

Adel City Council
December 13, 2022 - Meeting Minutes

The Adel City Council met in regular session at Adel City Hall, 301 S. 10th Street, Adel, Iowa on Tuesday, December 13, 2022. At 6:01 p.m., Mayor Pro Tem McAdon called the meeting to order. The following answered roll: Christensen, McAdon, Miller, Selby, and Ockerman. Mayor Peters was absent.

Staff Present: City Administrator Brown, Finance Director Sandquist, City Clerk Erickson, Assistant City Attorney Sabroske, Public Works Director Overton, Parks and Recreation Director Schenck, Library Director Jayne, Assistant Library Director Puck, Police Chief Shepherd, and Lieutenant Book.

MAYORAL RECOGNITION

- 1.a. Public Works Director Kip Overton – 15 Years of Service

COMMENTS FROM THE PUBLIC

- 2.a. Ankeny Sanitation Report – Dave Massey, General Manager
Dave Massey, General Manager for Ankeny Sanitation (7002 SE Delaware, Ankeny, IA), shared that Adel residents are generating less trash and recycling year over year. For 2022, recycling provided a rebate of \$1,948.56 back to the City of Adel. City-Wide Garage Sales are scheduled for April 15, 2023, and the Spring Clean-Up and Hazardous Waste Drop-Off is scheduled for April 22, 2023.

CONSENT AGENDA

- 3.a. Consider Approval of City Minutes Dated November 8, 2022
3.b. Consider Approval of November Bills and November 30, 2022 Treasurer's Report
3.c. Consider Approval of Resolution 22-74, Adopting the Dallas County Multi-Jurisdictional Local Hazard Mitigation Plan
3.d. Consider Approval of Resolution No. 22-75, Budget Transfer for MidAmerican Refund
3.e. Consider Approval of Class B Retail Native Wine License for Harvey's Greenhouse, LLC
3.f. Consider Approval of Pay Application No. 27 for the Adel Wastewater System Improvements 2019 Project – Wastewater Treatment Plant
3.g. Consider Approval of Authorizing Brittany Sandquist (Principal) and Emily Light (Officer) to Make Changes to City Credit Card Accounts on Behalf of the City
Motion by Miller, seconded by Ockerman, to approve the Consent Agenda.
Roll: Ayes – Unanimous. Motion Carried.

DEPARTMENT HEAD REPORT

- 4.a. Annual Adel Public Library Report – Library Director Trever Jayne
Library Director Jayne shared a summary report of the Adel Library statistics from the previous year, while the full report is on the Library's website. The Library's checkouts and visits are approximately double that of other similarly-sized libraries. The community room is used often. A social worker was hired as part-time Programming and Outreach Director to help organize programs for children and adults, while they will be working on teen programming. McAdon asked if the Library has an adequate teen collection and Jayne responded yes. Selby asked if there is an option for offering snacks to the youth that are coming for programming. Jayne responded yes, they partner with the Food Pantry to provide snacks a couple days a week.
4.b. City's Ash Tree Removal Work Schedule for December 19-23, 27-30
City Administrator Brown shared that a letter has been sent to the residents that will have trees removed in the right-of-way outside their homes during the scheduled times.

- 4.c. FY23-24 Budget Council Meeting - Monday, January 23, 2023 at 6:00 p.m.
City Administrator Brown stated that the valuations used for property taxes will arrive soon. Staffing requests are some of the largest items from departments for next fiscal year.

NEW BUSINESS

- 5.a. Discussion / Possible Action Regarding RCM Campground Investments, LLC's Request to Install Sanitary Sewer Lines to Approximately 12 Camp Sites to Offer Full Hookup Service (i.e., Electric, Water, and Sewer)
City Administrator Brown shared that the investment for this proposed project will be coming from RCM Campground Investments and coordination with City Staff. The Council asked if there was more information that could be provided about the details of the project concerning materials used, output of the hookups, etc. Public Works Director Overton will coordinate with McClure Engineering and RCM Campground Investments to provide more details on the project for the Council to review again at the January 10, 2023 meeting.
- 5.b. Discussion / Possible Action Regarding the 2022-2023 Goal Setting Session Items
City Administrator Brown spoke on how this agenda item is to set the stage for calendar year 2023 and FY23-24. The Council discussed that there are multiple items in the Goal Setting Session that need to be reviewed and prioritized. The Council directed Brown to coordinate finding a time to have the Council meet to discuss these items before the FY23-24 Budget Council Meeting on January 23, 2023.
- 5.c. Consider Approval of Resolution No. 22-76, Approving Final Plat - Eagle Vista Plat 3
**City Administrator Brown shared that the work is complete, except for some close-out fees. Motion by Christensen, seconded by Miller, to approve Resolution No. 22-76, pending the payment of fees.
Roll: Ayes - Unanimous. Motion Carried.**
- 5.d. Consider Approval of Resolution No. 22-77, Approving Final Plat - Southbridge Plat 8
**City Administrator Brown shared that a performance bond for Southbridge Plat 8 has been introduced to complete various items that are waiting on backordered materials. A punch list has not been created for the various incomplete parts of the project. City Staff would prefer that a punch list is created before accepting the performance bond. The Council heard from developer Robert Cramer, 1715 Figg Dr, as he requested an acceptance of Southbridge Plat 8 with the caveat that the punch list is created and items are completed before building permits are to be issued. Assistant City Attorney Sabroske shared that this follows City Code and is of little risk to the City. The Council was in agreement. Council Members Christensen and Miller commented that the Iowa DOT should be notified again of the 123 lots that will be added by the building on Southbridge Plat 8 and Highway 169 needs improvement due to the increasing traffic.
Motion by Ockerman, seconded by Miller, to approve Resolution No. 22-77, pending that the punch list items and final payments are made prior to building permits being issued.
Roll: Ayes - Unanimous. Motion Carried.**
- 5.e. Consider Approval of Ordinance No. 388, Amending Provisions Pertaining to Alcoholic Beverage Control - First Reading
**Motion by Ockerman, seconded by Christensen, to approve the first reading of Ordinance No. 388.
Roll: Ayes - Unanimous. Motion Carried.
Motion by Ockerman, seconded by Selby, to waive the second and third readings and adopt Ordinance No. 388.
Roll: Ayes - Unanimous. Motion Carried.**
- 5.f. Annual Review of City Administrator - Possible Closed Session. The Council May Enter into Closed Session in Accordance with Section 21.5(1)(i) of the Iowa Code, *To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being*

considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

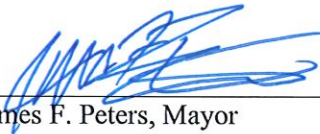
Motion by Christensen, seconded by Miller, to table the Annual Review of City Administrator until the January 10, 2023 City Council meeting.

Roll: Ayes - Unanimous. Motion Carried.

OTHER BUSINESS

ADJOURNMENT

Meeting was adjourned at 6:48 p.m.



James F. Peters, Mayor

Attest: 

Carrie Erickson, City Clerk