



JOINT COMMITTEE AGENDA

Tuesday, March 2, 2021 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/3b2bKxM>

**2. Join by phone: (515) 478-3549
Conference ID: 436 415 558#**

NEW BUSINESS

- a) Street Committee Items
 - a. December 1, 2021 Minutes
 - b. HWY 169 Project Update
- b) Public Safety Committee Items
 - a. November 21, 2019 Minutes
 - b. Traffic on Grove Street during School Drop-Off and Pick-Up
- c) Personnel Committee Items
 - a. September 1, 2020 Minutes
 - b. Memorandum of Understanding regarding Police Department Starting Wages

OTHER BUSINESS

ADJOURNMENT

Street Committee
December 1, 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 6:00 p.m. Members Present: Christensen and Selby. Miller was absent. Others Present: Council Members McAdon and Ockerman, City Administrator Brown and Public Works Director Overton.

NEW BUSINESS

a) November 5, 2020 Minutes

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

b) HWY 169 Project Update

Christensen expressed condolences for the loss of McClure rep. Jeff Schug's father.

Christensen stated that McClure is working to set up a meeting with the DOT Central Office. Brown stated that Mayor Peters would like the City to coordinate with ADM Schools regarding the new elementary school, Meadow Road, and HWY 169. Christensen asked whether the speed could be changed on HWY 169 before the new school opens in August. The committee agreed that involving the Police Department ahead of the new school opening would be helpful.

c) Southbridge Plat 4 Update

Brown stated that City staff and McClure have been working with Robert Cramer and Doug Mandernach on the development of Southbridge Plat 4. This proposed plat is south of Southbridge Plat 3.

Cramer noted that the HWY 169 Project is an economic development issue for this plat and the other Southbridge plats. Cramer stated that the lift station project will provide sanitary sewer to this plat in the future. However, several options were being reviewed for the interim period. Cramer noted that curb, gutter, and a trail would be reviewed for the cul-de-sac, which is currently private as proposed.

Overton stated that curb and gutter are important to prevent future maintenance issues. Ockerman stated that the water lines should be reviewed further. This plat will likely be delayed until January based on the pending review items.

d) Two-Hour Parking Spots on Court Street between N. 9th and N. 10th Streets

Selby stated that a business owner has requested a few two-hour parking spots on the south side of Court Street for clients. Ockerman noted that there could be enforcement issues. Selby stated that this change would support local businesses.

Selby motioned, seconded by Christensen, to recommend moving the two-hour parking signs from the north side of Court Street to the south side in between N. 9th and N. 10th Streets. Motion carried unanimously.

OTHER BUSINESS

ADJOURNMENT – 6:33 p.m.

Respectfully submitted: Anthony Brown, City Administrator



November 21, 2019 Public Safety Committee - Minutes

The City of Adel's Public Safety Committee met in the council chambers at Adel City Hall, 301 South 10th Street, Adel, Iowa, on November 21, 2019 at 6:00 p.m.

Selby called the meeting to order at 6:00 p.m. Members present: McAdon, Ockerman, and Selby. Others: City Administrator Brown, Police Chief Shepherd, Fire Chief Nemechek, and Fire Department member Knipper.

McAdon motioned, seconded by Ockerman, to approve the Sept. 3, 2019 minutes. Motion carried unanimously.

Discussion began on the regulation of ATVs. Ockerman stated that Dallas County encountered this question and has declined to enact it. The State Code may provide limited options for the City to issue tickets.

McAdon stated that regulation and enforcement would be challenging. Ockerman asked about registration. Shepherd stated that a Vehicle Identification Number can show whether the ATV has been stolen. Selby stated that the County can provide reports about registration.

Selby asked the residents in attendance about their use cases. Kip Hutzell stated that ATVs can be used like golf carts and snowmobiles. Gina Lark stated that ATVs would provide something fun in the community.

The committee determined that the council should review this further at its next meeting.

Discussion moved to the School Resource Officer 28E Agreement with ADM Schools. Brown stated that the agreement is an update to an existing agreement. Shepherd stated that the school board would be considering the agreement next month. Shepherd noted that the City has 51% control of the officer.

Ockerman moved, seconded by McAdon, to recommend the agreement. Motion carried unanimously.

Discussion moved to the Fire Department Future and Strategic Planning. Shepherd stated that a new Fire Station would allow the Police Department to remain in the Public Safety Building for another ten years. Ockerman stated that the committee had reviewed a list of questions last year. A consultant may be needed. Ockerman stated that bonding capacity would need to be reviewed for a new truck. Nemechek stated that two trucks will be due in 2021. The current building cannot house a ladder truck.

Ockerman and Selby stated that more data will be needed to justify a new station, vehicles, and equipment. Braden noted that the bonding question should be resolved. McAdon and Selby stated that broad information about the future may be necessary, but more details will be helpful.

Discussion moved to Fire Department Vehicles. Nemechek stated that a SOP was under development for the UTV. Nemechek noted that the Jaws of Life equipment should be updated and may cost \$40,000.

Discussion moved to a Fire/EMS Mutual Aid 28E Agreement with Dallas County. The committee suggested forwarding this document to legal and then to the council.

In other business, Ockerman stated that the criteria for sounding the warning sirens may change to include 70 m.p.h. winds. Nemechek noted that pre-plans were being developed for dispatch. Ockerman stated that the City's disaster plan should be updated. Shepherd stated that the Police Department was nearing the hire of a full-time officer. Ockerman stated that radios for the Police & Fire Departments would need to be budgeted.

With no other business, the meeting was adjourned at approximately 7:25 p.m.
Respectfully submitted, Anthony Brown, City Administrator

Personnel Committee
September 1, 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 Personnel Committee meeting was conducted electronically, pursuant to Iowa Code Section 21.8, as holding the meeting in person is impossible or impractical. Miller called the meeting to order at 6:59 p.m. Members Present: McAdon, Miller, and Selby. Others Present: Council Members Christensen and Ockerman, City Administrator Brown, Finance Director Sandquist, and Public Works Director Overton.

NEW BUSINESS

a) July 7, 2020 Minutes

McAdon motioned, seconded by Selby, to approve the July 7, 2020 minutes. Motion carried unanimously.

b) Insurance Broker / Agent of Record RFP

Brown stated that the Insurance Broker / Agent of Record RFP has been prepared using a template from another metro community. The City has not solicited for insurance agents in over a decade. The draft RFP would be issued to a dozen firms in the Des Moines metro area. Several local firms will be contacted as well. Brown stated that the RFP does not require council approval. Miller asked if there were any concerns.

Selby motioned, seconded by McAdon, to issue the RFP. Motion carried unanimously.

Miller stated that the RFP review committee would include himself, McAdon, Brown, Sandquist, City Clerk Leopard, and possibly Mayor Peters.

c) COVID-19 2020-2021 School Considerations

Miller stated that City staff and department heads were surveyed about concerns related to schools and COVID-19. The survey responses were different depending on the staff's children's grade levels. The main request was for a flexible schedule if an illness needed to be addressed.

Christensen noted that daycare issues could also be a concern. Selby stated that flexibility was important. Overton stated that snow removal efforts will need a full crew and that the Public Works Department cannot work from home. Miller suggested that contract services be reviewed for every department based on risk. Christensen advised that a plan for continuing government operations should be developed.

d) Updated Street Laborer Job Description

Brown stated that the Street Laborer job description had been updated to reflect the position reporting directly to the Street Superintendent instead of the Public Works Director.

Motion by McAdon, seconded by Selby, to recommend the updated Street Laborer job description to council. Motion carried unanimously.

OTHER BUSINESS

ADJOURNMENT – 7:40 p.m.

Respectfully submitted: Anthony Brown, City Administrator

MEMORANDUM OF UNDERSTANDING

**Between
CITY OF ADEL, IOWA**

**And
TEAMSTERS UNION, Local No. 238**

The City of Adel, Iowa (“City”) and Teamsters Union, Local No. 238 (“Union”), enter into this Memorandum of Understanding (“Agreement”), with an effective date of **March 1, 2021**. The City and Union agree to modify the parties’ past practice of providing newly-hired peace officers with a \$2,000 increase to their starting wage rate following the completion of the employee’s twelve (12) month probationary period that is specified in Article 7—Seniority of the parties’ collective bargaining agreement. In lieu of that practice, the parties agree to the following modifications to the wage of newly hired peace officers:

- **New Hires Already Having ILEA Certification**
 - Effective March 1, 2021, the starting annual wage rate for newly hired peace officers who are already ILEA certified will be increased by \$2,000 to \$50,761.32, which correlates to a starting wage rate of \$25.33 per hour. Effective July 1, 2021, the parties’ already-negotiated wage increase of 4.5% applicable to the 2021-2022 contract year will also be applied to this new starting wage rate, raising it to an annual rate of \$53,045.88, which correlates to a starting wage rate of \$26.47 per hour.
 - The wage rate for any current ILEA-certified peace officer with the City who is making less than the new starting wage rate that takes effect on **March 1, 2021**, will be increased to that rate upon the effective date of this Agreement.

- **New Hires Starting Employment Without ILEA Certification**
 - Effective **March 1, 2021**, the starting annual wage rate for newly hired peace officers who are not ILEA certified will be increased so that it is \$2,000 less than the starting wage rate for those peace officers already ILEA certified. This starting annual wage rate will continue to be \$2,000 less than the corresponding wage rate for new peace officers with their ILEA certification that becomes effective on July 1, 2021.
 - Upon the new peace officer’s graduation from ILEA to become certified, the annual wage rate for the newly certified peace officer will be increased to the rate applicable to new peace officers who already have their ILEA certification, as stated above.

For the City:

For the Union:

Date

Date