

**Committee Of The Whole**  
**Tuesday, January 4, 2022 – 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 6:01 p.m. Members present: Christensen, McAdon, Miller, Ockerman, and Selby. Others present: City Administrator Brown, Finance Director Sandquist, Public Works Director Overton, Fire Chief Nemechek, McClure reps. Gary Brons and Jeff Schug, Solid Ground, LLC rep. Eric Grubb, and Des Moines Area MPO rep. Andrew Collings.

**NEW BUSINESS**

**a) October 5, 2021 Committee of the Whole Meeting Minutes**

Christensen motioned, seconded by Ockerman, to approve the minutes. Motion carried unanimously.

**b) Proposed Prospect Pointe Subdivision – Sanitary Sewer & Lift Station Considerations**

Brown provided a history of this area from 2017 and how the recent proposal may conflict with the City's updated sewer code. Grubb stated his desire for one-acre lots due to the area and suggested sanitary sewer may not be timely and cost efficient.

Ockerman stated that the City needs to decide whether to spend up to \$3 million on a sanitary sewer extension and lift station to serve this area. The project could take two years to design, permit, and construct. Christensen stated that his preference is to have more connections pay for this project. Grubb stated he could wait 1-2 years but would like to move forward with septic systems if longer.

Brons stated that McClure has a conceptual design/layout and noted that inflation has increased costs. Grubb provided a rough timeline for Prospect Pointe.

Motion by Christensen, seconded by Miller, to ask McClure to study this issue and update pricing. Motion carried unanimously.

**c) Presentation on Mid-Iowa Planning Alliance for Community Development – Consider Joining**

Collings presented the background of the new Mid-Iowa Planning Alliance (MIPA) that came from an economic development district designation by the U.S. Economic Development Administration.

Collings stated that joining MIPA would provide these benefits: grant writing, regional planning, local project support, and potential funding for major projects. The proposed funding is \$0.15 per capita.

Selby asked about MIPA's first 90 days. Collings stated that a staff person would be hired in April to gather contacts, identify grants, and determine what members wanted. McAdon asked about MIPA's bylaws. Christensen asked about City staff's potential time commitment.

Motion by Christensen, seconded by Ockerman, to recommend joining MIPA. Motion carried unanimously.

**d) Special Assessment Policy for City Streets**

Christensen stated that the City will need to determine its special assessment policy for the upcoming Rapids Street Reconstruction Project.

Schug stated that the City has used the same policy since 1992. However, because that policy is tied to project costs back then, the City's cost-share of future projects has increased every year. Schug summarized the City of Norwalk's policy along with a potential wide-area assessment policy that had been reviewed for a potential HWY 169 project.

Ockerman stated that, prior to 1992, the City would assess 80% of the street project cost to property owners. Schug noted that the consumer price index that was implemented does not track with construction costs. That is why the 80% assessed in 1992 has decreased to almost 15% in 2017.

Selby noted that, with the pandemic, inflation, and overall economy, the City needs to take everything into consideration when reviewing the policy. Christensen stated that Norwalk's policy was easy to understand and always keeps up with inflation. The committee agreed that a detailed cost comparison would be beneficial. Christensen suggested it would be helpful to review three options.

**e) City Hall Staffing Discussion**

Miller stated that, with an increased workload on the City Administrator and Finance Director, the City needs to prepare City Hall for future needs. This could be a Planner to assist Brown and a Deputy City Clerk to assist the City Clerk along with Sandquist and Brown.

McAdon stated that the City's immediate need is on the planning side given the growth. Depending on the support, a placeholder budget can be developed for FY22-23. More work would be needed though.

The committee agreed with this approach to focus on the Planner. Ockerman stated that a part-time staff member for City Hall's front desk should also be reviewed.

**f) South Dallas County Landfill Discussion**

McAdon stated that discussion on the landfill will be ongoing as it relates to succession planning. McAdon provided a history of the landfill and stated that the City needs to consider whether or how the landfill will integrate into the City in the future. Sandquist stated that a better understanding of the landfill's finances will be helpful. McAdon stated that some kind of transition will need to take place in the coming years.

**OTHER BUSINESS**

Christensen thanked City staff and McClure for their work on securing the State's \$300,000 grant for the City's Wastewater Treatment Plant project. The State advised that the City's application was well done.

**ADJOURNMENT – 7:53 p.m.**

Respectfully submitted: Anthony Brown, City Administrator