

Adel City Council
February 14, 2023 - Meeting Minutes

The Adel City Council met in regular session at Adel City Hall, 301 S. 10th Street, Adel, Iowa on Tuesday, February 14, 2023. At 6:02 p.m., Mayor Peters called the meeting to order. The following answered roll: Christensen, McAdon, Miller, Selby, and Ockerman.

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

PUBLIC HEARING

- 1.a. Public Hearing on the Resolution Relating to the Total Maximum Property Dollars for FY23-24
Motion by Ockerman, seconded by McAdon, to open the public hearing.
Roll: Ayes - Unanimous. Motion Carried.

No written or oral comments were received.

Motion by Christensen, seconded by McAdon, to close the public hearing.
Roll: Ayes - Unanimous. Motion Carried.

COMMENTS FROM THE PUBLIC

1. **Council Member Miller led those in attendance at the City Council meeting in a moment of silence in honor of the ADM student who lost his life recently.**

CONSENT AGENDA

- 3.a. Consider Approval of City Minutes Dated January 10, 2023
- 3.b. Consider Approval of City Minutes Dated January 23, 2023
- 3.c. Consider Approval of January Bills and January 31, 2023 Treasurer's Report
- 3.d. Consider Approval of Class C Retail Alcohol License for Fiesta Mexican Restaurant
- 3.e. Consider Approval of Class C Retail Alcohol License for Adel Family Fun Center
- 3.f. Consider Approval of Funds Spent on Flower Arrangement for City Council Mayor Jim Peters's Mother's Funeral

In accordance with the City's Flowers and Sustenance Supplies Policy (#3.05.01), which was approved as amended on March 8, 2016, the Adel City Council believes that it is in the best interest of the residents to establish a public purpose for the expenditure of funds for flowers and sustenance supplies. According to the policy, the City may send flowers to the employees or family members of employees who experience a death in their immediate family. The City sent flowers for Rosie Peters, who passed away December 10, 2022. This item on the consent agenda documents the public purpose of these disbursements and will be reflected in the council minutes.

- 3.g. Consider Approval of Funds Spent on Flower Arrangement for City Council Member Rob Christensen's Stepfather's Funeral

In accordance with the City's Flowers and Sustenance Supplies Policy (#3.05.01), which was approved as amended on March 8, 2016, the Adel City Council believes that it is in the best interest of the residents to establish a public purpose for the expenditure of funds for flowers and sustenance supplies. According to the policy, the City may send flowers to the employees or family members of employees who experience a death in their immediate family. The City sent flowers for Mousa I. Saleh, who passed away January 25, 2023. This item on the consent agenda documents the public purpose of these disbursements and will be reflected in the council minutes.

- 3.h. Consider Approval of Resolution No. 23-06, A Resolution Updating FY2022-2023 Fees for Services
Motion by Ockerman, seconded by Selby, to approve the Consent Agenda, excluding item 3.g.
Roll: Ayes - Unanimous. Motion Carried.

NEW BUSINESS

- 3.g. Consider Approval of Funds Spent on Flower Arrangement for City Council Member Rob Christensen's Stepfather's Funeral

In accordance with the City's Flowers and Sustenance Supplies Policy (#3.05.01), which was approved as amended on March 8, 2016, the Adel City Council believes that it is in the best interest of the residents to establish a public purpose for the expenditure of funds for flowers and sustenance supplies. According to the policy, the City may send flowers to the employees or family members of employees who experience a death in their immediate family. The City sent flowers for Mousa I. Saleh, who passed away January 25, 2023. This item on the consent agenda documents the public purpose of these disbursements and will be reflected in the council minutes.

Motion by Selby, seconded by Miller, to approve item 3.g. (excluded from Consent Agenda)

Roll: Ayes - Miller, McAdon, Ockerman and Selby. Abstain – Christensen. Motion Carried.

DEPARTMENT HEAD REPORT

- 4.a. FY23-24 Budget Update

City Administrator Brown spoke about what the tax legislation that the State of Iowa is discussing and how it will effect the Adel budget process. With no decisions made by the State at this point, the plan is to move forward with holding a public hearing for the Fiscal Year 23-24 Budget for the March meeting. The Mayor presented a letter that will be sent to the State Representatives and Senators summarizing the effect that the proposed tax legislations will have on the City of Adel's budget. The letter was signed by the entirety of the Council.

OLD BUSINESS

- 5.a. Consider Approval of Ordinance No. 389, Amending Chapter 151, Trees, of the Code of Ordinances of the City of Adel, Iowa - Second Reading

Council Member Selby asked Parks & Recreation Director Schenck about any feedback from the community concerning Ordinance No. 389. Schenck mentioned that a few reached out and were concerned about current street trees, but this ordinance only prohibits new street trees.

Motion by Ockerman, seconded by Selby, to approve the second reading of Ordinance No. 389.

Roll: Ayes - Christensen, McAdon, Ockerman and Selby. Nays - Miller. Motion Carried.

Motion by Ockerman, seconded by Christensen, to waive the 3rd reading and adopt Ordinance 389.

Roll: Ayes - Christensen, McAdon, Ockerman and Selby. Nays - Miller. Motion Carried.

NEW BUSINESS

- 6.a. Discussion / Possible Action Regarding a Potential Update to the City's Late 2019 Hotel Feasibility Study

City Administrator Brown and Chamber of Commerce Director Deb Bengtson gave the Council a review of what an updated hotel feasibility study would provide for the City of Adel. To be able to attract investors, a more recent study needs to be completed as the last study was done in 2019 (before COVID-19). The issue that the City ran into the last few times studies were completed is that there was not enough investor interest around the community to move forward with the project. This issue cannot be known until a study is done that can be presented to potential investors. The Council did not want to move forward with a hotel feasibility study before seeing proposals from different feasibility study firms. Council Member Ockerman also would not prefer to move forward if there is not a hotel restaurant in the plans. No action was taken.

- 6.b. Discussion / Possible Action to Set a Public Hearing Concerning the Satellite Center, LLC North Water Tower Lease Agreement Proposal

City Administrator Brown gave a summary of the discussion at the Committee of the Whole meeting last week and the proposal from Todd Chapman, Satellite Center, to obtain another lease agreement to place antennas on the north water tower. Satellite Center already has antennas on the south tower, and that lease agreement would be used for the north tower.

Motion by Christensen, seconded by McAdon, to set a public hearing for Tuesday, March 14, 2023 to consider a lease agreement with Satellite Center, LLC for the City's north water tower.

Roll: Ayes - Unanimous. Motion Carried.

6.c. Consider Approval of Resolution No. 23-07, Approving the Total Maximum Property Tax Dollars for FY23-24

Motion by Ockerman, seconded by Miller, to approve Resolution No. 23-07.

Roll: Ayes - Unanimous. Motion Carried.

6.d. Consider Approval of Resolution No. 23-08, Approving Preliminary Plat and Final Plat of River Run Industrial Park

Motion by Selby, seconded by McAdon, to approve Resolution No. 23-08.

Roll: Ayes - Unanimous. Motion Carried.

6.e. Consider Approval of Mayor Board and Commission Appointment: Library Board Vacancy Term Ending July 1, 2026 (*Iowa Code 69.16A - Gender Balance requires the appointment of one man*)

Mayor Peters appointed Josh Woodvine to the Library Board vacancy.

Motion by Miller, seconded by Selby, to approve the mayor's appointment of Josh Woodvine to the Library Board vacancy.

Roll: Ayes - Unanimous. Motion Carried.

6.f. Consider Approval of Setting a Public Hearing for Fiscal Year 2023-2024 Budget - Tuesday, March 14, 2023 at 6:00 p.m.

Motion by Christensen, seconded by McAdon, to approve setting a public hearing for Fiscal Year 2023-2024 Budget for Tuesday, March 14, 2023 at 6:00 p.m.

Roll: Ayes - Unanimous. Motion Carried.

6.g. Consider Approval of Resolution No. 23-09, Approving a Grant Agreement with the State Historic Preservation Office of Iowa for the Design Guidelines for the Adel Public Square Historic District Project

Motion by Christensen, seconded by Selby, to approve Resolution No. 23-09.

Roll: Ayes - Unanimous. Motion Carried.

6.h. 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.*

Brown requested a closed session.

Motion by Miller, seconded by Selby, to enter closed session.

Roll: Ayes - Unanimous. Motion carried.

Closed session began at 6:51 p.m.

Motion by Ockerman, seconded by Miller, to exit closed session.

Roll: Ayes - Unanimous. Motion carried.

Closed session ended at 7:47 p.m.

Mayor Peters stated that Brown will work with Miller to complete the performance appraisal process.

OTHER BUSINESS

ADJOURNMENT

Meeting was adjourned at 7:49 p.m.



Shirley McAdon, Mayor Pro Tem

Attest: 
Brittany Sandquist, Deputy City Clerk