

**Committee of the Whole**  
**Tuesday, July 6, 2021 – Meeting Minutes**

The City of Adel’s Committee of the Whole met in the council chambers at Adel City Hall. McAdon called the meeting to order at 6:05 p.m. Members Present: Christensen, Miller, McAdon, and Ockerman. Selby arrived at 7:08 p.m. during item “e.” Others Present: City Administrator Brown, Police Chief Shepherd, Finance Director Sandquist, Public Works Director Overton, Parks & Recreation Director Schenck, Library Director Jayne, Code Compliance Officer Nichols, and McClure reps. Anderson, Brons, and Schug.

**NEW BUSINESS**

**a) January 5, 2021 Committee of the Whole Meeting Minutes**

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

**b) April 6, 2021 Committee of the Whole Meeting Minutes**

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

**c) ADM Soccer Club Lease / Utility Bill Request**

ADM Soccer Club reps. Amy Piepmeier and Heith Hockenberry provided a history of the non-profit club’s lease in Island Park and the increased cost of utilities. The Club is requesting either a reduced water cost or a reduced lease rate.

Miller asked how often the Club waters the soccer fields. Piepmeier stated that the Club typically waters for 20 minutes in the mornings in June, July, and August, though this year in May as well.

McAdon stated that the City had changed rates in October 2020 to a per thousand-gallon cost. The rates were determined based on the City’s operations and debt requirements. Ockerman stated that the City’s utilities are not tax-supported, and any relief would be paid for by other rate payers. Piepmeier noted that the Club does not generate revenue like other businesses. McAdon stated that more information would be needed and that no action could occur tonight.

**d) Recent Utility Rate Adjustments**

Brown stated that several customers have questioned whether the City’s utility rate adjustments on July 1, 2021 should have taken effect with the August 2021 bills. The Code was changed in 2017 to make these rates effective in July. Christensen asked whether the City could change its communications to provide clarity. Anderson noted that every community takes bill readings at different times. Miller suggested that staff could modify the communications next year to make this process clear.

**e) Southbridge Lift Station and Extending Sanitary Sewer Line South in Plat 4**

Brown stated that the cost of the proposed Southbridge Lift Station has increased from \$1.4 million to \$2.5 million since September 2019 due to upgrades and enhancements, the pandemic’s impact on materials, and inflation. Brons stated that an additional \$205,000 extension is recommended to prepare for the future.

Robert Cramer of Cramer & Associates, Inc. presented his proposal on moving forward with the project, splitting the costs with the City, and reimbursing Cramer & Associates, Inc. with future connection fees. Ockerman stated that the City and Dallas County have a similar agreement for the East Annex project. Anderson noted future improvements would be needed to serve the full 3,200-acre area.

McClure has estimated that the City's share of the upgrades will cost \$452,000. Cramer has proposed to pay for the remaining balance with an opportunity to recoup the difference through connection fees. The committee discussed how recent projects were funded. The committee was comfortable moving forward with the bidding at the council level and beginning negotiations with Cramer on the agreement.

**f) Review and Prioritization of Major Projects, including American Rescue Plan Funding**

Christensen stated that the City must be careful using the American Rescue Plan funding due to the Treasury guidance. McAdon stated that PFM should be able to run a model on any impacts to our debt service levy. The committee agreed to provide staff with a list of each member's top five projects.

**g) Second School Resource Officer**

Shepherd provided an update on the discussions with the ADM School District regarding a second school resource officer. McAdon asked Shepherd to continue the conversation for more details and timelines.

**h) Ash Tree Removal Process**

Schenck provided information on the City's ash trees and the plans that other communities are taking to remove them due to the emerald ash borer. The City has saved \$20,000 so far to cover this work, but the cost will depend on how many trees and how big they are. More research will be conducted.

**i) Right-Of-Way Policies (i.e., Street Trees, Non-Regulatory Traffic Signs)**

Brown provided background on the street trees discussion and some of the requests on non-regulatory traffic signs. The committee agreed that further changes are necessary to the street trees ordinance, as they impact utilities. Shepherd stated that non-regulatory signs are not enforceable. The committee agreed that the City should avoid non-regulatory signs and that the City's sign ordinance should be enforced accordingly.

**j) Cybersecurity**

Brown provided an update on cybersecurity efforts and discussions with the IT firm for several City departments. Christensen stated that it would be helpful to have a list of what the City is doing now to determine what needs to change. Selby provided information about the challenge of ransomware and the potential attacks that have affected other governments.

**k) 2020 South Dallas County Landfill Agency Annual Report**

McAdon provided the landfill's annual report and information on recycling efforts with Ankeny Sanitation.

**l) Potential Engagement Agreement with Dorsey & Whitney, LLP and McClure**

Brown stated that McClure and the City have discussed a potential engagement agreement with Dorsey & Whitney to review the City's water utility. Anderson stated that it would be an exploratory phase. The committee agreed to consider this further at the council meeting.

**OTHER BUSINESS**

**ADJOURNMENT – 8:53 p.m.**

Respectfully submitted: Anthony Brown, City Administrator