NOTICE OF PUBLIC MEETING

Economic Development Commission

The City of Adel’s Economic Development Commission will meet in the Community Room of the Adel Public Library, 303 South 10\textsuperscript{th} Street, Adel, Iowa, on \textbf{Monday, March 4, 2019} at \textbf{5:00 p.m.}.

\textbf{AGENDA}

1. Call to Order
2. February 4, 2019 Minutes
3. Review of Purpose of Economic Development Commission
4. Prioritize 2019 Initiatives and Consider Recommendation to Adel City Council for Approval
5. Follow-Up on February 26 Meeting for Envision Adel 2040, an Update to the City’s 2009 Comprehensive Plan
6. City Update (Previously Presented to Greater Dallas County Development Alliance)
7. Any Other Business
8. Adjournment

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.
February 4, 2019 Economic Development Commission - Minutes

The City of Adel’s Economic Development Commission met in the community room at the Adel Public Library, 303 South 10th Street, Adel, Iowa, on February 4, 2019 at 5:00 p.m.

Birkey called the meeting to order at 5:03 p.m. Members present: Book, Birkey, Burdick, Cundiff, McAdon, Ockerman, and Whittlesey. Members absent: Spencer and West. Others in attendance: City Administrator Brown, Chamber President Bengtson, and Alliance rep. Voss.

Burdick motioned, seconded by McAdon, to approve the December 3, 2018 minutes. Motion carried unanimously.

Moving to item #4, Brown noted the Comprehensive Plan Workshop had been rescheduled to Tuesday, February 26.

Moving back to item #3, Voss presented information about Location One Services (LOIS). Voss stated that LOIS is like Zillow but used for commercial and industrial projects. LOIS is web-based and looks like Google Maps.

Voss stated that LOIS provides project sites and buildings, prices, photos, files, and other detailed information used to make business decisions. Voss noted that LOIS aggregates other data automatically and packages site information into user-friendly brochures. While LOIS offers a broad look at available sites and buildings, the Alliance uses LOIS for specific sites with more detail.

Voss noted that a site or building listing is only as good as the information that is uploaded. The Alliance has provided the Chamber with a password to edit properties on LOIS, but no login is required to search. Voss suggested contacting him or Bengtson if properties need to be updated.

Voss stated that the Alliance can pull reports for properties that go off-market to see any gaps in Dallas County or in individual communities. Voss stated that other websites are better for farmland. Voss cautioned that photos should include a frame of reference for details like dimensions and location. LOIS requires active management, as properties that sell will not be updated until someone edits them.

The commission asked Voss a variety of questions about LOIS, including lease information, water/sewer/tax rates, whether to price in ranges or just list “negotiable,” and which data points are more important than others.

Voss encouraged the commission to start with Bengtson on specific sites. Voss noted that there will also be many buildings and sites to electronically “clean up,” especially if they have changed hands.

With no other business, the meeting was adjourned at approximately 5:55 p.m.

Respectfully submitted,

Anthony Brown
City Administrator
## CHAPTER 28

### ECONOMIC DEVELOPMENT COMMISSION

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>28.01</td>
<td>Purpose</td>
</tr>
<tr>
<td>28.02</td>
<td>Appointment and Term of Office</td>
</tr>
<tr>
<td>28.03</td>
<td>Organization</td>
</tr>
<tr>
<td>28.04</td>
<td>Compensation</td>
</tr>
<tr>
<td>28.05</td>
<td>Powers and Duties</td>
</tr>
<tr>
<td>28.06</td>
<td>Regularly Monthly Meetings</td>
</tr>
<tr>
<td>28.07</td>
<td>Secretary</td>
</tr>
</tbody>
</table>

### 28.01 PURPOSE. The purpose of the chapter is to establish an Economic Development Commission for the City of Adel, which shall serve as an advisory board to advise and assist the City Council and City Administrator with the promotion and economic development within the City. The Economic Development Commission shall research and study contemporary trends, identify development opportunities and funding sources, develop and recommend to Council economic development initiatives and strategies and an overall economic development plan. The Commission shall prepare recommendations for the City Council regarding matters of economic development within the City of Adel that are referred to it by City Economic Development staff or the City Council. The Economic Development Commission is an advisory board with no authority to act independent of the City Council. The City Council reserves the right to act on any matter of economic development without involvement from the Commission at its sole discretion.

### 28.02 APPOINTMENT AND TERM OF OFFICE. The Economic Development Commission shall consist of nine (9) members whose term of office is three (3) years on a staggered basis. Members shall be appointed by the Mayor subject to approval of the City Council. The Mayor shall appoint members who represent different perspectives that are relevant to economic development in Adel. Members of the Economic Development Commission may include nonresidents who work in or own a business within the City of Adel; however, not more than two (2) members may be nonresident. Two City Council representatives shall be included in the membership of nine (9).

### 28.03 ORGANIZATION. Members of the Economic Development Commission shall act by consensus through meetings facilitated by City staff.

### 28.04 COMPENSATION. Economic Development Commissioners shall serve without compensation, but may be reimbursed for actual expenses, including travel expenses incurred in performing any duty described in this chapter, in accord with City of Adel polices and subject to prior Council approval.

### 28.05 POWERS AND DUTIES. The duties of the Economic Development Commission include, but are not limited to:

1. Develop and recommend an economic development action plan for the City to include long-term strategies for enhancing the City’s economic development.
2. Recommend economic development policies and programs to the City Council.
3. Work with the City Administrator, Chamber Director and other City economic development staff in promoting the City, attracting economic growth and development, and retaining businesses in the community.
4. Provide individualized assistance with specific projects and strategy development.

5. Review and recommend to the Council the uses of all economic development funds provided by the City and/or other agency partners in financing economic development opportunities in Adel.

28.06 REGULAR MONTHLY MEETINGS. The Commission shall hold regular monthly meetings at a date, time and place as determined by the Commission. Special meetings may be called by the Secretary. All meetings shall be open to the public and properly noticed with the exception of those outlined by the current Code of the State of Iowa. A quorum shall consist of a majority of the Commissioners.

28.07 SECRETARY. The City Administrator or his designee shall serve as the Secretary of the Commission and be responsible for preparation of agendas, completing the minutes and making proper public notice of all meetings.

(Chapter 28 – Ordinance No. 286 – Sep. 12 Supp.)

[The next page is 145]
2019 Initiatives
City of Adel Economic Development Commission

- Marketing collaboration with Chamber on social media
  - Chamber liaison provides updates to council on Chamber
- Leverage ideas between Greater Dallas County Development Alliance and others
- Update Adel’s LOIS information (e.g., sites, buildings, and community profile)
- Pursue leased building for DOT’s 5,500 sq. ft. driver’s license station in Dallas County
- Develop a Targeted Businesses Plan
  - Facilitated by MidAmerican Energy
  - Use Gap Survey and leakage information from the Comprehensive Plan Update
  - Consider using Gazelle application
- Update business directory or develop map to target employees/employers
  - Compile detailed information on Adel’s child and elder care opportunities
  - Compile detailed information on Adel’s quality of life offerings
- Consider hosting an Employer’s Roundtable to gather feedback
- Determine how to address workforce issues
- Keep focused on annexation
  - Mayor’s role with Waukee (i.e., island parcel, extending moratorium)
  - Bob’s role with East Annex Sewer Extension project
  - Consider other moratoriums (e.g., Van Meter, Urbandale, De Soto)
- Transportation Corridor Plan
  - This will be a part of the Comprehensive Plan Update
  - Extension of University Avenue
  - Ring/loop around the greater Des Moines metro area
Community Survey Now Available!

Please help plan for the future of Adel by completing this community survey. The City is asking residents to complete this survey as part of an update to their comprehensive plan, *Envision Adel 2040*. The responses to this survey will help the City of Adel understand the community’s vision for Adel in the year 2040 and beyond!

https://www.surveymonkey.com/r/EnvisionAdel2040
Welcome to the City of Adel
COME THRIVE WITH US
Community Survey Now Available!

Please help plan for the future of Adel by completing this community survey. The City is asking residents to complete this survey as part of an update to their comprehensive plan, Envision Adel 2040. The responses to this survey will help the City of Adel understand the community’s vision for Adel in the year 2040 and beyond!

https://www.surveymonkey.com/r/EnvisionAdel2040

ENVISION ADEL 2040 COMPREHENSIVE PLAN

Please join us!

The City of Adel is hosting a public workshop to gather feedback on their new comprehensive plan, Envision Adel 2040. This new comprehensive plan will help guide growth and development in Adel through the year 2040 and beyond. The public workshop will include a short presentation with a planning 101 overview and some preliminary analysis results. Then, there will be a series of engagement exercises to gain feedback from the community.

What: Public Workshop
When: Tuesday, February 26, 2019
6:00-8:00 p.m.
Where: Adel Public Library Community Room
303 S 10th Street, Adel, Iowa

Help the City of Adel plan for its future growth & development!
ENVISION ADEL 2040
COMPREHENSIVE PLAN
This new plan will address:

- Land use
- Housing
- Commercial development
- Community facilities
- Sustainability
- Infrastructure
- Transportation
- Industrial development
- Green and Blue Spaces
Outpacing Available Space

4 new commercial buildings
5 year sliding scale commercial and industrial tax abatement program
8,440 residential building permits

1 new industrial building
7 million dollar sewer expansion opening up 1,700 acres for development

Southbridge Development
15 Residential Lots
30 Commercial Lots

1,2023 with our growth, the ADM School District is targeting a new elementary school by
Northwest
Southwest
$7 million East Annex Sewer Extension project.

Serve the Dallas County Law Enforcement Center

Better serve the Ortonville Business Park

Open up 1,700 acres for development
ANTHONY BROWN
City Administrator
City of Adel
P.O. Box 248
301 S. 10th Street
Adel, IA 50003
(515) 993-4525
(515) 993-4527 (F)

www.adeliowa.org

Welcome to the City of Adel
COME THRIVE WITH US