



COMMITTEE OF THE WHOLE AGENDA
Tuesday, October 5, 2021 at 6:00 p.m.
Adel City Hall, 301 S. 10th Street, Adel, IA 50003

NEW BUSINESS

- a) July 6, 2021 Committee of the Whole Meeting Minutes
- b) Review and Prioritization of Major Projects, including American Rescue Plan Funding
- c) Potential Residential TIF Project

OTHER BUSINESS

ADJOURNMENT

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

City of Adel - Major Projects Planning Worksheet

Project (alphabetical order)	Planned Timeline	Potential Timeline	Cost Estimate	Potential Funding Source	Notes	1st	2nd	3rd	4th	5th	In No Order	Total # of Votes
Fire Station	-	TBD	Unknown	General Obligation Bond	No location or plans yet							
HWY 169 (ADM-Fareway Intersection)	-	FY21-22	\$1 million	TSIP; General Obligation Bond; Assessments	DOT, City, and McClure are meeting to discuss further	4 votes					1 vote	5
Immediate Storm Water Projects	-	FY21-22	Unknown	Storm Water and Sanitary Sewer Reserves	Bailey Court and Aaron Court; cost likely less than \$100,000							
Long-Term Storm Water Projects	-	TBD	Unknown	USDA-RD; ARP	Will require study; with Ann Ave. work, could be linked to Water Tower Park							
Meadow Road	-	TBD	\$4.5 million	General Obligation Bond; Assessments	31' street with curb, gutter, and sidewalks; annexation factor				1 vote	1 vote	1 vote	3
North 15th Street Bridge Replacement	Must Let by June 14, 2024	-	\$850,000	RUT Reserves	DOT will fund up to \$1 million of construction costs							
Public Works Building	-	TBD	Unknown	General Obligation Bond	No location or plans yet							
Rapids Street	-	TBD	\$2.5 million	General Obligation Bond; Assessments; USDA-RD or SRF	Some water and sanitary sewer components	4 votes					1 vote	5
Replace 2001 Fire Engine #102	-	TBD	\$250,000 to \$500,000	Internal Loan; General Obligation Bond	Used or New? One truck or two?			2 votes	2 votes		1 vote	5
Replace 2001 Fire Tanker #103	-	TBD	\$250,000 to \$500,000	Internal Loan; General Obligation Bond	Used or New? One truck or two?			2 votes	2 votes		1 vote	5
Southbridge Lift Station	-	FY21-22	\$2.5 million	Development Agreement; Reserves	City will finalize construction contracts soon							
Southbridge Sanitary Sewer Extension	-	FY21-22	\$245,000	Sanitary Sewer Reserves	Completed							
Street Overlays	-	FY21-22	\$1 million	General Obligation Bond; RUT Reserves	Includes City sidewalk and parking lot work			2 votes	1 vote		1 vote	4
Trail Expansion High School Area	FY24-25 per CIRTPA grant	-	\$634,748	LOST; General Fund	CIRTPA will fund \$125,000							
Trail Expansion South	FY23-24 per CIRTPA grant	-	\$519,315	LOST; General Fund	CIRTPA will fund \$180,000							
WWTP Admin. Building	-	FY21-22	\$1 million	USDA-RD; Sanitary Sewer Reserves	City will need to request federal funds soon							
Water Tower Park Recreation Complex	-	TBD	Unknown	General Obligation Bond; LOST	McClure will finalize initial concept this summer					1 vote		1

City of Adel, Iowa

Financial Planning for Capital Projects

Projection of G.O. Debt Capacity

EXHIBIT 1

Valuation & Debt Limit Assumptions	
Valuation Growth	1.00%
Legal Debt Limit	5.00%
Self-Imposed Limit	80.00%

Beginning Fiscal Year Payable	100% Valuation	Gross Debt Limit	Effective Debt Limit	TIF		Future Projects	Future Projects	Total G.O Debt Outstanding	Available Gross Capacity	Available Effective Capacity	Debt / Legal Limit
				Existing G.O. Debt	Rebate Agreements						
2019 - 2020	255,234,533	12,761,727	10,209,381	8,165,000	6,000			8,171,000	4,590,727	2,038,381	64.03%
2020 - 2021	269,081,456	13,454,073	10,763,258	7,415,000				7,415,000	6,039,073	3,348,258	55.11%
2021 - 2022	283,321,480	14,166,074	11,332,859	6,535,000				6,535,000	7,631,074	4,797,859	46.13%
2022 - 2023	317,922,118	15,896,106	12,716,885	5,845,000				5,845,000	10,051,106	6,871,885	36.77%
2023 - 2024	337,951,429	16,897,571	13,518,057	5,150,000				5,150,000	11,747,571	8,368,057	30.48%
2024 - 2025	368,921,973	18,446,099	14,756,879	4,440,000				4,440,000	14,006,099	10,316,879	24.07%
2025 - 2026	372,611,193	18,630,560	14,904,448	3,885,000				3,885,000	14,745,560	11,019,448	20.85%
2026 - 2027	376,337,305	18,816,865	15,053,492	3,365,000				3,365,000	15,451,865	11,688,492	17.88%
2027 - 2028	380,100,678	19,005,034	15,204,027	2,835,000				2,835,000	16,170,034	12,369,027	14.92%
2028 - 2029	383,901,685	19,195,084	15,356,067	2,295,000				2,295,000	16,900,084	13,061,067	11.96%
2029 - 2030	387,740,702	19,387,035	15,509,628	1,750,000				1,750,000	17,637,035	13,759,628	9.03%
2030 - 2031	391,618,109	19,580,905	15,664,724	1,190,000				1,190,000	18,390,905	14,474,724	6.08%
2031 - 2032	395,534,290	19,776,714	15,821,372	625,000				625,000	19,151,714	15,196,372	3.16%



- Addition of estimated assessed valuation from abatement program per document from Anthony.

- Rebate payments to Cramer & Associates, Inc. Starting January 1, 2021 payable FY 2022-23 first anticipated TIF rebate payments @ 75% of available increment.

City of Adel, Iowa

Financial Planning for Capital Projects

Projection of Tax Levies & Tax Rate Impact

EXHIBIT 2

Tax Rate Impact Summary	
Tax Impact FY 20-21	0.02074
Tax Impact FY 21-22	(0.05048)
Tax Impact FY 22-23	0.00000
Tax Impact FY 23-24	0.00000

Fiscal Year Payable	Total Tax Valuation	% Growth	Current Taxes Levied	Current Tax Rate/\$1,000	Misc Adjust.	Abatement	State Reimb.	Total Revenues	Existing Debt Service	Fiscal Fees	Total Uses	Surplus (Deficit)	Beginning Balance	Ending Balance
2019 - 2020	161,435,311	5.88%	323,524	2.00405	(4,358)	680,724	8,472	1,008,362	951,859	2,500	954,359	54,003	49,505	103,508
2020 - 2021	165,382,984	2.45%	334,865	2.02479		719,590	8,418	1,062,873	1,053,955	1,000	1,054,955	7,918	103,508	111,426
2021 - 2022	176,036,460	6.44%	347,551	1.97431		497,104	7,841	852,496	843,655	1,000	844,655	7,841	111,426	119,266
2022 - 2023	193,022,557	9.65%	381,086	1.97431		452,019		833,105	832,105	1,000	833,105		119,266	119,266
2023 - 2024	202,697,053	5.01%	400,187	1.97431		431,268		831,455	830,455	1,000	831,455		119,266	119,266
2024 - 2025	218,273,817	7.68%	430,940	1.97431		231,315		662,255	661,255	1,000	662,255		119,266	119,266
2025 - 2026	218,819,502	0.25%	147,209	0.67274		466,146		613,355	612,355	1,000	613,355		119,266	119,266
2026 - 2027	219,366,551	0.25%	149,576	0.68185		462,524		612,100	611,100	1,000	612,100		119,266	119,266
2027 - 2028	219,914,967	0.25%	151,686	0.68975		458,674		610,360	609,360	1,000	610,360		119,266	119,266
2028 - 2029	220,464,754	0.25%	162,770	0.73830		440,340		603,110	602,110	1,000	603,110		119,266	119,266
2029 - 2030	221,015,916	0.25%	164,000	0.74203		441,215		605,215	604,215	1,000	605,215		119,266	119,266
2030 - 2031	221,568,456	0.25%	164,950	0.74447		431,470		596,420	595,420	1,000	596,420		119,266	119,266
2031 - 2032	222,122,377	0.25%	165,300	0.74418		476,195		641,495	640,495	1,000	641,495		119,266	119,266

City of Adel, Iowa
 Financial Planning for Capital Projects
 General Obligation Tax Abatements

EXHIBIT 2a

Fiscal Year Payable	Series 2011C/2019 TIF	Series 2012B/2019 TIF	Series 2017 TIF	Series 2012A/2019 LOST	Total TIF Debt	Actual TIF Abatement	Reduction of LOST Abatement	Series 2012/2019 LOST	Bonds Proceeds	Brick St. Special Assessments	Capital Improvement Fund	Total Abatements
2019 - 2020	167,428	213,348	197,940		578,716	529,455	(67,000)	168,988	30,155	19,126		680,724
2020 - 2021	172,800	214,200	193,440		580,440	466,240	(30,421)	264,155		19,616		719,590
2021 - 2022	169,600		188,940	100,000	458,540	458,540	(250,105)	270,655		18,014		497,104
2022 - 2023	166,400		184,440		350,840	350,840	(187,335)	271,455		17,059		452,019
2023 - 2024	163,200		179,940		343,140	343,140	(205,618)	277,155		16,591		431,268
2024 - 2025			176,940		176,940	176,940	(239,401)	277,655		16,121		231,315
2025 - 2026			172,440		172,440	172,440		278,055		15,651		466,146
2026 - 2027			163,990		163,990	163,990		283,355		15,179		462,524
2027 - 2028			160,510		160,510	160,510		283,455		14,709		458,674
2028 - 2029			156,885		156,885	156,885		283,455				440,340
2029 - 2030			153,115		153,115	153,115		288,100				441,215
2030 - 2031			144,200		144,200	144,200		287,270				431,470
2031 - 2032								476,195				476,195