



JOINT COMMITTEE AGENDA

Tuesday, September 1, 2020 at 6:00 p.m.

Due to public health concerns related to COVID-19, and as authorized by emergency proclamation of the Governor of the State of Iowa, this meeting will be conducted electronically, pursuant to Iowa Code Section 21.8, as holding the meeting in person is impossible or impractical. Interested persons may attend or participate in the meeting by the following methods:

1. Join by videoconference: <https://bit.ly/2FI81s2>

**2. Join by phone: (515) 478-3549
Conference ID: 737 156 408#**

NEW BUSINESS

a) Street Committee Items

- a. August 4, 2020 Minutes
- b. HWY 169 Project Update
- c. ADA Compliance Transition Plan Update (Sidewalks)
- d. Food Truck Ordinance / Permit
- e. RV Street Parking

b) Community & Economic Development Committee Items

- a. April 28, 2020 Minutes **Should be August 4, 2020**
- b. Second Amendment to Southbridge Development Agreement

c) Personnel Committee Items

- a. July 7, 2020 Minutes
- b. Insurance Broker / Agent of Record RFP
- c. COVID-19 2020-2021 School Considerations
- d. Updated Street Laborer Job Description

d) Water & Sewer Committee Items

- a. June 2, 2020 Minutes
- b. Wastewater Treatment Plant Project – Administration Building
- c. Water Warning

e) Budget & Finance Committee Items

- a. May 5, 2020 Minutes
- b. Wastewater Treatment Plant Project – Cost Overrun Loan and/or Cash

OTHER BUSINESS
ADJOURNMENT

Street Committee
August 4, 2020 – Meeting Minutes

Due to public health concerns related to COVID-19, and as authorized by emergency proclamation of the Governor of the State of Iowa, the Street Committee meeting was conducted electronically, pursuant to Iowa Code Section 21.8, as holding the meeting in person is impossible or impractical. Christensen called the meeting to order at 6:01 p.m. Members Present: Christensen, Miller, and Selby. Others Present: Council Members McAdon and Ockerman, City Administrator Brown, Public Works Director Overton, McClure rep. Schug, and Region XII reps. Borchers and Whitaker.

NEW BUSINESS

a) July 7, 2020 Minutes

Miller moved, seconded by Christensen, to approve the minutes. Motion carried unanimously.

b) HWY 169 – DOT Updates

Christensen stated that City staff recently held a virtual meeting with the DOT on the HWY 169 / Nile Kinnick project. Schug stated that the DOT is not in favor of roundabouts. The DOT asked about possible changes to the Bailey's Grove Drive intersection. Brown suggested that further discussions on this project would be helpful. Schug stated that a phased approach could work. Christensen stated that financing will drive any decisions.

c) ADA Compliance Transition Plan Update (Sidewalks)

Borchers and Whitaker presented Region XII's draft ADA Compliance Transition Plan that the City commissioned. Borchers canvassed the entire City to review curb ramps, sidewalks, trails, and parking lots. While many sidewalks had the required truncated domes and ramps, many did not. The draft plan shows priority areas and the results of a public input survey. Borchers recommended that the document be continuously updated.

Christensen stated that the plan was very comprehensive. Overton noted that a contractor has been hired to work on the spotlight countdowns this year. The committee asked about undeveloped neighborhoods without sidewalks and how the City previously determined and assessed improvements. The plan will be reviewed further.

d) Food Truck Ordinance / Permit

Brown stated that the review of this draft ordinance was still in progress. Miller asked whether the City would require a bond in addition to proof of insurance and a Department of Inspections & Appeals permit. Selby suggested that farmer's market stands with unprepared food should be considered carefully. Christensen stated that special events run by the Chamber or school should be exempt.

Brown will review these comments with legal. Christensen said that goal should be to have a new process in place before next season.

OTHER BUSINESS

ADJOURNMENT – 6:54 p.m.

Respectfully submitted: Anthony Brown, City Administrator



CITY OF ADEL ADA TRANSITION PLAN

2020



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I. Introduction and Purpose

Summary of Law

This document, known as the City of Adel ADA Transition Plan, is a result of the mandate by the Federal government to insure that the rights of handicapped individuals in the United States are protected and preserved. Section 504 of the Rehabilitation Act of 1973 states:

No otherwise qualified handicapped individual in the United States shall, solely by reason of handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Congress passed the Americans with Disabilities Act (ADA) in 1990. Title II of the ADA covers programs, activities, and serviced public entities such as municipalities. It also provides protections to individuals with disabilities that are at least equal to those provided by the nondiscrimination provisions of Title V of the Rehabilitation Act. Title II further provides that public entities must identify and evaluate all programs, activities, and services and review all policies, practices, and procedures that govern administration of the entity's programs, activities and services. The key goals are to ensure that all people with disabilities have equal opportunity, economic self-sufficiency, and full participation in lifestyle and living conditions.

Title II of the ADA identifies specific steps that municipal governments must follow to comply with the ADA:

- Prepare a self-evaluation of infrastructure, services and activities that may not be accessible to persons with disabilities;
- Develop a transition plan to provide for the elimination of barriers for disable persons to obtain access to municipal services and infrastructure;
- Designate at least one employee to serve as the ADA Coordinator. This person will be responsible for the ADA compliance program;
- Establish a complaint and grievance procedure for the public to respond to issues and barriers regarding accessibility;
- Provide notice to the public of the municipality's obligations under Title II to prohibit discrimination on the basis of disability.

ADA Transition Plan for Adel

Consistent with the ADA requirements for inventory and self-evaluation, the City of Adel targeted a portion of the overall planning effort to complete a walking inventory of the entire, street-side pedestrian system within the city's existing boundaries. The plan for Adel follows the Federal Highway Administration (FHWA) and Iowa DOT guidance on development for these types of plans. The Adel ADA Transition Plan should consist of the following content:

- Physical barriers,
- Methods to help make the facilities compliant and more accessible,
- A schedule of completing the necessary steps,
- Identification of the official responsible for implementation,
- Incorporation of public input,
- Cost estimates, and
- Status updates.

Source: FHWA

Iowa DOT Guidelines for Municipalities

Iowa DOT serves as a resource for cities across the state on ADA compliance and procedures to help ensure uniform application and understanding. The following guidelines issued by the Iowa DOT help guide the content and format of the Transition Plan and references relevant sections of the Iowa DOT's Design Manual pertaining to ADA compliance.

- **New Construction and Alterations:** New buildings and facilities must comply with the 1992 construction provisions of the ADA Standards for Accessible Design of the Uniform Federal Accessibility Standards (UFAS). Building or facility alterations must also comply with the ADA Standards.
- **Maintenance Activities:** Maintenance of buildings and facilities is required. These places must be able to continually provide access to services, programs, and activities.
- **Maintenance of Pedestrian Facilities:** Maintenance of pedestrian facilities is also required so they are readily accessible and useable by persons with disabilities.

ADA Coordinator

As required by the ADA, public agencies with 50 or more employees must designate at least one responsible employee to coordinate ADA compliance and investigate complaints. The ADA coordinator is responsible for organizing the efforts of the City of Adel to comply with Title II and is also responsible for investigating any claims that the City has violated under Title II. The City of Adel's designated coordinator is:

Anthony Brown
City Administrator
City of Adel
P.O. Box 248
301 S. 10th Street
Adel, IA, 50003

(515) 993-4525 (Office)

(515) 993-4527 (Fax)

abrown@adeliowa.org (E-mail)

www.adeliowa.org (Website)

The city administrator or his designated representative serves as the primary contact for the Americans with Disabilities Act (ADA) policies, practices, and procedures for the City of Adel. Requests for information, questions, complaints, or grievances should initially be directed to him.

A complaint or grievance can be filed with the City of Adel according to the following Grievance Procedure.

Grievance Procedure

This grievance procedure is established to meet the requirements of the ADA. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City of Adel.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number, email address of complainant and location, data, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation. Please submit the complaint/grievance to:

Anthony Brown
City Administrator
City of Adel
P.O. Box 248
301 S. 10th Street
Adel, IA, 50003

Within 30 calendar days after receipt of the complaint, the City Administrator will meet with the complainant to discuss the complaint and the possible resolutions. Within 30 calendar days of the meeting, the City Administrator will respond in writing, and where appropriate, in format that is accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the City of Adel and offer options for substantive resolution of the complaint.

If the response by the City Administrator does not satisfactorily resolve the issue, the complainant may appeal the decision with 30 calendar days after receipt of the response to the Council or designee.

Within 30 calendar days after receipt of the appeal, the Council or designee will meet with the complainant to discuss the complaint and possible resolutions. Within 30 calendar days after the meeting, the Council or designee will respond in writing, and where appropriate, in a format that is accessible to the complainant, with a final resolution of the complaint. All written ADA complaints or grievances received by the City of Adel shall be retained by the City of Adel for at least three years.

ADA and Adel Context

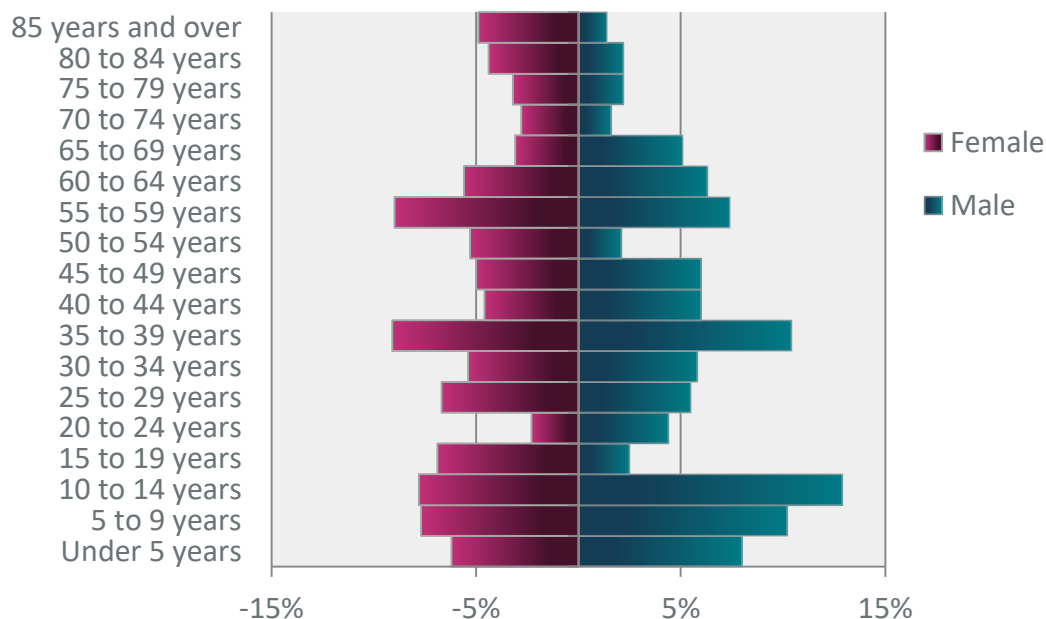
The City of Adel, beyond the federal requirements for an ADA Transition Plan, feels that achieving an accessible system for all residents and visitors helps to strengthen Adel's vision.

"Adel is home to approximately 4,300 people. We are located in Dallas County Iowa about 13 miles West of the intersection of Interstate 80 and Interstate 35. Adel has been a community since 1847, growing with pride, to be the community it is today. Adel is one of a few towns in Iowa with brick streets paving the downtown area."

A demographic breakdown of Adel supports this goal to achieve a fully compliant system. The data below identifies some community demographic characteristics stemming from the 2010 Census and the 2018 American Community Survey:

- 9.74% of Adel's civilian population reported to having a disability.
- 15.6% of the City's population is over the ages of 65 in 2018, up from 12.7% in 2010. This indicates the population is aging, which means increased consideration for an all ages and abilities system.
- 1.1% of Adel workers (age 16 and older) report having no access to a vehicle. 11.0% report having access to one vehicle, 61.2% have access to two vehicles, and 26.7% have access to 3 or more vehicles.

Figure 1: Population Pyramid for Adel, Iowa (2018 American Community Survey, US Census Bureau)



The population pyramid for Adel's population, Figure 1, shows a young city in terms of average age, but as noted above, the older population of Adel has increased from 2010 to 2018. Achieving a system that is ADA compliant will help Adel's aging community. Also with the large youth

population, it is important to ensure they are also able to navigate their community with ease and safety.

II. Methodology

Review of Design Standards and Practices

The first thing in producing a quality ADA Transition Plan is to understand what is being built and how it conforms to the current ADA requirements. This can be done through reviewing the design standards adopted and followed by the City of Adel.

Adel has adopted the Statewide Urban Design Standards Manual (SUDAS) as its design guide for infrastructure in the public right-of-way. SUDAS has instructions on various construction projects including sidewalks, curb ramps, and shared use paths. In the section, *Division 7 – Streets and Related Work, Section 7030 – Sidewalks, Shared Use Paths, and Driveways*¹, design instructions regarding the diagrams and construction were regarded as sufficient in terms of ADA compliance.

The Iowa DOT includes design standards regarding the construction of sidewalks and other related projects. The Iowa DOT's Design Manual², details the construction requirements of sidewalks, bicycle facilities, and shared use pathways. These instructions and diagrams are also suitable to help provide contractors and designers with ADA compliant guidance.

Data Collection

Inventory data was collected in the following areas:

- Sidewalk Curb Ramps,
- Sidewalks and Trails,
- Signalized Intersections, and
- Civic and School Parking Lots.

For each of the sidewalk curb ramps, information was noted on location, material, and whether or not it is ADA compliant or not. For sidewalks and trails, information was noted on road crossings and obstructions. The signalized intersections were checked for their crossing signals and the civic and school parking lots were evaluated based on handicap accessibility. Below are some examples comparing ADA compliant curb ramps versus not compliant curb ramps.

¹ Statewide Urban Design and Standards Manual (SUDAS), Division 7, Section 7030.
<https://iowasudas.org/manuals/specifications-manual/#sect7030>

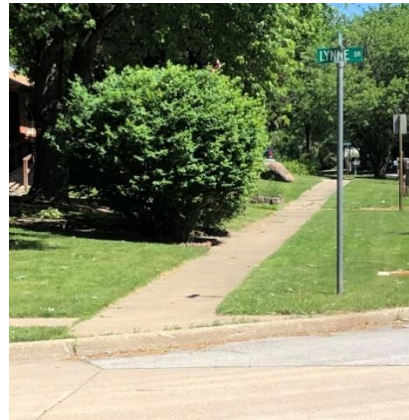
² Iowa DOT Design Manual. <https://iowadot.gov/design/design-manual>

Compliant:

Curb Ramp with a Truncated Dome

**Not Compliant:**

Curb Drop Off with No Ramp



III. Summary of Field Work Findings

Sidewalk Curb Ramps

Throughout the course of a few weeks, the City of Adel's sidewalks and trails were walked and evaluated on ADA standards. A total of 734 curb ramp areas were evaluated. 54 percent of the total curb ramp areas were ramps with truncated domes. This is the ideal curb ramp situation, however, 35 percent of the curb ramp areas were ramps without truncated domes. Though not always required, truncated domes are highly suggested and encouraged at ramps. The real problem lies with the curb ramp areas that have no ramp at all and just drop off at the curb. 11 percent of the total curb ramp areas consisted of these types of issues. Table 1 below shows the data collected from Adel.

Table 1: Sidewalk Curb Ramp Data

Sidewalk Curb Ramp Data		
Curb Ramp Type	Number	Percent
# of Ramps w/ Truncated Domes	393	54%
# of Ramps w/out Truncated Domes	259	35%
# of Areas w/ No Ramp	82	11%
# of Total Curb Ramp Areas	734	--

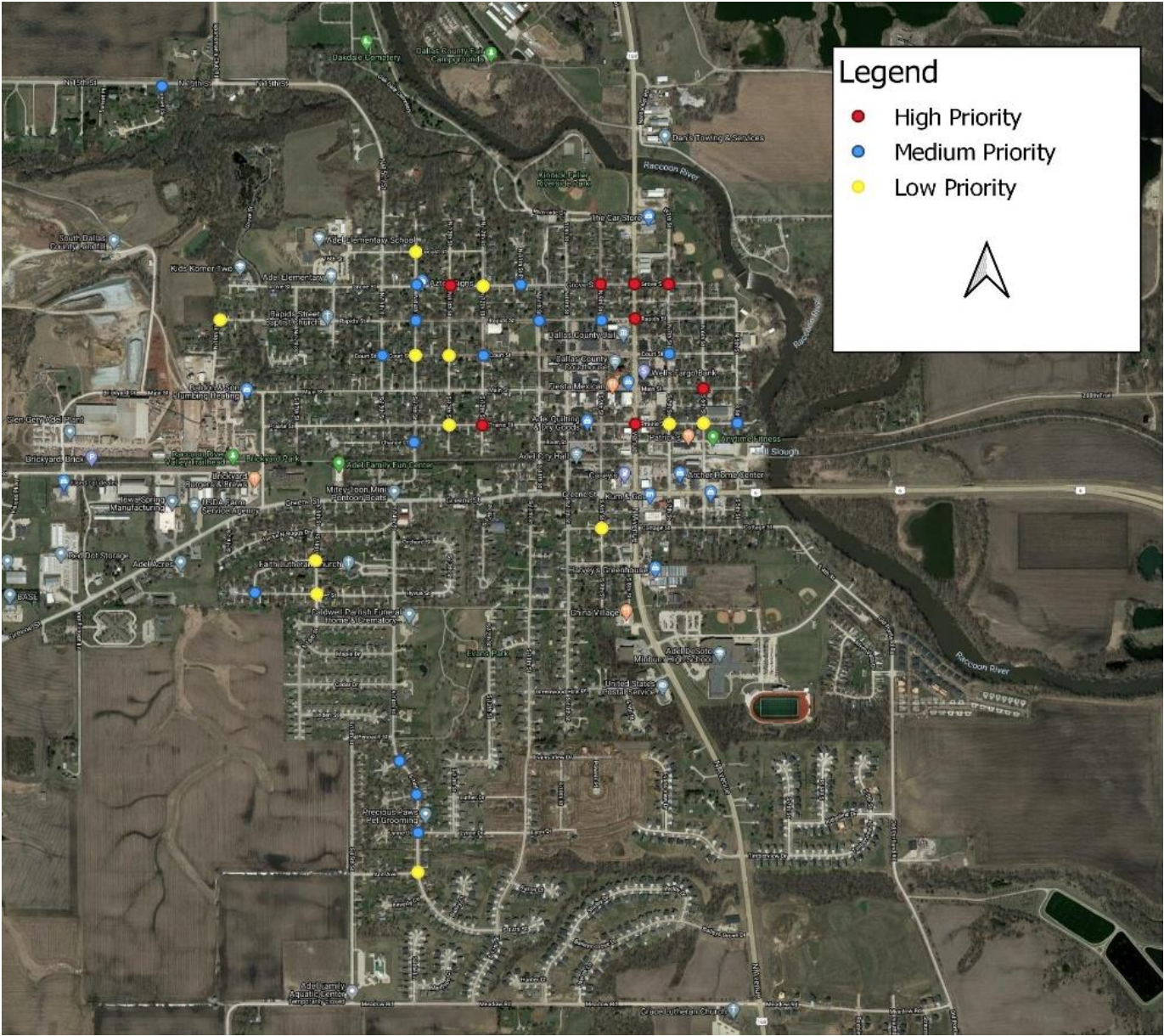
Looking at the information above is helpful, but it is also vital that information regarding the location of problem areas is recorded. Table 2 shows which areas are not ADA compliant and are ranked by priority level. The priority levels were determined by the number of corners not compliant at the marked intersection. Map 1 shows the data that is presented in Table 2.

Areas that are not ADA compliant:

Table 2: Corners Without Ramps

Intersections Without Ramps (number of corners that need ramps)		
High Priority	Medium Priority	Low Priority
<ul style="list-style-type: none"> • Main Street and N/S 6th Street: 7 • Prairie Street and S 12th Street: 5 • Prairie Street and Nile Kinnick Drive: 4 • Grove Street and N 7th Street: 4 • Grove Street and Nile Kinnick Drive: 4 • Grove Street and N 9th Street: 4 • Grove Street and N 13th Street: 4 • Rapids Street and Nile Kinnick Drive: 4 	<ul style="list-style-type: none"> • Court Street and N 12th Street: 3 • Grove Street and N 14th Street: 3 • Rapids Street and N 14th Street: 3 • S 14th Street and Lynne Drive: 3 • S 14th Street and Janet Circle: 3 • Court Street and N 7th Street: 2 • Court Street and N 15th Street: 2 • Prairie Street and S 5th Street: 2 • Grove Street and N 11th Place: 2 • Rapids Street and N 9th Street: 2 • Rapids Street and N 11th Street: 2 • Sunset Circle and N 15th Street: 2 • S 14th Street and Sandra Circle: 2 • S 14th Street and Chance Court: 2 • Pleasant Street and Hyvue Street: 2 	<ul style="list-style-type: none"> • Court Street and N 13th Street: 1 • Court Street and N 14th Street: 1 • Prairie Street and S 6th Street: 1 • Prairie Street and S 7th Street: 1 • Prairie Street and S 13th Street: 1 • Grove Street and N 12th Street: 1 • Locust Street and N 14th Street: 1 • Rapids Street and N 19th Street: 1 • Cottage Street and S 9th Street: 1 • S 14th Street and Ann Avenue: 1 • Pleasant Street and S 16th Street: 1 • S 16th Street and Hyvue Street: 1

Map 1: Priority Map for Intersections without Ramps

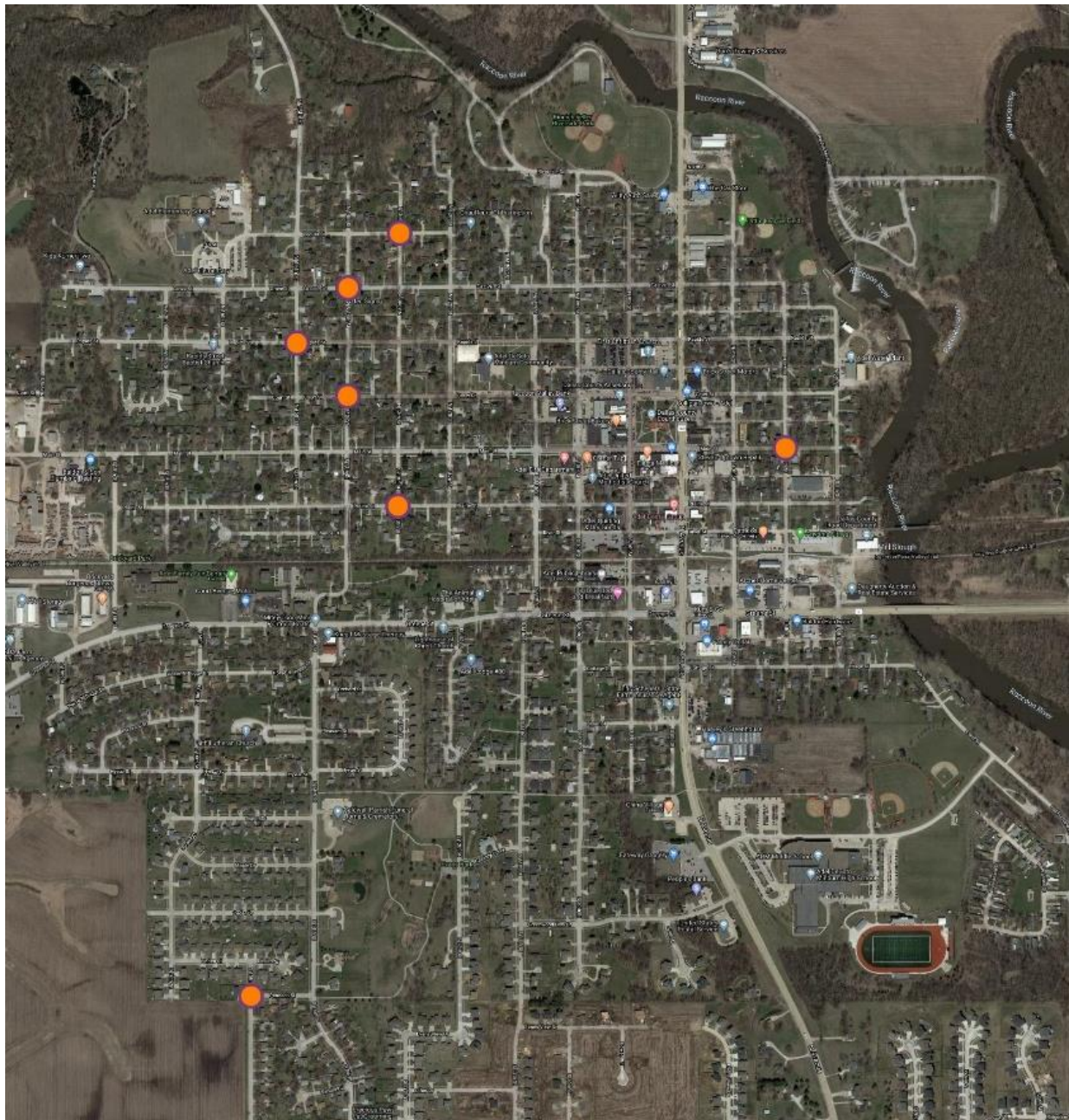


Another important citation is obstructions. Any form of obstruction that decreases the ramps accessibility needs to be fixed. Obstructions can include a break in the ramp, large cracks, and even tree or bush obstructions. Listed below are the areas where obstructions were noted at ramps.

Ramps with obstructions:

Map 2 shows the areas where there are ramps, but they have some sort of obstruction that prevents optimal accessibility. Below the map are the list of areas marked by the orange dots.

Map 2: Ramps with Obstructions



- Penoach Street and S 15th Street: Repair one ramp break



- Court Street and N 14th Street: Repair break



- Main Street and N 6th Street: Repair break
- Grove Street and N 14th Street: Repair break
- Locust Street and N 13th Street: Repair break
- Prairie Street and S 13th Street: Repair break



- Rapids Street and N 15th: Repair cracks and break



Sidewalks and Trails

Raccoon River Valley Trail



Poor Sidewalk Conditions on Van Fossen



Priority Repairs

- 9th Street and Raccoon River Valley Trail: stairs on each side of the trail; there is no way to get from one side to another on the sidewalk without using stairs



- Raccoon River Valley Trail: Dip before bridge to City Hall



- Evans Park Trail: A few large cracks along the trail (near the park)
- Greenwood Hills Drive and S 9th Street: Sidewalk ends; no way to cross the street to opposite sidewalk



- Van Fossen Lane: Fix cracks and breakage
- Hyvue Street and S 16th Street: Lip on one cement block



- Greene Street (between S 11th and S 10th Street): Bush obstruction



Signalized Intersections

Greene Street and Nile Kinnick Drive Intersection



There is one signalized intersection in Adel with stop lights. This intersection is on the corner of Greene Street and Nile Kinnick Drive. Out of the eight signals, one was not functional. The signal that does not work is located on the southwest side. The button and

sign that do not work is the one signaling crossing from south to north. The faulty signal and direction is marked on the following image. This signal should be repaired as soon as possible to ensure the safety of those crossing this intersection.

Evans Park Trail Crossing Nile Kinnick Drive

The trail starting as Evans Park eventually crosses Nile Kinnick Drive to access ADM Middle and High School. This crossing is marked by a pedestrian crossing signs on both side with buttons that activate warning flashes. Both of these signals are in working condition.

Civic and School Parking Lots

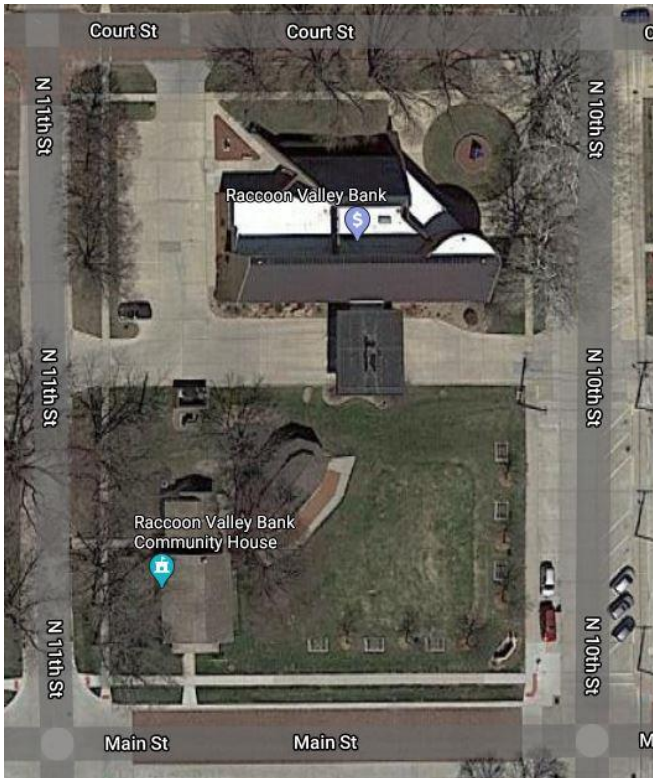
Civic

1. Raccoon Valley Bank Community House/ Community Stage and Pavilion
2. Adel Public Library
3. Adel Historical Museum
4. Adel Family Aquatic Center and Adel Dog Park
5. Raccoon River Valley Trailhead
6. Evans Park
7. Kinnick-Feller Riverside Park/ Little League Ballfields

Schools

8. Adel Elementary
9. ADM Middle School and ADM High School

1. Raccoon Valley Bank Community House/Community Stage and Pavilion



1016 Main Street

Inventory: This parking area consists mainly of street parking, but there is the option of the Raccoon River Valley Bank parking. Right outside of the Community House entrance are two marked handicapped stalls on the street. There is also a ramp that leads up to the sidewalk from the street.

Improvements: Though parking is quite limited in this area, it is suitable for its purpose of serving the Community House/Stage and Pavilion. No improvements are pressing at this time.

2. Adel Public Library

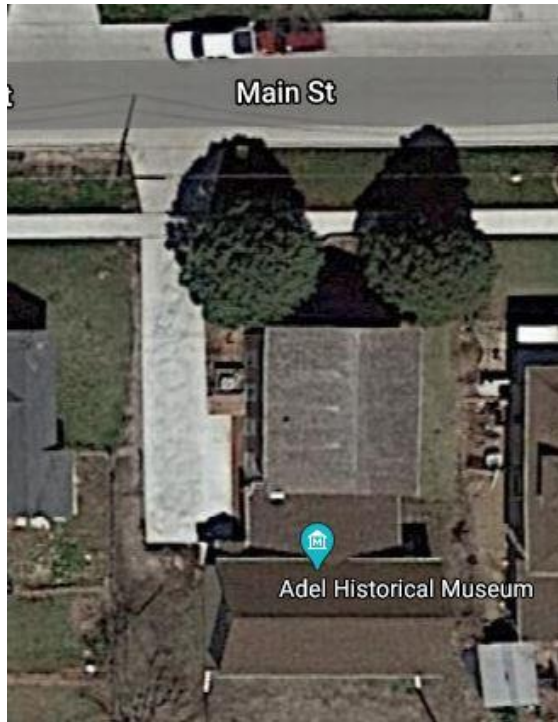
303 S 10th Street

Inventory: The Adel Public Library parking lot which also serves as the Adel City Hall parking lot, consists of 25 stalls, 2 of which are handicap. All stalls are marked by



painted lines and the handicapped stalls are marked by signs as well. There is sufficient access to the sidewalk from these stalls in the form of a paved ramp. Overall, this is a good parking lot that serves its purpose well.

Improvements: This parking lot serves the facility well and there are no impending improvements that need to be made at this time.



3. Adel Historical Museum

1129 Main Street

Inventory: This civic building only has street parking available and no handicap marked spots.

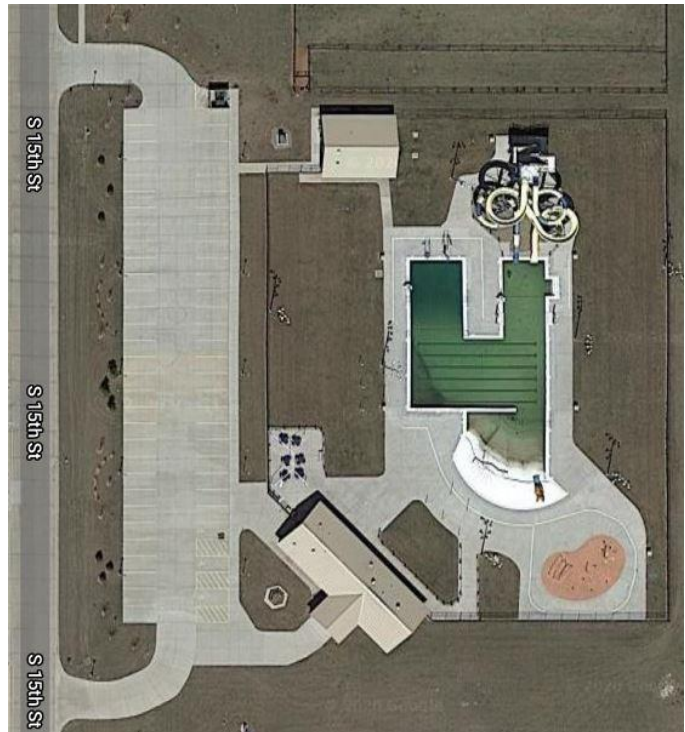
Improvements: Depending on the number and demographic of visitors to the museum, a handicapped spot could be marked on the street parking.

4. Adel Family Aquatic Center and Adel Dog Park

1800 S 15th Street

Inventory: The Adel Family Aquatic Center parking lot also serves the Adel Dog Park. This lot has a total of 58 stalls, 3 of them being handicapped. The parking lot is paved and stalls are marked by painted lines, with the handicapped stalls also being marked by signs. Overall, this is a very new and updated parking lot that serves the facility well.

Improvements: The one downside to this parking lot is that all of the handicapped stalls are located on one side of the parking lot. On the side near the dog park entrance, there are no stalls available for handicap peoples. There is also a lack of sufficient accessibility to the dog park entrance from the parking lot. A possible improvement would be to add one or more handicapped stalls on the dog park side of the lot and pave a path to the dog park entrance.



5. Raccoon River Valley Trailhead

Inventory: This lot is small and serves as a car park area for users of the Raccoon River Valley Trail. It is an unpaved, gravel lot that fits 25 cars. These stalls are marked by cement blocks instead of painted lines. There is one available handicap stall in the parking lot marked by signage, but there is no handicap accessible path to get onto the trail.

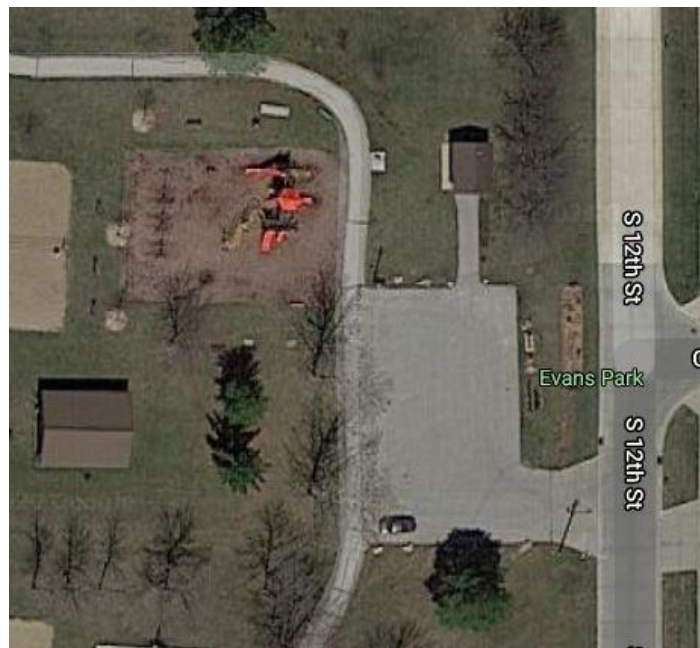
Improvements: The improvement to this parking lot that needs to take priority is providing a handicap accessible way to access the trail from the parking lot. From the map image below you can see the lack of accessibility to the trail besides cutting through grass.



6. Evans Park

Inventory: This lot serves Evans Park and contains 10 parking stalls. This paved lot does not have a designated handicap stall, but the trail at the park is handicap accessible from the parking lot. Each stall is marked by a cement block instead of painted lines.

Improvements: The most important improvement to make would be designating at least one stall as handicapped.



7. Kinnick-Feller Riverside Park/ Little League Ballfields

Inventory: This is a small parking lot that does not have any markers for stalls, however, there are two signs that designate two handicapped stalls. This lot is made of red gravel, and to access the trail, there is a red gravel path from the parking lot to the trail.

Improvements: One improvement that could be made would be paving the parking lot and the access area to the trail. This would improve the overall conditions and handicapped accessibility of the parking lot.



8. Adel Elementary

1608 Grove Street

Inventory: This parking lot has two sections one with 50 stalls and the other with 39 stalls. The large section does not have any handicapped stalls available, but it is the lot furthest away from the main entrance. The smaller lot has 4 handicapped stalls marked by signs. This entire lot is paved and stalls are marked by painted lines. There is also a gravel lot located behind the school where the school buses and school vehicles are parked. Another thing to note is that there are three truncated domes leading to the school near Locust Street. There are also truncated domes on the ramps leading up to the main entrance near the

handicapped stalls.

Improvements: Overall, this is a newer and updated parking lot that serves the school and students well. There are no high priority improvements that need to be made at this time.

9. ADM Middle School and ADM High School

801 Nile Kinnick Drive S

Inventory: This is by far the largest of the parking lots evaluated. There are several different parking areas within the extent of this parking lot. The lot located in the northwest corner of the map below has a total of 224 stalls but no handicapped stalls. The lot located just below it on the map, near the entrance for the high school, has 117 stalls and six of them are handicapped. Near the middle school entrance between the two large parking lots west of the



school there is a small parking area with nine stalls and two handicapped spots. East of that small lot is another smaller parking area with 10 stalls, one of which is handicapped. South of the school there is a parking lot for school vehicles and faculty and staff. Near the sports complexes, there is a lot that is split in half, one side is paved, the other is gravel. The paved lot has 67 stalls, the gravel lot does not have designated stall markers, but there are eight handicapped stalls located right outside of the football stadium entrance. These stalls are paved and marked by signs.

Improvements: Overall, there seems to be a sufficient amount of handicapped stalls within the vicinity of the schools. One improvement that could be made, is to pave the gravel lot on the east side of the school. This improvement, however, is not high priority.

IV. Public Input Survey Results

One of the requirements for an ADA transition plan is proof of public input. The City of Adel decided to fulfill this requirement through a short survey sent out to the community. This survey created online, was sent out virtually to community members to figure out what their main concerns and priorities are in regards to sidewalks and curb ramps.

This survey consisted of seven questions aimed at helping understand what the public's view on accessibility in the city is like. A total of 50 people responded to the survey. Below breaks down the responses for each question.

Question 1: I am or related to an individual that has functional needs or disabilities affecting...

24 people responded to this question, the 26 that are not or not related to an individual that has function needs affecting walking, hearing, vision, or moving. The most people are related to someone with functional needs or disabilities affecting their walking and moving. This shows the importance of providing accessible curb ramps and paths in the community. Table 3 shows the data collected from the survey.

Table 3. Question 1

	# of Responses
Walking	21
Hearing	1
Vision	5
Moving	10

Question 2: Do you use a regular or electric wheelchair?

Eight percent of those that responded to the survey said they always use a regular or electric wheelchair, and two percent said they sometimes use a wheelchair. 90 percent do not use a wheelchair. It is important that the City of Adel serves the population in Adel that utilize wheelchairs on a regular basis. Ensuring the accessibility and safety of people with disabilities, will also benefit the entire community as a whole. Table 4 below shows the number of responses for each answer.

Table 4. Question 2

	# of Responses
Yes, always	4
Sometimes	1
No	45

Question 3: What is your mode of transportation throughout Adel?

The majority of people that responded use a car as their main mode of transportation. The next largest mode of transportation is walking, and one other responded with a wheelchair. For those walking and in wheelchairs, it is important that their pathways are accessible and free from obstacles. Table 5 shows the data collected for this question.

Table 5. Question 3

	# of Responses
Car	37
Bike	3
Walk	8
Other	2

Question 4: What areas do you think the city needs to improve?

Out of the 50 that responded eight said that no areas need improvement. 72 percent of respondents selected that the city needs to improve the accessibility of pedestrian pathways, sidewalks, or curb ramps, 30 percent selected that improvements should be made in regards to street and crosswalk signals, and 20 percent want improvements to accessible signage and wayfinding assistance. The suggestions box allowed for more specific answers, which will help the city understand where they need to make the most improvements. Table 6 shows the number of responses for each option.

Table 6. Question 4

	# of Responses
Accessible pedestrian pathways, sidewalks, or curb ramps	36
Accessible signage and wayfinding assistance	10
Street and crosswalk signals	15
None	8

Suggestions: This question included a suggestions box, where ten people responded with comment on what they thought the city needed improvements on. Some of the responses are stated below.

“Making the light at the school a STOP (red) instead of a Yield (yellow).”

“Paving Meadow Road with an ADA sidewalk.”

“So many of the sidewalks in the “Older” part of town is in poor shape. Cement is broken, very uneven or missing altogether.”

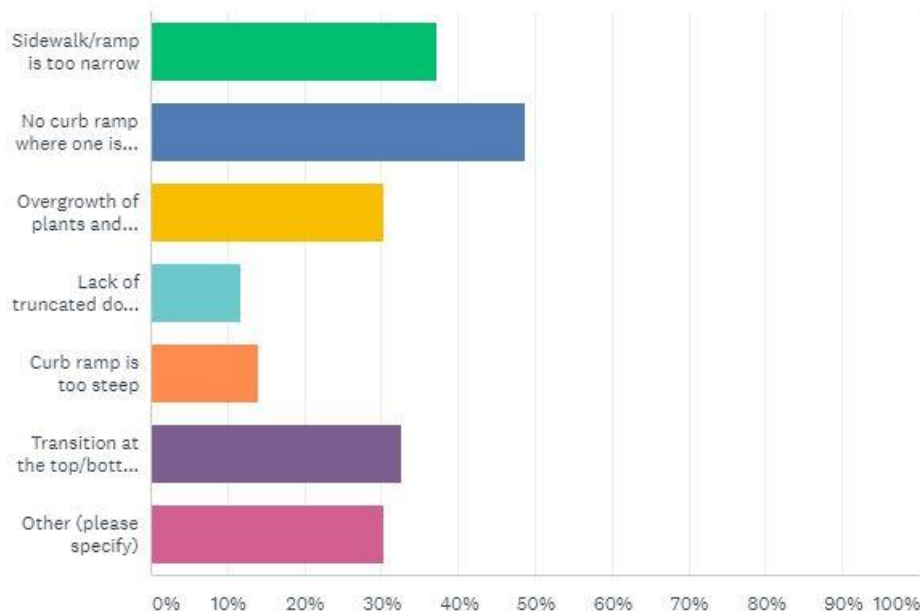
Question 5: What makes it most difficult for you to navigate a sidewalk and curb ramps?

Seven people skipped this question, inferring that they do not have any difficulty navigating a sidewalk or curb ramps in Adel. The most frequent difficulty, however, was “no curb ramp where one is needed”. Below (Table 7 and Figure 2) are the table and chart showing the distribution of the responses.

Table 7. Question 5

	# of Responses
Sidewalk/ramp is too narrow	16
Lack of truncated domes at curb ramps	5
No curb ramp where one is necessary	21
Curb ramp is too steep	6
Overgrowth of plants and trees	13
Transition at the top/bottom of curb ramp is not smooth	14
Other	13

Figure 2. Navigation Difficulty



In the other section, several answers were focused on the lack of sidewalks, the care of the sidewalks, and the broken and unevenness of the sidewalks. These responses, overall, show that there are many improvements that should be taken into consideration.

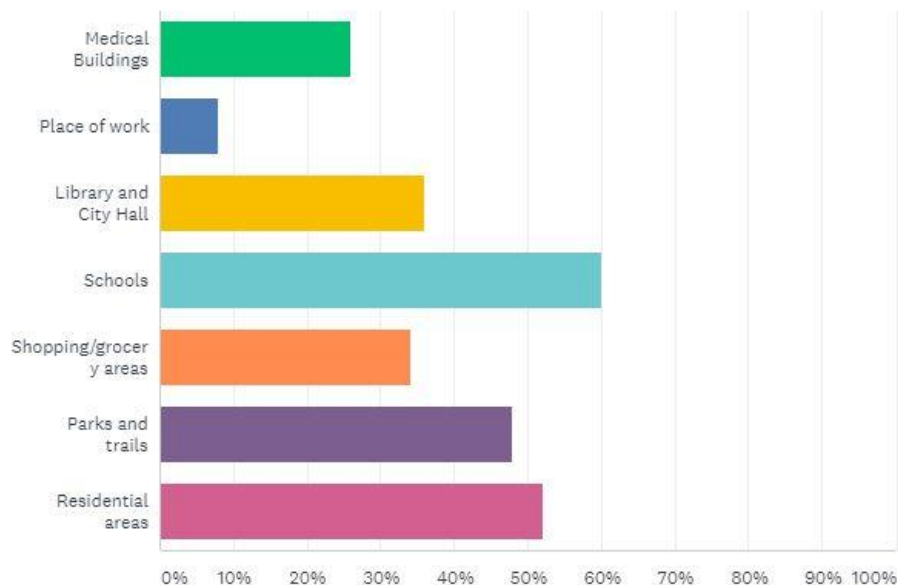
Question 6: Which of these areas below should take priority when fixed for increased accessibility?

According to the respondents, the highest priority area for fixed and increased accessibility are the Adel Public Schools. In general, most priority areas include schools due to the number of people that attend and for the safety of the students. Table 8 shows the data collected from the survey and below is the distribution chart (Figure 3) for the responses of priority areas.

Table 8. Question 6

	# of Responses
Medical Buildings	13
Shopping/grocery areas	17
Place of work	4
Parks and trails	24
Library and City Hall	18
Residential areas	26
Schools	30

Figure 3. Priority Areas



Question 7: Additional Comments

The last question on the survey was for additional comments. 17 people provided additional comments regarding ADA accessibility in Adel. Some of these comments touched on the following:

- Uneven sidewalks,
- The need for wider sidewalks, some are too narrow,

Paving Meadow Road,
How poor sidewalk conditions can affect everyone in the community,
Adding a path behind east side of high school, and
That every sidewalk should have a ramp from the street.

These comments will be used to help prioritize what issues are most important according to public input and then help formulate an action plan to fix the issues.

V. Conclusion

Documenting Progress and Updating the Plan

The Adel ADA Transition plan sets the basis for evaluating its sidewalks, curb ramps, and civic and school parking lots. This document should be periodically reviewed for compliance and validity. Adel has many areas of new development where new sidewalks and curb ramps will be placed, and these areas should be documented in this plan as they occur. Making sure the plan is up to date will help when determining which projects have been completed and which have not. A progress report is an essential way to track projects and scheduling a timeline. This report can also include an estimated budget on specific projects.

The City of Adel is dedicated to providing its citizens with accessible pathways that all of its community can use. Looking forward, Adel will take data collected for this plan to help devise project list of areas that need to be updated in order to meet ADA measures.

Appendix

1. Curb and Ramp Data

Raccoon River Valley Trail			
Area	Description	Compliant?	Material
Crossing at Brickyard Dr Closed	Could not evaluate due to construction	--	--
Bridge on west side of S 18th St	-	Yes	Asphalt/Concrete
S 18th St Crossing	-	Yes	Asphalt/Concrete
Bridge near 18th St	-	Yes	Asphalt/Concrete
S 14th St Crossing	-	No	Asphalt/Concrete
S11 St Crossing	-	Yes	Asphalt/Concrete
S 10th St Crossing	-	Yes	Asphalt/Concrete
Bridge between S 10th and S 9th	Crack and slight dip; leads to city hall	No	Asphalt/Concrete
Area between S 10th and S 9th	-	Yes	Asphalt/Concrete
S 9th St Crossing	-	Yes	Asphalt/Concrete
HWY 169 Crossing	One crack in the road	Yes	Asphalt/Concrete
Bike rack and kiosk area off of 169	Lip on the wood ramp; large cracks in pavement (see pics)	No	Wood/Asphalt/Concrete
S 7th St Crossing	Crack before crossing	Yes	Asphalt/Concrete
S 6th St Crossing	Very large cracks in the middle of road	Yes	Asphalt/Concrete
Trail over river closed	Could not evaluate due to construction	--	--
Court Street			
Area	Description	Compliant?	Material
Court and N 5th	Truncated domes (2)	Yes	Concrete
Court and N 6th	Truncated domes (4), Ramps w/o TD (4)	Yes	Concrete
Court and N 7th	Truncated domes (3), Ramps w/o TD (3), Curb drops (2)	No	Concrete
Court and Nile Kinnick	Truncated domes (8)	Yes	Brick/Concrete

Court and N 9th	Truncated domes (6)	Yes	Brick/Concrete
Court and N 10th	Ramps w/o TD (7)	Yes	Concrete
Court and N 11th	Ramps w/o TD (7)	Yes	Concrete
Court and N 12th	Ramps w/o TD (5), Curb drops (3)	No	Concrete
Court and N 13th	Truncated domes (2), Ramps w/o TD (4), Curb drops (1)	No	Concrete
Court and N 14th	Truncated domes (1), Ramps w/o TD (5) *one broken and need repaired, Curb drops (1)	No	Concrete
Court and N 15th	Ramps w/o TD (4) *one needs repaired, Curb drops (2)	No	Concrete
Prairie Street			
Area	Description	Compliant?	Material
Prairie and S 5th	Ramps w/o TD (2), Curb drops (2)	No	Concrete
Prairie and S 6th	Truncated domes (3), Ramps w/o TD (2), Curb drops (1)	No	Concrete
Prairie and S 7th	Truncated domes (3), Ramps w/o TD (3) *could be improved, Curb drops (1)	No	Concrete
Prairie and Nile Kinncik	Ramps w/o TD (3), Curb drops (4)	No	Concrete
Prairie and S 9th	Truncated domes (8)	Yes	Brick/Concrete
Prairie and S10th	Ramps w/o TD (5)	Yes	Concrete
Prairie and S 11th	Truncated domes (8)	Yes	Concrete
Prairie and S 12th	Ramps w/o TD (3), Curb drops (5)	No	Concrete
Prairie and S 13th	Ramps w/o TD (4), Curb drops (1) *needs repaired	No	Concrete
Prairie and S 14th	Truncated domes (8)	Yes	Concrete
Prairie and S 15th	Ramps w/o TD (2) *needs repaired	Yes	Concrete
Prairie and S 18th	Ramps w/o TD (2)	Yes	Concrete
Main Street			
Area	Description	Compliant?	Material
Main and N/S 5th	Ramps w/o TD (4) *could be improved	Yes	Concrete
Main and N/S 6th	Ramps w/o TD (1) *need repaired, Curb drops (7)	No	Concrete
Main and N/S 7th	Ramps w/o TD (8)	Yes	Concrete
Main and Nile Kinnick	Truncated domes (8)	Yes	Brick/Concrete
Main and N/S 9th	Truncated domes (6)	Yes	Brick/Concrete
Main and N/S 10th	Truncated domes (7)	Yes	Concrete
Main and N/S 11th	Truncated domes (8)	Yes	Concrete
Main and N/S 12th	Truncated domes (8)	Yes	Concrete

Main and N/S 13th	Truncated domes (8)	Yes	Concrete
Main and N/S 14th	Truncated domes (8)	Yes	Concrete
Main and N/S 15th	Truncated domes (8)	Yes	Concrete
Main and S 18th	Ramps w/o TD (2)	Yes	Concrete
Grove Street/(N5th and N6th)			
Area	Description	Compl iant?	Material
Grove and N 6th	Ramps w/o TD (1)	Yes	Concrete
Grove and N 7th	Ramps w/o TD (3), Curb drops (4)	No	Concrete
Grove and Nile Kinnick	Ramps w/o TD (4), Curb drops (4)	No	Concrete
Grove and N 9th	Truncated domes (1), Ramps w/o TD (3), Curb drops (4)	No	Concrete
Grove and N 10th	Truncated domes (8)	Yes	Concrete
Grove and N 11th Pl	Curb drops (2)	No	Concrete
Grove and N 11th St	Truncated domes (2), Ramps w/o TD (1)	Yes	Concrete
Grove and N 12th	Truncated domes (3), Ramps w/o TD (4), Curb drops (1)	No	Concrete
Grove and N 13th	Ramps w/o TD (1), Curb drops (4)	No	Concrete
Grove and N 14th	Ramps w/o TD (4) *need repaired, Curb drops (3)	No	Concrete
Grove and N 15th	Truncated domes (1), Ramps w/o TD (7)	Yes	Concrete
Grove and N 16th	Truncated domes (4), Ramps w/o TD (2)	Yes	Concrete
Grove and N 17th	Ramps w/o TD (4)	Yes	Concrete
N 5th and N6th corner	Ramps w/o TD(2)	Yes	Concrete
Locust Street			
Area	Description	Compl iant?	Material
Locust and N 12th	Truncated domes (3)	Yes	Concrete
Locust and N 13th	Ramps w/o TD (6) *could be improved	Yes	Concrete
Locust and N 14th	Ramps w/o TD (7), Curb drops (1)	No	Concrete
Locust and N 15th	Truncated domes (8)	Yes	Concrete
Locust and N 16th	Truncated domes (2)	Yes	Concrete
Rapids Street			
Area	Description	Compl iant?	Material
Rapids and N 5th	Truncated domes (2) - located off corner on Rapids	Yes	Concrete
Rapids and N 6th	Truncated domes (8)	Yes	Concrete
Rapids and N 7th	Truncated domes (4), Ramps w/o TD (4)	Yes	Concrete

Rapids and Nile Kinnick	Ramps w/o TD (4), Curb drops (4)	No	Concrete
Rapids and N 9th	Ramps w/o TD (6), Curb drops (2)	No	Concrete
Rapids and N 10th	Truncated domes (8)	Yes	Concrete
Rapids and N 11th	Ramps w/o TD (6), Curb drops (2)	No	Concrete
Rapids and N 12th	Ramps w/o TD (8) *could be improved	Yes	Concrete
Rapids and N 13th	Ramps w/o TD (6) *could be improved	Yes	Concrete
Rapids and N 14th	Truncated domes (3), Ramps w/o TD (2), Curb drops (3)	No	Concrete
Rapids and N 15th	Truncated domes (3), Ramps w/o TD (5) *need repaired	Yes	Concrete
Rapids and N 16th	Truncated domes (3), Ramps w/o TD (2)	Yes	Concrete
Rapids and N 17th	Truncated domes (4), Ramps w/o TD (2) *make ramps less steep	Yes	Concrete
Rapids and N 19th	Truncated domes (1), Curb drops (1)	No	Concrete
Riverside Drive			
Area	Description	Compl iant?	Material
Riverside and N 9th	Truncated domes (2)	Yes	Concrete
Riverside and N 10th	Truncated domes (2)	Yes	Concrete
Kinnick-Feller Riverside Park Trail			
Area	Description	Compl iant?	Material
Area near HWY 169	Large crack, but otherwise good	Yes	Asphalt/Concrete
Greene Street			
Area	Description	Compl iant?	Material
Greene and S 5th	Ramps w/o TD (3)	Yes	Concrete
Greene and S 6th	Ramps w/o TD (4)	Yes	Concrete
Greene and S 7th	Ramps w/o TD (4)	Yes	Concrete
Greene and Nile Kinnick	Truncated domes (3), Ramps w/o TD (1)	Yes	Concrete
Greene and S 9th	Truncated domes (1), Ramps w/o TD (3)	Yes	Concrete
Greene and S 10th	Ramps w/o TD (5)	Yes	Concrete
Greene and S 11th	Truncated domes (3), Ramps w/o TD (2) *ramps are very steep (repair?)	Yes	Concrete
Greene and S 12th	Truncated domes (2)	Yes	Concrete
Greene and S 14th	Truncated domes (3), Ramps w/o TD (6)	Yes	Concrete
Greene and S 16th	Ramps w/o TD (2)	Yes	Concrete

Greene and S 18th	No Crossings	--	--
Greene and S 19th	Truncated domes (2)	Yes	Concrete
Greene and Van Fossen	Ramps w/o TD (2) *cracks on East sidewalk	Yes	Concrete
Sunset Circle			
Area	Description	Compliant?	Material
N 15th and Sunset Circle	Curb drops (2)	No	Concrete

Cottage Street			
Area	Description	Compliant?	Material
Cottage and S 5th	Ramps w/o TD (3)	Yes	Concrete
Cottage and S 6th	Truncated domes (2)	Yes	Concrete
Cottage and S 7th	Truncated domes (4)	Yes	Concrete
Cottage and Nile Kinnick	Truncated domes (4)	Yes	Concrete
Cottage and S 9th	Ramps w/o TD (5), Curb drops (1)	No	Concrete
Cottage and S 10th	Ramps w/o TD (3)	Yes	Concrete
Horse & Buggy Drive			
Area	Description	Compliant?	Material
Horse & Buggy and S 19th	Ramps w/o TD (2)	Yes	Concrete
Horse and Buggy and S 16th	Ramps w/o TD (4)	Yes	Concrete
Horse and Buggy and S 14th	Truncated domes (2)	Yes	Concrete
Bryan Street			
Area	Description	Compliant?	Material
Bryan and Nile Kinnick	Truncated domes (1), Ramps w/o TD (1)	Yes	Concrete
Bryan and S 8th	Truncated domes (3)	Yes	Concrete
Bryan and S 9th	Truncated domes (4), Ramps w/o TD (2) *steep	Yes	Concrete
Bryan and S 10th	Ramps w/o TD (2)	Yes	Concrete
Greenwood Hills Drive			
Area	Description	Compliant?	Material

Greenwood Hills and Nile Kinnick	No crossing	--	--
Greenwood Hills and S 9th	Truncated domes (2)	Yes	Concrete
Greenwood Hills and S 10th	Ramps w/o TD (4)	Yes	Concrete
Greenwood Hills and S 11th	Ramps w/o TD (4)	Yes	Concrete
Ridgeline Drive			
Area	Description	Compliant?	Material
Ridgeline and Old Portland	Sidewalk ends (no more development)	--	--
Ridgeline and Timberview/S 5th	Truncated domes (8)	Yes	Concrete
Ridgeline and S 6th	Truncated domes (4)	Yes	Concrete
Ridgeline and S 7th	Truncated domes (4)	Yes	Concrete
Timberview Drive			
Area	Description	Compliant?	Material
Timberview and S 7th	Truncated domes (4)	Yes	Concrete
Timberview and Nile Kinnick	No crossings	--	--
Timberview and Evans View	Truncated domes (4)	Yes	Concrete
Timberview and Lynne	Truncated domes (4)	Yes	Concrete
Meadow Road			
Area	Description	Compliant?	Material
Meadow and Old Portland	Truncated domes (2)	Yes	Concrete
Meadow and Strauss	Truncated domes (4)	Yes	Concrete
Meadow and Southbridge	Truncated domes (8)	Yes	Concrete
Meadow and Roebling	Truncated domes (8)	Yes	Concrete
Meadow and Nile Kinnick	No crossing (newer development)	--	--
Meadow and Jaycee	Truncated domes (2), turns into gravel	Yes	Concrete
Meadow and Shelby	Truncated domes (1), other sidewalk ends at development	Yes	Concrete
Meadow and S 11th	Truncated domes (1), other sidewalk ends at development	Yes	Concrete

Meadow and Sadie	Sidewalk ends at development	--	--
Meadow and S 15th	Near aquatic center, no sidewalk	--	--
302nd Place			
Area	Description	Compliant?	Material
302nd and Old Portland	No crossing	--	--
302nd and Strauss	Truncated domes (4)	Yes	Concrete
302nd and Southbridge	Truncated domes (6)	Yes	Concrete
302nd and Roebling	Truncated domes (4)	Yes	Concrete
Bailey's Grove Drive/Shelby Drive			
Area	Description	Compliant?	Material
Bailey's Grove and Nile Kinnick	No crossing	--	--
Bailey's Grove near Little Tiger Learning Center	Truncated domes (1)	Yes	Concrete
Bailey's Grove Park	Sidewalk surrounds park	Yes	Concrete
Bailey's Grove and Shelby (East)	Truncated domes (5)	Yes	Concrete
Bailey's Grove and Shelby (West)	Truncated domes (4)	Yes	Concrete
Bailey's Grove and Jaycee	Truncated domes (3)	Yes	Concrete
Shelby and Hunter	Truncated domes (3)	Yes	Concrete
Evans View Drive			
Area	Description	Compliant?	Material
Evans View and Powers	Truncated domes (3)	Yes	Concrete
Evans View and S 10th	Truncated domes (4)	Yes	Concrete
Evans View and S 11th	Truncated domes (2)	Yes	Concrete
Evans View and S 12th	Sidewalk ends	--	--
Evans View and S 13th	Transitions from Evans View to S 13th	--	--
Cassidy Curve			
Area	Description	Compliant?	Material
Cassidy and S 11th	Ramps w/o TD (2)	Yes	Concrete

Cassidy and S 12th	Ramps w/o TD (2)	Yes	Concrete
Luther Drive/S 13th Street			
Area	Description	Compliant?	Material
Luther and S 11th	Truncated domes (4)	Yes	Concrete
Luther and S 13th	Truncated domes (4)	Yes	Concrete
S 13th Near mailbox area	Truncated domes (1)	Yes	Concrete
Lynne Drive			
Area	Description	Compliant?	Material
Lynne and S 10th	Truncated domes (3)	Yes	Concrete
Lynne and S 11th	Truncated domes (6)	Yes	Concrete
Lynne and S 13th	Truncated domes (4)	Yes	Concrete
Lynne and S 14th	Truncated domes (1), Curb drops (3)	No	Concrete
S 14th Street			
Area	Description	Compliant?	Material
S 14th and S 11th	Truncated domes (8)	Yes	Concrete
S 14th and Bailey	Truncated domes (3)	Yes	Concrete
S 14th and Beverly	Truncated domes (1), Ramps w/o TD (1)	Yes	Concrete
S 14th and Ann	Ramps w/o TD (1), Curb drops (1)	No	Concrete
S 14th and Sandra	Curb drops (2)	No	Concrete
S 14th and Janet	Ramps w/o TD (1), Curb drops (3)	No	Concrete
S 14th and Pennoch	Truncated domes (2)	Yes	Concrete
S 14th and Cedar	Truncated domes (2)	Yes	Concrete
S 14th and Maple	Truncated domes (2)	Yes	Concrete
S 14th and Aspen	Truncated domes (2)	Yes	Concrete
S 14th and Hyvue	Truncated domes (4)	Yes	Concrete
S 14th and Pleasant	Ramps w/o TD (2)	Yes	Concrete
S 14th and Orchard	Truncated domes (2)	Yes	Concrete
S 14th and Chance	Curb drops (2)	No	Concrete
S 11th Street			
Area	Description	Compliant?	Material
S 11th and Sundance	Ramps w/o TD (2)	Yes	Concrete
S 11th and Aaron	Truncated domes (3)	Yes	Concrete

S 11th near tree cove (after Lynne)	Truncated domes (2)	Yes	Concrete
Sadie Lane			
Area	Description	Compliant?	Material
Sadie Lane and Madison	Truncated domes (3)	Yes	Concrete
S 15th Street			
Area	Description	Compliant?	Material
S 15th and Linden	Truncated domes (2)	Yes	Concrete
S 15th and Penoch	Truncated domes (3), Ramps w/o TD (2)	Yes	Concrete
S 15th and Ann	Truncated domes (1), Ramps w/o TD (3)	Yes	Concrete
S 16th Street/Pleasant Street			
Area	Description	Compliant?	Material
S 16th and Pleasant	Curb drops (1)	No	Concrete
Pleasant and Hyvue	Curb drops (2)	No	Concrete
S 16th and Hyvue	Ramps w/o TD (3), Curb drops (1)	No	Concrete
S 16th and Aspen	Ramps w/o TD (4) *need repaired	Yes	Concrete
S 16th and Maple	Ramps w/o TD (2)	Yes	Concrete
S 16th and Cedar	Truncated domes (4)	Yes	Concrete
S 16th and Linden	Truncated domes (2)	Yes	Concrete
Evans Park Trail			
Area	Description	Compliant?	Material
Bridge near playground	Cracks	Yes	Asphalt/Concrete
Fork on north side	Crack	Yes	Asphalt/Concrete
Ford on south side	About 5 reasonable cracks	Yes	Asphalt/Concrete
S 11th crossing	Ramps w/o TD (2)	Yes	Asphalt/Concrete
S 10th crossing	Truncated domes (2)	Yes	Asphalt/Concrete
Sumpter Pharmacy	Truncated domes (1), Ramps w/o TD (1)	Yes	Asphalt/Concrete
Nile Kinnick crossing	Truncated domes (1), other side gravel (cross warning button works on west side, still need to check east!)	Yes?	Asphalt/Concrete/Gravel

Back side of playground	Crack	Yes	Asphalt/Concrete
Gravel path by hole 9	lip up back to asphalt/concrete	Yes?	Asphalt/Concrete/Gravel
Path near hole 5	Large crack	Yes	Asphalt/Concrete
S 14th crossing	Truncated domes (2)	Yes	Asphalt/Concrete

2. Public Input Survey Data

Adel ADA Transition Plan Public Input Survey

Q1. I am or are related to an individual that has functional needs or disabilities affecting: (Select all that apply)

Answer Choices	Responses	
Walking	87.50%	21
Hearing	4.17%	1
Vision	20.83%	5
Moving	41.67%	10
	Answered	24
	Skipped	26

Q2. Do you use a regular or electric wheelchair?

Answer Choices	Responses	
Yes, always	8.00%	4
Sometimes	2.00%	1
No	90.00%	45
	Answered	50
	Skipped	0

Q3. What is your main mode of transportation throughout Adel?

Answer Choices	Responses	
Car	74.00%	37
Bike	6.00%	3
Walk	16.00%	8
Other (please specify)	4.00%	2
	Answered	50
	Skipped	0

Other Responses:

- What difference does it make?
- wheelchair

Q4. What areas do you think the city needs to improve? (Select all that apply)

Answer Choices	Responses	
Accessible pedestrian pathways, sidewalks, or curb ramps	72.00%	36
Accessible signage and wayfinding assistance	20.00%	10
Street and crosswalk signals	30.00%	15
None	16.00%	8
Suggestions:		10
	Answered	50
	Skipped	0

Suggestions Responses:

- Repair uneven sidewalks
- Sidewalk and trails connecting new neighborhoods to town.
- So many of the sidewalks in the “Older” part of town is in poor shape. Cement is broken, very uneven or missing altogether.
- There needs to be curb ramps. Also need a sidewalk to get to the pool from Meadow Rd.
- Making the light at the school a STOP (red) instead of a Yield (yellow).
- We need more sidewalks
- Many cross walkers are tall curbs. Sidewalks sometimes just end and you have to cross over to get to another sidewalk.
- Fix old brick roads. Rapids especially.
- Paving Meadow Road with an ADA sidewalk.
- Sidewalk where non exist and sidewalk repairs.

Q5. Which of the listed below make it most difficult for you to navigate a sidewalk and curb ramps? (Select your top 3 choices)

Answer Choices	Responses	
Sidewalk/ramp is too narrow	37.21%	16
No curb ramp where one is needed	48.84%	21
Overgrowth of plants and trees	30.23%	13
Lack of truncated domes at curb ramps	11.63%	5
Curb ramp is too steep	13.95%	6
Transition at the top/bottom of curb ramp is not smooth	32.56%	14
Other (please specify)	30.23%	13
Answered		43
Skipped		7

Other Responses:

- The bumps on the ADA ramps. The unevenness of them has caused me to nearly trip numerous times. You have to be careful as they themselves are very unsafe. I have a weak ankle so standing on them can be difficult let alone walking across them.
- Uneven sidewalks
- NA
- No sidewalk at all.
- People not maintaining their portion of the sidewalk so it is in disrepair with transitions, mud, puddles, etc.
- No sidewalk from the east side of high school to Cottage Street
- Sidewalks no put back in from the waterline work. Still a chunk missing on South 9th street
- Lack of sidewalks everywhere

- Sidewalks not taken care of
- Fences too close to sidewalk are an inconvenience
- Broken, uneven, heaving sidewalks
- There isn't one on Meador Road, it cuts that neighborhood off from the rest of town
- Trippers

Q6. Which of these areas below should take priority when fixed for increased accessibility? (Select your top 3 choices)

Answer Choices	Responses	
Medical Buildings	26.00%	13
Place of work	8.00%	4
Library and City Hall	36.00%	18
Schools	60.00%	30
Shopping/grocery areas	34.00%	17
Parks and trails	48.00%	24
Residential areas	52.00%	26
Answered		50
Skipped		0

Q7. Please provide any additional comments regarding mobility and accessibility.

Answered 17
Skipped 33

Additional Comments:

- Need wider sidewalk and ada accessibility
- Uneven sidewalks
- ADA is the law, follow it.
- Ensure wheelchair accessible van handicapped parking spots available and ensure people aren't parking in handicapped spots illegally
- Public areas and Business should be ADA compliant. A residential area that does not have walks does not need to have them added as they would be grandfathered in unless it is on a designated a high density area walkway. In those situations I would assume there could be some assistance from the city to offset the cost to add a sidewalk where one was not needed before.
- None
- We need to pave meadow and put in a sidewalk so kids can safely get to the pool on foot or bikes
- It's hard for me to step up and down off curbs
- Many sidewalks throughout town are not ADA accessible and need major repairs to help residents and people access sidewalks safely
- Make developers do the trails right from the beginning in newer neighborhoods so that things don't need torn up later and city is not always left with the bill

- Na
- There is no sidewalk one other side of the road from the east side of the high school and trailer park to Cottage Street. If it's not important enough for students to walk on a safe place other than the street, there has been lots of new growth in this area and more traffic, bikes and walkers-all sharing the street.
- Our city still does not have sidewalks everywhere and every sidewalk should have a ramp from the street
- Make sidewalks wider, or have sidewalks upkeep enforced
- CHANCE COURT at 14th has no accessible sidewalk at all. We have to walk in the street until we reach a sidewalk that is accessible.
- Don't just focus on disabled, abled individuals also have issues with broken and missing sidewalks
- Meadow road needs paved and sidewalk added. There is no way to get to the pool or new Elementary without walking on a gravel road. It's an absolute mess and extremely dangerous to see kids on bikes and walking with cars going 40 mph past.

City of Adel Transient Merchant Application & Licensing Fees

[illegible]

Mobile Food Vendor Application & Licensing Fees

City:	Separate App. Fee:	License Fee:	Timeframe:	Additional Fees:
Perry	\$25.00	\$50.00	6 months	N/A
Waukee	\$0.00	\$50.00	Annual	N/A
Bondurant	\$0.00	\$20.00	1 day	N/A
		\$30.00	1 week	N/A
		\$50.00	6 months	N/A
		\$100.00	1 year	N/A
Clive	\$0.00	\$100.00 Standard	Annual	\$70.00 Fire Insp.
		\$50.00 Produce	Annual	N/A
West Des Moines	\$0.00	\$280 Class I & II	1 year	N/A
		\$350 Class III & IV	1 year	N/A
Des Moines - Transient	\$0.00	\$570.00	1 year	\$100 Fire Insp.
				\$200 Cash Bond
		\$220.00	30 Cons. Days	\$100 Fire Insp.
				\$200 Cash Bond
		\$150.00	3 Cons. Days	\$100 Fire Insp.
				\$200 Cash Bond
Des Moines - Mobile	\$0.00	\$570.00	1 year	\$100 Fire Insp.
				\$200 Cash Bond
				\$1,180 Mtr Hood
				\$35 Mtr Hood Dep

Community & Economic Development Committee
August 4, 2020 – Meeting Minutes

The City of Adel's Community & Economic Development Committee met in the council chambers at Adel City Hall. Ockerman called the meeting to order at 6:54 p.m. Members Present: Christensen, McAdon, and Ockerman. Others Present: Council Member Selby (electronic; exited meeting early) and City Administrator Brown.

NEW BUSINESS

a) February 24, 2020 Minutes

Christensen motioned, seconded by McAdon, to approve the February 24, 2020 minutes. Motion carried unanimously.

b) Residential Tax Abatement Program Review

Brown stated that several developers have asked about the status of the residential tax abatement program. City staff is supportive of extending the existing program. The committee reviewed the latest building permit data and a summary of the metro's abatement programs.

Ockerman stated that the western metro does not offer abatement. With the Apple development, housing will look west to Adel, and the growth will remain steady in the coming years. McAdon stated her concern about existing developments having vacant lots. However, the City should wait a year and reevaluate it, especially given the program's divisiveness in the community. Christensen stated that housing has been a bright spot in the economy given COVID-19. The City should evaluate all kinds of incentives and target sub-\$200k housing. Abatement should target specific areas of town as well.

The committee agreed to keep housing on the agenda since it drives our economy. Further discussions with developers and the Iowa Finance Authority would also be helpful. The plan is to reevaluate the abatement program in late 2021 or early 2022.

c) Next Steps After *Envision Adel 2040*

With *Envision Adel 2040* complete, the City can begin discussing complimentary items like a new zoning map, updates to the subdivision ordinance, the creation of design guidelines, adoption of a new building code, and the development of a site plan ordinance. The City budgeted funds for these projects and has extra money from the ADA plan. The committee agreed that design guidelines for HWY 6 and 169 would be very beneficial.

d) Annexation

Brown stated that the Adel Township, LLC land would be considered for annexation in the coming months. The committee agreed to begin sending letters to other property owners using the annexation priority lists. A phase-in of taxes must be offered to all property owners in an annexation if it is offered to one property owner.

e) Greater Dallas County Development Alliance Update

Brown stated that the Alliance was working on a strategic plan and beginning the hiring process for a new director.

f) Goals, Organization, Planning, and Duties of the Committee

No action.

g) Future Groups to Meet

No action.

OTHER BUSINESS

ADJOURNMENT – 8:19 p.m.

Respectfully submitted: Anthony Brown, City Administrator

SECOND AMENDMENT
TO THE
AGREEMENT FOR PRIVATE DEVELOPMENT
BY AND BETWEEN
THE CITY OF ADEL, IOWA
AND
CRAMER AND ASSOCIATES, INC.

THIS SECOND AMENDMENT (“Amendment”) to that certain Agreement for Private Development by and between the CITY OF ADEL, IOWA (“City”), and CRAMER AND ASSOCIATES, INC., an Iowa corporation (“Developer”), dated September 10, 2019 and previously amended by a First Amendment dated December 10, 2019 (“Agreement”), is made as of the ____ day of _____, 2020, between the City and the Developer.

WITNESSETH:

WHEREAS, the City and the Developer previously executed the Agreement and recorded a Memorandum of the Agreement in Book 2019 at Page 18149 in the records of the Recorder of Dallas County, Iowa; and

WHEREAS, the City and the Developer previously executed a First Amendment to the Agreement, which is recorded in Book 2019 at Page 24684 in the records of the Recorder of Dallas County, Iowa; and

WHEREAS, pursuant to the Agreement, the Developer agreed to cause commercial development to occur on certain real property located within the City’s Southbridge Urban Renewal Area, which property was referred to in the Agreement as the “Development Property,” and further agreed to construct certain Infrastructure Improvements within the Urban Renewal Area to support the commercial development; and

WHEREAS, pursuant to the First Amendment, the City and Developer previously amended the legal description of the Development Property to reflect a change in the legal description caused by platting of the property as Southbridge Plat 3; and

WHEREAS, the Agreement included certain benchmark dates based on the anticipated timeline for development of the Project; and

WHEREAS, due to unforeseen events occurring since the execution of the Agreement and First Amendment, the timeline for development of the Project is anticipated to be delayed and, accordingly, the Developer and the City desire to amend the benchmark dates in the Agreement to reflect the new anticipated timeline for the Project.

NOW THEREFORE, it is agreed by the parties:

1. Definitions. All capitalized words used herein and not specifically defined shall have the same definitions as in the Agreement.

2. Delay in Development Dates. The parties hereby agree to amend the following provisions of the Agreement to provide for a delay in the benchmark dates for development of the Project, as well as a corresponding delay in the deadline for Developer's request that the City first certify debt and in the Termination Date of the Agreement:

A. Section 2.2(k) is hereby replaced in its entirety with the following: "The Infrastructure Improvements have been completed by December 31, 2019, as required by the terms of the Agreement. Developer expects that, barring Unavoidable Delays, Commercial Improvements will be completed and fully assessed on at least three lots on the Development Property by January 1, 2023."

B. Section 3.3 is hereby replaced in its entirety with the following: "Completion of Commercial Improvements. By no later than January 1, 2023, Developer shall cause Commercial Improvements on at least three lots of the Development Property to be completed (as evidenced by the receipt of a certificate of occupancy for the Commercial Improvements), resulting in at least an aggregate assessed value of \$8,000,000 (land and buildings), before rollback, being applied to the lots. Time lost as a result of Unavoidable Delays shall be added to extend this date by a number of days equal to the number of days lost as a result of Unavoidable Delays."

C. The "Schedule" subsection of Section 7.1 is hereby replaced in its entirety with the following:

Schedule. Subject to Developer being in compliance with the terms of this Agreement at the time of each payment, Grants will be paid not later than June 30 each year. The first Grant will not be paid until all of the following have occurred: (1) the Conditions Precedent in Section 7.3 are satisfied; (2) the City certifies debt to the county Auditor requesting collection of the Tax Increment consistent with Section 7.4; (3) the Developer pays the property taxes; (4) the County provides the Tax Increment to the City; and (5) Developer timely files its Annual Certification and is in compliance with this Agreement and any other Agreement with the City at the time of payment. As such, there will be a delay of approximately 30 months between the first full assessment of completed Commercial Improvements and payment of the first Grant. For example, assuming the completion of the requisite Commercial Improvements by December 31, 2022, such that Commercial Improvements on at least three lots on the Development Property are first fully assessed on January 1, 2023, and Developer timely filing its request that the City certify debt by October 1, 2023, then the City will certify debt in the Urban Renewal Area to the Auditor prior to December 1, 2023, and the Economic Development Grants shall commence on June 1, 2025 and end on June 1, 2039, pursuant to Section 403.19 of the Urban Renewal Act and under the following schedule:

<u>Date</u>	<u>Amount of Economic Development Grants</u>
June 1, 2025	75% of Tax Increments for Fiscal Year 2024-2025
June 1, 2026	75% of Tax Increments for Fiscal Year 2025-2026
June 1, 2027	75% of Tax Increments for Fiscal Year 2026-2027
June 1, 2028	75% of Tax Increments for Fiscal Year 2027-2028
June 1, 2029	75% of Tax Increments for Fiscal Year 2028-2029
June 1, 2030	75% of Tax Increments for Fiscal Year 2029-2030
June 1, 2031	75% of Tax Increments for Fiscal Year 2030-2031
June 1, 2032	75% of Tax Increments for Fiscal Year 2031-2032
June 1, 2033	75% of Tax Increments for Fiscal Year 2032-2033
June 1, 2034	75% of Tax Increments for Fiscal Year 2033-2034
June 1, 2035	75% of Tax Increments for Fiscal Year 2034-2035
June 1, 2036	75% of Tax Increments for Fiscal Year 2035-2036
June 1, 2037	75% of Tax Increments for Fiscal Year 2036-2037
June 1, 2038	75% of Tax Increments for Fiscal Year 2037-2038
June 1, 2039	75% of Tax Increments for Fiscal Year 2038-2039

D. Section 7.2 is hereby replaced in its entirety with the following:

Section 7.2. Maximum Amount of Economic Development Grants.

a. Unless increased under subsections (b) and/or (c) below, the aggregate amount of the Economic Development Grants that may be paid to Developer under this Agreement in no event shall exceed Five Million Six Hundred Forty Three Thousand Dollars (\$5,643,000) over the fifteen (15) year period.

b. If Developer causes Commercial Improvements to be completed on at least seven lots of the Development Property and those lots have a combined assessed value, prior to rollback, of at least \$18,310,000 by January 1, 2026, then the maximum aggregate amount of Economic Development Grants shall be increased by an additional \$500,000, resulting in an aggregate maximum of \$6,143,000.

c. If Developer causes Commercial Improvements to be completed on at least nine lots of the Development Property and those lots have a combined assessed value, prior to rollback, of at least \$28,510,000 by January 1, 2028, then the maximum aggregate amount of Economic Development Grants shall be increased by an additional \$500,000. If Developer satisfied the threshold requirements in Section 7.2(b) and the threshold requirements in this Section 7.2(c), then the aggregate, maximum would total \$6,643,000. If, however, Developer failed to meet the threshold requirements in Section 7.2(b), then the maximum aggregate would not include the increase associated with that subsection.

d. The Developer acknowledges that each Economic Development Grant payment to be paid to Developer according to this Article VII is wholly contingent upon and shall come solely and only from incremental taxes received by the City under Iowa Code Section 403.19 from levies upon the Commercial Improvements and the

Development Property (building/improvements value only) and calculated under the formula in Section 7.1 during the fifteen-year period. The City makes no assurance that the Developer will receive Economic Development Grants which reach the fifteen-year aggregate maximum identified in this Section 7.2.

E. Section 7.3(b), one of the conditions precedent to payment of Economic Development Grants under the Agreement, is hereby replaced in its entirety with the following: “The completion of Commercial Improvements on at least three lots of the Development Property, as evidenced by the issuance of a certificate of occupancy from the City for the Commercial Improvements, and the full assessment thereof at a value before rollback of at least \$8,000,000, by January 1, 2023;”.

F. Section 7.4 is hereby replaced in its entirety with the following:

Section 7.4. City Certification, Timing. After the completion of Commercial Improvements on at least three lots of the Development Property and the full assessment thereof, as required by Section 3.3 of this Agreement, Developer shall inform the City in writing, by October 1 of the year in which the Commercial Improvements were fully assessed, that it wishes that the City first certify debt by submitting the form attached as Exhibit F. After the Developer requests that the City first certify for Tax Increment and Developer satisfies all terms of this Agreement and all conditions precedent in Section 7.3 are satisfied, the City shall certify to the appropriate County office prior to December 1 of that year its request for the available Tax Increments resulting from the assessments imposed by the County as of January 1 of that year, to be collected by the County and paid to the City as taxes are paid during the following fiscal year and a portion of which shall thereafter be disbursed to the Developer on June 1 of that fiscal year, provided that Developer remains in compliance with the terms of this Agreement at the time of payment. As an example, if the requisite Commercial Improvements are completed and fully assessed on January 1, 2023, and if the Developer requests the City to first certify prior to October 1, 2023, the City would then review the Developer’s request, and if approved and all other terms of this Agreement are satisfied, would certify for the Tax Increment generated by the Development Property by December 1, 2023, for collection by the County and payment to the City in fiscal year 2024-2025, allowing for initial Grant to be paid to Developer on June 1, 2025, all subject to the terms of this Article and this Agreement.

If Developer fails to submit a written request that the City first certify debt under this Section 7.4 by October 1, 2023, then this Agreement shall automatically terminate with no further action required by the City.

G. Section 12.8, establishing the Termination Date of the Agreement, is hereby replaced in its entirety with the following: “Termination Date. This Agreement as a whole shall terminate and be of no further force or effect on and after December 31, 2039, unless terminated earlier under the provisions of this Agreement.”

3. Annual Certification. The parties hereby agree that the requirement of Section 5.9 of the Agreement that Developer provide an Annual Certification to the City shall not commence

until the October 15th immediately following the completed construction of Commercial Improvements on at least three lots of the Development Property.

4. Agreement to Pay Attorneys' Fees and Expenses. Within 30 days of the execution of this Amendment, Developer shall reimburse the City for the total costs of any and all legal fees and administrative costs incurred by the City in connection with the drafting, negotiation, and authorization of this Amendment.

5. No Further Modifications. Except as modified by this Amendment, all covenants, agreements, terms, and conditions of the Agreement, as previously amended, shall remain in full force and effect and are hereby in all respects ratified and affirmed.

6. Counterparts. This Amendment may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument. In the event that any signature is delivered by facsimile transmission or by e-mail delivery of a "pdf" format data file, such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or "pdf" signature page were an original thereof.

IN WITNESS WHEREOF, the City has caused this Amendment to be duly executed in its name and behalf by its Mayor and its seal to be hereunto duly affixed and attested by its City Clerk, and Developer has caused this Amendment to be duly executed in its name and behalf by its authorized representative, all on or as of the day first above written.

[Remainder of page intentionally left blank; Signature pages follow]

(SEAL)

CITY OF ADEL, IOWA

By: _____
James F. Peters, Mayor

ATTEST:

By: _____
Angela Leopard, City Clerk

STATE OF IOWA)
) SS
COUNTY OF DALLAS)

On this _____ day of _____, 2020, before me a Notary Public in and for said State, personally appeared James F. Peters and Angela Leopard, to me personally known, who being duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of Adel, Iowa, a Municipality created and existing under the laws of the State of Iowa, and that the seal affixed to the foregoing instrument is the seal of said Municipality, and that said instrument was signed and sealed on behalf of said Municipality by authority and resolution of its City Council, and said Mayor and City Clerk acknowledged said instrument to be the free act and deed of said Municipality by it voluntarily executed.

Notary Public in and for the State of Iowa

[Signature page to Second Amendment – City of Adel]

CRAMER AND ASSOCIATES, INC.

By: _____
Robert Cramer, President

STATE OF IOWA)
) SS
COUNTY OF DALLAS)

On this _____ day of _____, 2020, before me the undersigned, a Notary Public in and for said State, personally appeared Robert Cramer, to me personally known, who, being by me duly sworn, did say that he is the President of Cramer and Associates, Inc., and that said instrument was signed on behalf of said corporation; and that the said Robert Cramer as such officer, acknowledged the execution of said instrument to be the voluntary act and deed of said corporation, by him voluntarily executed.

Notary Public in and for the State of Iowa

[Signature page to Second Amendment – Cramer and Associates, Inc.]

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Personnel Committee
July 7, 2020 – Meeting Minutes

The City of Adel's Personnel Committee met in the council chambers at Adel City Hall. Miller called the meeting to order at 7:18 p.m. Members Present: Miller, McAdon, and Selby. Others Present: City Administrator Brown, Finance Director Sandquist, and Public Works Director Overton.

NEW BUSINESS

a) March 3, 2020 Minutes

Selby motioned, seconded by McAdon, to approve the March 3, 2020 minutes. Motion carried unanimously.

b) Employee Handbook

Brown stated that additional review has been completed on the employee handbook updates since March. The updates fall into three categories: legal updates, operational updates, and a blend of the disbanded public works union agreement.

Miller asked about the sick leave section. Brown stated that this section would be reviewed separately from the handbook process. Selby confirmed that sick leave cannot be cashed out and asked about the City's short/long term disability.

McAdon asked about the updated longevity policy, which remains the same for exempt employees and the police union. While longevity will be included in non-exempt staff's hourly wages for overtime, longevity will not be used for raises.

McAdon stated that the proposed vacation changes were too much and too fast based on other vacation usage issues. Brown stated that the goal is to have some increase every five years for retention purposes. The committee agreed to phase in an additional 20 hours every five years and to cap the maximum at 200 hours.

McAdon asked whether E-Verify could be implemented and clarified the workers' compensation section.

McAdon motioned, seconded by Selby, to recommend the updated employee handbook as modified. Motion carried unanimously.

c) COVID-19 School Considerations

Miller stated that COVID-19 and schools may present challenges for employees and the City's operations. Selby stated that schools are waiting to announce their Return to Learn plans. Miller asked that a survey be distributed.

d) City Clerk Job Description

Brown stated that the City Clerk job description should be updated to be supervised by both the Finance Director and the City Administrator. Miller stated that a clear separation of tasks and duties would provide clarity.

Selby motioned, seconded by McAdon, to recommend the updated job description. Motion carried unanimously.

e) Property, Liability, Auto Workers' Compensation, and General Insurance

Brown stated that City staff has been reviewing other cities and is in the process of preparing a draft RFP.

OTHER BUSINESS

Additional RFPs that are targeted in the next year include audit services and banking.

ADJOURNMENT – 8:51 p.m.

Respectfully submitted: Anthony Brown, City Administrator



City of Adel, Iowa
Broker/Agent of Record for Insurance Services RFP
Deadline: Wednesday, September 23, 2020 at 4:00 p.m.

Name of Proposal	Broker/Agent of Record for Insurance Services
Deadline for Proposal Submittal	Wednesday, September 23, 2020 at 4:00 p.m.
Submission of Proposals	One original (and two copies if mailed) submitted to: Finance Director Brittany Sandquist City of Adel PO Box 248, 301 S. 10 th Street Adel, IA 50003
Method of Submission	Mailed or emailed
Contact Person, Title	Brittany Sandquist, Finance Director
Email Address	bsandquist@adeliowa.org
Phone Number	(515) 993-4525
Fax Number	(515) 993-4527

The ONLY official position of the City is that position which is stated in writing and issued by the Finance Director. No other means of communication, whether written or oral, shall be construed as a formal or official response statement.

No proposals will be considered which have not been received by the deadline set forth. The City is not responsible for delays occasioned by the United States Postal Service, the internal mail delivery of the City, email servers, or any other means of delivery employed by the bidder.



I. Introduction

The City of Adel, Iowa (hereinafter “City”) is seeking a qualified Broker/Agent of Record (hereinafter “Broker”) with municipal government experience whose Firm (either individually owned or corporate) (hereinafter “Firm”) can provide the scope of services specified.

The City’s process is designed to identify the qualifications and procurement proposals best aligned to meet the City’s objectives and to enable the City’s review panel to make a clear recommendation for a Broker to the City Council. The City’s panel will be composed of City staff and officials with experience in insurance services and/or administration.

Request for Proposals (RFP)

The prospective Broker is required to respond in writing to the questions and to submit its proposal to provide the scope of services. The answers will be reviewed by the City’s panel.

Review and Possible Interviews

Based on the RFP, the City’s panel may narrow the most responsive proposals to select at least two (2) but not more than five (5) for further consideration, including possible interviews with the City’s panel. Following this review, the final selection will be based on the proposal that best meets the requirements set forth in the RFP and that is in the best interests of the City. At the time the City Council awards an Agreement for Broker Services, it will be based on the proposals received without additional submissions from the Broker, and all proposals will be available to the public.

Additional Notes

The City shall not be responsible for any costs incurred by the Broker/Firm to prepare or submit its RFP, or if invited to present and interview.

Any RFP submitted by a Broker may be withdrawn up until the date and time due, by the Broker submitting a written request to withdraw. All submitted materials not withdrawn will become the property of the City. Brokers shall take careful note that no substantive or unilateral changes by the Broker will be allowed to the RFP following the due date.

The City reserves the right to request clarification of information submitted and to request additional information from a Broker without changing the terms of the RFP. Failure to furnish all information requested may disqualify the RFP. RFPs received in response to this invitation will be for the entire scope of services defined herein; a partial proposal for this solicitation will not be considered.



City of Adel, Iowa
Broker/Agent of Record for Insurance Services RFP
Deadline: Wednesday, September 23, 2020 at 4:00 p.m.

The City reserves the right, at its sole discretion, to waive any formalities, to terminate this process at any time, or to reject any and all submissions without penalty prior to the execution of a Professional Services Agreement (hereinafter “Agreement”) acceptable to the City.

Any agreement shall be on forms either supplied or approved by the City and shall contain and conform, at a minimum, to the applicable services outlined in the RFP, and/or any City requirements for contractual Agreements.

II. Timeline

Event	Date (Subject to Change)
Issuance of RFP	Tuesday, September 1, 2020
Proposal Due Date	Wednesday, September 23, 2020 at 4:00 p.m.
Review of Proposals	September 24 – 29, 2020
Possible Interviews	September 30 – October 7, 2020
City Council Approval	Tuesday, October 13, 2020 OR Monday, October 26, 2020
Start of Agreement	Friday, January 1, 2021

III. Term of Contract

The selected Broker will be designated for a three-year period commencing on January 1, 2021, with an option to renew the contract for three additional one-year periods by mutual agreement of both parties.

IV. Background

The City is currently a member of the Iowa Association of Municipal Utilities Safety Group Insurance Program which provides coverage and protection in the following categories: general liability, automobile liability, automobile physical damage, public officials’ liability, police professional liability, cyber liability, workers compensation, property, crime, inland marine and boiler and machinery. These coverages are primarily provided by EMC Insurance but can involve various other insurance carriers as needed. The City has been pleased with their participation in the Iowa Association of Municipal Utilities Safety Group Insurance Program and intends to remain a member of that program.



The City seeks a Broker to provide a high level of service that has experience insuring governmental entities in Iowa. The City is willing to consider recommended changes to coverage limits and deductibles as part of its overall risk management strategy.

V. Compensation

The Broker shall be compensated based on the commission percentage provided in the EMC policies and any other policies the City elects to purchase. Compensation is received directly from EMC and any other insurance carrier utilized. No other fees/commission shall be paid to the Broker.

VI. Scope of Services

While the exact range and extent of services is subject to negotiation of an Agreement, it is anticipated that the selected Broker shall provide, at a minimum, the following:

1. Working with City management, analyze the insurance needs of the City and provide written recommendations for change where appropriate or dictated by changing exposures, market conditions and/or laws.
2. Organize renewal information and prepare insurance specifications.
3. Conduct a review of the City's Statement of Values ("SOV") and complete an on-site visit of the locations listed on the SOV on an annual basis.
4. Obtain coverage/policy documents from coverage providers and provide to the City in a timely manner.
5. Review all binders, coverage documents and endorsements to assure coverage is as intended. Verify accuracy of all coverage documents and invoices prior to delivery.
6. Maintain a summary of all coverage lines and endorsements. This should identify the type of coverage, coverage provider name, policy/coverage period, and a brief synopsis of the coverage features, limits, deductibles, and contributions/premiums. Summary listings must be updated as revisions/changes occur.
7. Oversee and coordinate all relevant services performed by coverage providers/underwriters or any related service agencies.
8. Place, cancel and otherwise handle, at the direction of and benefit of the City, all coverage placements, binders, policies, and endorsements in a timetable that avoids lapses in coverage.



9. Assist the City in submittal of claims to coverage provider(s). Interface with the provider when coverage issues arise.
10. Assign a representative to the City who will be responsible for communication with City officials and who, along with other representatives assigned, must be available to the City for consultation on insurance related issues and concerns.
11. Attend meetings related to the insurance program with City staff and other interested parties, as requested.
12. Review various insurance publications and provide the City with copies of articles and other items applicable to municipal insurance issues.
13. Provide the City with municipal market trends and news updates on a regular basis.
14. Coordinate (at a minimum) annual claims meeting(s) with City staff and a representative of the insurance provider.
15. Acts as a liaison between the City and coverage provider/carrier to resolve claims.
16. Advise the City, when requested, on coverage applicability to specific claims.
17. Consult with the City regarding the proposed claims counsel the coverage provider plans to use with any claim.
18. Review loss runs quarterly, provide copies of the loss runs to the City and advise of any unanticipated problems.
19. Provide workers compensation claims support.
20. Provide safety and loss prevention services.

VII. Format for Response

Every effort will be made by City staff to compare proposals on an “apples to apples” basis. For purposes of comparison, it is important to follow these parameters:

1. Be concise and use common language, knowing that the reviewers are not insurance professionals.



City of Adel, Iowa
Broker/Agent of Record for Insurance Services RFP
Deadline: Wednesday, September 23, 2020 at 4:00 p.m.

2. Answer all items completely and answer in the order presented below; use at least 12-point font; and limit your responses to twenty-five (25) or fewer typed single-sided pages. Rest assured that your efforts for brevity that address each item will be well received and carefully considered. The objective is for you as a Broker to provide the City with an adequate understanding of your abilities, the insurance services, and the extent of services your Firm provides.
3. Supplemental information (i.e. brochures, sample documents, etc.) either requested by the City or considered by the Broker to be appropriate may be included at the end of the RFP (these items will not count towards the page limit). When submitting supplemental information, you must clearly identify what item number the supplemental information addresses. Although you may submit supplemental information, City staff will focus its attention on written answers.
4. At the time the City Council awards an Agreement for Broker Services, it will be based on the proposals received without additional submissions from the Broker. No unilateral changes will be allowed following the proposal due date.
5. It is the City's right to request any necessary clarifications of the Broker's proposal without changing the terms of the proposal.

VIII. Minimum Qualifications of Broker

1. Provide an Executive Summary on the Firm's letterhead which summarizes the proposal, scope of services and bears the signature of the individual authorized to bind the Firm.
2. The following information must be provided to determine if the Broker meets the minimum qualifications. If your Firm cannot provide these items, please do not submit an RFP.
 - a) Confirm that the Broker is currently licensed in Iowa to provide the insurance services described herein and provide supporting documentation (i.e. Broker Certificate of Authority).
 - b) The Broker's office address that would be assigned to directly service the City.
 - c) A brief statement confirming that the Firm serves as an independent Broker.

Broker/Firm

3. Simply stated, tell us the most compelling reason why the City should select your Firm as its Broker.



4. Provide a brief description of your Firm's history and how you see your Firm adding value to the City. Include your Firm's customer service philosophy and management style.
5. If selected to be the City's Broker, describe your vision of that relationship with the City.
6. Describe your Firm's process to develop a thorough understanding of your client's objectives and exposures that enable you to recommend appropriate coverages and deductibles.
7. Describe your Firm's process to provide claims support for your clients. To what extent is the Firm willing to be involved in resolving problems with claims between the City and the insurance carrier(s), a third party, or an insured member of the City.

Concept and Solution

8. Discuss in detail the scope of services the Firm will provide to the City.
 - a) Identify the services the Firm would not provide to the City.
 - b) Identify additional services the Firm would provide to the City.
9. Provide a technical plan/tentative work schedule displaying tasks and an estimate of time envisioned by the Firm in its relationship with the City during the first twelve (12) months after contract award.

Personnel and References

10. Please provide a brief statement of each of the following identifying their area(s) of expertise, the working relationship envisioned, and why each is qualified to provide services to the City.
 - a) Firm's owner.
 - b) Local personnel and the primary local personnel most likely to be assigned to the City's accounts.
 - c) Regional and/or national support personnel most likely to be assigned to the City's account to support the local servicing team.
11. Please submit a list of three (3) clients who will attest to the quality of their experience with the Firm as their Broker. The list must consist of two (2) current clients and one (1)



former client. Municipal clients are preferred, if available. Please specify the type of work performed for each client, the period retained as a client, and indicate personnel who worked on the client's account. Additionally, for each client provide the current name, title, address, phone, and email address of a person the City may contact as a reference regarding the Firm's services.

Professional Services Agreement

12. The Broker/Firm will be required to sign a professional services agreement, as drafted by the City Attorney, that will represent the contractual relationship. Additionally, the Broker agrees to protect, defend, hold harmless and indemnify the City, its officers, agents, and employees.

IX. Evaluation by the City's Panel

The Broker's written responses will be reviewed and ranked by the City's panel. The RFP responses, qualifications, professional services and the initial ranking will be discussed to reach consensus and determine which Firms, if any, may be invited to present and interview with the City's panel to determine partnership viability, fit, qualifications, and professional services.

The RFP evaluation factors include but are not limited to:

1. Met minimum requirements.
2. Responses to qualitative questions demonstrate merit.
3. Demonstrates an understanding of the work required and prior performance for similar coverage with insurance markets serving municipal clients.
4. Demonstrates an ability to provide the scope of services in a timely and effective manner.
5. Demonstrates the Firm's management practices, the working relationship envisioned, and the utilization of local, regional, and national support resources.
6. Overall thoroughness of written responses within the parameters set forth.
7. Experience bidding a wide range of products, including high deductible/retention products.

Evaluation Results



Based on the evaluation results, the City's panel will determine which Brokers are invited to proceed further in the process. The City may provide at least two (2) but not more than five (5) Brokers submitting the most responsive proposal as determined solely by the City, with a single opportunity to present the facts of their written proposal and to interview with the City. If such option is exercised by the City, a presentation schedule will be determined following the City's review of the proposals. The City will notify the selected Brokers of the date and time for its presentation. The quality of the client references would be determined prior to submitting a formal recommendation to the City Council.

The combined process of the RFP, the presentation and interview, and the client references will enable the City's panel to determine the single most qualified Broker to be awarded the Agreement as the successful Firm, pending negotiations. The City reserves its right, if the successful Firm does not execute an Agreement with thirty (30) days after its selection by the City's administration, to award the Agreement to the next most qualified Firm as determined by the City.

X. General Terms and Conditions

Subcontracting

No portion of this work may be subcontracted without the prior written approval of the City.

Completion of Proposal

The compensation listed is all-inclusive and the City will not pay additional or supplemental charges for copying, telephone calls or other costs. Notes to indicate any deviations from the specifications are acceptable.

Proposal Rejection, Acceptance, or Change

The City reserves the right to reject any or all proposals; accept a proposal the City deems to be in its best interest; waive technicalities in procedures; and negotiate changes or additional work to a selected proposal.

Termination of Contract

The contract may be terminated by either party by giving the other party written notice of such intent not less than one hundred twenty (120) days prior to the effective date of termination.

Proposal Information is Public



All documents submitted with any bid or proposal shall become public documents and subject to Iowa Code Chapter 22, which is otherwise known as the “Iowa Open Records Law”. By submitting any documents to the City in connection with a bid or proposal, the submitting party recognizes that and waives any claim against the City and any of its officers and employees relating to the release of any document or information submitted. Each submitting party shall hold the City and its officers and employees harmless from any claims arising from the release of any document or information made available to the City arising from any bid or proposal opportunity.

Hold Harmless Agreement

The Broker agrees to protect, defend, hold harmless and indemnify the City, its officers, agents, and employees from any and all claims and damages of every kind and nature made, rendered or incurred by or on behalf of the City or its employees.

Reference Investigations

The City may conduct reference research as necessary to evaluate and determine the performance record of the Firm prior to extending an invitation for a formal interview, and/or after the interview. Reference checks may include the Firm’s financial viability. This information may be used by the City for additional consideration when ranking firms. By submitting a response to this RFP, the Firm authorizes the City to conduct such reference investigations.

City Staff Responses - Return To Learn

#	# Kids	Classes	District	Plan	What Actions - Spring?	Work-Related Concerns	Suggested Accommodations	Other
1)	2	3rd / 6th	ADM	100% in-person	Forced to balance work/home schedule and to effectively become a teacher	Children will need 100% guidance from me if they must learn from home	Support paid time off to do schooling for children	City could hire a tutor; help provide teaching and support for education
2)	3	Kdg. / 4th / 6th	ADM	100% in-person	Balance time off with working spouse to perform home education	Younger children will need 100% from me if they must learn from home	Continue to support with time off or leave of absence to help with childcare and education	Use council chambers for classroom; hire tutor
3)	1	4th	Non-ADM	100% in-person	Child was watched by an elderly family member	What happens if child gets exposed and is quarantined, may I work from home? Would other staff need to quarantine? If hybrid schedule, will we have the flexibility to change hours?	Flexibility to change work hours if needed	N/A
4)	1	9th	ADM	100% in-person	Both my spouse and I worked the entire time since our jobs do not allow us to work from home	Impact on family if one of us is exposed or tests positive	N/A	N/A
5)	N/A	N/A	Non-ADM	100% in-person	Quarantine practices and reducing exposure	Spouse's job will face increased exposure, so it could impact City staff and City operations	N/A	Spouse teaches; Would like regular COVID update/policy meetings from department head or across the City; What are City's expectations if exposed? If traveled recently? If you have a sick family member? Split staffing?
6)	2	PS / 1st	ADM	100% in-person	Daycare expenses increased without in-person schooling; difficult to manage voluntary learning opportunities as both spouse and I work full time; Not ideal	Concerns with hybrid and virtual learning, as children cannot participate independently; fear that children will fall behind if I cannot assist them during regular school hours	During hybrid and virtual learning, would appreciate temporarily flexing my schedule; would still put in 40 hours, but not necessarily during regular hours	Circumstances could change overnight; want what is best for my family and for the City.
7)	1	Senior	ADM	Online	Online classes and no contact with others outside household and work	Child is mostly independent, though may need to assist with school. If illness occurs, would need time off or ability to work from home	Flexibility of schedule and working from home to assist in childcare	Understand that even with older children, parental assistance may be necessary due to individual needs such as disabilities, medical conditions, mental health, etc.
8)	1	7th	ADM	100% in-person	Child needed assistance but wasn't able to provide it	Community spread; Concerned with hybrid and virtual learning; I cannot work from home in my position; balancing family's needs with my job; concerns about opening City buildings with rising cases	Not allowing residents to congregate in City buildings	Flexible work schedules and hours would help families with children in variety of learning situations

Department Head Responses - Return To Learn

#	Spring Accommodations?	Reasonable Policies	Other Changes	Concerns	Other
1)	None, as learning opportunities were voluntary	Temporary modifications to schedule or remote work	If it can be done productively, I would support providing facility space for kids for online learning.	Creating a flexible atmosphere while maintaining productivity.	N/A
2)	Some staff off	One staff member is reducing hours to teach children at home	Safety issue to allow many people into the building	Concern about children exposing anyone.	Very strange time, but still trying to provide services
3)	Switch or trade shifts as needed	Split shifts could work in the right instance, but other examples would be difficult	Sharing space with children could be difficult or dangerous	N/A	Convert all City buildings to a fiber connection to ensure high speeds and reliability, especially as more bandwidth is used from other residents working from home

City of Adel

Street Laborer

Department: Street Laborer
Reports To: ~~Director of Public Works~~ Street Superintendent
FLSA Status: Non-Exempt
Written By: Kip Overton
Approved By: Anthony Brown
Council Review and Approval on ~~May 9, 2017~~ September 8, 2020

Summary Description:

Under the general direction and supervision of the ~~Director of Public Works~~ Street Superintendent, the Street Laborer assists in the operation and maintenance of the City's streets, alleys, roads, equipment, and grounds. The incumbent is responsible for general maintenance of City streets, sidewalks, forestry, and other public areas. The incumbent will also work on special projects and in conjunction with other City departments as directed.

Appointment/Selection:

Selection is based upon the recommendation of the Director of Public Works, subject to the approval of the City Administrator. Selection shall be based upon merit and qualification.

Knowledge, Skills, and Abilities:

- Ability to read and understand City maps and drawings for infrastructure locations as well as be able to draft maps and sketches.
- Knowledge of the operating characteristics and ability to use various tractors with attachments, specialized equipment including, but not limited to graders, backhoes, and other earth moving machines, mowers, weed eaters, chain saws, hedge trimmers, bench grinders, jet washers, ladders, and hand tools used in various street and grounds maintenance functions.
- Ability to perform a variety of laboring and semi-skilled tasks in the operation, maintenance, and repair of various types of equipment and structures.
- Knowledge of proper chemical storage and use for those chemicals and solvents required to carry out the position responsibilities and maintenance of the corresponding Material Safety Data Sheets (MSDS).
- Knowledge of confined space risks.

- Ability to follow written and oral directions and effectively communicate both verbally and in writing.
- Ability to establish and maintain positive, professional working relationships with staff, contractors, and vendors.
- Ability to use contemporary technology, including computers, telephones, social media, and software management programs.
- Ability to maintain a professional demeanor, to calmly approach and solve problems under stressful circumstances, maintain and promote harmony in the workplace, concentrate for long periods of time, and be flexible.
- Ability to work independently and exercise sound judgment.
- Ability to multi-task ~~on a daily basis~~daily, performs with telephone and walk-in customer interruptions, and adapt to changing priorities.
- Ability to manage self and organize daily work and special projects effectively.

Essential Functions (The following is a list of typical duties and not meant to be exclusive or inclusive):

- Monitors condition of the city streets, sidewalks, and public areas, and assures problems are corrected in a timely manner.
- Keep records of street projects and maintenance of vehicles and equipment.
- Obtain estimates and quotes for various work projects or equipment as needed.
- Maintain knowledge of applicable new local, state, and federal laws, mandates, and regulations, policies, and procedures and contemporary public works trends and initiatives. Assist in scheduling and inspecting the work of repair and maintenance crews and equipment. Check paved surfaces and determine work procedures necessary to repair/patch surfaces.
- Assist in the activities of City workers during City celebrations and other approved activities and special events, including activities related to setting traffic cones, setting barricades, and placing trash receptacles.
- Assist in the care and maintenance of street trees and trees on other municipally owned property and right-of-way, as directed.
- Perform minor mechanical repairs to City equipment and buildings facilities.
- Participates in the City's animal control activities.
- Assist in grave openings and closings for the cemetery.

- Assist private contractors ~~in regard to~~regarding problems encountered when undertaking specific public works projects previously authorized, including work on City facilities and public land.
- Estimate the amount of material, supplies, and equipment needed for planned work.
- Respond to citizen complaints, taking remedial action when necessary, and reporting the same in a timely manner to the ~~Street Superintendent~~Director of Public Works.
- Recommend policies and procedures to the ~~Street Superintendent~~Director of Public Works to enhance the effectiveness and efficiency of department operations.
- Inspect problem areas to determine the nature of work required.
- Ensure compliance with OSHA standards and the City's Safety Program.
- Attend appropriate City Council and council committee meetings as requested.
- Work with City and County emergency management and respond to all critical incidents and hazardous events in accord with the City and County all hazards plan / emergency operation plan.
- Perform winter street maintenance, including snow and ice removal, operation of snow removal equipment, loading salt/sand.
- Perform other duties as directed by the ~~Street Superintendent, the~~Director of Public Works, or City Administrator, including working overtime hours.

Peripheral Duties:

- Attend seminars, professional/district meetings, and workshops related to public works duties and responsibilities. Keep apprised of developments/changes in municipal government.
- Complete necessary C.E.U. hours as required for all licenses/certifications.

Experience and Training:

- High school diploma or equivalent.
- Possession of or ability to possess within six (6) months a pesticide applicator's license.
- Must possess a valid Iowa driver's license and obtain a Class B Driver's License within 3 months of hire. If in possession of a valid out of state license, must be able to possess and maintain throughout employment a valid Iowa driver's license within 6 months of employment.

Tools and Equipment Used:

- Personal computer, including word processing, spreadsheet and data base software, 10-key calculator, telephone, copy machine, fax machine, first aid, and safety equipment.
- Cleaning and maintenance chemicals and solutions in accord with manufacturer's specifications.
- Heavy road, ~~excavation~~excavation, and construction equipment, including but not limited to ~~back hoe~~backhoe, dump truck, ~~snow plows~~snowplow equipment, tractors and various attachments, front loader, etc.
- Hand and power tools commonly associated with public works tasks and maintenance of public works equipment.

Work Environment/Frequent Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a qualifying disability to perform the essential functions.

- The noise level in the work environment is occasional low/moderate level office noise in addition to frequent moderate / high noise exposure of public works maintenance machinery and equipment.
- Frequently sit, stand, walk, bend, grasp, push, pull, squat, twist and kneel.
- Frequent use of physical strength requiring the moving, lifting, pushing, ~~carrying~~carrying, and pulling of objects weighing up to 50 pounds or more.
- Frequent use of hands to handle objects, tools, or controls.
- Reach with hands and arms, and occasionally lift, push, and carry or pull moderately heavy objects (30-50 pounds).
- The employee is frequently required to verbally communicate and interact with public, citizen customers, vendors, ~~staff~~staff, and elected officials using active listening skills.
- Specific vision abilities required by this job include close vision and the ability to adjust focus with clarity of vision of 20' or more and 20" or less, as well as proficient hand / eye coordination.
- Requires clerical, forms, numerical, and verbal perception.

- Outside work involves regular and prolonged exposure at times to the varying elements of the weather, such as rain, wind, snow, heat or cold.
- Occasionally crawling and occasional lifting, pushing, ~~pulling~~pulling, and carrying objects (50 pounds or greater) may be required. Individual will be expected to lift items in this range with the assistance of a machine or other able individual.
- Employee may be exposed to darkness, close quarters, poor lighting, dirt / dust, fumes / odors, moving machinery, visual strain, mechanical and chemical hazards, traffic hazards, microbiological ~~hazards~~hazards, and unpleasant social situations.
- Position may require a significant work pace pressure and irregular work hours in addition to performing during emergency management and critical incident situations.

The duties above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Acknowledgement:

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the City of Adel reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the City of Adel. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the City of Adel has a similar right.

Employee's Signature

Date

City Administrator

Date

The City of Adel is an Equal Opportunity Employer.

Water, Sewer, & Sanitation Committee

June 2, 2020 – Meeting Minutes

Due to public health concerns related to COVID-19, and as authorized by emergency proclamation of the Governor of the State of Iowa, the City of Adel's Street and Water, Sewer, & Sanitation Committee joint meeting was conducted electronically, pursuant to Iowa Code Section 21.8, as holding the meeting in person is impossible or impractical. Ockerman called the Water & Sewer Committee meeting to order at 7:08 p.m. Members Present: Christensen, Miller, and Ockerman. Others Present: Council Members McAdon and Selby, City Administrator Brown, Public Works Director Overton, Parks & Recreation Director Schenck, Finance Director Sandquist, and McClure Engineering rep. Schug.

NEW BUSINESS

a) April 28, 2020 Minutes

Christensen moved, seconded by Miller, to approve the minutes. Motion carried unanimously.

b) Recent Heavy Rains & Storm Water Concerns on South 15th Street

Schug stated that recent rainwater was coming south from the ADM site on South 15th Street toward the City's planned 40-acre site. Overton stated the new elementary school will have storm water detention, but the entire area may not be addressed until more of the area is developed. Overton stated that some basements on South 15th Street were flooded. The committee discussed the need to review this area further and possibly develop a joint retention pond.

c) Garbage & Recycling Rates

Brown stated that City staff worked with the South Dallas County Landfill and Ankeny Sanitation to determine if any rate changes were needed. City staff is recommending a monthly increase of \$0.53.

Christensen moved, seconded by Miller, to recommend this increase to the council. Motion carried unanimously.

d) COVID-19 Utility Measures

Brown stated that, in March, the City relaxed its utility billing policies due to COVID-19. While the pandemic has not gone away, various cities and the State are revising their initial responses. City staff believes that phasing in the late penalties and shutoffs in July, August, and September would be effective.

Christensen stated that the State is offering some financial assistance, though it is very limited. Ockerman stated that the City's policies should go back to normal after August 1.

e) Utility Policies

Brown stated that legal has provided comments on updated utility billing policies. The committee agreed that these policies should be reviewed further.

OTHER BUSINESS

Christensen stated that residents may be using more block parties and should understand the City's street closure process.

Schenck noted that CIRTPA has granted \$125,000 for trail improvements in FY24-25.

ADJOURNMENT – 7:41 p.m.

Respectfully submitted: Anthony Brown, City Administrator

Budget & Finance Committee
May 5, 2020 – Meeting Minutes

The City of Adel's Budget & Finance Committee met electronically due to COVID-19. McAdon called the meeting to order at 6:30 p.m. Members Present: Christensen, McAdon, and Ockerman. Others Present: Council Members Miller and Selby, City Administrator Brown, Finance Director Sandquist, Parks & Recreation Director Schenck, Public Works Director Overton, and Library Director James.

NEW BUSINESS

a) July 2, 2019 Minutes

Ockerman motioned, seconded by Christensen, to approve the July 2, 2019 minutes. Motion carried unanimously.

b) COVID-19 Impact on Revenues, Including Property Taxes, LOST, and Recreation

Brown stated that City staff has been reviewing potential COVID-19 impacts on City revenue sources. RUT could decrease by 25% and LOST by 40%, though the situation is volatile. If property taxes are delayed due to legislative actions or foreclosures, FY20-21 revenue could be affected.

Ockerman noted that canceled recreation programs may offset decreased revenue. Schenck stated that reopening the pool will be based on CDC and State guidelines. Other recreation programs have been canceled, but some items that were already purchased can be used next year.

Christensen stated that there may not be a delay in payments from the State, but this cannot be confirmed until the State Legislature returns. McAdon stated that the Iowa League is asking the State to backfill local funds.

c) COVID-19 Impact on Expenditures, Including Major Purchases, Hiring, Programs, and Mayor/Council Wages

McAdon stated that some revenue impacts will be offset by decreased purchases. Brown stated that some cities are delaying major purchases and hiring, but City staff is concerned that these decisions could cause further impacts. In the short-term, a City Hall vehicle purchase will be canceled, and a Street Laborer position will be delayed until later in 2020.

The committee agreed that the June 30, 2020 ending fund balances will be critical to review to determine additional actions. State and federal funding will also be helpful.

Selby stated that the planned raises for mayor/council wages could be perceived differently during the pandemic. McAdon stated that the increases are a recognition of the council's increased workload, and wages have not changed in many years. Christensen asked whether the increases could be dedicated to something. Sandquist noted that the wages are split across several funds, which lessens the impact on any one fund. Brown will review further with legal.

OTHER BUSINESS

McAdon asked about the City's food truck permit process. Brown stated that many food trucks have visited Adel this year due to COVID-19. City staff will need to review how the metro handles food trucks. Christensen asked whether food trucks are paying into LOST. Miller stated that food trucks can compete with local businesses. Sandquist stated that some food trucks were ignoring our process. Overton stated that several traffic issues have occurred.

The committee discussed how other cities are managing COVID-19 and business operations.

ADJOURNMENT – 7:36 p.m.

Respectfully submitted: Anthony Brown, City Administrator

City: Adel, Iowa

Project: Wastewater Treatment Plant Improvements (USDA#5)

	RD Apply - 8/2018	Pre-Bid 07/2020	Post-Bid 08/2020
Engineering Planning (FP/AAA)	\$55,000.00	\$ 55,000.00	\$ 55,000.00
Engineering Design	\$1,035,000.00	\$ 1,035,000.00	\$ 1,035,000.00
Engineering Construction Admin	\$360,000.00	\$ 360,000.00	\$ 360,000.00
Engineering (RPR)	\$415,000.00	\$ 415,000.00	\$ 415,000.00
Environmental Assessment	\$2,500.00	\$ 1,250.00	\$ 1,250.00
Equipment	\$4,117,000.00	\$ -	\$ -
Other (Labor & Materials)	\$7,709,000.00	\$ 13,539,300.00	\$ 13,993,250.00
Bond Counsel/Legal Fees	\$55,000.00	\$ 55,000.00	\$ 55,000.00
Other (Municipal Advisor)	\$27,500.00	\$ 27,500.00	\$ 27,500.00
Interest	\$576,000.00	\$ 430,000.00	\$ 107,000.00
Contingencies	\$1,183,000.00	\$ -	\$ -
TOTAL	\$15,535,000.00	\$15,918,050.00	\$16,049,000.00

	Total Estimated Project Cost	Difference from LOC
RD Letter of Conditions (LOC)	\$15,535,000.00	\$0.00
Pre-Bid 07/2020	\$15,918,050.00	\$383,050.00
Post-Bid 08/2020	\$16,049,000.00	\$514,000.00

Actual Expenses from Region XII for Environmental Assessment
Based PFM model dated 05.20.20
Based PFM model dated 08.06.20

Notes:

1 - Equipment, Other (Labor & Materials) & Contingencies have been combined as single value in Pre-Bid, & Post-Bid columns.

City of Adel, Iowa
Sewer Enterprise Fund
Cash-Basis Cashflow Analysis

EXHIBIT 1

Sewer usage revenue calculated using 62% of water sold above minimum
 Historic consumption, approximately 38% of customers use 2,000 gallons or less

<i>Growth Assumptions</i>	
Operating Expenses	Various
Water Usage	1.00%
Interest Rate	n/a

<i>Sewer Revenue Adjustments</i>			
1-Jul-16	2.30%	1-Jul-21	20.03%
1-Jul-17	3.00%	1-Jul-22	5.01%
1-Jul-18	3.00%	1-Jul-23	5.05%
1-Jul-19	3.00%	1-Jul-24	3.05%
1-Oct-20	50.00%	1-Jul-25	n.a.

Audited Financial Statements					Unaudited	Budget	Projected	Projected	Projected	Projected			
FY 2015-16					FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
Sewer Rates		9/1/2015	7/1/2016	7/1/2017	7/1/2018	7/1/2019	10/1/2020	7/1/2021	7/1/2022	7/1/2022	7/1/2023		
Sewer Flat Rate	1	\$13.86	\$14.18	\$14.60	\$15.04	\$15.50	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	
First 5,000 gallons per 1,000 gallons	2	\$6.93	\$7.09	\$7.30	\$7.52	\$7.75	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	
Sewer Flat Rate (2k minimum)	3	n.a.	n.a.	n.a.	n.a.	n.a.	\$23.26	\$27.92	\$29.32	\$30.80	\$31.74		
> 2,000 gallons	4	n.a.	n.a.	n.a.	n.a.	n.a.	\$11.63	\$13.96	\$14.66	\$15.40	\$15.87		
> 5,000 gallons per 1,000 gallons	5	\$4.98	\$5.09	\$5.24	\$5.40	\$5.56	n.a.	n.a.	n.a.	n.a.	n.a.		
CSI Surcharge	6	\$0.00	\$0.00	\$7.00	\$12.00	\$15.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
FY Average # of Accounts	7	-	-	1,745	1,906	2,018	2,286	2,301	2,316	2,331	2,346		
Average Rate/1,000 gallons	8	\$5.94	\$5.88	\$5.91	\$7.54	\$7.68	\$11.97	\$16.05	\$16.83	\$17.65	\$18.16		
WATER SOLD (1,000 gallons)	9	97,240	105,531	115,108	102,866	102,178	103,200	104,232	105,274	106,327	107,390		
OPERATING REVENUES													
Sewer Usage Charge Revenues	10	\$577,788	\$620,972	\$680,807	\$775,601	\$784,716	\$1,234,791	\$1,673,073	\$1,771,718	\$1,876,749	\$1,950,201		
Connection Fee	11	51,750	62,750	131,000	44,500	17,833	7,500	7,500	7,500	7,500	7,500		
CSI Charge	12	0	5	146,586	274,480	363,228	102,870	0	0	0	0		
Miscellaneous Revenues	13	2,308	3,150	1,643	303	450	450	450	450	450	450		
Total Operating Revenues	14	\$631,846	\$686,877	\$960,036	\$1,094,884	\$1,166,227	\$1,345,611	\$1,681,023	\$1,779,668	\$1,884,699	\$1,958,151		
OPERATING EXPENSES													
Business Type Expenditures	15	\$441,169	\$480,548	\$499,946	\$570,940	\$509,423	\$715,179	\$839,616	\$930,930	\$972,742	\$1,016,645		
Reserved	16	0	0	0	0	0	0	0	0	0	0		
Total Operating Expense	17	\$441,169	\$480,548	\$499,946	\$570,940	\$509,423	\$715,179	\$839,616	\$930,930	\$972,742	\$1,016,645		
Net Operating Revenues	18	190,677	206,330	460,090	523,945	656,804	630,432	841,407	848,738	911,957	941,506		
Non Operating Revenues (expenses)													
Interest	19	\$0	\$318	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Total Other Income	20	\$0	\$318	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Net Revenue for Debt Service	21	\$190,677	\$206,648	\$460,090	\$523,945	\$656,804	\$630,432	\$841,407	\$848,738	\$911,957	\$941,506		

City of Adel, Iowa
Sewer Enterprise Fund
Cash-Basis Cashflow Analysis

EXHIBIT 1

Sewer usage revenue calculated using 62% of water sold above minimum
Historic consumption, approximately 38% of customers use 2,000 gallons or less

<i>Growth Assumptions</i>	
Operating Expenses	Various
Water Usage	1.00%
Interest Rate	n/a

<i>Sewer Revenue Adjustments</i>			
1-Jul-16	2.30%	1-Jul-21	20.03%
1-Jul-17	3.00%	1-Jul-22	5.01%
1-Jul-18	3.00%	1-Jul-23	5.05%
1-Jul-19	3.00%	1-Jul-24	3.05%
1-Oct-20	50.00%	1-Jul-25	n.a.

Audited Financial Statements						Unaudited	Budget	Projected	Projected	Projected	Projected			
FY 2015-16						FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
Net Revenue for Debt Service		22	\$190,677	\$206,648	\$460,090	\$523,945	\$656,804	\$630,432	\$841,407	\$848,738	\$911,957	\$941,506		
Sewer Debt Service														
Series 1997 SRF		23	\$15,930	\$16,480	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Series 2013 Sewer Revenue Notes		24	39,763	39,513	39,263	0	0	0	0	0	0	0	0	0
Interim Construction Loan Interest		25	0	0	17,737	9,539	80,019	0	0	0	0	0	0	0
2018 USDA Loan #1		26	0	0	14,096	42,288	42,288	42,288	42,288	42,288	42,288	42,288	42,288	42,288
2019 USDA East Annex Loan #4		27	0	0	0	0	105,114	210,228	210,228	210,228	210,228	210,228	210,228	210,228
2021 USDA Treatment Plant Loan #5		28	0	0	0	0	0	0	35,143	421,716	421,716	421,716	421,716	421,716
Service Fee		29	515	507	2,497	0	0	0	0	0	0	0	0	0
Miscellaneous		30	0	0	0	0	0	0	0	0	0	0	0	0
Total Sewer Debt		31	\$56,208	\$56,500	\$73,593	\$51,827	\$227,421	\$252,516	\$287,659	\$674,232	\$674,232	\$674,232	\$674,232	\$674,232
Debt Service Coverage			Additional Bonds Test = 1.20x the average amount of debt service on current and projected debt service.											
Net Revenues/ Revenue Debt		32	3.39	3.66	6.25	10.11	2.89	2.50	2.93	1.26	1.35	1.40		
Net Revenues/ Total Debt		33	3.39	3.66	6.25	10.11	2.89	2.50	2.93	1.26	1.35	1.40		
NET CASHFLOW AFTER DEBT		34	\$134,470	\$150,148	\$386,498	\$472,118	\$429,383	\$377,916	\$553,748	\$174,506	\$237,725	\$267,274		
Capital Improvement Projects		35	0	(75,121)	(1,528,670)	(3,523,267)	(3,691,516)	(8,102,791)	(6,230,000)	0	(8,400)	(73,500)		
Other cash (uses)/sources		36	(1)	(1)	0	(1)	912,125	0	4,655,000	0	0	0		
Bond Proceeds		37	0	0	1,033,614	3,124,667	3,738,121	7,522,567	1,575,000	0	0	0		
Interfund loans to/(from) Sewer Fund		38	0	0	0	124,302	19,400	19,400	19,400	19,400	0	0		
Transfers (to)/from other funds		39	0	(100,250)	111,121	0	0	0	0	0	0	0		
Transfers (to)/from USDA Reserves		40	0	0	(11,765)	(14,236)	(30,748)	(247,767)	(451,746)	(30,030)	(21,630)	43,470		
Transfers (to)/from Other Funds		41	20,999	75,122	104,913	(222,653)	(389,882)	421,298	0	0	0	0		
Annual Surplus/ (Deficit)		42	\$155,468	\$49,898	\$95,711	(\$39,070)	\$986,883	(\$9,377)	\$121,402	\$163,876	\$207,695	\$237,244		
Beginning Unrestricted Cash Balance		43	\$336,066	\$491,534	\$541,432	\$637,142	\$598,072	\$1,584,955	\$1,575,578	\$1,696,980	\$1,860,855	\$2,068,550		
Ending Unrestricted Cash Balance		44	\$491,534	\$541,432	\$637,142	\$598,072	\$1,584,955	\$1,575,578	\$1,696,980	\$1,860,855	\$2,068,550	\$2,305,794		
Unrestricted Cash % of Expenses		45	111%	113%	127%	105%	311%	220%	202%	200%	213%	227%		

City of Adel, Iowa
Sewer Enterprise Fund
Cash-Basis Cashflow Analysis

EXHIBIT 1

Sewer usage revenue calculated using 62% of water sold above minimum
 Historic consumption, approximately 38% of customers use 2,000 gallons or less

<i>Growth Assumptions</i>	
Operating Expenses	Various
Water Usage	1.00%
Interest Rate	n/a

<i>Sewer Revenue Adjustments</i>			
1-Jul-16	2.30%	1-Jul-21	20.03%
1-Jul-17	3.00%	1-Jul-22	5.01%
1-Jul-18	3.00%	1-Jul-23	5.05%
1-Jul-19	3.00%	1-Jul-24	3.05%
1-Oct-20	50.00%	1-Jul-25	n.a.

Audited Financial Statements						Unaudited	Budget	Projected	Projected	Projected	Projected			
FY 2015-16						FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
<u>Restricted/Designated FUNDS</u>														
Sinking Fund	46	\$57,857	\$57,857	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bond Reserve Fund	47	41,038	41,038	0	0	0	0	0	0	0	0	0	0	0
CSI Charge Fund	48	0	0	116,404	339,057	474,720	474,720	474,720	474,720	474,720	474,720	474,720	474,720	474,720
USDA Reserve Fund	49	0	0	1,765	6,001	20,749	252,516	674,232	674,232	674,232	674,232	674,232	674,232	674,232
USDA Short-Lived Asset Reserve Fund	50	0	0	10,000	20,000	36,000	52,000	82,030	112,060	133,690	90,220	90,220	90,220	90,220
2013 Bond Fund	51	197,544	122,422	0	0	0	0	0	0	0	0	0	0	0
Sewer Improvement Fund	52	167,079	167,079	167,079	167,079	421,298	0	0	0	0	0	0	0	0
Total Restricted/Designated Cash	53	\$463,518	\$388,396	\$295,248	\$532,137	\$952,767	\$779,236	\$1,230,982	\$1,261,012	\$1,282,642	\$1,239,172	\$1,239,172	\$1,239,172	\$1,239,172
Total Cash	54	\$955,052	\$929,828	\$932,390	\$1,130,209	\$2,537,722	\$2,354,814	\$2,927,962	\$3,121,867	\$3,351,192	\$3,544,966	\$3,544,966	\$3,544,966	\$3,544,966
Capital Improvement Plan														
Interim Interest Cost				0	0	0	47,567	0	0	0	0	0	0	0
Main Street Sewer Phase One				0	0	0	0	0	0	0	0	0	0	0
Main Street Sewer Phase Two				0	0	0	0	0	0	0	0	0	0	0
Wastewater Treatment Plant Phase One (2.3 MGD)				7,308	476,296	607,470	7,633,926	6,230,000	0	0	0	0	0	0
East Annex Sewer Extension (Phased Lift Station)				361,401	3,046,971	3,084,046	0	0	0	0	0	0	0	0
Pay off USDA #4					0	0	421,298	0	0	0	0	0	0	0
Operational Capital Costs				0	0	0	0	0	0	0	8,400	73,500	73,500	73,500
2017 Bonds - Sewer Portion - Brick Streets				1,159,961	0	0	0	0	0	0	0	0	0	0
Total				1,528,670	3,523,267	3,691,516	8,102,791	6,230,000	0	8,400	73,500	73,500	73,500	73,500