

**NOTICE OF PUBLIC MEETING**  
**Governmental Body: Van Meter City Council**  
**Date of Meeting: Monday, July 8, 2024**

**Time/Location: 7:00pm – Van Meter United Methodist Church, 100 Hazel Street, Van Meter, IA 50261**

*NOTE: All public comments require that an individual sign in at the beginning of the meeting. Comments will generally be limited to a maximum of three (3) minutes per person. Under Iowa law, the City Council is prohibited from discussing or taking any action on an item not appearing on its posted agenda. Any issue raised by public comment under the Citizen Hearing will be referred to staff for a decision on whether it should be placed on a future agenda. All comments from the public, Council, and Staff shall address the presiding officer, and upon recognition by the presiding officer, shall be confined to the question under debate, avoiding all indecorous language and references to personalities and abiding by the following rules of civil debate. • We may disagree, but we will be respectful of one another. • All comments will be directed to the issue at hand. • Personal attacks will not be tolerated.*

Business Meeting Agenda:

1. Call to Order
2. Pledge of Allegiance
3. Introductions
4. Civility Statement
5. Approval of Agenda
6. Citizen Hearing
7. Consent Agenda:
  - a. Minutes of the June 10, 2024 City Council Meeting
  - b. Minutes of the June 24, 2024 City Council Meeting
  - c. Minutes of the June 26, 2024 Planning & Zoning Meeting
  - d. July Claims List
  - e. June Financial Statements
  - f. June Building Permit Report
  - g. IPAIT Update – June 2024
  - h. SICOG Update – June 2024
  - i. Quarterly Investment Report
  - j. Resolution #2024-71 Appointments to Certain Boards & Commissions
  - k. Resolution #2024-72 Authorizing Depository for FY25
8. Discussion: Public hearing on the 2024 addition to the Van Meter Urban Renewal Area and the amendment thereto
9. Discussion & Possible Action: Resolution #2024-73 to Declare Necessity and Establish an Urban Renewal Area, Pursuant to Section 403.4 of the Code of Iowa and Approve Urban Renewal Plan Amendment for the Van Meter Urban Renewal Area
10. Discussion & Possible Action: Ordinance #2024-16 Providing for the Division of Taxes Levied on Taxable Property in the 2024 Addition to the Van Meter Urban Renewal Area, Pursuant to Section 403.19 of the Code of Iowa
11. Discussion & Possible Action: Resolution #2024-74 Authorizing Internal Advance for Funding of Urban Renewal Administration and Professional Support Program for the Van Meter Urban Renewal Area
12. Discussion: Public Hearing on a proposed addition of Chapter 93 Well Legal Control Zones
13. Discussion & Possible Action: Ordinance #2024-17 Chapter 93 Well Legal Control Zones
14. Discussion: Public Hearing on a Proposal to Dispose of Real Estate Owned by the City of Van Meter – 5470 Ella Ivy
15. Discussion & Possible Action: Resolution #2024-75 Authorizing Disposal of Real Estate Owned by the City of Van Meter – 5470 Ella Ivy
16. Discussion & Possible Action: Resolution #2024-76 – Setting Date of Public Hearing for August 12, 2024 on Proposed Fee Changes by the City of Van Meter Police Department
17. Discussion & Possible Action: Resolution #2024-77 Setting Date of Public Hearing for August 12, 2024 on a Proposed Amendment to the Dallas County Multi-Jurisdictional Hazard Mitigation Plan
18. Discussion & Possible Action: Resolution #2024-78 Setting Date of Public Hearing for August 12, 2024 on a proposed addition to the Van Meter Code of Ordinances – Chapter 57 Urban Chickens
19. Discussion & Possible Action: Resolution #2024-79 Approving a Proposal for Engineering & Survey Services for Arlington Avenue Public Improvements
20. Discussion: Residential Rental Inspection Process
21. Staff Reports
22. Adjournment

# **Agenda Item #1**

## **Call to Order**

Mayor: *The time is 7:00pm on Monday, July 8, 2024.*

*I hereby call this meeting of the Van Meter City Council to order.*

# Agenda Item #2

## Pledge of Allegiance

Those Present Led by Mayor: ***“I pledge Allegiance to the Flag of the United States of America, and to the Republic for which it stands, on Nation under God, indivisible, with liberty and justice for all.”***

# **Agenda Item #3**

## **Introductions**

City Council, City Staff and Guests will introduce themselves with their name and title/role.

# Agenda Item #4

## Civility Statement

Mayor: ***Our organization is proud to participate in the Show Some Respect Initiative from the Iowa Civility Project. The goal of the Show Some Respect campaign is to improve respect and civility in our community. To help achieve this goal, our expectations are that everyone will:***

- *Listen attentively*
- *Respect the opinions of others*
- *Keep an open mind*
- *Give constructive feedback, comments, and suggestions*
- *Avoid personal attacks*
- *Remember the things we have in common*
- *Value the People, the Process, and the Results*

# Agenda Item #5

## Approval of the Agenda

Submitted for: **ACTION**

Recommendation: **APPROVAL**

Sample Language:

Mayor: ***Do I hear a motion to approve the agenda?***

City Councilmember: \_\_\_\_\_ ***So moved.***

City Councilmember: \_\_\_\_\_ ***Second.***

Mayor: ***Roll Call Please.***

City Clerk: Akers \_\_\_\_\_ Brott \_\_\_\_\_ Grolmus \_\_\_\_\_ Pelz \_\_\_\_\_ Westfall \_\_\_\_\_

Mayor: ***The agenda is adopted.***

# Agenda Item #6

## Citizen Hearing

Sample Language:

Mayor: ***At this time, I will recognize members of the public who have signed in and wish to address the City Council. Once given the floor, please state your full name. You will have a maximum of three (3) minutes to address the Council.***

***Under Iowa law, the City Council is prohibited from discussing or taking any action on an item not appearing on its' posted agenda. Any issue raised by the public comment under Citizen Hearing will be referred to City Staff for a decision on whether or not it should be placed on a future agenda.***

***It is required that individuals addressing the City Council avoid all indecorous language, references to personalities and abide by these two simple rules of civil debate:***

- ***We may disagree, but we will be respectful of one another.***
- ***Personal attacks will not be tolerated.***

# Agenda Item #7

## Consent Agenda

Submitted for: **ACTION**

Recommendation: **APPROVAL**

Sample Language:

Mayor: ***Would staff please review the Consent Agenda?***

Staff: *Gives review.*

Mayor: ***Does the City Council wish to discuss any item on the Consent Agenda separately? If not, I would entertain a motion to Adopt the Consent Agenda as presented.***

City Councilmember: \_\_\_\_\_ ***So moved.***

City Councilmember: \_\_\_\_\_ ***Second.***

Mayor: ***Roll Call Please.***

City Clerk: Akers \_\_\_\_\_ Brott \_\_\_\_\_ Grolmus \_\_\_\_\_ Pelz \_\_\_\_\_ Westfall \_\_\_\_\_

Mayor: ***The Consent Agenda is adopted.***



# Agenda Item #8

Public Hearing regarding proposed Rezoning of  
the Jennings Parcel 22-97 currently zoned as A  
to PUD #2

Sample Language:

Mayor: *I would entertain a motion to open the public hearing.*

City Councilmember: \_\_\_\_\_ *So moved.*

City Councilmember: \_\_\_\_\_ *Second.*

Mayor: *Roll Call Please.*

City Clerk: Akers \_\_\_\_\_ Brott \_\_\_\_\_ Grolmus \_\_\_\_\_ Pelz \_\_\_\_\_ Westfall \_\_\_\_\_

Mayor: *The public hearing is now open at \_\_\_\_\_pm.*

*Has City Staff received any comments regarding this  
matter? \_\_\_\_\_ Does anyone present wish to be heard  
regarding this matter?*

Mayor: *I would entertain a motion to close the public hearing.*

City Councilmember: \_\_\_\_\_ *So moved.*

City Councilmember: \_\_\_\_\_ *Second.*

Mayor: *Roll Call Please.*

City Clerk: Akers \_\_\_\_\_ Brott \_\_\_\_\_ Grolmus \_\_\_\_\_ Pelz \_\_\_\_\_ Westfall \_\_\_\_\_

Mayor: *The public hearing is now closed at \_\_\_\_\_pm.*

# Agenda Item #9

Discussion and Possible Action:

Ordinance #2024-16 to Rezone Property  
Located in Van Meter, IA, to amend Chapter 165,  
and to amend the Zoning Map

Submitted for: **Discussion and Possible Action**

Documentation included in the packet.

Recommendation: **Approval**

Sample Language: **Motion to adopt Ordinance #2024-16 to Rezone Property Located in Van Meter, IA, to amend Chapter 165, and to amend the Zoning Map and to waive subsequent readings**

City Councilmember: \_\_\_\_\_ ***So moved.***

City Councilmember: \_\_\_\_\_ ***Second.***

Mayor: ***Roll Call Please.***

City Clerk: Akers \_\_\_\_\_ Brott \_\_\_\_\_ Grolmus \_\_\_\_\_ Pelz \_\_\_\_\_ Westfall \_\_\_\_\_

**Ordinance passes/fails.**

# Agenda Item #10

## Public Hearing regarding the 2024 addition to the Van Meter Urban Renewal Area and amendment thereto

Sample Language:

Mayor: ***I would entertain a motion to open the public hearing.***

City Councilmember: \_\_\_\_\_ ***So moved.***

City Councilmember: \_\_\_\_\_ ***Second.***

Mayor: ***Roll Call Please.***

City Clerk: Akers \_\_\_\_\_ Brott \_\_\_\_\_ Grolmus \_\_\_\_\_ Pelz \_\_\_\_\_ Westfall \_\_\_\_\_

Mayor: ***The public hearing is now open at \_\_\_\_\_pm.***

***Has City Staff received any comments regarding this matter? \_\_\_\_\_ Does anyone present wish to be heard regarding this matter?***

Mayor: ***I would entertain a motion to close the public hearing.***

City Councilmember: \_\_\_\_\_ ***So moved.***

City Councilmember: \_\_\_\_\_ ***Second.***

Mayor: ***Roll Call Please.***

City Clerk: Akers \_\_\_\_\_ Brott \_\_\_\_\_ Grolmus \_\_\_\_\_ Pelz \_\_\_\_\_ Westfall \_\_\_\_\_

Mayor: ***The public hearing is now closed at \_\_\_\_\_pm.***

# Agenda Item #11

Discussion and Possible Action:

Resolution #2024-73 to Declare Necessity and Establish an Urban Renewal Area, Pursuant to Section 403.4 of the Code of Iowa and Approve the Urban Renewal Amendment for the Van Meter Urban Renewal Area

Submitted for: **Discussion and Possible Action**

City Staff has worked with Dorsey to prepare the necessary steps and documentation to amend the Urban Renewal Area to extend the Administrative Program allowing for certain economic development activity costs expended from the general fund to be reimbursed through TIF revenue and to add in 3 parcels included in the future plat of Trindle Ridge Plat 2 and allow for an amended development agreement with TR to include certain infrastructure costs increasing the TIF cap to \$850,000 but keeping the original 10 years.

Staff followed the statutory requirements of notice to the Planning & Zoning Commission and held a P&Z meeting on June 26, 2024. P&Z recommends the amendment to the URA as noted in the meeting minutes included in the consent agenda.

Staff followed the statutory requirements of notice to the impacted taxing entities (Van Meter Community School District and Dallas County) and held a consultation on June 20, 2024. No one attended the consultation & no comments were received within the 7 day window after the consultation.

No comments have been received by City Staff.

Recommendation: **Approval**

Sample Language: **Motion to adopt Resolution #2024-73 to Declare Necessity and Establish an Urban Renewal Area, Pursuant to Section 403.4 of the Code of Iowa and Approve the Urban Renewal Amendment for the Van Meter Urban Renewal Area**

City Councilmember: \_\_\_\_\_ ***So moved.***

City Councilmember: \_\_\_\_\_ ***Second.***

Mayor: ***Roll Call Please.***

City Clerk: Akers \_\_\_\_\_ Brott \_\_\_\_\_ Grolmus \_\_\_\_\_ Pelz \_\_\_\_\_ Westfall \_\_\_\_\_

**Resolution passes/fails.**

# Agenda Item #12

Discussion and Possible Action:

Ordinance #2024-17 Providing for the Division of Taxes Levied on Taxable Property in the 2024 Addition to the Van Meter Urban Renewal Area Pursuant to Section 403.19 of the Code of Iowa

Submitted for: **Discussion and Possible Action**

City Staff has worked with Dorsey to prepare the necessary steps and documentation to amend the Urban Renewal Area to extend the Administrative Program allowing for certain economic development activity costs expended from the general fund to be reimbursed through TIF revenue and to add in 3 parcels included in the future plat of Trindle Ridge Plat 2 and allow for an amended development agreement with TR to include certain infrastructure costs increasing the TIF cap to \$850,000 but keeping the original 10 years.

Staff followed the statutory requirements of notice to the Planning & Zoning Commission and held a P&Z meeting on June 26, 2024. P&Z recommends the amendment to the URA as noted in the meeting minutes included in the consent agenda.

Staff followed the statutory requirements of notice to the impacted taxing entities (Van Meter Community School District and Dallas County) and held a consultation on June 20, 2024. No one attended the consultation & no comments were received within the 7 day window after the consultation.

Recommendation: **Approval**

Sample Language: **Motion to adopt Ordinance #2024-17 Providing for the Division of Taxes Levied on Taxable Property in the 2024 Addition to the Van Meter Urban Renewal Area Pursuant to Section 403.19 of the Code of Iowa to waive subsequent readings**

City Councilmember: \_\_\_\_\_ ***So moved.***

City Councilmember: \_\_\_\_\_ ***Second.***

Mayor: ***Roll Call Please.***

City Clerk: Akers \_\_\_\_\_ Brott \_\_\_\_\_ Grolmus \_\_\_\_\_ Pelz \_\_\_\_\_ Westfall \_\_\_\_\_

**Ordinance passes/fails.**

# Agenda Item #13

Discussion and Possible Action:

Resolution #2024-74 Authorizing Internal Advance for Funding of Urban Renewal Administration and Professional Support Program for the Van Meter Urban Renewal Area

Submitted for: **Discussion and Possible Action**

City Staff has worked with Dorsey to prepare the necessary steps and documentation to amend the Urban Renewal Area to extend the Administrative Program allowing for certain economic development activity costs expended from the general fund to be reimbursed through TIF revenue. PFM has reviewed and supports the internal advance for the general fund to be reimbursed through future TIF revenue for the following expenditures:

**FY24**

Admin Salary – 10% for EcDev activities - \$11300  
Clerk Salary – 10% for EcDev activities - \$7000  
Greater Dallas Co Economic Development - \$7500  
Dorsey & Whitney - \$4200 (portion of \$12,792.50 – specific TIF/URA activities)

**FY25**

Admin Salary – 10% for EcDev activities~ \$11,800  
Clerk Salary – 10% for EcDev activities ~ \$7400  
Greater Dallas Co Economic Development ~ \$7500  
Dorsey & Whitney – up to \$3300

Recommendation: **Approval**

Sample Language: **Motion to adopt Resolution #2024-74 Authorizing Internal Advance for Funding of Urban Renewal Administration and Professional Support Program for the Van Meter Urban Renewal Area**

City Councilmember: \_\_\_\_\_ ***So moved.***

City Councilmember: \_\_\_\_\_ ***Second.***

Mayor: ***Roll Call Please.***

City Clerk: Akers \_\_\_\_\_ Brott \_\_\_\_\_ Grolmus \_\_\_\_\_ Pelz \_\_\_\_\_ Westfall \_\_\_\_\_

**Resolution passes/fails.**

# Agenda Item #14

## Public Hearing regarding a proposed addition to the Van Meter Code of Ordinances - Chapter 93 Well Legal Control Zones

Sample Language:

Mayor: *I would entertain a motion to open the public hearing.*

City Councilmember: \_\_\_\_\_ *So moved.*

City Councilmember: \_\_\_\_\_ *Second.*

Mayor: *Roll Call Please.*

City Clerk: Akers \_\_\_\_\_ Brott \_\_\_\_\_ Grolmus \_\_\_\_\_ Pelz \_\_\_\_\_ Westfall \_\_\_\_\_

Mayor: *The public hearing is now open at \_\_\_\_\_pm.*

*Has City Staff received any comments regarding this matter? \_\_\_\_\_ Does anyone present wish to be heard regarding this matter?*

Mayor: *I would entertain a motion to close the public hearing.*

City Councilmember: \_\_\_\_\_ *So moved.*

City Councilmember: \_\_\_\_\_ *Second.*

Mayor: *Roll Call Please.*

City Clerk: Akers \_\_\_\_\_ Brott \_\_\_\_\_ Grolmus \_\_\_\_\_ Pelz \_\_\_\_\_ Westfall \_\_\_\_\_

Mayor: *The public hearing is now closed at \_\_\_\_\_pm.*

# Agenda Item #15

Discussion and Possible Action:

Ordinance #2024-18 to Adding Chapter 93 Well Legal Control Zones to the Van Meter Code of Ordinances

Submitted for: **Discussion and Possible Action**

Documentation included in the packet.

Recommendation: **Approval**

Sample Language: **Motion to adopt Ordinance #2024-18 to Adding Chapter 93 Well Legal Control Zones to the Van Meter Code of Ordinances and waive subsequent readings**

City Councilmember: \_\_\_\_\_ ***So moved.***

City Councilmember: \_\_\_\_\_ ***Second.***

Mayor: ***Roll Call Please.***

City Clerk: Akers \_\_\_\_\_ Brott \_\_\_\_\_ Grolmus \_\_\_\_\_ Pelz \_\_\_\_\_ Westfall \_\_\_\_\_

**Ordinance passes/fails.**



# Agenda Item #16

Public Hearing regarding a proposal to dispose  
of Real Estate owned by the City of Van Meter  
- 5470 Ella Ivy Lane

Sample Language:

Mayor: ***I would entertain a motion to open the public hearing.***

City Councilmember: \_\_\_\_\_ ***So moved.***

City Councilmember: \_\_\_\_\_ ***Second.***

Mayor: ***Roll Call Please.***

City Clerk: Akers \_\_\_\_\_ Brott \_\_\_\_\_ Grolmus \_\_\_\_\_ Pelz \_\_\_\_\_ Westfall \_\_\_\_\_

Mayor: ***The public hearing is now open at \_\_\_\_\_pm.***

***Has City Staff received any comments regarding this  
matter? \_\_\_\_\_ Does anyone present wish to be heard  
regarding this matter?***

Mayor: ***I would entertain a motion to close the public hearing.***

City Councilmember: \_\_\_\_\_ ***So moved.***

City Councilmember: \_\_\_\_\_ ***Second.***

Mayor: ***Roll Call Please.***

City Clerk: Akers \_\_\_\_\_ Brott \_\_\_\_\_ Grolmus \_\_\_\_\_ Pelz \_\_\_\_\_ Westfall \_\_\_\_\_

Mayor: ***The public hearing is now closed at \_\_\_\_\_pm.***

# Agenda Item #17

Discussion and Possible Action:

Resolution #2024-75 Authorizing Disposal of Real Estate Owned by the City of Van Meter - 5470 Ella Ivy Lane

Submitted for: **Discussion and Possible Action**

Information included in the packet.

No comments received prior to the public hearing.

Recommendation: **Approval**

Sample Language: **Motion to adopt #2024-75 Authorizing Disposal of Real Estate Owned by the City of Van Meter - 5470 Ella Ivy Lane**

City Councilmember: \_\_\_\_\_ ***So moved.***

City Councilmember: \_\_\_\_\_ ***Second.***

Mayor: ***Roll Call Please.***

City Clerk: Akers \_\_\_\_\_ Brott \_\_\_\_\_ Grolmus \_\_\_\_\_ Pelz \_\_\_\_\_ Westfall \_\_\_\_\_

**Resolution passes/fails.**

# Agenda Item #18

Discussion and Possible Action:

Resolution #2024-76 Setting Date for Public Hearing on a proposed fee changes by the City of Van Meter Police Department

Submitted for: **Discussion and Possible Action**

State code updated effective July 1, 2024 and Chief Brown proposes updating city police fees and fines to align with state code.

Recommendation: **APPROVAL**

Sample Language: **Motion to adopt Resolution #2024-76 Setting Date for Public Hearing on a proposed fee changes by the City of Van Meter Police Department for August 12, 2024 at 7:00pm**

City Councilmember: \_\_\_\_\_ ***So moved.***

City Councilmember: \_\_\_\_\_ ***Second.***

Mayor: ***Roll Call Please.***

City Clerk: Akers \_\_\_\_\_ Brott \_\_\_\_\_ Grolmus \_\_\_\_\_ Pelz \_\_\_\_\_ Westfall \_\_\_\_\_

**Resolution passes/fails.**

# Agenda Item #19

Discussion and Possible Action:

Resolution #2024-77 Setting Date for Public Hearing on the Proposed Amendment to the Dallas County Multi-Jurisdictional Hazard Mitigation Plan

Submitted for: **Discussion and Possible Action**

Information is included in the packet.

Recommendation: **APPROVAL**

Sample Language: **Motion to adopt Resolution #2024-77 Setting Date for Public Hearing on the Proposed Amendment to the Dallas County Multi-Jurisdictional Hazard Mitigation Plan for August 12, 2024 at 7:00pm**

City Councilmember: \_\_\_\_\_ ***So moved.***

City Councilmember: \_\_\_\_\_ ***Second.***

Mayor: ***Roll Call Please.***

City Clerk: Akers \_\_\_\_\_ Brott \_\_\_\_\_ Grolmus \_\_\_\_\_ Pelz \_\_\_\_\_ Westfall \_\_\_\_\_

**Resolution passes/fails.**

# Agenda Item #20

Discussion and Possible Action:

Resolution #2024-78 Setting Date for Public Hearing on the proposed addition to the Van Meter Code of Ordinances - Chapter 57 Urban Chickens

Submitted for: **Discussion and Possible Action**

A sample ordinance will be provided during the meeting for review.

Recommendation: **APPROVAL**

Sample Language: **Motion to adopt Resolution #2024-78 Setting Date for Public Hearing on the proposed addition to the Van Meter Code of Ordinances - Chapter 57 Urban Chickens for August 12, 2024 at 7:00pm**

City Councilmember: \_\_\_\_\_ ***So moved.***

City Councilmember: \_\_\_\_\_ ***Second.***

Mayor: ***Roll Call Please.***

City Clerk: Akers \_\_\_\_\_ Brott \_\_\_\_\_ Grolmus \_\_\_\_\_ Pelz \_\_\_\_\_ Westfall \_\_\_\_\_

**Resolution passes/fails.**

# Agenda Item #21

Discussion and Possible Action:

Resolution #2024-79 Approving a Proposal for Engineering and Surveying Services for Arlington Avenue Public Improvements

Submitted for: **Discussion and Possible Action**

The proposal is included in the packet. Mayor Herman will lead the discussion. A resolution will be provided Monday at the meeting.

Recommendation: **APPROVAL**

Sample Language: **Motion to adopt Resolution #2024-79 Approving a Proposal for Engineering and Surveying Services for Arlington Avenue Public Improvements.**

City Councilmember: \_\_\_\_\_ ***So moved.***

City Councilmember: \_\_\_\_\_ ***Second.***

Mayor: ***Roll Call Please.***

City Clerk: Akers \_\_\_\_\_ Brott \_\_\_\_\_ Grolmus \_\_\_\_\_ Pelz \_\_\_\_\_ Westfall \_\_\_\_\_

**Resolution passes/fails.**

# Agenda Item #22

Discussion:

## Residential Rental Inspections

Submitted for: **Discussion**

City Clerk Drake will provide an overview on the process of the residential rental inspections and provide hard copies of the documentation at the meeting Monday.

City Councilmember: \_\_\_\_\_ ***So moved.***

City Councilmember: \_\_\_\_\_ ***Second.***

Mayor: ***Roll Call Please.***

City Clerk: Akers \_\_\_\_\_ Brott \_\_\_\_\_ Grolmus \_\_\_\_\_ Pelz \_\_\_\_\_ Westfall \_\_\_\_\_

# Agenda Item #23

## Staff Reports

- a. City Administration/City Hall*
- b. Public Works*
- c. Police*
- d. Fire*
- e. Library*
- f. Parks & Rec*
- g. City Engineer*
- h. City Attorney*



# Agenda Item #24

## Adjournment

Submitted for: **ACTION**

Recommendation: **APPROVAL**

Sample Language:

Mayor: ***With no further business, do I hear a motion to adjourn?***

City Councilmember: \_\_\_\_\_ ***So moved.***

City Councilmember: \_\_\_\_\_ ***Second.***

Mayor: ***Roll Call Please.***

City Clerk: Akers \_\_\_\_\_ Brott \_\_\_\_\_ Grolmus \_\_\_\_\_ Pelz \_\_\_\_\_ Westfall \_\_\_\_\_

Mayor: ***This meeting is adjourned at \_\_\_\_\_pm. Thank you.***