

**Adel City Council**  
**May 10, 2022 - Meeting Minutes**

The Adel City Council met in regular session at Adel City Hall, 301 S. 10th Street, Adel, Iowa on Tuesday, May 10, 2022. At 6:02 p.m., Mayor Peters called the meeting to order. The following answered roll: Christensen, McAdon, Miller, Selby, Ockerman. Miller participated by phone.

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

**PUBLIC HEARING**

1.a. Fiscal Year 21-22 Budget Amendments

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

**Roll: Ayes - Unanimous. Motion Carried.**

*No written/oral comments received.*

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

**Roll: Ayes - Unanimous. Motion Carried.**

**RECOGNITION**

2.a. Brittany Sandquist, Finance Director, IMFOA Certified Financial Officer

**After five years of municipal experience and taking classes through the Municipal Clerks Institute, Finance Director Sandquist received her Certified Financial Officer designation from the Iowa Municipal Finance Officials Association.**

**PROCLAMATION**

3.a. Historic Preservation Month - May 2022

**Council Member McAdon reminded the Council about the Founders Day Celebration coming up on May 21, 2022. There will be a panoramic photo taken from the corner of Main and 9th with the Dallas County Courthouse in the background. It will be like the panoramic photos taken 25 and 50 years ago. The gathering will be at 1:00 p.m., with the picture being taken at 1:30 and an ice cream and cupcake social at the Raccoon Valley Bank Stage and Pavilion following. At 2:00 the Adel Historic Museum will be open, a Historic Walk of Adel will be leaving from the Stage and Pavilion, and an Oakdale Cemetery Tour will be leaving from the front gate of the cemetery.**

**COMMENTS FROM THE PUBLIC**

4.a. Dallas County Update - Mark Hanson, Dallas County Board of Supervisors

**Mark Hanson, Dallas County Board of Supervisors, presented the Council with a summary of architect Bill Wagner's work that will be displayed at the Dallas County Courthouse during the Sweetcorn Festival on August 13th. Bill Wagner, who died in 2001, worked all over the world but focused his work on sketching Iowa landmarks, particularly in Adel and Dallas County.**

**CONSENT AGENDA**

5.a. Consider Approval of City Minutes Dated April 12, 2022

- 5.b. Consider Approval of April Bills and April 30, 2022 Treasurer's Report
- 5.c. Consider Approval of Class E Liquor License, Class C Beer Permit, & Class B Wine Permit for Kum & Go #2093
- 5.d. Consider Approval of Class C Liquor License for Country Lane Lodge - *Pending Dramshop Review*
- 5.e. Consider Approval of 2022/2023 Cigarette Permits - Casey's #1680 & Casey's #3826
- 5.f. Consider Approval of Pay Application No. 4 for the Southbridge Lift Station Improvements – Lift Station
- 5.g. Consider Approval of Pay Application No. 4 for the Southbridge Lift Station Improvements – Force Main
- 5.h. Consider Approval of Pay Application No. 20 for the Adel Wastewater System Improvements 2019 – Wastewater Treatment Plant
- 5.i. Consider Approval of USDA- RD Loan Resolution for the First Cost Overrun of \$785,000.00 for the Wastewater Treatment Plant (USDA #5)
- 5.j. Consider Approval of Submitting and Authorizing the Mayor to Sign an Application for the 2022 Community Oriented Policing Services (COPS) Hiring Program
- 5.k. Consider Approval of Funds Spent on Flower Arrangement for Code Compliance Officer Steve Nichols's Mother's Funeral  
*In accordance with the City's Flowers and Sustenance Supplies Policy (#3.05.01), which was approved as amended on March 8, 2016, the Adel City Council believes that it is in the best interest of the residents to establish a public purpose for the expenditure of funds for flowers and sustenance supplies. According to the policy, the City may send flowers to the employees or family members of employees who experience a death in their immediate family. The City sent flowers for Joanne Nichols, who passed away April 4, 2022. This item on the consent agenda documents the public purpose of these disbursements and will be reflected in the council minutes.*
- 5.l. Consider Approval of Funds Spent on Flower or Sustenance Arrangement for Former Library Director Paula James's Son's Funeral  
*In accordance with the City's Flowers and Sustenance Supplies Policy (#3.05.01), which was approved as amended on March 8, 2016, the Adel City Council believes that it is in the best interest of the residents to establish a public purpose for the expenditure of funds for flowers and sustenance supplies. According to the policy, the City may send flowers to the employees or family members of employees who experience a death in their immediate family. The City sent flowers for Alex James, who passed away March 3, 2022. This item on the consent agenda documents the public purpose of these disbursements and will be reflected in the council minutes.*
- 5.m. Consider Approval of Special Event - Dallas County Sheriffs All Wheel Show - June 4, 2022
- 5.n. Consider Approval of Resolution No. 21-40, Approving Road Closure for All Wheel Show Event
- 5.o. Consider Approval of Sound Permit - Dallas County Sheriffs All Wheel Show - June 4, 2022
- 5.p. Consider Approval of Setting a Public Hearing to Consider an Ordinance Amending Chapter 156 of the Adel City Code for the Purpose of Revising the City's Adopted Uniform Building Codes - Tuesday, June 14, 2022 at 6:00 p.m.

**Council Member Christensen asked for clarification about item 5.i. Brown shared that this overall item was approved by the council in November 2020, but some of the paperwork was missed. The funds have already been spent, as the loan is scheduled to be closed out based on action under New Business item 8.g.**

**Motion by Christensen, seconded by Ockerman, to approve the Consent Agenda.  
Roll: Ayes - Unanimous. Motion Carried.**

#### **DEPARTMENT HEAD REPORT**

- 6.a. **City Administrator Brown mentioned that there are four city positions currently available (Water Superintendent, Parks Laborer, and two Police Officer positions) and there have been few applications coming in. Suggestions of looking toward DMACC's most recent graduating class and sending out information on LinkedIn were given to promote the available positions.**

#### **OLD BUSINESS**

- 7.a. **Consider Approval of Ordinance No. 381, Amending the Zoning Ordinance By Rezoning 4.41 Acres from R-1 (Single Family Residential District) to C-3 (Highway Commercial District) owned by Six Pack Enterprises, LLC – Third Reading  
Motion by McAdon, seconded by Selby, to approve the third reading of Ordinance No. 381 and adopt.  
Roll: Ayes - Christensen, McAdon, Miller and Selby. Nays - Ockerman.**

#### **NEW BUSINESS**

- 8.a. **Consider Approval of Resolution No. 22-41, Amending the Current Budget for the Fiscal Year Ending June 30, 2022  
Motion by McAdon, seconded by Ockerman, to approve Resolution No. 22-41.  
Roll: Ayes - Unanimous. Motion Carried.**
- 8.b. **Consider Approval of Resolution No. 22-42, Approving 2021-2022 Budget Transfers  
Motion by Christensen, seconded by McAdon, to approve Resolution No. 22-42.  
Roll: Ayes - Unanimous. Motion Carried.**
- 8.c. **Consider Approval of Resolution No. 22-43, Approving Preliminary / Final Plat for Livingston Estates Plat 1  
Motion by Selby, seconded by McAdon, to approve Resolution No. 22-43.  
Roll: Ayes - Unanimous. Motion Carried.**
- 8.d. **Consider Approval of Committee of the Whole Recommendation to Pay \$9,898.12 to the City of Greenfield, Iowa for Related Training Costs of Potential City of Adel Police Officer Candidate  
Motion by Ockerman, seconded by Selby, to approve payment of \$9,898.12 to the City of Greenfield, Iowa for related training costs of potential City of Adel police officer candidate. Police Chief Shepherd stated that the candidate had pulled out of the hiring process. After conferring with Mayor Peters and City Attorney Stone, Ockerman withdrew his motion.  
No action taken.**
- 8.e. **Consider Approval of Resolution No. 22-31, Approving the Engineering Services Agreement Between the City of Adel and McClure Engineering for the Adel N. 15th Street Bridge Replacement Over Butler Creek Project  
Motion by Christensen, seconded by Selby, to approve Resolution No. 22-31.  
Roll: Ayes - Unanimous. Motion Carried.**

8.f. Consider Approval of Resolution No. 22-44, Approving the Engineering Services Agreement Between the City of Adel and McClure Engineering for the Adel Evans Park Trail Connection Project **Motion by Ockerman, seconded by Selby, to approve Resolution No. 22-44.**

**Roll: Ayes - Unanimous. Motion Carried.**

8.g. Consider Approval of Resolution No. 22-45, Approving and Authorizing a Form of Loan Agreement and Authorizing and Providing for the Issuance of Sewer Revenue Capital Loan Notes and Providing for a Method of Payment of the Notes

**Motion by Ockerman, seconded by McAdon, to approve Resolution No. 22-45.**

**Roll: Ayes - Unanimous. Motion Carried.**

#### **OTHER BUSINESS**

9.a. **Council Member Ockerman commented that Dallas County Emergency Management has issued a contract and started proceedings on renewing the 5-year Hazardous Mitigation Plan. Mayor Peters thanked Ockerman for representing Adel in that committee along with the others on which he serves.**

#### **ADJOURNMENT**

10.a. **Meeting was adjourned at 6:41 p.m.**



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

Attest: \_\_\_\_\_

  
Carrie Erickson, City Clerk