APPROVED

MINUTES OF A MEETING OF THE ARLINGTON HEIGHTS HOUSING COMMISSION VILLAGE OF ARLINGTON HEIGHTS, ILLINOIS SEPTEMBER 20, 2023

IN ATTENDANCE:

Commissioners

Present: John Eggum Ken Kiefer Janice Krinsky William Delea

Commissioners

Absent: Andre Arrington David Miller

Staff Present: Nora Boyer, Housing Planner/Staff Liaison

Others Present: Joe Taylor, 116-125 Eastman

Bernard Citron, 116-125 Eastman

Rolando Negron Rodriguez, Full Circle Communities

Denise Reyes, Full Circle Communities

Emma O'Conner-Brooks, Full Circle Communities

Jordan Bartle, Full Circle Communities Tom Gaynor, Hana Board President Hugh Brady, Housing Task Force

Linda Waycie Gary Stubits Barb Taylor Jack Sturgeon Pat Sturgeon Emily Mysler Sally Mysler

Keith Moens, Resident Fred Vogt, Resident

I. CALL TO ORDER

The meeting was called to order at 7:00 pm by Chairman Eggum.

II. ROLL CALL

Present: J. Eggum, J. Krinsky, K. Kiefer, & W. Delea

Absent: A. Arrington & D. Miler

III. NEW BUSINESS

Chairman Eggum took the prerogative to reorder the agenda to move the new business items forward on the agenda beginning with the 116-125 Eastman project.

A. 116 – 125 Eastman Affordable Housing Plan (Revised)

Ms. Boyer shared the staff report: 116-120 W Eastman is a proposed mixed-use building in downtown Arlington Heights. Due to its location in the B-5 zoning district, the Inclusionary Housing Ordinance requires that 7.5% of the total number of units in the development be affordable with the option that a minimum of 5% of the units must be provided as onsite actual affordable housing units and up to 2.5% of the units may be provided using the fee-in-lieu option at the amount per unit prescribed in the Inclusionary Housing Guidelines at the time of the issuance of the building permit. The amount prescribed in the Guidelines is currently \$28,370 per unit but is subject to annual updates according to changes in the Consumer Price Index for the Chicago-Elgin-Naperville Area.

The Affordable Housing Plan for this project was previously reviewed by the Housing Commission in April, 2023. The Housing Commission recommended approval of that Affordable Housing Plan with conditions to the Village Board. However, since April, 2023, the project has undergone some changes and the petitioner has revised the proposed Affordable Housing Plan for the project. Therefore, a revised Affordable Housing Plan is being presented to the Housing Commission.

116-120 Eastman REVISED Affordable Housing Plan Summary

- Total Dwelling Units: 136Market Rate Units: 129
- o Affordable Unit Obligation (7.5%): 10.2
- o Inclusionary/Affordable Units (Min. 5%): 7 (5% is 6.8 units rounded to 7 units)
- o Fee-in-Lieu Units (Max. 2.5%): 3.2 (10.2 units minus 7 on-site units)

The applicant has agreed to the requirements of the Inclusionary Housing Ordinance and associated Guidelines including, but not limited to, the following criteria:

- To provide 7 on-site affordable housing units which meets the requirement that a minimum of 5% of the total number of units be provided as actual on-site units in perpetuity
- To pay a fee-in-lieu of providing 3.2 units x the applicable fee at time of permit (2.3% of total units)
- The annual income for tenants shall comply with the Inclusionary Housing Ordinance and Guidelines which are a maximum of 60% of area median income adjusted for household size
- The maximum rents shall comply with the Inclusionary Housing Ordinance and Guidelines with rents affordable at 60% of area median income adjusted by unit size and also adjusted for a utility allowance
- The affordable units shall be integrated throughout the building
- The affordable units shall be constructed simultaneously with the market rate units
- The interior and exterior finishes of the market rate and the affordable units will be the same
- The bedroom mix of the affordable units shall be equivalent to the mix of the market rate units (rounded) at 3 studio units; 3 one-bedroom units; and 1 two-bedroom units. If the bedroom mix and density calculations change, distribution may be adjusted accordingly
- The management shall provide the required annual report concerning the affordable units on a form prescribed by the Village

The applicant has provided an Affordable Leasing Plan (ALP) that is consistent with the Inclusionary Housing Ordinance and Inclusionary Housing Guidelines including the implementation of the tenant preferences. The ALP is incorporated into the Affordable Housing Plan.

Staff recommended that the Housing Commission recommend that the Affordable Housing Plan for 116-120 W Eastman be approved as meeting the requirements of the Inclusionary Housing Ordinance under the following conditions:

The Applicant is responsible to ensure that the Planned Development is and remains in full compliance with the requirements of Article XVII of Chapter 7 of Village Code, being the Village's Inclusionary Housing Ordinance, and the Village's Inclusionary Housing Guidelines, including, without limitations, the following:

- a. Providing, at a minimum, 7 actual on-site units (a minimum of 5% of the total units) in the Planned Development and fee-in-lieu for 3.2 units (a maximum of 2.5% of the total number of units) or a total of 10.2 units (7.5% of the total number of units) in compliance with Section 7-1707(b)(1) of the Village Code.
- b. Ensuring compliance with all other provisions of the Inclusionary Housing Ordinance and the Inclusionary Housing Guidelines as applicable.

Bernard Citron, attorney for the developer, explained that the project has been revised as a result of meeting with the Village and neighborhood residents. The total number of units was reduced from 150 units to 136 units. There were changes in setbacks and there is some stair stepping of the building. While the number of units has dropped, the project will cost about as much to build because the amenities have not changed and the cost of construction and financing have increased. All amenities will be available to all residents: upper deck, pool, restaurant, and co-working spaces. No density variances will be needed, and this will be a one phase project. For all of these reasons, they are not able to provide the additional 3 affordable units and are proposing to pay the fee-in-lieu for those units.

The applicant has further agreed to offer each tenant a minimum of one parking space per affordable unit at a monthly rate that is reduced by the same proportion that the tenant's affordable monthly rent is discounted from the rent amount for an equivalent market rate unit. He said that parking spaces are about \$50,000 to provide so they can't give away the spaces.

Tom Gaynor, Hana Board President, expressed that the revised plan is much improved as a result of the developer, neighborhood, and Village having worked collaboratively, and the revisions are much appreciated. He said the plan is respectful of the neighborhood and good for the Village. He said they would be in favor of 10 affordable housing units being provided in the building instead of 7, but at least the project is compliant.

Mr. Gaynor also shared a concern for historical homes in the Village being torn down. Through a recent FOIA request, he learned that 10% of the 517 homes identified by the 2004 Art Institute study has having historic character have been torn down and replaced by large, million-dollar homes. There have been 657 tear downs since 2004 and many of torn-down homes may have been considered affordable. He encouraged the Housing Commission to work in tandem with the Design Commission, which reviews tear down and rebuilds, to preserve affordable housing within the community.

Mr. Moens pointed out that the staff report states that the preference in projects is to provide the affordable units rather than accept the fee-in-lieu, and he stated that he does not think that providing the 3 more affordable units will break this project. He asked that the developer to provide evidence that the 3 more affordable units cannot be provided, and asked that the motion be amended to strike accepting the fee-in-lieu for the 3 units and include all 10 affordable units in the project

Mr. Taylor explained that the cost to build these units is approximately \$350,000/unit and the rent generated from the affordable units will be about 1/3 of that received from the market rate units. He said that the project can only absorb a limited number of these units without receiving any funding from the municipality or tax incentives. He said that he does not share proformas with the Village or public but he has lenders and equity partners to satisfy. He said without further incentives, it is difficult economically to provide more affordable units. Mr. Citron pointed out that they are not asking for any variances, including not asking for any density bonus, as was the case previously. Instead, they have decreased the total number of units in response to the neighborhood's requests for decreased height and lower density.

Chairman Eggum asked if the developer was saying that due to the number of units decreasing and construction costs remaining relatively the same, if that materially dropped the rate of return to which the developer agreed. Chairman Eggum stated that the Village has indicated through the Trustees that they are interested in maximizing affordable housing and maintaining that as a priority, but when other commissions, staff, or Trustees decline to allow requested density bonuses, this will decrease the ability of developers to develop affordable housing due to reduced rates of return. He said that the developer having complied with the Ordnance is appreciated; however, it is unfortunate that the proposal to increase density in return for providing more affordable housing in the community was unable to be realized.

Commissioner Kiefer inquired about the tenant selection for the inclusionary units. He asked about the marketing plan for the inclusionary units, especially how they would be directed to Arlington Heights residents. Mr. Taylor stated that there is a marketing plan. Their management company, Lincoln Properties, will manage the process and it will include local housing outreach and will also comply with fair housing laws. Mr. Citron added that they are open to partnering with the Village to market the units locally such as on the Village website if desired. He said though that they cannot limit the units to Arlington Heights residents only.

Commissioner Eggum said the Housing Commission has heard a lot about maintaining affordability for residents for persons such as seniors and that is a concern for the Senior Commission that is represented at this meeting. He said there is a rational basis and reasoning for being concerned about current residents. He said there is a misunderstanding about restrictions versus preferences. He said that there have been repeated concerns about residents being priced-out of our community and there is a reasonable desire to assist residents to be able to remain in the community and not be forced to move to unfamiliar communities in order to find housing.

Mr. Moens asked if a motion can be made at this point to add the increased density to make possible adding the 3 additional affordable units. Mr. Citron stated that the project has already been reworked in response to neighborhood concerns and they are not in a position to rework the project again. Chairman Eggum recognized that the project had been re-engineered and that different commissions have different perspectives. Mr. Citron pointed out again that they are not asking for less than what the Inclusionary Housing Ordinance requires. Chairman Eggum said that the message in what has occurred is that people need to speak in favor of things like density bonuses to support affordable units when other people are taking the position speaking in favor of less density so that there is a discussion of the competing interests.

Motion was made by Commissioner Eggum; Seconded by Commissioner Krinsky:

It is recommended that the Affordable Housing Plan for 116-120 W Eastman be approved as meeting the requirements of the Inclusionary Housing Ordinance under the following conditions:

The Applicant is responsible to ensure that the Planned Development is and remains in full compliance with the requirements of Article XVII of Chapter 7 of Village Code, being the Village's Inclusionary Housing Ordinance, and the Village's Inclusionary Housing Guidelines, including, without limitations, the following:

- a. Providing, at a minimum, 7 actual on-site units (a minimum of 5% of the total units) in the Planned Development and fee-in-lieu for 3.2 units (a maximum of 2.5% of the total number of units) or a total of 10.2 units (7.5% of the total number of units) in compliance with Section 7-1707(b)(1) of the Village Code.
- b. Ensuring compliance with all other provisions of the Inclusionary Housing Ordinance and the Inclusionary Housing Guidelines as applicable.

The motion was approved unanimously by voice vote.

The developers were thanked for their investment in Arlington Heights and for returning to the Housing Commission.

B. Grace Terrace Affordable Housing Plan

Ms. Boyer shared the staff report. Grace Terrace is brought to the Village by Full Circle Communities. It would primarily be financed by the Illinois Housing Development Authority's Permanent Supportive Housing program. It is a proposed 25-unit universally designed permanently supportive housing development providing affordable housing for persons with disabilities. Priority is given to veterans who are otherwise eligible for tenancy. Under the terms of its financing from the Illinois Housing Development Authority (IHDA), all 25 units (100%) must be used to provide affordable permanently supportive housing for a minimum of 30 years. Full Circle Communities has stated that its mission-driven intention is to own and manage all of the units as permanently supportive housing in perpetuity.

Grace Terrace is proposed to have 20 one-bedroom and 5 two-bedroom units in a 3-story building. Tenants will pay 30% of their incomes toward rent and utilities with the remainder covered by Cook County Housing Authority Project-Based Vouchers. This project sets maximum annual household incomes at 30% and 50% of area median income.

In addition to the financing from IHDA, the project is receiving public financing and other grants from Cook County (federal HOME program), a ComEd energy efficiency grant, IFF loan, a State of Illinois Capital Bill allocation, and a Federal Home Loan Bank grant.

<u>Inclusionary Housing Ordinance:</u> Below is a comparison of the proposed project and the requirements under the Inclusionary Housing Ordinance (IHO) and IHO Guidelines.

Criteria	Grace Terrace	Village Requirement Inclusionary Housing Ordinance (IHO) or Guidelines	Comment
Percentage (Number) of Affordable Units	100% (25) units for first 30 years; thereafter at a minimum to comply IHO 10% (3) unit requirement but the intention it to continue operation as a 100% affordable permanent supportive housing building.	10% (3) units are required to be affordable due to public financing	Exceeds affordability requirement first 30 years and will continue to comply thereafter
Fee-In-Lieu	Not applicable	Not applicable	Not applicable
Maximum Tenant Annual Incomes	Maximum 30% and 50% of Area Median Income, thereafter to comply with IHO	Maximum 60% Area Median Income	Exceeds affordability requirement first 30 years and will continue to comply thereafter
Maximum Rents	Tenant rents are 30% of household income for the first 30 years (HACC Project Based Vouchers); thereafter to comply with IHO	Maximums as per IHDA/IHO Guidelines chart by bedroom size	Exceeds requirement first 30 years and will continue to comply thereafter
Integration of Affordable Units	All units are affordable first 30 years; thereafter must comply with IHO	Affordable units to be integrated	Meets requirement

Phasing	Not applicable due to it being a one building development	Not applicable due to it being a one building development	Meets requirement
Interior and Exterior Finishes	All unit finishes are the same	Finishes in affordable units must meet minimum standards	Meets requirement
Bedroom Mix	All units are affordable first 30 years; thereafter to comply with IHO	Affordable unit bedroom mix must be proportional to market rate mix	Meets requirement
Preferences	First 30 years disability will be a condition of tenancy and veterans will receive preference, thereafter to comply with IHO but the intention is to continue to operate as a permanent supportive housing facility for persons with disabilities	IHO Guidelines state that the developer must give preference to one or more of 4 preference categories (persons with disabilities, veterans, local residents, local employees)	Meets requirements
Reporting	Petitioner has agreed to reporting requirements	IHO Guidelines contain reporting requirements	Meets requirement

The petitioner has reported that a Tenant Selection Plan will not be produced until closer to the financial closing with IHDA and has offered to provide a copy to Staff at that time. The IHDA Tenant Selection Plan template will be used. Staff will ensure consistency of the Tenant Selection Plan with the inclusionary housing requirements.

The matter of tenant preferences requires further discussion for which supplemental information was provided. Ms. Boyer explained with respect to the preferences that disability by a head of household is a requirement of tenancy and preference would be given to veterans. These are the required preferences under the IHDA program. IHDA's requirements do not permit the preferences for local residents and employees. This is the same at Heart's Place in Arlington Heights in Arlington Heights which is also an IHDA-financed Permanent Supportive Housing building although Heart's Place was approved prior to the adoption of the Inclusionary Housing Ordinance.

Staff is recommending that the Affordable Housing Plan for Grace Terrace, 1519 – 1623 S Arlington Height Road be approved as meeting the requirements of the Inclusionary Housing Ordinance under the following conditions:

The Applicant is responsible to ensure that the Planned Development is and remains in full compliance with the requirements of Article XVII of Chapter 7 of Village Code, being the Village's Inclusionary Housing Ordinance, and the Village's Inclusionary Housing Guidelines, including, without limitations, the following:

- a. Providing, at a minimum, 3 actual on-site units (a minimum of 10% of the total units) in perpetuity in the Planned Development in compliance with Section 7-1707(b)(3) of the Village Code.
- b. Ensuring compliance with all other provisions of the Inclusionary Housing Ordinance and the Inclusionary Housing Guidelines as applicable.

Ms. O'Conner-Brooks introduced the mission of Full Circle. She said that they are excited about the Arlington Heights location as a high opportunity area and its proximity to a grocery store, park, public transportation including a PACE bus line, and other amenities.

She said that supportive services will be available to tenants on-site but are not required. Tenants will have leases; it is not transitional housing. There will be 100% rental assistance though the Housing Authority of Cook County because they have a priority for affordable housing for persons with disabilities and veterans. Tenants will be required to pay 30% of their income for rent. Every lease holder is required to be an individual with a disability, veterans receiving priority.

Ms. Denise Reyes discussed the project financing plan of which the main component is IHDA's Permeant Support Housing program. This program provides funding for acquisition and construction of projects for persons with disabilities. State and private grants and loans will also be including in the financing. All funding sources are confirmed and committed. They are wrapping up the conceptual project phase and intend to submit for permitting before end of the year, closing on the IHDA financing shortly thereafter. Construction is expected to begin in early spring 2024 and will take about one year to complete. Full Circle property management will then take over the property.

Chairman Eggum asked for the total cost for the project which was reported to be \$13.5M with the IHDA portion being \$8.5M and loans totaling \$1.5M. The builder is Weiss Builders.

Ms. O'Conner-Brooks shared their success with a development in McHenry County.

Services on-site in Arlington Heights will include a case manager, help with literacy, job training, case management, applying for benefits, socialization and community building, help integrating into the community, health and wellness programs, in/out patient services as needed, etc. Full Circle reinvests 75% of their differed development fees back into their services so that tenants receive what they need. Their project aligns with Arlington Heights' inclusionary housing goals, goals for the development of vacant land, and will pay approximately \$50K per year in property taxes.

Ms. O'Conner-Brooks stated that the Fair Housing Act does not permit the local preferences, but the units will be marketed locally and a wait list based on location will be developed. She also said that they are willing to work with the Village's Health Department to identify possible referrals. Chainman Eggum asked if not permitting the local preference was an IHDA requirement or a matter of fair housing law. Ms. O'Conner-Brooks said that fair housing law disallows limiting units to tenants from specific zip codes.

Hugh Brady, Housing Task Force representative, provided some background on how the project came about and said that the Task Force is very supportive of this project. He said that their market research shows a strong need for this type of housing in the area. He shared that area residents are interested in staying in their communities. Services that are provided within the housing are needed. Mr. Brady said that a similar building in Mt. Prospect called Meyers Place was nearly entirely occupied by tenants who previously resided locally – in Mt. Prospect or a nearby suburb.

Sally Mysler encouraged the project move forward after her daughter Emily benefitted from a similar community.

Commissioner Krinsky said that she is very supportive of this project. She said that she has professional and personal experience with special needs populations and lives on the west side of Arlington Heights Rd. where the building is proposed to be located. She thanked the developer for bringing this to our community and her area which so desperately needs this type of housing.

Chairman Eggum said that there is a lack of complete understanding concerning the legal framework regarding the preferences. He said that in-general he views this project as warranting a possible exception to the standing preferences because of the IHDA requirements. However, the exception is not something that would be made under a normal set of circumstances (such as in a privately-financed development) where financing does not require such an exception. He said that he wants to be clear that the preferences were discussed by the Housing Commission and the Village Board and are in the Inclusionary Housing Guidelines pursuant to direction from the Village Board, and it needs to be clear that that an exception would not otherwise be considered if it were not for these unique circumstances related to the requirements under the financing.

Commissioner Kiefer said that he is supportive of the project and understands that IHDA has its restrictions, but he is concerned about the Village tenant selection preferences. The Mt. Prospect building providing affordable units to residents of surrounding communities is fine, but Arlington Heights is the only suburb in the area that requires inclusionary units and the intention is that local residents should have the opportunity to benefit from these units. He would like this topic investigated further. There was a discussion about the difference between illegal restrictions and potentially legal preferences with it being permissible to have preferences for which there is a rational basis and and does not create a disparate impact.

It was also stated that an interested persons list will be kept by the developer, and the persons on the interested persons list will be notified when the Cook County Housing Authority waiting list is opened. Therefore, publicizing the project locally and getting interested persons on the developer's interested persons list would be a way of help local residents access the Cook County Housing Authority waiting list.

Motion was made by Commissioner Eggum; Seconded by Commissioner Krinsky:

It is recommended that the Affordable Housing Plan for Grace Terrace, 1519 – 1625 S Arlington Heights Road be approved as meeting the requirements of the Inclusionary Housing Ordinance and that the developer be granted an exception to the Inclusionary Housing Guidelines because they are required by State-based public funding sources (Illinois Housing Development Authority) to refrain from giving preference to Arlington Heights residents and workers. **The motion was approved unanimously by voice vote.**

Chairman Eggum asked that staff be prepared to explain the distinctions described above to the Trustees and point out that the preferences were the preferences of the Trustees. The Trustees decided to enact the Ordinance and the preferences with the Guidelines.

The Housing Commission resumed the regular order of business on the meeting agenda.

IV. APPROVAL OF MINUTES

A motion was made by Commissioner Kiefer, seconded by Commissioner Delea to approve the minutes of the August 16, 2023 meeting with the correction of a few typographical errors. The motion was approved unanimously by voice vote.

V. REPORTS

A. Regular Status Update of Inclusionary Affordable Housing Projects

Arlington Gateway – Is a redevelopment proposed for the SE corner of S Arlington Heights
Rd. and Algonquin Rd. The proposal is for an 8-story, 300-unit rental apartment building. It
went to early review before the Village Board on June 20, 2023 and the Conceptual Plan
Review Committee on July 26, 2023. The developer's proposal is to provide the required 10%
(30) affordable units.

- **Chestnut Townhomes** Is a proposed 5 townhome development for 2201 N Chestnut Ave. Payment of the linkage fee would be required due to the size of the project (under 10 units).
- Full Circle Communities' Grace Terrace Is a permanently supportive housing development proposed to be located at 1519 1625 S Arlington Heights Rd. The Affordable Housing Plan was presented to the Housing Commission at this meeting September 20, 2023. The project will be going soon to the Design and Plan Commissions.
- International Plaza/TIF 4 Discussions are continuing regarding the redevelopment site.
 There is potential for movement on the project in the coming month or two. The affordable
 housing partner applied for low-income housing tax credits for the affordable building. The
 application passed IHDA's preliminary review, but the project was not awarded tax credits in
 2023. There may be a reapplication for 2024 tax credits.
- 116-120 W Eastman The Affordable Housing Plan for this rental building was reviewed by the Housing Commission in April 2023. The revised Affordable Housing Plan was presented to the Housing Commission for re-review at this meeting September 20, 2023.
- **4 N Douglas** The Affordable Housing Plan has been reviewed by the Housing Commission. The project has not yet advanced to the Plan Commission.
- Crescent Place Is a 40-unit, 100% affordable apartment building that has been approved and is under construction.
- ADRIII/3031 W Salt Creek Ln. Was a proposed rental building that went for preliminary review to the Conceptual Plan Review Committee on November 30, 2022. Nothing more has been heard from the petitioner.
- **Arlington 425** Is approved. There is no update this month.

VI. OLD BUSINESS

A. Single-Family Rehabilitation Program Report & 2023/2024 Budget Discussion

Ms. Boyer said that the allocation for the Single-Family Rehab program for 2023/2024 is \$32,419, and there are now three applications.

The applications for the Group Home Rehab Grant Program were going to be reviewed in October, but she suggested that she ask the agencies to collect multiple bids for their projects in the hope that there may be costs savings. If there are extra funds in the Group Home Rehab Grant Program, perhaps the funds could be reallocated to the Single-Family Rehab Program.

Commissioner Krinsky asked if Ms. Boyer knew how the applicants heard about the Single-Family Rehab Program. Ms. Boyer said that one applicant is a repeat participant and the other two applicants read about the program when the program was recently publicized online.

B. Single-Family Rehab Program Changes

Ms. Boyer said that the changes to the program recommended by the Housing Commission were accepted by the Village Board. The approval of loans up to 100% loan to value ratio are to approved on a case-by-case basis for urgent repairs.

C. Rental Registry Recommendation

Ms. Boyer reported that the Village Manager is having the Building Department look into a Multi-Family Licensing program including a rental licensing and inspection program, looking at possible policies for short term rentals, and getting information on affordability. The challenge being the cost especially with regard to the inspection component.

Commissioner Eggum stated that the long-ago proposed rental registry was proposed with a small fee to cover the nominal cost for the set-up of the website page and data collection system. The proposed rental registry would provide the framework for the other topics being discussed and does not need to wait for those discussions to conclude. The rental registry could proceed and provide the data needed by the Housing Commission to do its work.

D. Affordable Housing Trust Fund

Ms. Boyer had no report.

VII. OTHER BUSINESS

A. Agenda Items for October Meeting

None

B. Public Comment

Fred Vogt, of the Senior Citizens Commission stated that Village Board Goal #9 in the Strategic Plan is Attainable Housing. The Senior Commission met earlier this week and is wondering how the Housing Commission plans to monitor this goal. Commissioner Eggum said that the rental registry would help with this. He also said that it would be helpful if the Housing Commission had contact with a Realtor who would be willing to provide housing market data from the Multiple Listing Service (MLS). Chairman Eggum shared that the Housing Commission really does not have current data on Arlington Heights housing cost/value at this time. Mr. Vogt said that he will look into the idea.

VIII. ADJOURNMENT

A motion was made by Commissioner Krinsky seconded by Commissioner Kiefer to adjourn the meeting. The motion was approved by voice vote.