

COMMON COUNCIL SPECIAL MEETING

March 21, 2022

6:00 P.M. Community Center

Mayor Werling called the meeting to order at 6:00 p.m. Those in attendance rose for the pledge of allegiance.

Clerk-Treasurer Aldrich took the roll call:

Present were Gayle Conner, Sandra Flora, Mike Isley, Spencer Kingery, and Cody Nelson.

New Business.

Mayor Werling explained that the main purpose of the meeting was to present the contract for the City's Comprehensive Plan process funded in large measure through an OCRA planning grant. Four firms submitted statements of qualifications for the planning project: DLZ Engineering, HWC Engineering, Kimley-Horn, and Taylor Siefker Williams. A five-member panel heard presentations on February 24th: Dick Bradshaw, Ken Walton, Bonnie Maxwell, JT Doane, and Mayor Werling. Shawn Cain from K-IRPC was present to proctor the presentations and to collect and tally the score sheets from individual panel members following each presentation. HWC Engineering was selected by the review panel based on the strength of their presentation and their previous experience as reflected in their statement of qualifications and in the presentation to the panel.

Rachel Christenson and Brian Pohlar from HWC and Shawn Cain from K-IRPC were introduced. Rachel's PowerPoint presentation described the process: cast a vision for the next ten years, reach consensus, form the plan, provide practical action steps. HWC has already suggested the community positions for the makeup of the steering committee that will guide the process and has provided a template for inviting participation. Next up will be meeting with the steering committee, launching community surveys—online and in-person, focus groups that will be selected based on top issues spotlighted by the surveys, drafting of the plan and action steps, public hearings, submission to OCRA for review, adoption by Area Plan and Common Council. HWC will set up a website for all information about the project.

Questions:

Gayle Conner asked if the city was going to have its own area plan? Rachel indicated that the City was now part of County Area Plan but could set up its own Advisory Plan Commission and would need to update its zoning ordinance and establish a planning department.

Conner asked about the process for updating the Zoning Ordinance which dates to 1970 with last amendment in 2017. The document refers to a development plan which Conner could not locate. Conner asked what the cost will be to update the zoning ordinance; Rachel replied about the same as the comprehensive planning process.

Conner asked Mayor Werling if the City planned to separate from the County Area Plan. Werling replied that it was too early to say as this is the beginning of the process. Zoning would be next. Any decision would also depend on the amount of growth that the City is likely to experience in coming years; that will flesh out in the months ahead.

Conner asked who would select the steering committee. Mayor Werling indicated that a list was being put together by her with consultation from HWC and JT Doane and explained that there would also be focus groups that could pull community members with interests in specific topics.

Shawn Cain explained the mileposts. The draft plan must be submitted to K-IRPC by September 1 for review by OCRA which is presently taking between 3 weeks and 3 months to complete reviews. HWC and K-IRPC will be the only entities billing with two invoice cycles—the first at 60% completion; the final at the end of the process. February 23, 2023 would be the target date for public hearing and adoption. Grant must be closed out by March 8, 2023.

Mayor Werling asked for a motion to approve the HWC Engineering contract for \$50,000 stating that it had been reviewed by the attorney. Cody Nelson moved to approve the contract. Second by Mike Isley. Motion carried. (5-0)

Next a revised contract from the Carroll County Economic Development Corporation was presented updating the contract approved in September 2021 to change the population number for Delphi to that of the 2020 census, 2961. Conner stated that in an email from Jake in September, the figure he used was 2909. Werling stated that the contract refers to the fee being based on the most recent census. In September the 2020 census data had not been released. The CCEDC fee is \$11.50 per resident.

Debbie Lowe questioned whether the Council could do other business in a special meeting. Conner also questioned whether it was proper. Attorney Barbour stated that other business could be completed during a special meeting as it was still a proper meeting.

Cody Nelson moved to approve the revised contract for the CCEDC. Second by Sandra Flora. Motion carried. (4-0-1: Ayes—Flora, Isley, Kingery, Nelson; Abstain—Conner).

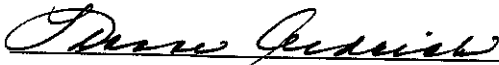
Board Comments.

Spencer Kingery asked for an update on derelict properties at Summit and Cook Streets. JT Doane stated that while some progress had been made on cleaning up the Summit Street property, debris is accumulating again on the back side. Another notice was sent to the owner. For Cook Street the City is developing an action plan to abate the property including towing vehicles and removal of trash. Doane has been in touch with Trash Kars to determine what kinds of debris they can and cannot take. Doane also indicated that he had talked with the owner of 402 S. Washington and that work was expected to begin there on Wednesday. A second notice for payment of an abatement invoice has been sent to the owner of 411 W. Franklin and to the attorney representing the mortgage company with requests to complete boarding of the property and removal of trash from the porch. Monitoring will continue on all properties and the City may take further action if needed.

There being no additional business, Spencer Kingery moved to adjourn. Second by Gayle Conner. Without objection, the meeting adjourned at 6:50 p.m.



Mayor Anita Werling



Clerk-Treasurer, Leanne Aldrich, Attest