



## NOTICE OF PUBLIC MEETING

**The Adel City Council will meet in regular session in the Adel Public Library Community Room,  
303 S. 10<sup>th</sup> St., Adel, Iowa, on Monday, February 26, 2018, at 6:00 PM**

### AGENDA

#### NEW BUSINESS

- a) Consider Approval of Resolution No. 18-11, Approving the Application Process for Inclusion in the Iowa State Revolving Fund (SRF), Water Resource Restoration, Sponsored Project Program in Conjunction with the “Adel East Annex Sanitary Utility Extension” Project
- b) 2018 Goal Setting Session and Strategic Planning – Moderated by Jeff Schott, University of Iowa
  1. Introductions and Opening Comments
    - a. Name, Tenure, and Background
  2. General Overview of the Meeting and the Strategic Planning Process
    - a. The Ground Rules for this Session
  3. Review/Confirm/Revise Current Strategic Plan – Strategies and Goals
  4. Review Issues, Concerns, and Trends
    - a. Review Results of Questionnaires
    - b. Additional Input/Comments
  5. Identify On-Going City Commitments/Obligations
  6. Identify Potential Initiatives, Programs, Policies, and Projects
    - a. Review Results of Questionnaires
    - b. Additional Input/Comments
    - c. Selection of Priorities
    - d. Discuss Implementation Issues
  7. Discussion regarding Teamwork and Effective Governance
    - a. Shared Direction/Set of Goals
    - b. Roles and Responsibilities
    - c. Effective Processes and Methods
    - d. Rules of the Game
    - e. Communications
  8. IPA Report to the Mayor and City Council
    - a. Development of Action Plan
    - b. Importance of Quarterly Updates

#### OTHER BUSINESS

## **Resolution No. 18-14**

### **A RESOLUTION APPROVING THE APPLICATION PROCESS FOR INCLUSION IN THE IOWA STATE REVOLVING FUND (SRF), WATER RESOURCE RESTORATION, SPONSORED PROJECT PROGRAM IN CONJUNCTION WITH THE “ADEL EAST ANNEX SANITARY UTILITY EXTENSION” PROJECT**

**WHEREAS**, the filing of the Sponsored Project application is in the best interests of the citizens of the City of Adel, Iowa and should be authorized.

**NOW THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF ADEL, IOWA**, that Mayor James F. Peters or his designee be authorized to complete and submit the necessary forms and applications for inclusion in the State Revolving Fund (SRF), Water Resource Restoration, Sponsored Project Program through the Iowa Finance Authority.

Passed and approved this 26<sup>th</sup> day of February, 2018.

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James F. Peters, Mayor

Attest: \_\_\_\_\_  
Jackie Steele, City Clerk

# SRF SPONSORED PROJECT APPLICATION



CITY OF ADEL, IOWA  
MARCH 1, 2018

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## 1. Background, Existing Conditions and Assessment of the impacted Waterbody and Watershed

The City of Adel is located in the HUC 12 watershed, Hickory Creek – North Raccoon River which drains south into the HUC 10 watershed, Swan Lake Branch – North Raccoon River. The HUC 12 designation is 071000061505 and the HUC 10 is 0710000615. This section of the North Raccoon River includes Use Designations as provided by the Iowa DNR ADBNet program of Class A1 (Recreation Primary Contact), Class B (WW-1) (Aquatic Life Warm Water Type 1), and Class HH (Human Health). The Water Quality Improvement Plan for Raccoon River, Iowa Total Maximum Daily Load (TMDL) for Nitrate and Escherichia coli prepared by the K.E. Chilling and C.F. Wolter of the IDNR with contributions from USGS, and Center for Agriculture and Rural Development as part of the Iowa Department of Natural Resources Watershed Improvement Section 2008 indicated there are water quality impairments for Class A1 waters due to pathogen indicator bacteria E. coli and nitrate. The publication also showed nitrate loads remained greater than 20kg/ha (17.9 lbs/ac) in sub-basins containing the main channel of the North Raccoon River, including the sub-basin where Adel is located.

In 2015, the City of Adel experienced multiple extreme rainfall events. These events, some of which produced greater than 7.5 inches of rain in a matter of several hours, caused widespread surface flooding as well as basement backups and damage to public and private property. In response to these events, the City of Adel commissioned McClure Engineering Company (MEC) to complete a preliminary assessment of the needs of both the storm sewer and sanitary collection system. Termed the Adel Sanitary and Storm Sewer Plan of Action, the purpose of the evaluation was to assess existing conditions, identify deficiencies, and develop a “Plan of Action” for the City to address identified needs. This document has served as a starting point for the City to begin such actions. Although the report had a primary focus to document and identify storm sewer system needs, it has been invaluable in assisting in the identification of practice locations. By utilizing this past planning report, the City and McClure were able to better prioritize locations by considering size of drainage basins, past frequency of events, and history of erosion issues.

In completing the evaluation multiple sources of information were used to assess existing conditions including past reports, field investigations, community surveys, and public information meetings. These sources of information were combined, verified, and utilized to identify system deficiencies. By categorizing deficiencies, costs, and improvement benefits, a Capital Improvement Plan (CIP) was developed. Although funds are limited, the City leveraged Storm Water Utility revenues to begin addressing storm and sanitary collection system needs within the community, with the first projects completed in 2017. Several more projects, including a collaborative effort between the City of Adel and Dallas County Conservation to which addresses an area of streambank erosion along the Raccoon River Valley (bike) Trail, are slated for completion by August of 2018.

## 2. Project Goals and Objectives

With Adel's location within the Raccoon River Watershed, and its proximity to the Des Moines Metro, the community takes pride in its ability to stay on the leading edge of infrastructure improvements addressing issues related to water quality. Like most communities, the City of Adel utilizes both traditional storm water infrastructure (pipe networks, detention/retention basins, etc.) and natural drainage channels to convey storm flows from the community (see Exhibits 1 & 2, Appendix D). In consideration of past storm water efforts, which utilized a traditional conveyance approach to addressing storm flows, the City's goal through involvement in the Sponsored Projects Program is to incorporate opportunities to address infiltration, and water quality simultaneously.

In order to accomplish this goal, potential project locations have been strategically selected to address water quality concerns within the City. The projects identified (See Exhibit 3, Appendix D) have been identified due to their ability first and foremost to address non-point source water quality concerns (i.e. infiltration, reduced erosion, nutrient reduction, etc.) In addition, many of these identified projects are in highly visible areas within the community (i.e. schools, bike trails, parks, etc.) which also provides the ability to showcase these improvements as a model to members of the community at large. It is the desire that these projects serve as a model for the community to help citizens understand the multiple types of BMPs a community such as Adel can implement (See Exhibit 3, Appendix D). The role each citizen can play in the process will be outlined in more detail through public outreach including public meetings, newsletters, surveys, social media and strategic partnerships, including the Adel-De Soto-Minburn Community School District. Since these will be the first SRF Sponsored Projects for Adel, they will be seen as a motivator for other community groups and projects to mimic the overall goal mentioned above.

## 3. Evaluation of possible water quality practices considering unique demographics, topographic, hydrologic, and institutional characteristics of planning areas

### 3.1 Demographic Characteristics

The City of Adel understands there can be difficulty in prioritizing potential water quality improvement projects not only based on data but based on the coordination of project locations with other organizations in the region and seeking their "buy-in" to ensure a successful partnership for project success. Based on this understanding, the City plans to conduct project related public workshops to educate project neighbors, individuals, businesses and the general public on the respective project goals and initiatives. The tone of these workshops will be one of progress and leading water quality efforts for the region through collaboration. Through efforts such as City involvement in the North Raccoon River Watershed Management Coalition and coordinating with state and local organizations, the City anticipates citizens will appreciate this collaborative approach.

Based on the U.S. Census Bureau 2010 Census, Dallas County had 3.8% of it's land classified as urban but 69.4% of its population is considered urban population. The Iowa Rural Agricultural Health and Safety Resource Plan highlighted Dallas County had a 62.3% shift from rural to urban between the years 2000 and 2010. The recent increases in urban population for this area exacerbate the importance of establishing water quality BMP and Low Impact Development (LID) initiatives so each new development can play its role in maximizing water quality.



### 3.2 Topographic and Hydrologic Characteristics

The Racoon River Watershed flows primarily through the Des Moines Lobe landform region which is known for its flat land and poor surface drainage based on clay soils on limited natural slope. As is the case with many areas of the Watershed, the area around Adel was once made largely of prairie pothole land which was drained for agricultural and urban development. Practices typically implemented to achieve this would include pattern tiling fields, constructing pipe and open channel outlets, removing native vegetation and creating more impervious surface draining conditions. These have all occurred in and around the City of Adel. The City will take into account these conditions when making decisions on final practice locations.

### 3.3 Institutional Characteristics

Adel currently utilizes traditional curb and gutter and storm sewer piping as the primary mode of conveying stormwater to the river. In the past, storm water improvements in the region were constructed with the goal of moving stormwater through the system as quickly as possible to minimize the potential for flooding and therefore neglecting the potential impact of including BMPs for water quality and LID initiatives. The city is looking to encourage all storm sewer improvement projects, land developers and the general public to look for ways to implement BMPs and LID practices in new construction project. One of the project partners who will be instrumental in the ongoing success of the projects will be the Adel-Desoto-Minburn Community School District. The city plans to partner with the schools to create learning opportunities for students on constructability, maintenance and results of water quality improvement projects through the respective projects identified.

## 4. Description of Practices to Be Implemented

In January 2018, the City of Adel, McClure Engineering, IDALS and Polk County Soil and Water Conservation District (SWCD) staff met at Adel City Hall to discuss the Sponsored Project Program, BMP's and potential projectss. The City and McClure provided a discussion of past stormwater planning efforts and provided detailed information of previous system evaluations. From this discussion, the locations and practices identified in Exhibit 3 were discussed in further detail. Following discussion, site visits to several of the identified improvements locations were conducted for further evaluation.

Due to its proximity to the Des Moines Metro, Adel has experienced a high rate of residential growth over the past decade. The associated increase in impervious surface area and greater demands on natural drainage channels led to the planning team to the identification of the identified practices as shown in Exhibit 3.

#### 4.1 Streambank Stabilization

Streambank Stabilization will consist of solidifying open channel sideslopes and establishing consistent flow lines to ensure consistency of ditch profiles from the toe of slope to the top of slope. The constructability will, in general, consist of pulling material away from the slope face, armoring the established flowline with rock, consistently grading the slope back to the top of slope, and planting native vegetation to prevent further slope erosion. The City and McClure are aware of the encouraged use of the Rivers Restoration Tool Box in the selection of stabilization methods and will look to incorporate the use of this tool in the evaluation and design of project improvements. This practice will be implemented within tributaries to the Raccoon River within City-owned property. In addition, it is recognized that streambank stabilization alone may not be sufficient in the ability to properly address stream erosion. Therefore, the coupling of upstream BMP's will also be a part of the evaluation to ensure that improvements provide long term water quality solutions.

The identified sites of streambank stabilization projects were specifically chosen due to identified erosion and gully formation. In addition, opportunity for upstream BMP's (i.e. bioswales, rain gardens, permeable paving) at these locations provide for greater assurance of long term stabilization success.

#### 4.2 Permeable Paving

Permeable pavers are used in an area that would traditionally be paved with asphalt or concrete but instead are installed over a permeable aggregate base. The permeable pavers and rock base allow for stormwater to be temporarily stored and slowly conveyed through surrounding soil layers or drain tile. These are most successful in areas that will not become inundated with silt and sedimentation effectively "plugging" the permeations. The City has identified areas for new pavement where this practice would be implemented instead of traditional asphalt or concrete.

The project sites identified for permeable paving were identified due to proximity and overall contribution to runoff into open drainage channels. In addition, one site is owned by the City of Adel, while the other paving site is owned by ADM Schools, which is a supporting partner of this application.

#### 4.3 Stormwater (Constructed) Wetland

This practice will create a wetland to allow for future development and existing infrastructure to drain to an open area filled with native plant species suitable for high levels of nutrient intake during temporary stormwater storage. It will be constructed to hold a managed level of water during mild rainstorm events and allow for greater volumes of stormwater to discharge through pipe intakes.

The identified constructed wetland project site was identified due to suitability of the practice and past issues of runoff. This City owned property experiences frequent flooding and saturation. In addition a small Dallas County owned and managed wetland is immediately adjacent and would provide further opportunity for collaborative stormwater quality efforts between the City of Adel and Dallas County.

#### 4.4 Stormwater Detention/Sediment Basins

This practice will consist of digging temporary storage basins that will slow the flow of stormwater making the conditions suitable for settlement of silt and sedimentation into the bottom of the basin, thus improving upon the negative effects of sediment-based nutrients such as phosphorus. This basin will also help the overall system handle larger rainstorm events while maintaining run-off efficiencies. Sites identified for stormwater detention are owned and managed by the City of Adel.



#### 4.5 Oak Savannah Restoration/Timberstand Improvements

This practice consists of selectively removing certain trees and other intrusive vegetation to allow other native vegetation species to thrive at the ground level which helps stabilize soil and reduce the spreading of invasive species.

### 5. Organizations Involved in the Project

#### 5.1 City of Adel

The City will be the leader of the program and be the fiscal agent for all components of the water quality projects associated with the Sponsored Projects Application. They will work closely with their consultants to efficiently collaborate with all organizations involved in the projects. The City will utilize its social media accounts, website, newsletter and on-site signage to educate the city on project meetings and developments.

#### 5.2 Iowa Department of Natural Resources

The IDNR will provide water quality data, when applicable, and guidance on selecting final locations of project implementation. They will be involved in site visits and progress meetings, before, during and after project construction to continue project collaboration with the City.

#### 5.3 Iowa Department of Agriculture of Land Stewardship

The regional Urban Conservationist through the IDALS will be involved in site visits and progress meetings, before, during and after project construction to continue project collaboration with the City. They will be responsible for ensuring each practice is designed and constructed to the expectation and standards of the SRF Program.

#### 5.4 County Soil and Water Conservation Districts

The City would seek for the Polk and Dallas County SWCDs to continue and expand upon the support provided during the identification and development of this sponsored project application. The City and Dallas County have partnered on past stormwater improvement projects. Polk County SWCD has provided assistance on past Sponsored Projects throughout the state. The City is seeking each organization's continued involvement to provide public support and build upon community outreach opportunities to encourage similar practices are taught, implemented and maintained moving forward.

#### 5.5 Adel-Desoto-Minburn Community School District

The school district will partner with the city to build upon community outreach opportunities through the education of water quality practices with the students. They will also seek opportunities to help construct and maintain the selected BMPs while providing general support for the projects and their goals and objectives.

#### 5.6 North Raccoon River Watershed Management Coalition

The City of Adel has applied to become a member of the WMA which will provide overall support for the project as well as supporting water quality data from the Raccoon River Watershed Water Quality Master Plan to ensure their goals and objectives are aligned.

### 5.7 McClure Engineering Company

MEC will provide coordination and engineering services for the project in conjunction with the East Annex Sanitary Sewer and Pump Station project associated with the SRF Loan program. MEC will work closely with all project partners to maintain effective collaboration throughout the project ensuring the project(s) will be designed and constructed to the program standards.

## 6. Project Locations

Each project location is proposed to be constructed within City-owned property. If constructability calls for additional space from adjacent private properties, the City will work with MEC to establish easements for land access and use, although there is no anticipation of such easements at this time.

## 7. Project Schedule with Timelines

- December 2017 – Planning and Preparation of SRF Sponsored Project Application
- February 2018 – Submit SRF Sponsored Project Application
- April 2018 – Receive notice of grant award
- May 2018 - Determine BMPs to be implemented
- July 2018 - Project partners review preliminary engineering design
- September 2018 – Final plan approval by project partners
- October 2018 – Hold bid letting and award a contract for the project(s)
- November 2018 – Begin Construction
- June 2019 – Construction Completion

The proposed schedule above is for the sponsored project. The parent project schedule can be found in the Appendix E. Please note that the anticipated completion date as originally submitted has been updated. It is anticipated that the parent project will be substantially complete by December 31, 2018 and final project completion is anticipated by May 2019.

## 8. Evaluation Procedures and Measures

The City of Adel will work with all project partners to draft a preliminary maintenance plan for the BMPs that are selected to be implemented. The maintenance plan will likely include roles for City Parks and Recreation Staff, Public Works staff and a combination of volunteers from civic and partner organizations. The maintenance plan will be finalized after construction is completed to ensure all BMPs are functioning as intended, and maintenance techniques can be taught in a hands-on setting to ensure feasibility of the maintenance work itself and its respective logistical variables.

All BMPs will be constructed to allow for the installation of future monitoring equipment and future access points as needed. The City will work closely with all project partners to evaluate when and where to include said monitoring features.

The City will measure the success of the project based on the level of public outreach all project partners can achieve based on the lifespan of the selected BMPs and by having all project partners agree they met their respective expectations. Furthermore, the City will work with project partners to measure the water quality data of downstream water resources before and after project implementation.

## **9. Explanation of Proposed Budget**

Currently the City utilizes a stormwater utility fund to finance the construction of stormwater system improvements including projects currently underway. The City anticipates using the SRF sponsored project funding, if awarded, as additional funds to offset additional BMP costs for the region. It is the City's understanding that with approximately \$7M valued for the CWSRF infrastructure project loan, up to 10% may be awarded for SRF Sponsored Projects or approximately \$700,000 towards planning and constructing non-point source water quality improvements. However, it is recognized that a full 10% award may not occur. Due to this recognition, the planning team has made the effort to identify multiple practices which are scalable according to the final award amounts.

## **10. Preliminary Communication Plan**

Following in the success of community outreach, education, and communication that occurred following the heavy rain events of 2015, the City will look to implement a like strategy to ensure effective communication to affected parties and project stakeholders. Specifically, the City intends to utilize the following methods:

- Public Information Meetings
- City of Adel Newsletter
- City Website
- City Social Media Profiles
- Project Information Signs
- Project Progress Meetings

## APPENDIX A

### AUTHORIZING RESOLUTION PASSED BY THE WASTEWATER UTILITY GOVERNING BOARD

## APPENDIX B

### LETTER OF CONCURRENCE FROM WASTEWATER UTILITY BOND COUNSEL

## APPENDIX C

### LETTERS OF SUPPORT



Adel DeSoto Minburn

215 N 11<sup>th</sup> St., Adel, Iowa 50003  
515-993-4283

Greg Dufoe, Superintendent

Nancy Gee, Business Manager

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February 22, 2018

Department of Natural Resources  
State Revolving Fund  
Des Moines, IA

To Whom It May Concern:

This letter is in support of the City of Adel Sponsored Project Application. Through discussion with Adel Sponsored Project Planning Team, we are encouraged about this opportunity to partner with the City of Adel to better local water quality while simultaneously enriching the educational opportunities for our student body.

The City of Adel and ADM Schools have a long history of collaboration as our community and district has grown. We look to build upon this collaboration through this potential opportunity to better local water quality through science-based practices and learning opportunities. As we have discussed with the City, we look forward to our role in collaborating with the City to provide educational opportunities for students associated with proposed storm water projects in Adel. Such a partnership will further strengthen our past history of collaboration and instill in our students the value of civic and social engagement with the community and environment in which they live.

ADM Schools supports this Sponsored Projects opportunity and we look forward to our involvement in the continued betterment of the communities we serve.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg Dufoe", is written over the word "Sincerely,".

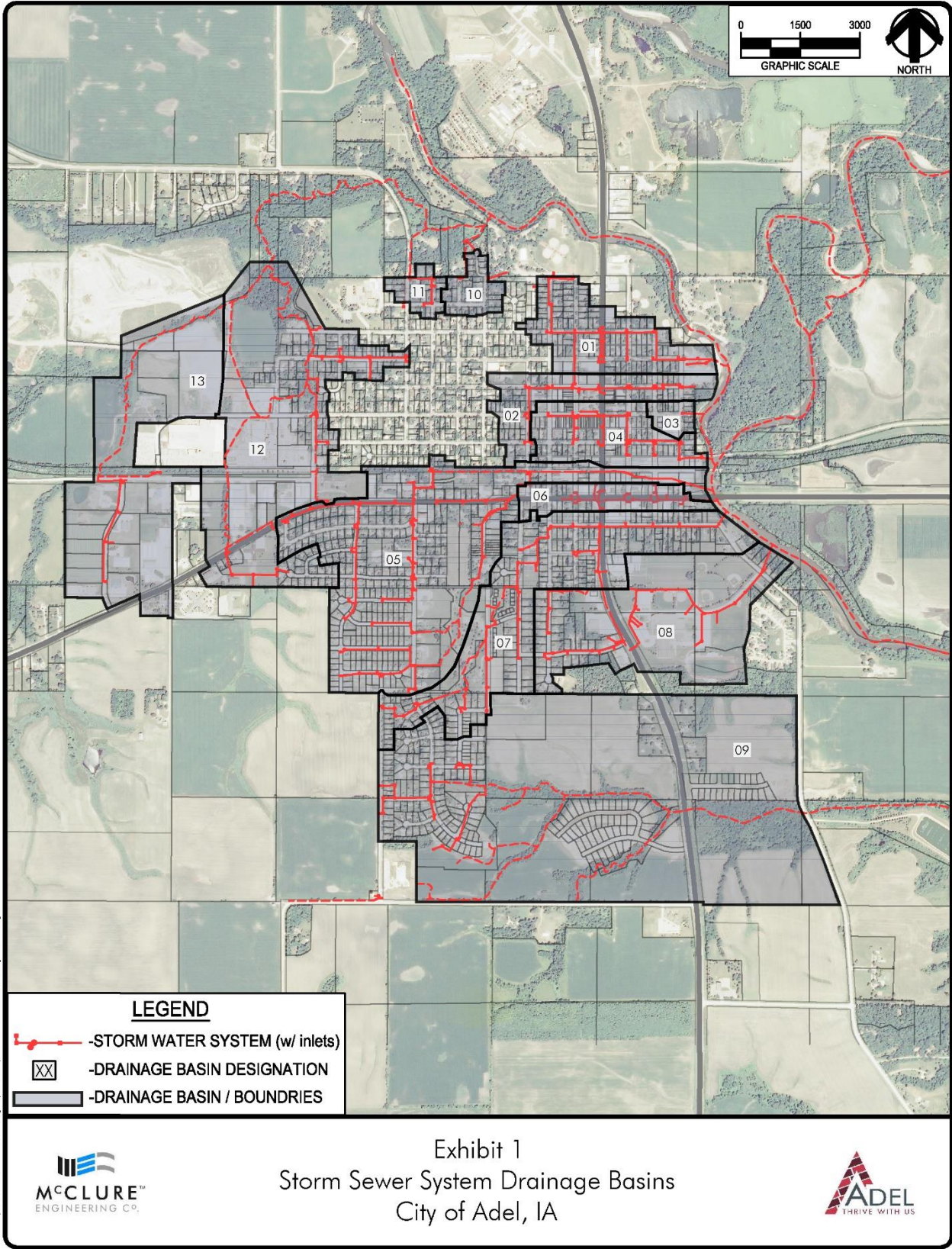
Greg Dufoe  
Superintendent of Schools

***"Experiencing Success Today, Achieving Dreams Tomorrow"***



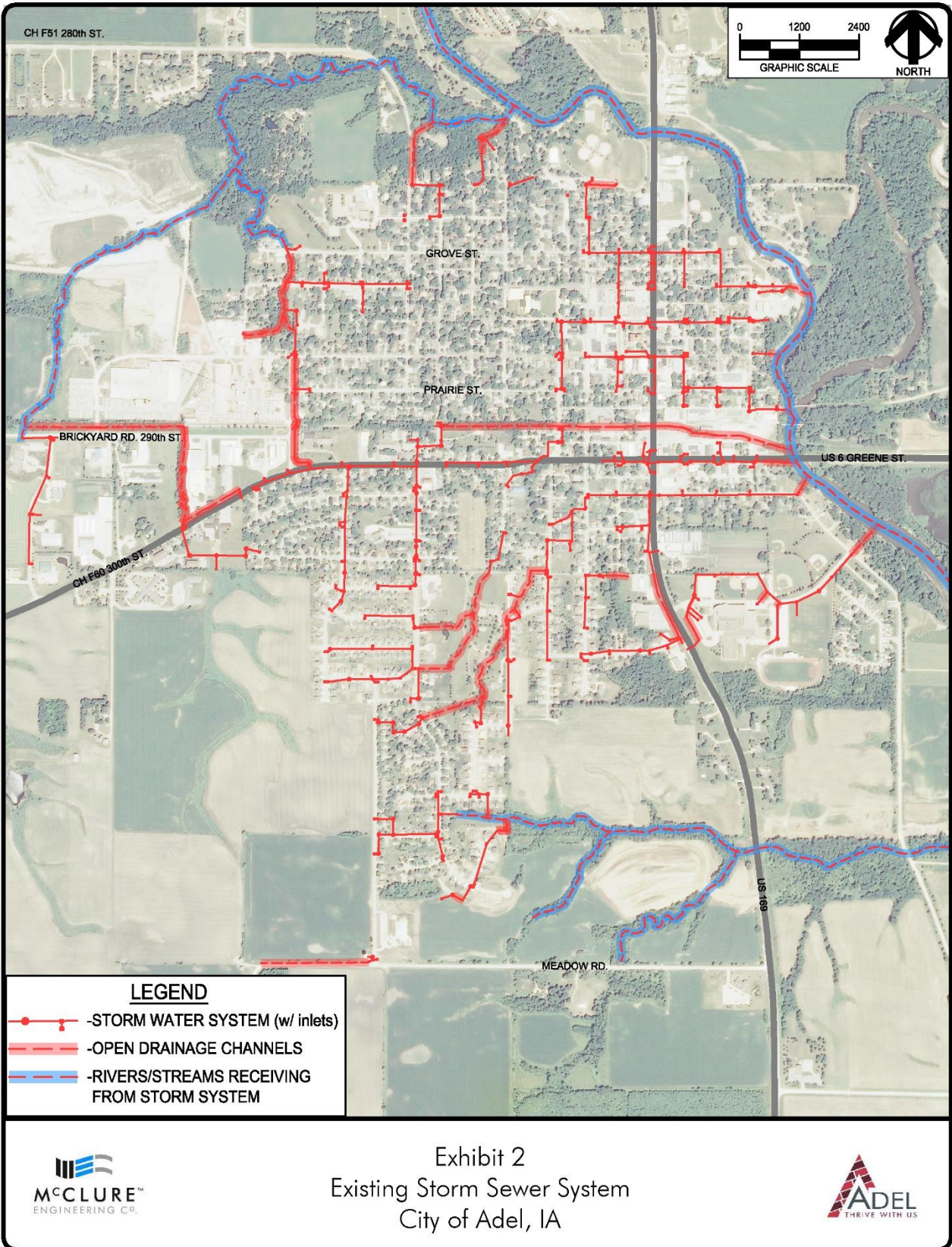
## APPENDIX D

### EXISTING SYSTEM AND SITE IDENTIFICATION EXHIBITS



K:\Projects\AD\_221\_40201\City\Design\Sponsor Projects\Exhibit\Final 1.Drainage Basin.mxd









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## APPENDIX E

### PARENT LOAN PROJECT SCHEDULE



East Annex Sanitary Sewer and Pump Station  
Estimated Schedule  
9/19/2017

	2017					2018								2019						
	Sept	Oct	Nov	Dec		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
<b>1 SRF Applications</b>																				
Planning and Design Loan App																				
Intended Use Plan (IUP)																				
<b>2 Council Authorizes Project Design</b>																				
<b>3 Preliminary Design</b>																				
Client Kick Off Meeting																				
Topo Survey																				
Client Review - 30% plans																				
Coordinate SRF/IDNR Review																				
<b>4 Land/Easement Acquisition</b>																				
Survey/Plats/ROW Files																				
Title Search																				
ROW Appraisals																				
Negotiations																				
Council Approvals/Cosings																				
<b>5 Final Design</b>																				
Construction Drawings/Specifications																				
Cost Estimates																				
Bidding Docs																				
IDNR/SRF Approvals and Permits																				
<b>6 Advertising/Bidding/Awards</b>																				
<b>7 Construction</b>																				
Pump Station																				
Force Main																				
Gravity Sewer																				
<b>8 Operational</b>																				
<b>9 Project Closeout</b>																				



N:\Projects\ADL 20317006-000\Cler\Meetings\ADL East Annex Sanitary Sewer and Pump Station - Estimated Schedule

## APPENDIX F

### SRF SPONSORED PROJECT APPLICATION FORM



Clean Water SRF  
**WATER RESOURCE RESTORATION**  
Sponsored Project Application

**Application Instructions:**

- Please print or type the information on the form.
- Sign the application.
- Attach supporting documentation.
- Submit ONE original hard copy, with original signatures, to the following address:  
State Revolving Fund  
Iowa Department of Natural Resources  
502 E 9<sup>th</sup> St  
Des Moines IA 50319-0034


***Must be postmarked by March 1, 2018***

- Scan and submit the entire application, with attachments, in PDF form to [lee.wagner@dnr.iowa.gov](mailto:lee.wagner@dnr.iowa.gov). OR, if attachments are too large to transmit, e-mail the application only and include the attachments on a CD with the hard copy.

***Application must be e-mailed by 4:00 p.m. on March 1, 2018***

**Section 1: Applicant Information**

(This information relates to the wastewater utility that will be the Clean Water SRF borrower.)

**Applicant Name:** City of Adel  
**Mailing Address:** 301 S 10<sup>th</sup> St  
**City, State, Zip + 4:** Adel, IA 50003  
**Authorized Representative:** Anthony Brown **Title:** City Administrator  
**Telephone Number:** 515-993-4525 **E-mail:** abrown@adeliowa.org  
**Signature:** 

**Section 2: SRF Project Status**

☒ The project is on the CWSRF Intended Use Plan and is in the "Planning" phase,

SRF Number CS1920 CWSRF - 1920867 01

**Choose One**

☐ We are submitting this sponsored project application in conjunction with our CWSRF Intended Use Plan application for DNR Project Number S -

**Section 3: Information on the Identified Watershed and Water Quality Issues**

(Summarize the information here and expand or add documentation, maps, monitoring data, and other data in the project conceptual plan attached to this application as shown in Section 7.)

**Name of Waterbody:** Raccoon River  
0710000615 Swan Lake Branch - North  
**HUC Number and Name** (where both wastewater utility and waterbody are located): Raccoon River  
**Uses for the Waterbody** (e.g. recreation, drinking water, other): Recreation, drinking water, fishing  
**Water Quality Concerns** (e.g. sediment, bacteria, nutrients): sediment, erosion, nutrients  
**Sources of Water Quality Data** (e.g. DNR water monitoring, IOWATER, US Geological Survey, utilities, other): IDNR Water Monitoring  
**Nonpoint Source Contributions to Water Quality Concerns**  
(e.g. urban stormwater, soil erosion, livestock operations, other): Agricultural Stormwater, Urban Stormwater, Soil Erosion  
**Primary Water Quality Goal of the Sponsored Project:** Improve water quality by minimizing soil erosion and reducing

#### Section 4: Brief Summary of Proposed Water Resource Restoration Sponsored Project

Describe the scope of the proposed project (i.e., specific solution to the water quality problem). Summarize the process of analyzing and selecting the most appropriate nonpoint source practices relating to the unique issues and characteristics of the identified waterbody and planning area. Provide additional detail in the attachments to this application.

We will identify multiple areas for improvement around Adel which will include the installation of BMPs to decrease pollutant discharge in stormwater runoff through infiltration. The projects will also minimize soil erosion by installing BMPs for bank stabilization and effective native vegetation establishment along runoff conveyance areas.

#### Section 5: Water Quality Organization(s) Involved in Project Planning

Organization	Contact Person	Email Address
City of Adel	Kip Overton	koverton@adel.iowa.gov
IDALS	Derek Namanny	Derek.Namanny@iowaagriculture.gov
McClure Engineering Company	Gary Brons	gbrons@mecresults.com

#### Section 6: Qualified Entity Information

Is the applicant proposing to enter into an agreement with a qualified third party entity to implement the sponsored project?

☒ No

☐ Yes

Organization: \_\_\_\_\_

#### Section 7: Sponsored Project Cost

Cost Category	Total Estimated Project Costs	Costs to be Covered from Other Funds	Costs to be Allocated from Up to 1% of SRF Loan Interest
Land and Easements			
Relocation Expenses			
Professional Planning Fees			
Professional Design Fees	\$45,000.00	\$10,000.00	\$35,000.00
Professional Construction Fees	\$40,000.00	\$10,000.00	\$30,000.00
Construction	\$590,000.00	\$20,000.00	\$570,000.00
Equipment			
Miscellaneous			
Bond Counsel Fees	\$10,000.00	\$10,000.00	0
Contingencies	\$65,000.00		\$65,000.00
<b>TOTAL</b>			<b>\$700,000.00</b>

## Section 8: Attachments

Attachments must be submitted with the application. Applications will not be considered complete unless all required attachments are submitted.

- Authorizing resolution passed by the wastewater utility's governing board for the sponsored project application;
- Letters of support from project partners;
- Letter from the wastewater utility's bond counsel indicating concurrence with the sponsored project concept;
- Project conceptual plans, including:
  - Assessment of the impacted waterbody and its watershed with data that supports the identification of the water quality problems to be addressed
  - Discussion of project goals and objectives
  - Evaluation of possible water quality practices that could be implemented, considering the unique demographic, topographic, hydrologic, and institutional characteristics of the planning area
  - Description of practices to be implemented with the expected water quality outcomes
  - Discussion of project locations, land ownership, and any plans for acquiring properties or easements
  - Identification of any other organizations or resources to be involved in the project and their expected contributions
  - Proposed project schedule with major milestones, along with a discussion of how the sponsored project construction schedule coordinates with the infrastructure project schedule
  - Proposed evaluation procedures and measures
- Explanation of the proposed budget, including other planned funding sources and flexibility to adjust budget according to final amount available through sponsored project mechanism
- Preliminary communication plan indicating how information about the proposed project will be communicated to and from key audiences, such as community residents, neighbors, city council or other decision-makers, and other stakeholder groups

## Section 9: Acquisition of Property – Required Form

### U.S. ENVIRONMENTAL PROTECTION AGENCY

Assurance with respect to real property acquisition of Title III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended

The \_\_\_\_\_ City of Adel (Applicant) hereby assures that it has authority under applicable State and local law to comply with Section 213 of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, Public Law 91-646, 84 Stat. 1894 (42 U.S.C. 4601) as amended by the Surface Transportation and Uniform Relocation Assistance Act of 1987, Title IV of Public Law 100-17, 101 Stat. 246-256 (42 U.S.C. 4601 note) and 49 CFR 1.48(cc); and certifies, assures and agrees that, notwithstanding any other provision set forth in the application.

1. For projects resulting in the displacement of any person:
  - a. It will adequately inform the public of the relocation payments and services which will be available as set forth in Subparts A, C, D and E of 49 CFR 24.
  - b. It will provide fair and reasonable relocation payments to displaced persons as required by Subparts D and E of 49 CFR 24.
  - c. It will provide a relocation assistance program for displaced persons offering services described in Subpart C of 49 CFR 24.
  - d. Comparable replacement dwellings will be available pursuant to Subpart F of
  - e. 49 CFR 24, or provided if necessary, a reasonable period in advance of the time any person is displaced.
  - f. In acquiring real property, it will provide at least 90 days written notice to each lawful occupant of real property acquired, stating the date such occupant is required to move from a dwelling or to move his business or farm operation.

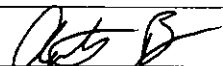
2. For projects resulting in the acquisition of real property:

- a. It will fully comply with the requirements of Subpart B of 49 CFR 24.
- b. It will adequately inform the public of the acquisition policies, requirements and payments which apply to the project.
- c. It will make every effort to acquire real property expeditiously through negotiation.
- d. Before the initiation of negotiations it will have the real property appraised and give the owner or his representative an opportunity to accompany the appraiser during inspection of the property, except as provided in 49 CFR 24.102(c)(2).
- e. Before the initiation of negotiations it will establish an amount which it believes to be just compensation for the real property, and make a prompt offer to acquire the property for that amount; and at the same time it will provide the owner a written statement of the basis for such amount in accordance with 49 CFR 24.102.
- f. Before requiring any owner to surrender possession of real property it will pay the agreed purchase price; or deposit with the court, for the benefit of the owner, an amount not less than the approved appraisal of the fair market value of the property; or pay the amount of the award of compensation in a condemnation proceeding for the property.
- g. If interest in real property is to be acquired by exercise of the power of eminent domain, it will institute formal condemnation proceedings and not intentionally make it necessary for an owner to institute legal proceedings to prove the fact of the taking of this real property; and
- h. It will offer to acquire the entire property, if acquisition of only part of a property would leave its owner with an uneconomic remnant.

References to 49 CFR are citations to Title 49, Code of Federal Regulations, Part 24, published in the Federal Register Vol. 54, No. 40, March 2, 1989.

This document is hereby made part of and incorporated in any contract or agreement, or any supplements and amendments thereto, relating to the above-identified application and shall be deemed to supersede any provision therein to the extent that such provisions conflict with the assurances or agreements provided therein.

Legal Name of Applicant: City of Adel

Signature of Authorized Representative:  Date 2/22/18

## **WELCOME ADEL**

## ADEL PLANNING SESSION – 2018

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### 2016 Review

#### **On-Going Commitments**

- Conduct nutrient reduction study for waste water plant (Financial Security – Prepare a Capital Improvements Plan for Sewer, Streets, Storm Water and general Fund)
- Main Street paving project plan (Distinctive Character - Formulate a plan for reconstructing the brick streets)
- Construct Well #5 plant (Financial Security – Prepare a Capital Improvements Plan for Sewer, Streets, Storm Water and General Fund)
- Nile Kinnick Museum addition (Community and Economic Vitality – Implement the Economic Development Plan)
- Fulfill obligations under Dallas County 28E Agreement (City Services – Identify opportunities for collaboration and shared services)
- Sanitary and storm sewer improvements (Financial Security – Prepare a Capital Improvements Plan for Sewer, Streets, Storm Water and General Fund)
- Implement City's new brand (Distinctive Character – Create a brand for the city)
- Review and update Strategic Plan

#### **New Priority Projects, Programs, Policies and Initiatives**

- Develop five year plans for city departments and boards (including capital projects, maintenance and staffing needs, and other large projects) (Financial Security – Prepare a Capital Improvements Plan for Sewer, Streets, Storm Water and General Fund)
- Hire financial advisor to help with reviewing water/sewer rates, more effective use of TIF, best ways to fund items such as the capital improvement plan, and recommend financial policies (Financial Security – Prepare a Capital Improvements Plan for Sewer, Streets, Storm Water and general Fund)
- Develop a specific street repair / replacement schedule (Financial Security – Prepare a Capital Improvements Plan for Sewer, Streets, Storm Water and General Fund)
- Review residential tax abatement program, including an evaluation of when we will exceed our current infrastructure (Community and Economic Vitality – Formalize a plan to extend the residential tax abatement program)
- Update Subdivision Ordinance
- Establish commercial tax abatement program (Community and Economic Vitality – Develop a commercial/industrial tax abatement program)
- Create a Master Plan for the city's parks and trails (Distinctive Character – Expand and enhance recreational opportunities for all citizens)

## ADEL PLANNING SESSION – 2018

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E = Elected Officials' responses

S = Staff responses

### ***I. Major City Accomplishments***

#### **Infrastructure**

- Completion of 2017 Brick Streets / Main Street Project (E/S)
- Work toward improving water and sewer (E/S)
  - Implemented new debt service charges (S)
- Let bids for storm water projects that will start in spring 2018 (E/S)
- Agreement with County – East Annex Sewer Extension Project (E)
- Development of Five Year Streets CIP (S)
- HWY 169 TEAP Study (S)
- McClure Engineering's Utility Capacity Study (S)
- McClure Engineering's Annexation Analysis (S)
- Emergency water connection agreement with Xenia (S)

#### **Economic Development**

- Completion of the Downtown Façade Project (E/S)
- Collaborating and coordinating more closely with the Chamber (e.g., economic development) (E/S)
- New Commercial Tax Abatement Program (S)
  - Slowly getting new businesses in town (S)
- Multiple residential developments (S)
- Joining the Greater Des Moines Partnership (S)
- Multiple subdivisions completed (S)
- Sold 425 River Street property (S)

#### **Finance/Budget**

- Hiring of PFM for financial analysis and review (S)
- Refinancing of several bonds, saving approximately \$200,000 (S)
- Reduction/elimination of audit issues each year (S)
- Offering in-office debit/credit card payments again and starting online utility bill payments (S)
- Passage of Hotel/Motel Tax (E/S)
- Increased budgets to cover new people in town (S)
- Budget process seemed smooth this year (S)
- New Accounting Clerk (S)
- New Finance Director (S)
- Applying for USDA-RD and SRF loans for major infrastructure and utility projects (S)
- Revamp of utility billing policies and procedures (S)



## ADEL PLANNING SESSION – 2018

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### **City Operations/Facilities**

- Update of the Residential Tax Abatement Program (Phase out) (E/S) (6)
- Updated Subdivision Ordinance (E/S)
- Oakdale Pride Revitalization Project of Oakdale Cemetery (E/S)
- New website (S)
- New Street Laborer (S)
- Switching over to new email system (S)
- New Water Superintendent (S)
- Successful union negotiations for all parties involved, including updates to the collective bargaining agreements (S)
- Consistent and competitive raises with annual salary surveys (S)
- 2016 Goal Setting Session (S)
- Updated longevity policy (S)
- Switching to monthly newsletter in Adel Living Magazine (S)
- Boards and Commissions have recruited new residents and maintained gender balance (S)
- Department head performance reviews completed for the first time since the Chad Bird era (S)
- Switching over to the State's elective retirement program (S)
- Switching over to new iPads (S)
- Implementation of McClure Project Update meetings (S)
- New Water Conservation Policy (S)

### **Public Safety**

- New fire truck (E/S)

### **Parks & Rec**

- New Parks & Trails Master Plan (E/S)
- New Bailey's Grove Park (S)
- New Dog Park (S)
- Completion of Nile Kinnick museum addition (S)
- New Butterfly Garden (S)
- New Ice Skating Rink (S)
- Eagle Scout Project (S)
- Named Tree City for 24<sup>th</sup> Year (S)
- New programs at Aquatic Center (doggy dip and parent-tot classes) (S)
- Creation of council liaison to Parks & Recreation Board (S)

### ***II. Issues, Concerns, Trends, and Opportunities***

#### **Infrastructure**

- Traffic (e.g., widening HWY 169) (E/S)
  - Turning lanes at the stop light (E)
  - Condition of roads (S)
- Concern for water softening and supply until new plant/wells arrive (E/S)
- Impact of Xenia territory and City water territory (S)
- Opportunity for impact from new storm water projects (S)
- Concern for how the process of the proposed extension of 289<sup>th</sup> Place played out and where to go from here to meet the August 2018 deadline for a RISE grant (S)
- Need to pave gravel roads (S)
- Increase in population will bring strain on City infrastructure (S)

#### **Economic Development**

- Meeting expectations for quality of life that reflects “small town” atmosphere while welcoming new residents and growth (E)
- Work with schools to help with this (E)
- Opportunity with East Annex Sewer Extension Project (S)
- Loss of several businesses on the Square, including eventually Adel Chrysler (S)
- Cliff for residential tax abatement in 2019 (E)
- Big boom of residential construction to be completed before abatement changes and expires (S)
- Not enough available land for commercial/industrial (S)

#### **Budget/Finance**

- Managing growth and demand for services if/when building permit revenue slows down but before tax abatement funds arrive (E/S)
- Loss of backfill funds (S)
- Impact of utility rate increases on residents and businesses (S)

#### **City Operations/Facilities**

- Updating the City’s 2009 Comprehensive Plan (E)
  - Being prepared for smart growth with comprehensive long term planning, standards creation, setting clear expectations, working with other governmental entities, and receiving input from all stakeholders and the community (E)
- Long-term planning (5, 10, 20 years) (E/S)
  - Planning for east and south of town (S)
- Communication with citizens (E/S)
- Staff retention – retaining talent (E)
- Staff salaries – competitive pay (E)
- Expand social media presence (S)

## ADEL PLANNING SESSION – 2018

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- Concern for how the process of the proposed southern annexation played out and how everyone can get on the same page for future annexations (S)
- Determine the next major in-house position to create and when/how to fund it (e.g., Economic Development, Planner, Human Resources, Communications, Maintenance, IT, Engineer, etc.) (S)
- Potential need for new employees while not being able to fairly/competitively pay existing employees (S)
- Succession planning for City Attorney (S)
- Making sure we get an accurate 2020 Census (E/S)
- Plan for City buildings – maintenance and repair (E)
- Need larger Parks Maintenance Shop in the future (S)
- Issues with hiring summer seasonal help (e.g., pool) and not getting correct documentation (S)

### **Public Safety**

- Increase in population will bring: (S)
  - Increase in EMS calls
  - Increase in number of structures will increase fire-related calls
  - Increase in call volume will require larger department (some non-volunteers will be necessary)
- Need for fire safety inspections (S)
- Need additional storm sirens in east annex area (S)

### **Parks and Open Space**

- Opportunity to purchase 30 acres of land for recreation (E/S)
- Improving trails (E)

*III. On-Going Commitments/Obligations (leave 2 pages blank)*



### **IV. Significant *NEW* Initiatives, Programs, Policies, or Actions**

- Commercial and Industrial development (E/S)
  - Planning for growth related to Apple development east (E)
- Setting qualifications for serving on boards and commissions (E) <OE?>
- Conducting an annexation study (E)
  - East Annexation (E/S)
  - South Annexation (S)
- Major update to 2009 Comprehensive Plan (E/S)
  - Develop processes and standards for new developers (E)
  - Street layout planning (E)
  - Expand/update water/sewer services (E)
  - Streamline development process (i.e., can we be thorough and comprehensive but efficient and quick?) (S)
- Defining who we are and what we want to be or don't want to be (E)
- Work with Chamber to assist with a Community Visioning project (S)
- Purchase additional 30 acres of land near water tower for sports complex (S)
- Work with Chamber/Adel Enterprises on economic development (E/S)
- Update employee job descriptions (E/S)
- HWY 169 widening project (E/S)
- Reform/refocus economic development strategies from simple tax incentives to active business recruitment (E)
- Better use of the downtown square; it needs to be a bustling place on evenings with entertainment and amenities; additional restaurants, retail shops; improving second level housing; consider policies, recruitment, and changes (including working with the County) to make this happen (E)
- Update and clarify tax abatement policies to make them more targeted and effective (E)
- Review/revise our street assessment policy (S)
- Future streets and brick streets projects (S)
- Making sure we get an accurate 2020 Census (E/S)
- Salary policy and review (E)
- Downtown revitalization (S)
- Focus more on Raccoon River Valley Trail (S)
- Creation of a full-time Fire Department administrator/inspector (S)
- Begin planning a new Fire station (where to locate it) (S)
- Keep up with staffing needs (e.g., Planner) (S)
- Consider an aerial apparatus for Fire Department (S)
- Investment in new trails (S)
- Street overlay projects (S)
- Paving gravel roads (e.g., Meadow, Old Portland, 288<sup>th</sup>) (S)
- Performance review system (E) <OE?>
- Implement proper technologies and systems to support efficiencies (E)
- Update to 2013 Zoning Map (S)

## ADEL PLANNING SESSION – 2018

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- Succession planning for key positions that will be vacated in next 2-5 years due to retirement (S) <OE?>
- Turning lanes at the stop light (E)
- Keep updating old infrastructure (S)
- Work toward multi-year budgeting and looking out past current and next year's budget (S)
- Need to review employee handbook and update it (S)
- Need to clean up files and get records scanned and more secure (S)



### ***V. Organizational Effectiveness***

#### **2016 Initiatives**

- Revisit City's Strategic Plan on a regular basis; possibly set it up in a spreadsheet or project management software to manage tasks to implement or complete the strategic plan
- Recruit new residents to serve on more boards and commissions
- Enhance financial reporting to the City Council so that the council has a better idea of the financial condition of the City
- Review frequency of council committees meetings
- Communicate the goals and objectives so that we know what we are trying to accomplish
- Implement City council liaisons for the Parks & Recreation and other Boards
- Review job descriptions and update as necessary
- Conduct employee performance reviews

#### **2018**

- Develop a council meeting policy/procedure manual with code of ethics, conflict of interest, and nepotism policies (parts of which could be used for all boards, commissions, and committees) (E/S)
- Setting qualifications for serving on boards and commissions (E)
- Performance review system (E)
- Communication (with all staff) (S)
  - More communication from boards and commissions, Chamber, and ADM Schools (E)
  - With groups outside the City (e.g., the soccer club regarding our water projects) (E)
- Determine any gaps in communication (i.e., between staff and council, between council, and between staff). If these have not been previously discussed, why? If they have, have they been addressed? If not, determine ways to address. (S)
- Relook at the Economic Development Commission (purpose, members, accomplishments) (E)
- Make a plan (S)
- Continue monthly Department Head meetings (S)
- Continue to keep up on technology (great job so far) (S)
- While impromptu questions can/should never be avoided completely, questions prior to meetings allow for better research/analysis, which creates more productive meetings (S)
- Would quarterly or semi-annual reports/updates (e.g., written, council meeting presentation) from department heads to the council provide value? (S)
- Determine method for reporting/updating on goals/objectives on a regular and planned basis to keep everyone accountable (S)
- Revamp CIP (Capital Improvement Plan) process (S)

## ADEL PLANNING SESSION – 2018

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- Fine-tune agenda setting process to maximize council's time and actions (S)
- Continue working with PFM (S)
- Succession planning for key positions that will be vacated in next 2-5 years due to retirement (S)
- Streamline subdivision/plan review process (S)
- Enhance financial reporting to the council so that the council has a better idea of the financial condition of the City (S)
- Make department heads more responsible for their budgets (S)
- Not having agenda items drag out several months or even years if possible; need to make more decisions instead of passing issues from council meeting to council meeting (S)
- Develop community confidence in the council, and improve effectiveness (E)
- Be proactive and honest in communications (e.g., inform residents and developers now of our expectations of where our water systems will be this summer and how we are addressing this issue) (E)
- Replace existing council committees with the following: (E)
  - Organization & Finance
  - Economic Development & Prosperity
  - Public Safety
  - Public Works
  - Quality of Life
- Limit council committees to two council members (i.e., this prevents the appearance of potential council decisions made at committee level) (E)
  - Committees should still follow all open meetings laws
- Require all non-emergency meetings held during work week to begin at 6:30 p.m. or later to allow residents and working families to attend (E)
- Live stream regular council meetings (E)
- Instead of two council meetings per month for business, have one for business and one as a work session to plan/develop policies/procedures (E)
  - If correct policies/procedures are in place, less time will be taken at the first "business" meeting
- Implement technologies to improve efficiencies and manage processes, and ensure that open records are properly maintained (E)
- Better improve collaboration between council, staff, contractors, and improve communication with public (E)