



## NOTICE OF PUBLIC MEETING MINUTES

The Adel City Council met in regular session at Adel City Hall, 301 S. 10<sup>th</sup> St., Adel, Iowa, on Tuesday, April 8<sup>th</sup>, 2008 at 6:30 PM. Mayor James Peters, called the meeting to order and the following answered roll: McAvoy, Haynes, Price, Swanson, and Kirk. Absent: City Attorney Reich.

**Staff present: City Administrator Bird, City Clerk Gilliland, Police Chief McNeill, and Public Works Supervisor Overton.**

Mayor Peters read two proclamations; one for **ARBOR DAY April 25<sup>th</sup>, 2008** and the other for **LAW DAY IN DALLAS COUNTY May 1<sup>st</sup>, 2008**.

### COMMENTS FROM THE PUBLIC

Bird introduced four young ladies who wished to address the Council regarding littering in Adel. Amanda Garrison, Autumn Todd, Gracie Chapman, and Mallory Pierce each spoke briefly to the Council regarding some ideas they have to help keep Adel and the bike trail clean. Mayor Peters commended the girls for coming to the Council with their ideas and asked them to meet with Julie Bailey as the Adel Partners has adopted the trail for clean up. He also asked them to report back to the Council at the June meeting. He further pledged support of the City if any could be given.

Tim Coffey addressed the Council regarding the West Metro Regional Airport. He said he believes it to be a waste of resources of the City of Adel and pointed to what he believed are inconsistencies in the original reports. He further stressed that Adel has many resources to offer and the Council should be focusing on the positives influences in the City. He named the bike trail, the campground and the pool as some examples.

Hanny Mason addressed the Council and declared that he is selling the Old Library building to Lois "Jackie" Jenkins. He thanked the Council and the City for their support over the past 27 months. He pledged to reinvest the historic grant he received back into the building in equipment and fixtures.

### CONSENT AGENDA

- a) Consider approval of City Council Minutes dated March 11<sup>th</sup>, 2008
- b) Consider approval of bills
- c) Consider approval of Treasurer's Report for March 2008
- d) Consider approval of Special Class C Liquor License with Outdoor Service and Sunday Sales for Jackie's, 820 Prairie Street

Gilliland requested item D to be removed and put under new business.

Kirk noted that in the March '08 minutes, the comment by Swanson regarding the Little Theatre lease as incorrect. Swanson acknowledge what is in the minutes is correct; he said it, but that he was in error in what he said due to misinformation in the paper regarding Kayla Hawkins purchasing the facility when in fact she did not.

**Motion by Kirk, seconded by Swanson, to approve the consent agenda.  
Roll: Ayes-Kirk, Swanson, Haynes, Price, McAvoy. Motion carried.**

## COMMITTEE REPORTS

a) Street Committee

Presentation from McClure Engineering regarding Brick Street information

Terry Lutz, Derick Anderson, and Mark Crawford from McClure Engineering were available to present some technical information regarding the brick streets. Lutz presented information in regard to costs for various construction methods and provided recommendations. Lutz also reviewed some of the additional questions raised during the open meetings last fall.

Swanson commented he would like to see this keep moving and suggested a 2009 construction season time line.

McAvoy concurred and instructed Bird to set up a Street Committee meeting to discuss further direction. Bird suggested the Adel Partners and the Historic Preservation Commission be involved in the Committee meeting. Bird said he would gather dates for a meeting.

Lutz said he and his staff would be willing to attend that meeting as well.

The Mayor thanked Lutz and McClure Engineering for their time.

## DEPARTMENT REPORTS

a) Public Works

Public Works Supervisor Overton presented a brief budget and work program update. Highlights included an analysis of the snow removal budget – it was exceeded by \$4,600 and the department used 600 tons of sand this year, more than twice last season. He recapped budget activity in water and sewer by saying the radio read meter installation program is going very well and is almost 70% complete.

b) Police Department

Chief McNeill updated the Council on some of the various committees he serves on including E-911 and Dallas County Emergency Management. He said the County recently cut funding for the Emergency Management office due to lack of input from participating cities. Chief noted that Adel has been an active participant. Chief covered the City's NIMS program and said we are compliant up to new Council getting in the required classes. The Chief submitted a full written quarterly report.

## CITY ADMINISTRATOR'S REPORT

a) Sidewalk Inspections

Bird updated the Council about letters recently sent to residents regarding sidewalk repairs and installation. He said staff will begin working on zone two inspections but want to wrap up zone one and new installations first.

b) Spring Clean up

Bird reminded Council of the City wide clean up scheduled for April 19<sup>th</sup> and said staff has driven around the City and identified some properties that will be sent letters regarding possible junk property violations and encouraging them to take advantage of Spring Clean up.

c) Tax Levy Comparisons

Bird distributed a graph that depicts area municipal tax levy rates and compares them to Adel.

**NEW BUSINESS**

a) Discussion regarding 28E agreement with the West Metro Regional Airport

Kirk asked about article 9 of the agreement which states the City shall invoice for the time of staff. Kirk said that invoice has not happened and he believed the Council said no City funds would be spent on the airport project so he felt that by not sending invoices as per the agreement, the City was indirectly funding the airport. Councilmen Swanson and McAvoy agreed and instructed Bird to prepare an invoice for the time he has spent on the airport and send it to the Authority.

Swanson also commented Bird should approach the Authority and inquire as to if they wished for him to continue providing the services at the agreed upon billable rate or if they would rather choose another option. Swanson said if the Airport Authority chose not to continue with the 28E agreement, he felt Council should instruct Bird to continue to attend the meetings on behalf of the City to be prepared to report to the Council at any time.

Kirk also inquired about article 7 which stipulates insurance coverage for the Authority and said he understood the Authority only had a one million dollar policy in place rather than the required five million. There was some general discussion about how much insurance is really enough. Bird said he would research the issue with the Authority and report back to Council.

b) Discussion and possible action on entering into a service maintenance agreement for City Hall elevator

Bird said he contacted Schumacker Elevator and received an updated agreement for both City Hall and the Library. The proposed agreement is for five years beginning April '08. Bird said the existing Library fee was reduced by \$2.00 per month and original City Hall fee was reduced by \$5.00 per month. Total fee will be \$170.00 per month.

**Motion by Haynes, seconded by Kirk, to approve entering into a service agreement with Schumacker Elevator for City Hall and Library.**

**Roll: Ayes-Kirk, Swanson, Haynes, Price, McAvoy. Motion carried.**

c) Discussion and possible action on entering into an agreement for financial audit services

Bird said the current audit services company agreement has expired as of the conclusion of the FY07 audit and so he said given the proclivity of the Council to seek local comparative bids, he requested Short & Co. to send a proposal for audit services. Council reviewed both bids with minimal discussion.

**Motion by Haynes, seconded by Kirk, to approve entering into a three year audit services agreement with Cline, DeVries, and Allen.**

**Roll: Ayes-Kirk, Swanson, Haynes, Price, McAvoy. Motion carried.**

- d) Discussion and possible action on negotiating an outdoor liquor license for *Café in the Park*  
This item was tabled until the May 13<sup>th</sup>, 2008 regular Council meeting.
- e) Consider offer to sell old street bricks  
Bird said he was bringing this item back to the Council as there is a new Council and the vendor has submitted a new purchase price for the surplus brick the City has on hand. After some general discussion, Council decided they were not interested in selling any of the brick at this time.
- f) Set a date for public hearing on the City's FY08 Budget Amendment  
Staff recommended setting May 13<sup>th</sup>, 2008, 6:30pm as the date and time for a public hearing on the FY08 Budget Amendment.

**Motion by McAvoy, seconded by Swanson, to approve setting May 13<sup>th</sup>, 2008, 6:30pm as the date and time for a public hearing on the FY08 Budget Amendment.  
Roll: Ayes-Kirk, Swanson, Haynes, Price, McAvoy. Motion carried.**

From Consent Agenda

- d) Consider approval of Special Class C Liquor License with Outdoor Service and Sunday Sales for Jackie's, 820 Prairie Street  
Pat said the sale of the property will not be complete until next week, therefore she is not able to receive the verification of the sale and asked Council to approve this motion pending completion of the sale and filing of the necessary paperwork for the license.

**Motion by McAvoy, seconded by Kirk, to approve Special Class C Liquor License with Outdoor Service and Sunday Sales for Jackie's, 820 Prairie Street pending completed required paperwork per City Clerk.  
Roll: Ayes-Kirk, Swanson, Haynes, Price, McAvoy. Motion carried.**

OTHER BUSINESS

There being no further business, meeting adjourned at 8:15 PM.

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James F. Peters, Mayor

Attest: \_\_\_\_\_  
Chad Bird, City Administrator