

**Adel City Council**  
**March 9, 2021 – Meeting Minutes**

The Adel City Council met in regular session on Tuesday, March 9, 2021. 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 of the City Council was conducted electronically, pursuant to Iowa Code Section 21.8, as holding the meeting in person was impossible or impractical. Interested persons could participate in the meeting via phone or videoconference. At 6:00 p.m., Mayor Peters called the meeting to order. The following answered roll: Ockerman, Christensen, McAdon, and Selby. Miller joined at 6:02 p.m.

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

**PUBLIC HEARING**

1. Proposed Fiscal Year 2021-2022 Budget

**Motion by Christensen, seconded by Ockerman, to open the public hearing.**

**Roll: Ayes – Unanimous. Miller was absent. Motion carried.**

**No written or oral comments were received.**

**Motion by Selby, seconded by Ockerman, to close the public hearing.**

**Roll: Ayes – Unanimous. Motion carried.**

**COMMENTS FROM THE PUBLIC**

1. Jenna Grafton, 1342 S. 6<sup>th</sup> Street – Stated that 7-8 homes in Timberview East have replaced their water lines and asked about the City's agreement with the developer and contractor of the plat. City Attorney Stone stated that new subdivisions are regulated by the City's subdivision ordinance and that water service lines are private. Mayor Peters asked City staff to respond to Grafton's questions within a week.

**CONSENT AGENDA**

- a) Consider Approval of City Council Minutes Dated February 22, 2021
- b) Consider Approval of February Bills and February 28, 2021 Treasurer's Report
- c) Consider Approval of Ahlers & Cooney, P.C. February 2021 Invoice to be Applied to Retainer
- d) Consider Approval of Resolution No. 21-20, Approving Budget Transfers for City Attorney Services
- e) Consider Approval of Class C Liquor License (LC) (Commercial) with Outdoor Service and Sunday Sales Your Private Bar, LLC
- f) Consider Approval of Class E Liquor License (LE) with Class B Wine Permit, Class C Beer Permit (Carryout Beer), and Class E Liquor License (LE) for Fareway Stores, Inc.
- g) Consider Approval of Pay Application No. 19 for the Adel Water System Improvements 2017 – Water Treatment Plant Project
- h) Consider Approval of Pay Application No. 6 for the Adel Wastewater System Improvements 2019 – Wastewater Treatment Plant Improvements Project

- i) Consider Approval of Setting a Public Hearing on a Proposed Annexation Moratorium Agreement for a Ten-Year Period between the Cities of Adel and Waukee – Tuesday, May 11, 2021 at 6:00 p.m.
- j) Consider Approval of Reappointing Jamie Bergkamp as Representative to the Dallas County Local Housing Trust Fund Board (Term: Calendar Years 2021, 2022, and 2023)
- k) Consider Approval of Resolution No. 21-21, Approving Update to Section 4.5 Family Medical Leave of the 2020 Employee Handbook
- l) Consider Approval of Resolution No. 21-22, Approving Policy Number 3.13.01 – Seatbelt / Restraint Policy for City Staff
- m) Consider Approval of Resolution No. 21-23, Approving the Engineering Services Agreement between the City of Adel and McClure Engineering for Developing a Risk and Resilience Assessment and an Emergency Response Plan for the City’s Water Utility
- n) Consider Approval of Resolution No. 21-24, Updating FY20-21 Fees For Services
- o) Consider Approval of Resolution No. 21-25, Authorizing Execution of a Farm Lease with Phil Lautner

**Motion by Miller, seconded by McAdon, to approve the Consent Agenda.**

**Roll: Ayes – Unanimous. Motion carried.**

#### **DEPARTMENT HEAD REPORT**

- 1. COVID-19 Pandemic – City Operational Changes and Efforts
- 2. Local Option Sales & Service Tax Legalizing Act Update
- 3. Adel Family Aquatic Center Update – Parks & Recreation Director Nick Schenck

#### **NEW BUSINESS**

- a) Consider Approval of Resolution No. 21-26, Approving the Fiscal Year 2021-2022 Budget

**Motion by McAdon, seconded by Christensen, to approve Resolution No. 21-26.**

**Roll: Ayes – Unanimous. Motion carried.**

- b) Consider Approval of Resolution No. 21-27, Approving Final Agreement for Fiscal Year 2021-2022 Police Union Wages

**Motion by Miller, seconded by Selby, to approve Resolution No. 21-27.**

**Roll: Ayes – Unanimous. Motion carried.**

- c) Consider Approval of Memorandum of Understanding between the City of Adel, Iowa and Teamsters Union, Local 238 (i.e., Police Union) regarding Starting Wage Rates

**Motion by Selby, seconded by McAdon, to approve the Memorandum of Understanding.**

**Roll: Ayes – Unanimous. Motion carried.**

- d) Consider Approval of Resolution No. 21-28, Approving Fiscal Year 2021-2022 Non-Union City Employee Wages

**Motion by Christensen, seconded by Miller, to approve Resolution No. 21-28.**

**Roll: Ayes – Unanimous. Motion carried.**

- e) Consider Approval of Directing City Staff to Move Forward with the RFP Submittal from William Dodds for the Sale of the City's Downtown Parcels

**Motion by Christensen, seconded by Ockerman, to direct City staff to move forward with the RFP submittal from William Dodds for the sale of the City's downtown parcels.**

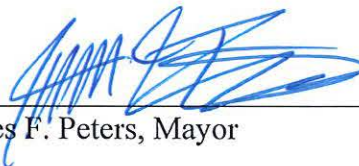
**Roll: Ayes – Unanimous. Motion carried.**

#### **OTHER BUSINESS**

1. Council Member Miller expressed appreciation for everyone's review on the budget-related items. Miller stated that the salaries will help the City retain and attract talent in competition with the Des Moines metro.
2. Council Member Selby asked about the Island Park Campground Lease and Operations RFP, which was recently published in the Dallas County News. Schenck stated that he had received a handful of inquiries.
3. Council Member Christensen stated that the Iowa Finance Authority would be issuing another round of COVID-19 relief for rental and utility issues at the end of March. More information will be available at [iowahousingrecovery.com](http://iowahousingrecovery.com)
4. Jayne stated that the Adel Public Library is in Phase 3 of its COVID-19 Reopening Plan. The library is tracking COVID case numbers but hopes to reopen fully in May.
5. Brown expressed appreciation for all the time and attention spent by the council and department heads on the FY21-22 Budget process, especially Sandquist's efforts.
6. Mayor Peters stated that the next regular council meeting will be April 13, 2021 at 6:00 p.m.

#### **ADJOURNMENT**

1. Meeting adjourned at 6:49 p.m.

  
\_\_\_\_\_  
James F. Peters, Mayor

Attest: Brittany Sandquist  
Brittany Sandquist, Deputy City Clerk

