, land included in the Urban Reserve in the Comprehensive Plan should be retained in the A1 district to prevent premature or inappropriate development.

Proposed Zoning

The proposed zoning for this property is M2. This district is intended to accommodate a wide variety of industrial uses, some of which may have significant external effects. These uses may have operating characteristics that create conflicts with lower intensity surrounding land uses. The district provides the reservation of land for these activities and includes buffering requirements to reduce incompatibility.

The applicant proposes conditions on the M2 district for the site. These are the same as were approved with the previous Lely site rezoning. The proposal removes many intensive uses that would otherwise be permitted in M2 zoning districts including: Commercial Feedlots, Livestock Sales, Administration, Business/Trade School, Cocktail Lounge, Kennels, Restricted Business (Adult Entertainment), Vehicle Storage (Long-term), Vehicle Storage (Short-term), Veterinary, Mini Storage, Recycling Collection, Recycling Processing, Recycling Processing Limited, Salvage Services, Concrete Batch Plant, and Tattoo Parlor.

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; however, applicant 163 Properties Corporation owns the adjacent land to the east and south of the subject site.

Spot Zoning Concerns

Adjacent properties for the proposed Lely site are zoned M2. The following outlines adjacent properties' zoning:

North: Hwy. 163; A1

South: M2

East: M2

West: A1

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 and the area surrounding it as General Industrial, the closest equivalent to M2, and Light Industrial, equivalent to M1. Figure 1.7 of the Plan, depicting industrial growth areas, shows the site as a preferred long-term growth area.

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). Agriculture-General Industrial scores a three (3) for potential conflicts, recommending project design elements such as landscaping, buffering, and screening to minimize negative effects. There are no structures or dwellings nearby, south of Highway 163.

Staff Recommendation

Staff believes the proposed ordinance meets the requirements of the City's zoning code. In addition, staff believes the proposed ordinance is consistent and in conformance with the City's Comprehensive Plan. Therefore, staff recommends approval of the proposed ordinance. Finally, it is important to note that the Planning and Zoning Commission unanimously approved this proposed ordinance on June 22, 2020.

ATTACHMENTS: Ordinance, Aerial Map, Zoning Map, Future Land Use Map, Rezoning Application

REPORT PREPARED BY: Planning and Zoning Director

REPORT REVIEWED BY: City Administrator, City Clerk

RECOMMENDED ACTION: Approve ordinance

3b. Ordinance No. 979 entitled, "AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY OF PELLA, IOWA, BY CONDITIONALLY AMENDING THE BOUNDARIES OF THE M2 DISTRICT TO INCLUDE THE PROPERTY LEGALLY DESCRIBED IN "EXHIBIT A" AND DIRECTING THE PLANNING AND ZONING DIRECTOR TO NOTE THE ORDINANCE NUMBER AND DATE OF THIS CHANGE ON THE OFFICIAL ZONING MAP."

Schiebout moved to place ordinance no. 979 on its first reading, seconded by Sporrer.

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

4a. Public Hearing on Rezoning Application for Land at the Northern Terminus of W. 12<sup>th</sup> Street.

No written or 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: Jeff Dingeman has submitted a rezoning application for land totaling approximately 7.12 acres at the northern terminus of W. 12<sup>th</sup> St. to change the zoning from A1 (Agricultural) to M1 (Limited/Light Industrial). The subject property is currently agricultural land.

Current Zoning

The subject property is currently zoned A1. This district provides for and preserves the agricultural and rural use of land, while accommodating very low-density residential development generally associated with agricultural uses. In addition, land included in the Urban Reserve in the Comprehensive Plan should be retained in the A1 district to prevent premature or inappropriate development.

#### 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. The land southwest of the subject site is zoned M1; properties to the south on either side of W. 12<sup>th</sup> Street, as well as one on the southeast corner, are zoned Community Commercial (CC). A1 zoning encompasses the subject site on the northwest, north, and east sides.

The applicant proposes conditions on the M1 district for the site, removing several intensive uses that would otherwise be permitted in M1, including: Cocktail Lounge, Kennels, Restricted Business (Adult Entertainment), Recycling Collection, Recycling Processing, Recycling Processing Limited, and Tattoo Parlor. The property owners have also committed to additional landscaping/screening and building design elements, as outlined in the attached exhibits.

#### 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." The applicant indicated that he contacted adjacent landowners; a rezoning petition was not received with this application. No public comments were received.

#### Spot Zoning Concerns

Staff did not note spot zoning concerns with this application due to the adjacent and abutting M1 zoning to the west of this property. Listed below is a zoning summary of the adjacent properties:

North: A1  
South: CC  
East: A1, CC  
West: A1, M1

#### 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 and the area surrounding it as Medium Density Residential and Low Density Residential. To the west, Light Industrial is indicated; south of the site is shown as Commercial. Figure 1.7 of the Plan, depicting industrial growth areas, shows the northern portion of the subject site as not preferred.

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 one (incompatible) to five (completely compatible). Agriculture-Light Industrial/Office scores a three for "potential conflicts," recommending project design elements such as landscaping, buffering, and screening to minimize negative effects. Commercial-Light Industrial/Office scores a four, "basically compatible," per the classifications. To the southwest of the subject site is Light Industrial, equivalent to the zoning designation sought in this request.

De Vries Electric is to the southwest of the site, and Recker Dental Care and the Baymont Hotel by Wyndham are to the south; land north and east of the subject site is used for agriculture. The compatibility scores for the proposed use and the uses envisioned by the Comprehensive Plan, Low Density Residential and Medium Density Residential, are one and two, respectively. In an effort to address the potential compatibility issues with future residential development, the applicant is proposing additional screening/landscaping, use limitations, and design elements for the proposed buildings.

It is important to note that the proposed development also aligns with components of the Comprehensive Plan by extending public infrastructure and offering additional economic development.

#### Staff Recommendation

The Planning and Zoning Commission unanimously approved this rezoning request on June 22, 2020. In doing so, the Commission felt the rezoning request conforms and aligns with the City's Comprehensive Plan. Due to the Commission's finding, staff recommends approval of the rezoning application and ordinance as presented.

ATTACHMENTS: Ordinance, Aerial Map, Zoning Map, Future Land Use Map, Rezoning Application  
REPORT PREPARED BY: Planning and Zoning Director  
REPORT REVIEWED BY: City Administrator, City Clerk  
RECOMMENDED ACTION: Approve ordinance

- 4b. Ordinance No. 980 entitled, "AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY OF PELLA, IOWA, BY CONDITIONALLY AMENDING THE BOUNDARIES OF THE M1 DISTRICT TO INCLUDE THE PROPERTY LEGALLY DESCRIBED IN "EXHIBIT A" AND DIRECTING THE PLANNING AND ZONING DIRECTOR TO NOTE THE ORDINANCE NUMBER AND DATE OF THIS CHANGE ON THE OFFICIAL ZONING MAP."

Branderhorst moved to place ordinance no. 980 on its first reading, seconded by Schiebout.  
On roll call the vote was: AYES: 6, NAYS: None. Motion carried.

## **E. PETITIONS & COMMUNICATIONS**

- 1a. Special Event Permit Request for Ridiculous Days.

Branderhorst moved to approve, seconded by Sporrer.

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

BACKGROUND: The Pella Historical Downtown Retail (PHDR) Group is requesting a special event permit for Ridiculous Days on Friday, July 24, 2020 and Saturday, July 25, 2020.

On Friday, July 24th, the event is requested to occur from 10:00 a.m. to 5:00 p.m. During this time, the promoter is requesting to display merchandise on tables and racks placed in front of businesses and on the sidewalk near the curbs, leaving the middle of the sidewalk open for foot traffic.

On Saturday, July 25th, the event is requested to occur from 7:00 a.m. to 2:00 p.m. On this date, the promoter is requesting closure of Franklin Street, from Broadway to E. 1st, and Main Street, from Washington to Franklin, as outlined on the attached map. These closures are being requested for the purpose of allowing extra room for social distancing measures by placing tables and racks of merchandise in the parking

areas of these streets. Due to the parking impact with the closure of these streets, the promoter is proposing to advertise alternative parking options during the event.

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

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

1b. Resolution No. 6162 entitled, "RESOLUTION TEMPORARILY CLOSING PUBLIC WAYS OR GROUNDS IN CONNECTION WITH A SPECIAL EVENT KNOWN AS RIDICULOUS DAYS."

Branderhorst moved to approve, seconded by Hopkins.

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

2. Outdoor Service Area and Catering Privilege Addition to Class C Liquor License for Nederlanders Tap & Golf.

Branderhorst moved to approve, seconded by Schiebout.

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

BACKGROUND: Nederlanders Tap & Golf, located at 514 ½ Main Street, has applied to add an outdoor service area and catering privileges to their current class C liquor license, which expires on December 31, 2020.

Catering Privileges

As background, a liquor license catering privilege allows the licensee to provide and serve alcoholic beverages at private social gatherings in a private place. The licensee must serve food with the alcoholic beverages and all food and beverages must be provided to the guests free of charge.

Outdoor Service Area

The State of Iowa Alcoholic Beverages Division (ABD) requires that an outdoor service area must be a designated area adjacent to the licensed premises. Nederlanders is proposing the addition of a 31' space to the north of their property, as outlined on the attached photo. If approved, there would be a net loss of one parking space as two parking spaces would be gained as a result of the removal of a former loading area located at the east end of the building. In addition, the aisle between all parking spaces in the lot is wider than standard, so it is staff's opinion that maneuvering in the parking lot, and on-site parking requirements, would not be negatively impacted.

The applicant is proposing to enclose this area with a temporary barrier, as shown on the attached sketch of the premises; this proposal meets the requirements of the Iowa ABD.

It is important to note, because the premises are located within the Central Business District, a design permit must be approved by the Community Development Committee (CDC) for the outdoor seating area. The CDC subcommittee approved the outdoor seating area's design on June 30, 2020.

Summary

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

ATTACHMENTS: ABD Application, CDC Application, Sketch of Premises, Picture  
REPORT PREPARED BY: City Clerk  
REVIEWED BY: Planning and Zoning Director, City Administrator  
RECOMMENDATION: Approve outdoor service area and catering privileges pending receipt of dram shop certification

3a. Special Event Permit Amendment Request for Thursdays in Pella.

Bandstra moved to approve, seconded by Hopkins.

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

BACKGROUND: The Pella Area Community and Economic (PACE) Alliance has requested to amend their special event permit for Thursdays in Pella, which was originally approved by Council on June 16, 2020.

This amendment involves an additional street closure from 3:00 to 9:00 p.m. on July 23, 2020. If approved, the 800 block of Franklin Street would be added to the previously approved street closures of the 700 block of Franklin Street and 800 block of Broadway Street for the purpose of providing additional car displays.

All pertinent City departments have reviewed this amendment, and approval is recommended.

ATTACHMENTS: Resolution, Amendment Request/Map  
REPORT PREPARED BY: City Clerk  
REVIEWED BY: City Administrator  
RECOMMENDATION: Approve special event permit amendment and resolution

3b. Resolution No. 6163 entitled, "RESOLUTION TEMPORARILY CLOSING PUBLIC WAYS OR GROUNDS IN CONNECTION WITH A SPECIAL EVENT KNOWN AS THURSDAYS IN PELLA."

De Jong moved to approve, seconded by Sporrer.

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

**F. PLANNING & ZONING ITEMS** – None

**G. ADMINISTRATION REPORTS** – None



## **H. RESOLUTIONS**

1. Resolution No. 6164 entitled, "RESOLUTION APPROVING PRELIMINARY PLAT FOR THE PRAIRIE RIDGE SUBDIVISION."

Hopkins moved to approve, seconded by Sporrer.

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

BACKGROUND: This resolution approves a preliminary plat for the Prairie Ridge subdivision. As background, RDP Holdings, LLC. and ATI Group have submitted a preliminary plat to subdivide two parcels, totaling approximately 47.56 acres, into 100 buildable lots and associated outlots. The subject property is located north of Washington Street/Highway G28, north of the Fifield Road intersection. The City Council approved an ordinance rezoning this property to a Planned Unit Development (PUD) in 2019.

Pella City Code Requirements for Subdivision Plats

The subdivision ordinance states that the City Council shall review a preliminary plat for conformance with the Comprehensive Plan, Zoning Ordinance, and Subdivision Ordinance. Per 170.06, "[w]henver the Applicant of any tract or parcel of land within the platting jurisdiction of the City wishes to make a subdivision said person shall cause to be prepared a preliminary plat of said subdivision," and such land division does not fall under one of the exceptions enumerated in 170.03.53, the subdivision definition. Review of a preliminary plat allows the City Council to examine the overall layout of the proposed lots and streets, as well as ensure compliance with all applicable City infrastructure and code requirements.

Zoning Classification

The zoning for this property is PUD with a base district of Community Commercial (CC). Per 165.12-1, "[t]his 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." CC zoning exists along the entirety of the eastern and southern boundary of the preliminary plat area; Agricultural (A1) zoning borders the subject site to the north and west.

Proposed Development

The proposed development will feature both single-family detached and multiple-family residential dwellings, as well as commercial pad sites to the south. The development is planned in three phases:

Phase 1: five commercial lots

Phase 2: 21 single-family detached lots and multiple-family dwellings on Lot 1

Phase 3: 74 single-family detached lots

The residential portions are slated to be developed first.

Traffic

The City's engineering consultant, Veenstra & Kimm, made three observations/recommendations concerning the proposed development:

1) At full build out, the residential trips in Phase 2 and 3 would warrant a westbound right-turn lane at the intersection of W. Washington Street and Fifield Road.

2) If the future traffic generation in the commercial area is near the high end of the range and the traffic from the west approaches 20% of the total volume, a left-turn lane for eastbound W. Washington St. may be warranted. If the commercial traffic volume is at the low end of the range and the traffic from the west is noticeably less than 20% of the total volume, a left-turn lane would not appear to be warranted. Any decision on the left-turn lane should await a future analysis of commercial traffic volume.

3) It does not appear the total traffic volume will warrant traffic signals. There is a small potential for traffic signals to be warranted depending upon the volume and timing of commercial traffic.

In summary, the City will continue to monitor traffic in the area as the site is developed.

Lot Requirements

Where no zoning modification is made in the PUD, the development is required to comply with the bulk regulations of the underlying CC zoning district. Staff has reviewed the proposed subdivision and confirmed that the proposed lots meet the requirements of the PUD and CC zoning districts.

Required Improvements

Section 170.12 of the Subdivision Ordinance states that, before the final plat of any area shall be approved by the City Council and recorded, the applicant is "required to make and install all public improvements identified in Chapter 170.13," which are listed below.

Streets: The applicant 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 proposed development features the western extension of W. 16th Street, the northern extension of Fifield Road, and two internal streets, Workforce Road and Connector Road.

Storm Sewers and Drainage: The applicant 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: Multiple private detention basins, for both the residential portions and commercial phase, are proposed for the site. The stormwater management plan has been reviewed by the City engineer and Public Works Department. The City engineer has indicated the potential benefits and drawbacks of two proposed stormwater pipe options at 16th Street and the Outlot A detention basin.

Secondary Storm Sewer: Applicants 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: Secondary storm sewer service lines will be required where appropriate. Appropriate locations and requirements will be determined during construction plan review by the City engineer and Public Works Department.

Sanitary Sewer: The applicant shall construct sanitary sewers in conformance with the Design Standards and Standard Specifications. The applicant shall provide a connection for each lot to the sanitary sewer. The sanitary sewer shall be in operation prior to occupancy of any building.

STAFF COMMENT: Sanitary sewer service lines are provided to all lots in the development. The City engineer is satisfied with the sanitary sewer proposal for the residential Phases 2 and 3; he notes that Phase 1 sanitary sewer matters can be addressed during Phase 1 construction plan review.

Water Mains and Fire Hydrants: The applicant shall install water mains and fire hydrants in the subdivided area. The installation of water mains and fire hydrants shall be made prior to the street pavement construction and shall be in conformance with the Design Standards and Standard Specifications.

STAFF COMMENT: Water lines are provided to serve all lots in the development. Water service would be provided by Iowa Regional Utilities Association (IRUA), and it has approved the water main layout within the right-of-way. The preliminary plat also indicates numerous fire hydrants to provide adequate coverage of the entirety of the subdivision.

Sidewalks: Property owners shall install a four-foot (4') wide concrete sidewalk along each lot frontage prior to the issuance of an occupancy permit for the structure on the lot. Sidewalks shall be installed in accordance with the Design Standards and Standard Specifications.

STAFF COMMENT: General Note 11 of the preliminary plat states, "Sidewalks shall be provided across all frontages, including intersection ramps and landings, by each individual lot builder/developer. Sidewalks shall be provided at a minimum of four (4) feet wide."

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

STAFF COMMENT: The City's engineer and Public Works Director have reviewed the preliminary plat and the engineer expressed no outstanding issues with the erosion control measures.

Comprehensive Plan

Housing options are noted as a priority goal in the City's Comprehensive Plan, with the aim to "[p]rovide a range of housing types at a variety of prices, to accommodate workers and residents at all stages of life."

The Comprehensive Plan's text and Future Land Use Map are to be construed as a cohesive whole when determining a proposed project's conformity. As the impetus for additional and various housing options features prominently in the plan, and because the area's focus has been shifted from industrial to medium-density and multiple-family residential, the proposed development conforms with the Comprehensive Plan's goals. The City Council also determined this during its consideration of the rezoning to PUD, which was approved on July 16, 2019.

Summary and Staff Recommendation

The preliminary plat has been revised in response to input from various departmental and agency reviewers. The preliminary plat meets the minimum requirements of the Zoning and Subdivision Ordinances while conforming to the City's Comprehensive Plan by meeting a priority goal for the provision of various housing options.

Staff recommends approval of the preliminary plat as submitted, with the understanding that construction plans may yet be amended as further discussion takes place between the developer, City engineering consultant, and Public Works Department concerning matters such as the sanitary sewer facilities for the Phase 1 (commercial) portion.

Finally, it is important to note that the Planning and Zoning Commission unanimously approved this preliminary plat on June 22, 2020.

ATTACHMENTS: Resolution, Aerial Map, Zoning Map, Future Land Use Map, Preliminary Plat, Application

REPORT PREPARED BY: Planning and Zoning Director

REPORT REVIEWED BY: City Administrator, City Clerk

RECOMMENDED ACTION: Approve resolution

2. Resolution No. 6165 entitled, "RESOLUTION AUTHORIZING TEMPORARY TRANSFER OF SURPLUS FUNDS FROM THE PELLA MUNICIPAL ELECTRIC UTILITY TO THE CITY OF PELLA."

Schiebout moved to approve, seconded by De Jong.

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

BACKGROUND: On February 18, 2020, Council awarded a contract to construct a wildlife fence at the Pella Municipal Airport. The project included removing the existing agricultural fence and constructing an 8' deer fence with gates and a cattle guard. As part of the fiscal year 2020 budget, the project was budgeted to be paid through the issuance of a general obligation bond.

As the project nears completion, other projects which were budgeted to be funded through a general obligation bond are still under consideration. In an effort to reduce the cost of issuance, staff requested legal counsel draft the necessary proceedings to allow the City to borrow the money from the City's electric utility in the interim as the other projects continue to develop.

By approving the proposed resolution, an interfund loan will take place from the electric utility to the general fund in the amount of \$440,000. This amount will cover the construction cost as well as the engineering associated with the project. The loan will be at a 1% interest rate, which is the current interest rate the utility is receiving on a one-year CD and will be required to be paid in full by December 1, 2021. This should provide enough time for Council to evaluate other projects and package those projects together for a future debt issuance.

As part of the state code requirement to transfer funds, staff completed Exhibit A of the resolution which demonstrates the exceptional financial conditions of the utility. In addition to this information it is important to point out that the electric utility ended the month of May with nearly \$10.5 million in cash and investments. This further demonstrates the exceptional financial stability of the utility and the capacity to lend the required funds necessary to support the wildlife fence improvements at the Pella Municipal Airport to the general fund.

ATTACHMENTS: Resolution

REPORT PREPARED BY: City Administration

REVIEWED BY: City Administrator, City Clerk

RECOMMENDATION: Approve resolution

**I. ORDINANCES** – None

**J. CLAIMS**

1. Abstract of Bills No. 2058.

Schiebout moved to approve, seconded by De Jong.

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

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

Comments from Council members were received and addressed.

**L. CLOSED SESSION**

1. At 7:58 p.m., Bandstra moved to enter into closed session pursuant to Iowa Code Chapter 388.9(1) to discuss marketing and pricing strategies or proprietary information of a city utility if its competitive position would be harmed by public disclosure not required of potential or actual competitors, and if no public purpose would be served by such disclosure, seconded by De Jong.

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

At 8:37 p.m., De Jong moved to reconvene to regular session, seconded by Sporrer.

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

No action was taken regarding this closed session.

**M. ADJOURNMENT**

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

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

Meeting adjourned at 8:40 p.m.