

Adel City Council
November 14, 2017 – Meeting Minutes

The Adel City Council met in regular session at Adel City Hall, 301 S. 10th St., Adel, Iowa, on Tuesday, November 14, 2017, at 6:00 p.m. Mayor Peters called the meeting to order and the following answered roll: Ockerman, Hillmer, McAvoy, Haynes and McAdon.

Staff Present: City Administrator Brown, City Clerk Steele, Finance Director Sandquist, Public Works Director Overton, Parks and Recreation Director Schenck, Library Director James and Water/Wastewater Operator Altenhofen.

COMMENTS FROM THE PUBLIC

Greater Dallas County Development Alliance Annual Update – Board Member, Deb Calvert
Duane Sand, President of Board of Directors for Whiterock Conservancy in Coon Rapids, IA – New programs with the League of Cities for water quality treating mechanisms

CONSENT AGENDA

- a) Consider Approval of City Council Minutes Dated October 10, 2017
- b) Consider Approval of October Bills and October 31, 2017, Treasurer's Report
Motion by McAvoy, seconded by Hillmer, to approve the consent agenda
Roll: Ayes-Unanimous. Motion carried.

DEPARTMENT HEAD REPORT

Update on Brick Street Bakery Lease Agreement – Patio Progress
Outstanding Lillis, O'Malley Invoice for the South Annexation Services

NEW BUSINESS

- a) Consider Approval of Street Committee Recommendation to Extend 289th Place (Option #3), Apply for a RISE Grant, and Create a Development Agreement Outlining Responsibilities of All Parties
Motion by Hillmer, seconded by McAvoy, to approve Option #3, apply for RISE grant, and create a development agreement
Roll: Ayes-Hillmer, McAvoy, McAdon. Nays-Haynes, Ockerman. Motion carried.
- b) Consider Approval of Annual Urban Renewal Report – Fiscal Year 2016-2017
Motion by Haynes, seconded by McAvoy, to approve annual Urban Renewal report – FY 2016-17
Roll: Ayes-Unanimous. Motion carried.
- c) Consider Approval of Resolution No. 17-57, Authorizing an Interfund Loan to the TIF Fund
Motion by Hillmer, seconded by McAvoy, to approve Resolution No. 17-57
Roll: Ayes-Unanimous. Motion carried.
- d) Consider Approval of Resolution No. 17-58, Approving Tax Increment Financing (TIF) Indebtedness Certification for City of Adel, Iowa
Motion by McAdon, seconded by Hillmer, to approve Resolution No. 17-58
Roll: Ayes-Unanimous. Motion carried.
- e) Consider Approval of Resolution No. 17-59, Budget Transfers
Motion by Hillmer, seconded by McAdon, to approve Resolution No. 17-59
Roll: Ayes-Unanimous. Motion carried.
- f) Consider Approval of Resolution No. 17-60, 28E Agreement on North Raccoon Watershed
Motion by Haynes, seconded by McAvoy, to approve Resolution No. 17-60
Roll: Ayes-Unanimous. Motion carried.

- g) Consider Approval of Bid for the Sale of City Owned Property – 425 River Street
Motion by McAvoy, seconded by Ockerman, to approve bid received for sale of city owned property
Roll: Ayes-Unanimous. Motion carried.
- h) Consider Approval of Resolution No. 17-61, Authorizing Agreement with Ahlers & Cooney for the Purpose of Obtaining Bond Counsel for \$1,025,000 Water Revenue CLN, Series 2018A
Motion by Haynes, seconded by Ockerman, to approve Resolution No. 17-61
Roll: Ayes-Unanimous. Motion carried.
- i) Consider Approval of Resolution No. 17-62, Authorizing Agreement with Ahlers & Cooney for the Purpose of Obtaining Bond Counsel for \$580,050 Sewer Revenue CLN, Series 2018B
Motion by Ockerman, seconded by McAdon, to approve Resolution No. 17-62
Roll: Ayes-Unanimous. Motion carried.
- j) Consider Approval of Resolution No. 17-63, Fixing Date for Authorization of a Loan and Disbursement Agreement and Issuance of Not to Exceed \$1,025,000 Water Revenue CLN and Publication of Notice
Motion by McAdon, seconded by Haynes, to approve Resolution No. 17-63 and set public hearing date for December 12, 2017 at 6:00 p.m.
Roll: Ayes-Unanimous. Motion carried.
- k) Consider Approval of Resolution No. 17-64, Fixing Date for Authorization of a Loan and Disbursement Agreement and Issuance of Not to Exceed \$580,050 Sewer Revenue CLN and Publication of Notice
Motion by Haynes, seconded by McAdon, to approve Resolution No. 17-64 and set public hearing date for December 12, 2017 at 6:00 p.m.
Roll: Ayes-Unanimous. Motion carried.
- l) Consider Approval of Ordinance No. 323, Updating City Code to Match City Fee Schedule
Motion by McAvoy, seconded by Haynes, to approve Ordinance No. 323 – First Reading
Roll: Ayes-Unanimous. Motion carried.
Motion by Haynes, seconded by McAvoy, to waive the second and third readings and adopt Ordinance No. 323
Roll: Ayes-Unanimous. Motion carried.
- m) Consider Approval of City Fee Schedule
Motion by Hillmer, seconded by Ockerman, to approve the City’s fee schedule
Roll: Ayes-Unanimous. Motion carried.
- n) Consider Approval of Resolution No. 17-65, Ordering Construction of Certain Public Improvements, and Fixing a Date for Public Hearing and Taking of Bids
Motion by Haynes, seconded by Ockerman, to approve Resolution No. 17-65 and set public hearing date for December 12, 2017 at 6:00 p.m.
Roll: Ayes-Unanimous. Motion carried.
- o) Consider Approval of Parks & Rec. Board Recommendation to Cash Rent 9 Acres Near Aquatic Center
Motion by Ockerman, seconded by McAvoy, to approve cash renting 9 acres and publish ad asking for bids
Roll: Ayes-Unanimous. Motion carried.
- p) Consider Approval of Personnel Committee Recommendation to Amend City Administrator Contract
Motion by McAvoy, seconded by Haynes, to approve amendment to the City Administrator contract
Roll: Ayes-McAvoy, Haynes, Ockerman. Nays-Hillmer, McAdon. Motion carried.

- q) Consider Approval of Personnel Committee Recommendation of Water Superintendent Job Description
Motion by McAvoy, seconded by Ockerman, to approve Water Superintendent job description
Roll: Ayes-Unanimous. Motion carried.
- r) Consider Approval of Personnel Committee Recommendation to Revise City Clerk to Non-Exempt
Motion by Haynes, seconded by McAvoy, to revise City Clerk position to non-exempt
Roll: Ayes-Unanimous. Motion carried.
- s) Consider Approval of Calendar Year 2018 Health and Dental Insurance Renewals
Motion by Hillmer, seconded by McAvoy, to approve 2018 health and dental insurance renewals
Roll: Ayes-Unanimous. Motion carried.
- t) Consider Approval of Change Order No. 2 for Adel Brick Streets 2017 Project
Motion by Hillmer, seconded by Haynes, to approve Change Order No. 2
Roll: Ayes-Unanimous. Motion carried.
- u) Consider Approval of Pay Estimate #5 for Adel Brick Streets 2017 Project in the Amount of \$167,928.65 to Crow River Construction, pending USDA-RD Approval
Motion by Hillmer, seconded by Ockerman, to approve Pay Estimate No. 5
Roll: Ayes-Unanimous. Motion carried.
- v) Consider Approval of Resolution No. 17-66, Accepting the Adel Brick Streets 2017 Project
Motion by Hillmer, seconded by McAvoy, to approve Resolution No. 17-66
Roll: Ayes-Unanimous. Motion carried.
- w) Consider Approval of USDA Certificate of Substantial Completion (Adel Brick Streets 2017)
Motion by Ockerman, seconded by Haynes, to approve USDA certification of substantial completion for the Adel Brick Streets 2017
Roll: Ayes-Unanimous. Motion carried.
- x) Consider Approval of Resolution No. 17-67, Ordering Preparation of Final Plat and Schedule of Assessments for the Adel Brick Streets 2017 Project
Motion by Hillmer, seconded by McAvoy, to approve Resolution No. 17-67
Roll: Ayes-Unanimous. Motion carried.
- y) Consider Approval of Resolution No. 17-68, Adopting and Levying Final Schedule of Assessments, and Providing for the Payment Thereof for the Adel Brick Streets 2017 Project
Motion by Haynes, seconded by Ockerman, to approve Resolution No. 17-68 and set interest rate at 1% over the City's interest rate
Roll: Ayes-Unanimous. Motion carried.
- z) Consider Approval of Final Payment for Adel Brick Streets 2017 Project in the Amount of \$108,175.49 to Crow River Construction, pending USDA-RD Approval
Motion by Hillmer, seconded by Haynes, to approve Final Payment
Roll: Ayes-Unanimous. Motion carried.
- aa) Consider Approval of Planning & Zoning Commissions Recommendation of Plat Within City of Adel's 2-Mile Territory – Blue Chair Meadows
Motion by Ockerman, seconded by Hillmer, to approve plat for Blue Chair Meadows
Roll: Ayes-Unanimous. Motion carried.

- bb) Consider Approval of Planning & Zoning Commission's Recommendation of Plat Within City of Adel's 2-Mile Territory – Sargent's First Addition
Motion by Haynes, seconded by Ockerman, to approve plat for Sargent's First Addition
Roll: Ayes-Unanimous. Motion carried.
- cc) Discussion / Possible Action of Salary Reviews and Considerations
Motion by McAvoy, seconded by Ockerman, to approve a \$15,000 increase to the City Administrator's salary effective 12/1/2017
Roll: Ayes-Ockerman, McAvoy, Haynes. Nays-McAdon, Hillmer. Motion carried.
Motion by McAvoy, seconded by Ockerman, to approve a \$2,000 increase to the Finance Director's salary effective 12/1/2017
Roll: Ayes-Ockerman, McAvoy, Haynes. Nays-McAdon, Hillmer. Motion carried.
- dd) Consider Approval of Public Safety Committee's Recommendation for Additional Stop Signs Near New Bailey's Grove Park
Motion by Haynes, seconded by Ockerman, to approve additional stop signs near park
Roll: Ayes-Unanimous. Motion carried.
- ee) Consider Approval of Agreement with Universal Field Services for Right-of-Way Acquisition Services for the East Annex Sewer Extension
Motion by Ockerman, seconded by Haynes, to approve agreement with Universal Field Services
Roll: Ayes-McAvoy, Haynes, Ockerman. Nays-Hillmer, McAdon. Motion carried.

OTHER BUSINESS

1. Council Member McAvoy asked Mayor Peters to sign City Administrator Brown's goals approved by the Personnel Committee.
2. Council Member McAvoy gave update from the MAC meeting.
3. Council Member McAdon gave update on the SW project at the South Dallas County landfill and noted the annual meeting will be held in January 2018.
4. Meeting adjourned 8:07 p.m.



James F. Peters, Mayor

Attest:



Jackie Steele, City Clerk