



COMMITTEE OF THE WHOLE AGENDA
Tuesday, January 4, 2022 at 6:00 p.m.
Adel City Hall, 301 S. 10th Street, Adel, IA 50003

NEW BUSINESS

- a) October 5, 2021 Committee of the Whole Meeting Minutes
- b) Proposed Prospect Pointe Subdivision – Sanitary Sewer & Lift Station Considerations
- c) Presentation on Mid-Iowa Planning Alliance for Community Development – Consider Joining
- d) Special Assessment Policy for City Streets
- e) City Hall Staffing Discussion
- f) South Dallas County Landfill Discussion

OTHER BUSINESS

ADJOURNMENT

Committee Of The Whole
Tuesday, October 5, 2021 – Meeting Minutes

The City of Adel's Committee of the Whole met in the council chambers at Adel City Hall. McAdon called the meeting to order at 6:00 p.m. Members present: Christensen, McAdon, Miller, Ockerman, and Selby. Others present: City Administrator Brown, Finance Director Sandquist, Public Works Director Overton, and Code Compliance Officer Nichols.

NEW BUSINESS

a) July 6, 2021 Committee of the Whole Meeting Minutes

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

b) Review and Prioritization of Major Projects, including American Rescue Plan Funding

Brown reviewed the draft spreadsheet that prioritizes major projects based on council input and a potential debt service planning model. The model focuses on three projects: Rapids Street, overlays, and firetrucks.

Brown provided an overview of the City's meeting with the DOT last month. The DOT is planning to conduct a comprehensive corridor study from Adel to De Soto and will review its speed limit policies. Due to the lack of supporting data, no intersections were identified for traffic lights. The City could pursue a project with traffic calming measures like turn lanes, medians, trees, shrubs, trails, and streetlights, but the estimate cost a few years ago was almost \$5 million. The City could also advocate directly to the DOT Commission, though the DOT suggested waiting on its other efforts before taking that route.

Brown summarized some of the challenges on the HWY 169 project over the years and this year.

Christensen stated that he could not support spending additional funds on this effort and asked to confirm how we can recoup our engineering and legal costs. Miller and Selby asked about traffic patterns and suggested spending money on sidewalks for safety.

Christensen stated that additional state and federal dollars may be available in the coming year to use on some of the major projects in the spreadsheet. Ockerman stated that new firetrucks will take 1-2 years due to the pandemic supply chain issues. The Public Safety Committee will discuss the trucks next week.

Ockerman suggested revising the City's street assessment policy, as it is tied to pricing from decades ago. McAdon asked about the timing of improving Court Street. Overton stated that the storm sewer work on Rapids could help the situation on Court.

Miller summarized several emails from residents in the Bailey's Grove neighborhood with concerns about Meadow Road. McAdon stated that grading and dust control were important in the interim. Brown noted that improving the road will be affected by annexation (e.g., ag deferral), when homes roll off the tax abatement, and future projects paving here. Christensen will draft an email response covering these issues. Selby asked for a preliminary analysis of the paving costs, bonding capacity, and a wide-area assessment.

Miller motioned, seconded by Ockerman, to recommend to the council to move forward with the Rapids Street and overlays projects. Motion carried unanimously.

c) Potential Residential TIF Project

Brown stated that Hubbell is targeting a parcel on Meadow Road to develop a 40-unit assisted living facility. With that work, the City suggested paving a portion of the road. Hubbell has proposed tax increment financing (TIF) incentives to improve the road and extend sanitary sewer. Because this project would be residential, the tax abatement would no longer apply after the changes a few years ago.

The committee indicated it was very interested in seeing this development happen and that Hubbell has a good reputation around the metro. Christensen noted that he prefers TIF and that a residential TIF would allow the City to set up a low-moderate income housing grant throughout the community. Selby stated that the City only has 14 independent living units.

The committee was supportive of City staff working with Ahlers & Cooney, PFM, and McClure to evaluate Hubbell's proposal further. Miller asked that the paving cover more area to address the gravel issues discussed earlier.

OTHER BUSINESS

Brown provided an update on the paving issues in Eagle Vista Plat 1. City staff are working with Ahlers and McClure on a path forward.

ADJOURNMENT – 7:45 p.m.

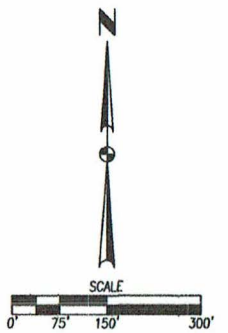
Respectfully submitted: Anthony Brown, City Administrator

FILE: N:\2018\18-0001\18-0001-001-CONCEPT 2021.DWG
 DATE PLOTTED: 11/23/2021 7:09 AM
 PLOT BY: J. W. HARRIS



LOT DETAILS:
 MINIMUM LOT SF = 40,000 SF
 MINIMUM FRONTAGE = 90 FEET

PHASE 1 - +/- 23 LOTS



DATE	11/23/21
REVISIONS	
PREPARED	

3405 S.E. CROSSROADS DRIVE, SUITE G
 GRIMES, IOWA 50111
 PHONE: (515) 369-4400 FAX: (515) 369-4410

TECH: _____
 ENGINEER: _____

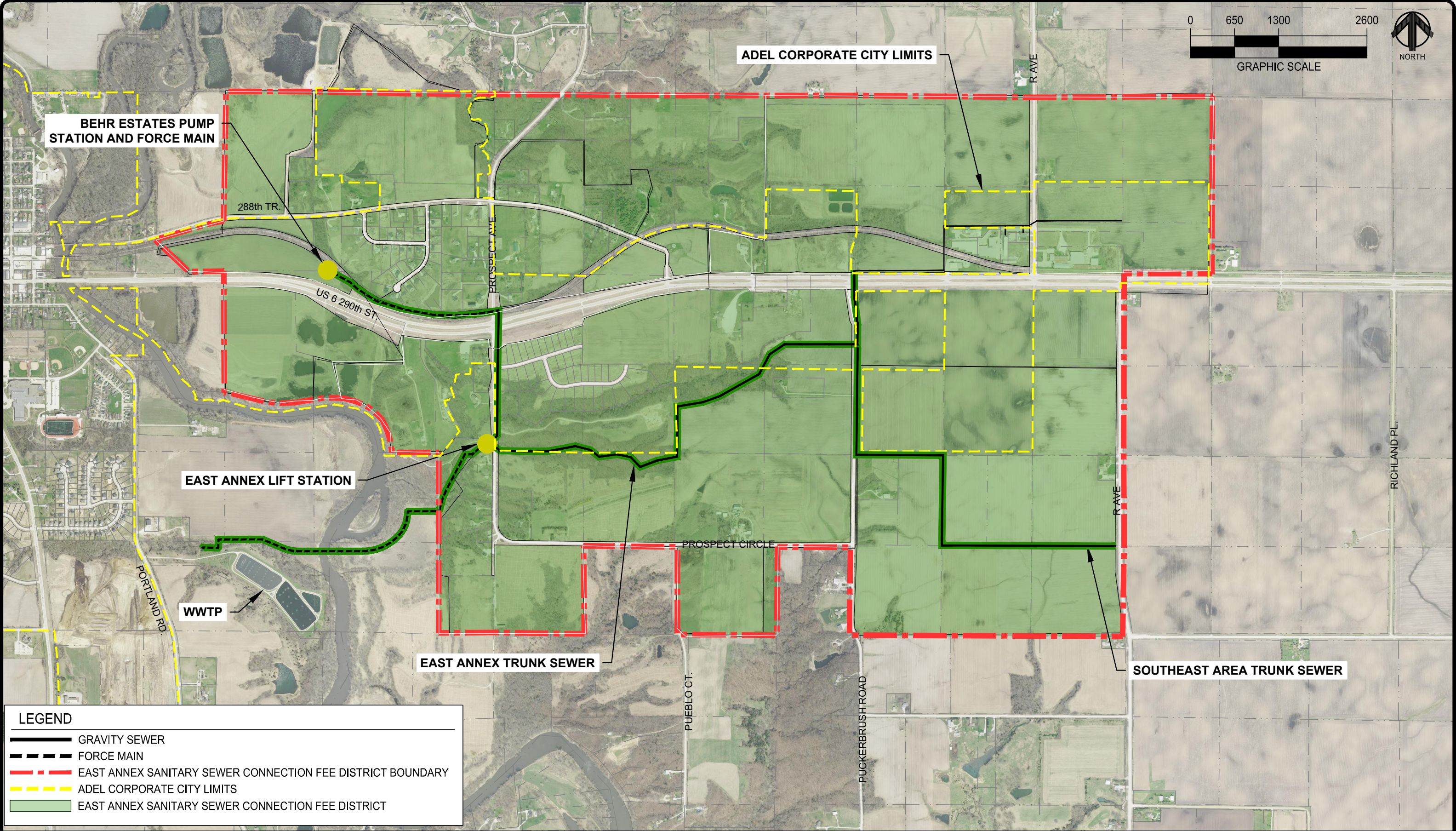
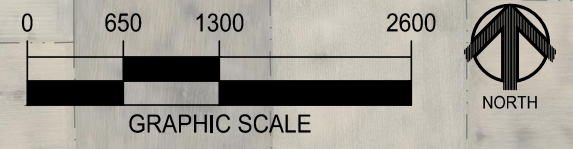
ESA
 CIVIL DESIGN ADVANTAGE

ADEL, IOWA

PROSPECT POINTE
 2021 CONCEPT UPDATE

SCALE 1" = 110'

1612.628



BEHR ESTATES PUMP STATION AND FORCE MAIN

ADEL CORPORATE CITY LIMITS

EAST ANNEX LIFT STATION

WWTP

EAST ANNEX TRUNK SEWER

SOUTHEAST AREA TRUNK SEWER

LEGEND

- GRAVITY SEWER
- FORCE MAIN
- EAST ANNEX SANITARY SEWER CONNECTION FEE DISTRICT BOUNDARY
- ADEL CORPORATE CITY LIMITS
- EAST ANNEX SANITARY SEWER CONNECTION FEE DISTRICT

East Annex Sanitary Sewer Connection Fee District
City of Adel, IA



C:\Projects\ADL_20317005-00_Design\Exhibits\Tributary_Area_Map_EA.dwg

166.32 IMPROVEMENTS.

Every subdivision shall contain normal improvements before acceptance or have such improvements assured by the posting of a bond or other device as set forth herein. Improvements shall include:

1. Monuments. Permanent monuments shall be set at each corner at the perimeter of the subdivision and at the corner of each block within the subdivision and at the corner of each lot. All monuments shall be metallic, at least 30 inches long, and installed with an inert cap indicating the Iowa registration number of the land surveyor.

2. Storm Drainage. Storm drainage shall be provided with sufficient capacity to handle all surface water traversing the subdivision. The design of waterways, pipes, culverts and catch basins shall conform with standard practice, specific plans and standard specifications of the City. All storm drainage piping shall be cleaned, inspected, and tested per standard specifications of the City prior to acceptance.

3. Sanitary Sewers. Sanitary sewers shall be installed for service to each lot according to standard specifications of the City and shall meet the Iowa Department of Natural Resources regulations. The City may require over-sizing of the system to allow greater capacity for future use, and in said event, there shall be an arrangement or an agreement whereby the subdivider will be reimbursed in a satisfactory manner.

A. Where public sanitary sewers are reasonably available, the subdivider shall connect to these systems. Where it is unlikely that public sanitary sewer services will be provided in an economically practical and timely fashion, the creation of the subdivision via the platting procedure is dependent upon satisfactory evidence that:

(1) The lots created would be an appropriate division of land and shall not hinder the future upgrade of public services to a level as envisioned in the Comprehensive Plan.

(2) Any on-site wastewater treatment system must be approved by Dallas County or the Iowa Department of Natural Resources.

(3) The proposed subdivision is an infill project within an existing neighborhood.

(4) The subdivision shall create a small number of lots, generally no more than two to three.

B. The subdivider shall include dry sewers where public sewer system is not available unless this requirement is waived by the City Council. All sewer piping shall be cleaned, inspected, and tested per standard specifications of the City prior to acceptance.

C. Where sewage pumping stations are required, the location will be determined by the City's Engineer. The subdivider will install the lift station together with all required appurtenances and force main. The subdivider will be reimbursed in the proportion of which the area outside the subdivision, but served by the pumping station, bears to the total area served by the pumping station. If the subdivider connects to a sewer leading to a sewage pumping station, subdivider will be required to pay to the City of Adel his pro rata share of the cost of the pumping station and force main according to the ratio of area the subdivision has to the total area served by the sewage pumping station.

4. Water Supply. Water supply shall be completed to each lot in accordance with the design standards and standard specifications of the City. Fire hydrants shall be installed in a pattern approved by the City. All public water supply plans and specifications shall meet the Iowa Department of Natural Resources and City regulations. The City may require over-sizing of the system to allow greater capacity for future use, and in said event, there shall be an arrangement or an agreement whereby the developer will be reimbursed in a satisfactory manner.

5. Grading. Grading shall be completed to official grade on all streets for the full width of the right-of-way, and fills shall be compacted sufficiently to assure adequate support for permanent paving, as set forth by City specifications.

6. Paving. Paving of a permanent type shall be completed on all streets in accordance with the standard specifications of the City and in conformity with any official street plans which may be adopted by the Planning Commission or by the Council.

A. Minimum pavement thickness shall be six inches reinforced or seven inches of non-reinforced Portland cement concrete.

B. Six inches of granular material to be placed under all new roads may be required unless a geotechnical analysis has been provided.

C. An appropriate amount of ballast shall also be used when deemed necessary by the Public Works Director.

D. A minimum of six-inch subdrains on both sides of the street to drain water from the street and provide an outlet for sump pumps shall be installed and connected to proper storm sewer drains. In some cases, a separate "mini" storm sewer system may be required.

E. Six-inch concrete driveways.

F. Curb and gutter – six inches by 30 inches (standard vertical) or roll back six-inch radius.

Typical cross sections of streets will be provided by the Public Works Director. Standard installations for sanitary sewer, storm drainage and water supply shall be installed before paving, even though such facilities cannot be connected with the City system at the time of approval of the plat.

7. Minimum Paving Widths. For all streets and other thoroughfares, the minimum paving widths shall not be less than the minimum dimensions for each classification of public way as follows and consistent with the Major Streets Plan:

A. Arterial Streets* – 31-foot paving back to back of curb.

B. Collector Streets – 31-foot paving back to back of curb.



MID-IOWA

MIPPA

PLANNING ALLIANCE
FOR COMMUNITY DEVELOPMENT

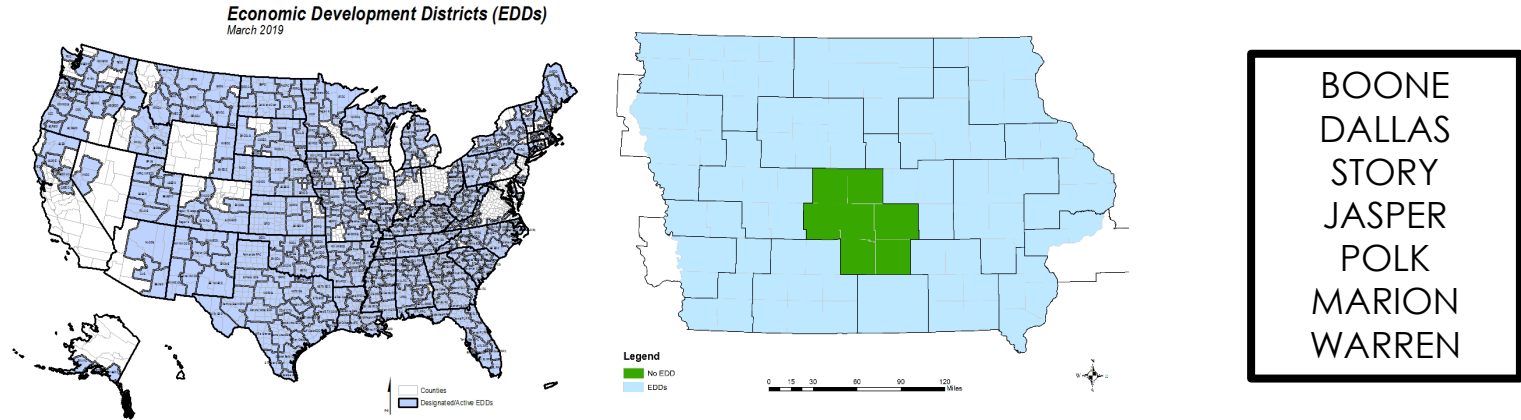
ADEL CITY COUNCIL

Membership Discussion

January 4, 2022

ECONOMIC DEVELOPMENT DISTRICT FOR CENTRAL IOWA

Background: Central Iowa is the state's only region without an Economic Development District (EDD). The region is qualified for an EDD for the first time since the 2008 floods, due the impacts of the pandemic and the 2020 derecho. The primary benefit of an EDD would be easier access to federal funding, bringing an additional layer of financing to economic development projects supporting jobs in Central Iowa. EDDs work collaboratively with other EDDs as well as state agencies such as the Iowa Economic Development Authority.



Definition: 1. An Economic Development District (EDD) is a **designation** by the U.S. Economic Development Administration given to regions that have experienced economic distress. Among other benefits, having an EDD designation improves the competitiveness of federal grant applications.

2. An EDD also refers to the federally required **EDD Organization** that supports the designated district. These are typically multi-jurisdictional entities, have public and private representation on the board of directors, and exist to support the region's economic development, notably in the seeking funding.

PHASE 1:
Weigh support

- **November to February**
- Stakeholder discussions
- County resolutions of support
- Concurrence from Governor's Office.



PHASE 2:
Create entity

- **March to August**
- Meet all criteria for formation of EDD.
- Form entity.
- Determine due structure.
- Form board.
- Develop and adopt CEDS.



PHASE 3:
Designation

- **Fall 2021**
- Submit materials for designation.
- Review process estimated at 2-3 months.
- Final approval from a deputy administrator.



PHASE 4: Launch
Operations

- **Late 2021 - Mid-2022**
- Determine membership
- Following designation, the entity would apply to participate in the EDA's Partnership Program, i.e., federal funding for admin costs.

THANK YOU!

The City of Adel offered a letter of support in February 2021, during Phase 1.

This helped build support for the Dallas County Board of Supervisors to support the EDD creation.

Resolution No. 21-13

A RESOLUTION SUPPORTING THE CREATION OF AN ECONOMIC DEVELOPMENT DISTRICT IN CENTRAL IOWA

WHEREAS, community and economic development is a priority for the City of Adel ("City") within Dallas County; and

WHEREAS, it is important for the City to collaborate with the region's communities and counties to improve economic development competitiveness; and

WHEREAS, the City understands that opportunities exist to secure resources to address various economic needs within our community and region through the establishment of a regional Economic Development District through the U.S. Economic Development Administration; and

WHEREAS, Boone, Dallas, Jasper, Marion, Polk, Story, and Warren Counties are desirous of creating a regional Economic Development District for Central Iowa, whose general mission and purpose is to address the economic and community development needs within the region through coordination and long-term planning; and

WHEREAS, the Economic Development District in Central Iowa would consist of all areas within Boone, Dallas, Jasper, Marion, Polk, Story, and Warren Counties.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ADEL, IOWA, that the City of Adel does hereby support the creation of an Economic Development District in Central Iowa for the local and regional advancement of community and economic development and resiliency.

Passed and approved this 9th day of February, 2021.


James F. Peters, Mayor

Attest: 
Angela Leopard, City Clerk

Membership Benefits

- Grant writing & administration
- Regional planning, i.e. Comprehensive Economic Development Strategy (CEDS)
- Membership support, e.g., technical assistance, map-making, local planning
- Option to contract with MIPA for local planning, such as comprehensive plans, zoning updates, or urban renewal plans
- Local project listed in the Mid-Iowa Comprehensive Economic Development Strategy (CEDS)



Funding and Dues



Federal “Partnership Program” Grant

- \$70,000 annual to add capacity (staffing)
- Needs to be matched 1-to-1 with local dollars
- Anticipated start: April 1, 2022

Membership Dues

- 15 cents / capita annually for member jurisdictions
- Pro-rated for 15 months for starting period
(April 1, 2022 – June 30, 2023)
- \$1,153 for first 15 months for Adel to join
- Future rates may be adjusted by board of directors

Representation



Board of Directors

- 1 representative per member jurisdiction; 2 private sector representatives per county; 1 each from ISU, DMACC, Greater Des Moines Partnership (Maximum 125 members)
- Notable responsibilities: Budget, bylaws, CEDS, contract authority over \$50K.

Executive Committee

- 2 city or county reps from within each county, plus 1 private rep from each county to be appointed by members within county. (21 members)
- Day-to-day decision making on behalf of board; contract authority up to \$50K.

Full bylaws available at www.midiowaplanningalliance.com/membership

Why should we join?



- Access to valuable planning services
- Low barrier to entry
- Potential high return on investment
- Include local projects in Comprehensive Economic Development Strategy project list

QUESTIONS?

Thank you!

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Gunnar Olson

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Special Assessments

Special Assessments are a funding mechanism, which allow for a City to pass the cost of improvements to the property owners who benefit from the infrastructure constructed.

The City can assess all, or a portion of the cost, and extend the payments for no longer than 15 years.

The infrastructure can include

- Water
- Sanitary Sewer
- Storm Sewer
- Streets
- Driveways
- Sidewalks

2014 Iowa Code

TITLE IX - LOCAL GOVERNMENT

SUBTITLE 2 - SPECIAL DISTRICTS

CHAPTER 358C - REAL ESTATE IMPROVEMENT DISTRICTS

SECTION 358C.17 - Special assessments.

Universal Citation: [IA Code § 358C.17 \(2014\)](#)

358C.17 Special assessments.

1. The board of trustees of a real estate improvement district may provide for payment of all or any portion of the costs of a public improvement as specified in sections 358C.1 and 358C.4, by assessing all, or any portion of, the costs on adjacent property according to the benefits derived. For the purposes of this chapter, the board of trustees may define "adjacent property" as all that included within a designated benefited district to be fixed by the board, which may be all of the property located within the real estate improvement district or any lesser portion of that property. It is not a valid objection to a special assessment that the improvement for which the assessment is levied is outside the limits of the district, but a special assessment shall not be made upon property situated outside of the district. Special assessments pursuant to this section shall be in proportion to the special benefits conferred upon the property, and not in excess of the benefits. The value of a property is the present fair market value of the property with the proposed public improvements completed. Payment of installments of a special assessment against property shall be made in the same manner and under the same procedures as provided in chapter 384 for special assessments by cities. Notwithstanding the provisions of section 384.62, the combined assessments

against any lot for public improvements included in the petition creating the real estate improvement district or as authorized in section 358C.4 shall not exceed the valuation of that lot as established by section 384.46.

2. The assessments may be made to extend over a period not to exceed fifteen years, payable in as nearly equal annual installments as practicable. A majority vote of the board of trustees is requisite and sufficient for any action required by the board of trustees under this section.

3. Subject to the limitations otherwise stated in this section, a district organized under this chapter has all of the powers to specially assess the costs of improvements described in this section, including the power to issue special assessment bonds, warrants, project notes, or other forms of interim financing obligations, which cities have under the laws of this state.

4. A special assessment under this section shall be recorded in the county in which the district is located for each lot in the district.

5. Notwithstanding section 384.65, subsection 5, a district shall have a lien on the benefited property only in the amount of special assessment installments that have come due but have not been paid. The district shall not have a lien for the total amount of the special assessment originally levied against the benefited property. A lien, including, but not limited to, a lien for a mortgage for the construction or the purchase of housing on property benefited by improvements and against which a special assessment is levied under this chapter, shall have precedence over a special assessment which has been levied by the district but is not due. A district's lien shall only be in the amount of installments whose due dates have passed without payment, along with all interest and penalties on the delinquent installments. The district's lien for delinquent installments, interest, and penalties shall have equal precedence with ordinary taxes and shall not be divested by judicial sale. Any remaining special assessment installments that have not become due shall not be divested by judicial sale and shall become a lien when the special assessment installments become due.

95 Acts, ch 200, §17; 96 Acts, ch 1034, §33; 96 Acts, ch 1204, §7, 8

Referred to in §358C.16