



## **NOTICE OF PUBLIC MEETING – Street Committee**

The City of Adel Street will meet in the council chambers at Adel City Hall, 301 S. 10<sup>th</sup> Street, Adel, Iowa, on Thursday, January 3, 2018 at **6:00 p.m.**

### **AGENDA**

1. Call to Order
2. Approval of Minutes – September 17, 2018; October 2, 2018; October 11, 2018; October 25, 2018; November 8, 2018 (first); November 8, 2018 (second); November 29, 2018
3. Consider Citizen Request for Stop Sign at Top of Hill on South 11<sup>th</sup> Street North of Evans View Drive
4. Update on Street Overlay & Patching Projects – Spring 2019
5. Receive / Review Citizen Focus Group Recommendations
  - a. Meadow Road Paving
  - b. Trails, Sidewalks, & Underpass along Nile Kinnick Drive South (HWY 169)
  - c. Nile Kinnick Drive South (HWYS 169/6) Improvements
6. Review Potential Financing of Potential Upcoming Projects – Jon Burmeister, PFM Financial Advisor
7. Any Other Business
8. Adjournment

1/2/2019 10:01:45 AM

*Please Note: Members or a quorum of members of other City Boards, Commissions, Committees, and / or the Council may be in attendance. Only items on the agenda may be acted upon and / or discussed.*



## October 2, 2018 Street Committee – Minutes

### **The City of Adel’s Street Committee met at Adel City Hall, 301 S. 10<sup>th</sup> Street, Adel, Iowa, in the Council Chambers on October 2, 2018 at 6:00 p.m.**

The meeting was called to order at 6:00 p.m. by Chair Rob Christensen. Members present: Christensen, Miller, and Selby. Others in attendance: Council members McAdon and Ockerman, City Administrator Brown, Public Works Director Overton, and McClure Engineering rep. Sandberg.

Selby motioned, seconded by Miller, to approve the September 4, 2018 minutes. Motion carried unanimously.

Discussion began on vacating a section of 288<sup>th</sup> Trail. Doug Nichols, 24013 288<sup>th</sup> Trail, stated that he asked Dallas County to vacate a section of 288<sup>th</sup> Trail along his property in February. Nichols stated that a public hearing was held, but concerns were brought up about the Old Wagon Wheel Bridge. Nichols noted that he believes the City took sole possession of the bridge 18 years ago to protect it. The County ultimately voted against Nichols’s request.

Nichols asked whether the City or the County own the bridge. Christensen noted that the City Attorney confirmed that the bridge’s ownership is shared because the City-County boundary meets in the middle. Miller noted that, while there are no current plans, any repairs would be a joint effort.

Nichols asked about his request to vacate a section of 288<sup>th</sup> Trail. Nichols noted that he has performed all maintenance along the section. Christensen noted that, while the City’s Parks & Trails Master Plan does not show any use for the road, the Chamber’s Community Visioning shows a use for it.

McAdon asked whether the Old Wagon Wheel Bridge could support anything structurally. Ockerman noted that the City has not budgeted anything to tear down the bridge.

Selby motioned, seconded by Miller, to recommend to the council that the City inform the County that the City has no control or plans for the section of 288<sup>th</sup> Trail that Nichols has requested the County to vacate. Motion carried unanimously.

Discussion moved to an update on the Adel Growth & Safety Transportation Project. Christensen noted that the first Focus Group meeting had been held. Until the Focus Group concludes, there will not be many updates.

Discussion moved to the Overlay Project. Sandberg stated that the project was out to bid and would be awarded this month. Selby asked whether any work would begin this year. Sandberg noted that the salt shed pad would be completed but that everything else has until June 1, 2019.

Discussion moved to lowering the speed limit on Meadow Road between HWY 169 and South 15<sup>th</sup> Street. Overton stated the County’s speed study recommended 35 m.p.h., which he recommends. No speed limit is currently posted.

Miller motioned, seconded by Selby, to recommend to the council to lower Meadow Road’s speed limit based on Overton’s recommendation of 35 m.p.h.

With no other business, the meeting was adjourned at approximately 6:32 p.m.

Respectfully submitted,

Anthony Brown  
City Administrator



## October 11, 2018 Street Committee – Minutes

**The City of Adel Street Committee’s Growth & Safety Transportation Project Focus Group met in the ADM Schools Administration Building – Board Room, 215 North 11<sup>th</sup> Street, Adel, Iowa, on October 11 2018 at 6:30 p.m.**

The meeting was called to order at approximately 6:35 p.m. by Chair Christensen. Members present: Christensen, Miller, and Selby. Others in attendance: Mayor Peters, Council member Ockerman, City Administrator Brown, Public Works Director Overton, Parks & Recreation Director Schenck, McClure rep. Sandberg, and approximately eight residents.

Christensen began the second Focus Group meeting by asking everyone to introduce themselves. Most of those in attendance were members of the Group, while others were audience participants. Christensen reviewed the Group’s Member Commitment, which asks members to commit to attend every meeting.

Christensen asked the Group to review and adopt its Mission Statement. From the previous meeting, a vast majority of the Group’s top priorities were safety and connectivity. The Group’s mission is to *use a collaborative process to provide consensus recommendations to the City Council for a safer Highway 169 southern corridor, that will also include appropriate trails and sidewalks for overall connectivity and betterment of the entire community.*

Sandberg provided an overview of the proposed Meadow Road improvements. The Group voiced concern about the lack of sidewalks. Comments were made about safety issues and connectivity to the neighborhoods and Adel Family Aquatic Center. The Group also asked about the speed limit and curb/gutter. Paving Meadow Road was supported, though questions remain about sidewalks.

Schenck provided an overview of the City’s 2017 Parks & Trails Master Plan. The Plan has been used for new subdivisions (e.g., park location in Southbridge). The City has a cost estimate of \$240,000 for a trail from Timberview West to Evans Park. A Meadow Road trail would require much more work.

Sandberg reviewed the HWY 169 trails and sidewalks. A 10-foot trail would be on portions of the highway to the high school, with regular sidewalk on the rest. The trails and sidewalks are estimated to cost approximately \$460,000. An underpass would link both sides for approximately \$400,000.

Christensen led the Group through a benefit activity where maps were colored showing the perceived benefits of the projects to surrounding property owners.

Christensen reviewed the Group’s upcoming agendas. The Group is tentatively targeting a January 2019 public meeting. Due to DOT bidding requirements, construction cannot begin until 2020 at the earliest.

Barring any technical glitches, a full recording of the meeting is available at Adel City Hall.

With no other business, the meeting adjourned at approximately 8:07 p.m.

Respectfully submitted,  
Anthony Brown, City Administrator



## October 25, 2018 Street Committee – Minutes

**The City of Adel Street Committee’s Growth & Safety Transportation Project Focus Group met in the ADM Schools Administration Building – Board Room, 215 North 11<sup>th</sup> Street, Adel, Iowa, on October 25 2018 at 6:30 p.m.**

The meeting was called to order at approximately 6:30 p.m. by Chair Christensen. Members present: Christensen and Miller. Selby was absent. Others in attendance: Mayor Peters, Council members McAdon and Ockerman, City Administrator Brown, McClure reps. Sandberg and Schug, and approximately eight residents.

Christensen began the third Focus Group meeting by asking everyone to introduce themselves. The Group’s mission is to *use a collaborative process to provide consensus recommendations to the City Council for a safer Highway 169 southern corridor, that will also include appropriate trails and sidewalks for overall connectivity and betterment of the entire community.*

Christensen led the Group through a benefit activity for the Meadow Road paving project.

Discussion moved to the turning lanes and improvements on HWY 169 south from approximately the ADM High School to 302<sup>nd</sup> Place. Christensen noted that the overwhelming concerns are speed and safety. Several speed studies have been performed since 2013. Christensen noted that the speed study performed recently suggested a speed increase of 5 m.p.h. Christensen stated that the City would not be accepting that suggestion.

Christensen noted that the DOT requires turn lanes for new developments that connect to HWY 169. The Group discussed the potential concern of development south of 302<sup>nd</sup> when the Southbridge PUD starts. It was noted that this area could be a phase two of the project, as half of it is in the County.

Schug and Sandberg reviewed the Traditional Turn Lane Concept, which would focus on every major intersection. Painted medians would be easier for the DOT to plow, but they may not help slow down traffic. However, raised medians would slow down traffic, though the City may have to maintain them.

Schug and Sandberg moved to the Roundabout Concept, which requires 1,000 feet minimum spacing. Additional work would be required at the ADM/Fareway intersection. Several intersections may become right in / right out locations. The DOT has information on how roundabouts help slow traffic. The DOT may provide additional funding for roundabouts, which could offset the increased cost. The DOT could require the City to plow these. In addition, roundabouts would prevent the extra costs of stoplights in the future.

Schug and Sandberg reviewed the estimated costs. The Traditional Turn Lane Concept would cost approximately \$3.4 million. An estimated cost has not been developed for the Roundabout Concept. The Group discussed options near the ADM/Fareway intersection. These options include rumble strips, raised medians, speed bumps, flashing lights, and two entrances to the school.

Christensen led the Group through a benefit activity for HWY 169 and noted the next meetings. Barring any technical glitches, a full recording of the meeting is available at Adel City Hall.

With no other business, the meeting adjourned at approximately 7:56 p.m.

Respectfully submitted,  
Anthony Brown, City Administrator



## **November 8, 2018 Street Committee – Minutes**

**The City of Adel’s Street Committee met in the board room at the ADM Schools Administration Building, 215 North 11<sup>th</sup> Street, Adel, Iowa, on November 8, 2018 at 6:00 p.m.**

The meeting was called to order at 6:00 p.m. by Chair Rob Christensen. Members present: Christensen, Miller, and Selby. Others in attendance: Council member Ockerman, City Attorney Stone, City Administrator Brown, and McClure Engineering rep. Schug.

Discussion began on the new Casey’s location at the corner of Meadow Road and HWY 169. Brown noted that, earlier this year, Casey’s had indicated that it would pave its section of Meadow Road as a part of its development. Recently, Casey’s requested that the City participate in half of that cost.

Stone noted that the State’s definition of a public improvement has been expanded to include projects “under control” of a municipality. Therefore, if the City contributed funds, the City would need to publicly bid the project.

Ockerman asked whether Casey’s would be assessed for the overall HWY 169 Project if they pave Meadow Road. Schug noted that the overall project includes multiple components. A resident asked whether TIF could be used.

Selby motioned, seconded by Miller, to recommend to the council that the City ask Casey’s to pay for the paving project in full. Motion carried unanimously.

Discussion moved to the Timberview West Plat 4 development agreement. Brown noted that the DOT had required the developer to install turn lanes, but the City had requested funds to be contributed to the HWY 169 project instead. The committee reviewed the draft agreement.

Eric Grubb, the developer, noted a few issues but stated that he was ready to contribute the funds. Miller agreed with changing the agreement to remove a project deadline and the escrow account.

Miller motioned, seconded by Selby, to recommend to the council to accept the agreement to use Grubb’s funds for the HWY 169 Project. Motion carried unanimously.

Discussion moved to the DOT’s Corridor Access Agreements for HWY 6 and HWY 169. Brown noted that these agreements have been ongoing for several years. Schug stated that, with the HWY 169 Project, it would be prudent to continue these discussions. Christensen noted that the City could use these access points during its Comprehensive Plan Update.

With no other business, the meeting was adjourned at approximately 6:20 p.m.

Respectfully submitted,

Anthony Brown  
City Administrator



## November 8, 2018 Street Committee – Minutes

**The City of Adel Street Committee’s Growth & Safety Transportation Project Focus Group met in the ADM Schools Administration Building – Board Room, 215 North 11<sup>th</sup> Street, Adel, Iowa, on November 8, 2018 at 6:30 p.m.**

The meeting was called to order at approximately 6:30 p.m. by Chair Christensen. Members present: Christensen, Miller, and Selby. Others in attendance: Mayor Peters, Council members McAdon and Ockerman, City Attorneys Stone and Wainwright, City Administrator Brown, McClure rep. Schug, and at least a dozen residents.

Christensen began the fourth Focus Group meeting by asking everyone to introduce themselves. The Group’s mission is to *use a collaborative process to provide consensus recommendations to the City Council for a safer Highway 169 southern corridor, that will also include appropriate trails and sidewalks for overall connectivity and betterment of the entire community.*

Christensen and Schug reviewed the project costs. Meadow Road’s estimate cost is \$600,000. This cost does not include sidewalks or curb/gutter. The HWY 169 trails project costs approximately \$1,002,186. The HWY 169 Improvements have two estimates: \$4,774,656 for the Traditional Turn Lane Concept; and \$5,229,494 for the Roundabouts Concept. Schug noted that these costs could change.

Christensen reviewed potential funding sources for the project. The City’s debt service levy could be used for general obligation bonds (GO). However, it will be several years before the City has enough debt service capacity to take on all of these projects. Special assessments, tax increment financing, DOT funding, and other funds may be used, but these sources have certain restrictions. The DOT could also “float” the project for several years, though further discussions are needed.

Wainwright discussed the concept of special assessments. Wainwright noted that street improvement projects typically have general benefits and special benefits. Courts typically leave this distinction to the councils, but property owners cannot be assessed for more than 25% of their property’s full taxable value. Proximity determines the amount of the assessment. Payment terms are 10 or 15 years with an interest rate from approximately 0-9%. The City may use a wide-area assessment here, though no decisions have been made.

Wainwright noted that assessments are levied at the end of the project. For this overall project, there could be three distinct special assessments (i.e., HWY 169, trails, and Meadow Road). The assessment process will be determined by the council in conjunction with engineering and legal. Wainwright attempted to answer a variety of questions about special assessments.

Christensen noted the final meeting later this month. Barring any technical glitches, a full recording of the meeting is available at Adel City Hall.

With no other business, the meeting adjourned at approximately 8:05 p.m.

Respectfully submitted,

Anthony Brown  
City Administrator



## **November 29, 2018 Street Committee – Minutes**

### **The City of Adel Street Committee’s Growth & Safety Transportation Project Focus Group met in the Adel Public Library Community Room, 303 S. 10<sup>th</sup> Street, Adel, Iowa, on November 8, 2018 at 6:30 p.m.**

The meeting was called to order at approximately 6:30 p.m. by Christensen. Members present: Christensen, Miller, and Selby. Others in attendance: Mayor Peters, Council members McAdon and Ockerman, City Administrator Brown, Public Works Director Overton, McClure reps. Sandberg and Schug, PFM rep. Burmeister, and at least a dozen residents.

Christensen began the fifth and final Focus Group meeting by asking everyone to introduce themselves. The Group’s mission is to *use a collaborative process to provide consensus recommendations to the City Council for a safer Highway 169 southern corridor, that will also include appropriate trails and sidewalks for overall connectivity and betterment of the entire community.*

Christensen reviewed the financing commitments to date for the various projects. The City has no funding secured from other sources for the trails or Meadow Road projects. The DOT has allocated \$1.5 million for the HWY 169 portion and may provide additional funding if the Roundabouts Concept is selected. The City has approximately \$400,000 from two developers in lieu of installing physical turn lanes on HWY 169.

Schug noted that, while the DOT will provide funding, the DOT wants the City to execute and construct the project locally (i.e., not a DOT project). Schug stated that the Roundabouts Concept, if designed properly, should not affect semis or farmers. It was reiterated that adding turn lanes will not decrease speeds. The Group discussed potential issues at the ADM/Fareway intersection. Schug noted that this area would need to be carefully reviewed.

Burmeister provided information about the City’s debt service capacity. The City’s ability to finance the project will depend on timing, the use of special assessments, and whether the DOT “floats” the project for a few years.

Christensen reviewed the Group’s survey results. Almost all of the respondents (approximately 20) prefer the Roundabouts Concept, and a majority favors using special assessments for the projects. Regarding timeline, most of the projects were requested to be completed within the next few years.

Christensen led the Group through a final consensus building activity. For each project (i.e., HWY 169, trails, and Meadow Road), each table came up with a recommended timeline and mix of funding sources. HWY 169 was the highest priority (i.e., ASAP), with most funding splits mirroring the survey results. The trails were second, with the timeline generally coupled with the HWY 169 project. The trails funding was weighted greater toward assessments. Meadow Road was the third priority, with many tables asking for sidewalks and storm sewer. The timeline was generally the same as the other projects, but the assessment portion was higher.

Christensen noted that the Street Committee would review the Group’s work and recommendations in January. The committee will make a recommendation to the Adel City Council for review. This recommendation will include the overall concept choice (i.e., Turn Lanes or Roundabouts), proposed financing, and a timeline.

Christensen thanked the Group for its hard work and dedication. Barring any technical issues, a full recording of the meeting is available at Adel City Hall.

With no other business, the meeting adjourned at approximately 8:15 p.m.

Respectfully submitted,  
Anthony Brown, City Administrator