

**Adel Adel City Council**  
**June 14, 2022 - Meeting Minutes**

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

Staff Present: Assistant City Attorney Sabroske, City Administrator Brown, Finance Director Sandquist, City Clerk Erickson, Public Works Director Overton, Library Director Jayne, Assistant Library Director Puck, Wastewater Superintendent Lansing, and Police Chief Shepherd.

**PUBLIC HEARING**

- 1.a. An Ordinance to Amend Certain Uniform Building Codes

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

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

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

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

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

**COMMENTS FROM THE PUBLIC**

- 2.a. Adel Partners Chamber of Commerce Update - Deb Bengtson, President

**Deb Bengtson, Adel Chamber of Commerce, updated the City Council about events coming up this summer. The 2nd Annual Garden Tour will be held on June 26; This Is Adel Quarterly Networking Event at Azalea Lane Boutique will be July 18; the 175th Birthday Party for Sweet Corn Festival will be August 12-14 featuring a fun zone, parade, presentation by the City, and a William Wagner display; Universal Studios is coming to Adel in August to film a TV series based on Field of Dreams; and the Chamber is working with the Adel Rotary Club on developing Pedal Plaza into a community gathering place. On June 23rd TMobile will be presenting a \$41,566 grant for these improvements. Council Member McAdon shared that the Adel Rotary Club is planning to put in artistic musical flowers where you can play the petals at Pedal Plaza. She also commended the City Staff in all their help with Rotary projects like the Bike Rodeo, the Founders Day Celebration, and other events.**

**CONSENT AGENDA**

- 3.a. Consider Approval of City Minutes Dated May 10, 2022

- 3.b. Consider Approval of May Bills and May 31, 2022 Treasurer's Report

- 3.c. Consider Approval of Funds Spent on Flower or Sustenance Arrangement for Former Street Laborer Harvey Grabill'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 Administrator may approve expenditures for flowers to other persons as appropriate. The City sent flowers for Harvey Grabill, a long-time former employee, who passed away May 7, 2022. This item on the consent agenda documents the public purpose of these disbursements and will be reflected in the council minutes.*

- 3.d. Consider Approval of 2022/2023 Cigarette Permits - Adel Convenience (DBA World Liquor & Tobacco & Vapors), Corner Tap, & Fareway

- 3.e. Consider Approval of Class C Liquor License for Country Lane Lodge

- 3.f. Consider Approval of Class C Beer Permit for Family Dollar Ownership Amendment - *Term Ending July 29, 2022*
- 3.g. Consider Approval of Class C Beer Permit for Family Dollar Stores
- 3.h. Consider Approval of Class C Liquor License for Big Al BBQ LLC
- 3.i. Consider Approval of Class C Liquor License for Your Private Bar, LLC
- 3.j. Consider Approval of Special Class C Liquor License for Patrick's Restaurant
- 3.k. Consider Approval of Sound Permit - Bacocon Ride - June 18, 2022
- 3.l. Set Public Hearing For Zoning Change On Fencing Requirements Surrounding Swimming Pools - Tuesday, July 12, 2022 at 6:00 p.m.
- 3.m. Consider Approval to Ratify the Grant Agreement for USDA #6 (Water Revenue Capital Loan, Series 2022) and the Grant Agreement for USDA #5 (Sewer Revenue Capital Loan, Series 2022)
- 3.n. Consider Approval of Resolution No. 22-46, Adopting Revised Examination and Copying of Public Records Policy
- 3.o. Consider Approval of Change Order No. 3 for the Adel Wastewater System Improvements 2019 – Wastewater Treatment Plant
- 3.p. Consider Approval of Pay Application No. 21 for the Adel Wastewater System Improvements 2019 – Wastewater Treatment Plant
- 3.q. Consider Approval of Pay Application No. 5 for the Southbridge Lift Station Improvements – Lift Station
- 3.r. Consider Approval of Change Order No. 2 for the Southbridge Lift Station Improvements – Force Main
- 3.s. Consider Approval of Pay Application No. 5 for the Southbridge Lift Station Improvements – Force Main
- 3.t. Consider Approval of Resolution No. 22-47, Approving Adjustments to 2020-2021 Budget Transfers
- 3.u. Consider Approval of Resolution No. 22-48, Authorizing a Lease Agreement Amendment By and Between The City of Adel and The Adel-De Soto Soccer Club
- 3.v. ~~Consider Approval of Resolution No. 22-49, Authorizing the Lease Agreement Amendment By and Between The City of Adel and RCM Campground Investments, LLC For Seasonal Overnight Camping At Island Park Campground~~
- 3.w. Consider Approval of Resolution No. 22-50, Approving an Agreement for Audit Services
- 3.x. Consider Approval of Resolution No. 22-51, Setting the FY2022-2023 Fees for Services  
**Consent Agenda Item 3.v. was moved to New Business and renamed as Item 5.n.  
 Motion by McAdon, seconded by Miller, to approve the Consent Agenda as modified.  
 Roll: Ayes - Unanimous. Motion Carried.**

#### **DEPARTMENT HEAD REPORT**

- 4.a. Online & Phone Payments  
**City Administrator Brown reviewed with the Council that the fees associated with credit card transactions, both online and phone payments, will be reinstated starting July 1, 2022.**
- 4.b. Reminder of Upcoming Utility Rate Adjustments Effective on the July 20, 2022 Bill  
**City Administrator Brown reviewed with the Council that the water, sewer, garbage, and recycling rates will be increasing and will be effective on the July 20, 2022 bill.**

## NEW BUSINESS

- 5.a. Discussion / Possible Action Regarding Next Steps and Path Forward on the Proposed Lab / Administration Building Project for the New Wastewater Treatment Plant

**City Administrator Brown summarized the issues associated with the proposed lab/administration building for the new Wastewater Treatment Plant as being continuously rising prices and additional legal requirements. The rough cost estimate for this project is now between \$1.8 million and \$2 million. The City currently has approximately \$500,000 saved for this project, which was the cost projection in the fall of 2020. The three options are to provide a makeshift lab in the existing space, to go ahead with the project at the rough estimated cost which would include rate increases for rate payers, or try to make a temporary building that fits in the \$500,000. Several council members did not support raising sanitary sewer rates to fund this project. The Council directed City Staff and the City's professional partners to find a solution to fit in the \$500,000 amount that the City has on hand.**

- 5.b. Discussion of Recent Employee Retention & Attraction Efforts and Proposals

**City Administrator Brown mentioned that the City has seen 5 full-time staff resign in the past two months for new jobs elsewhere. City Staff and the Council have worked together to review the feedback that the employees have provided on ways to retain current employees & attract new employees. McAdon stated that these proposals could have the greatest impact and build upon the fair and competitive wage efforts over the past two years. Miller stated that the City's Personnel Committee will continue to review ideas and that he was pleased with the pace of this effort so far. Mayor Peters thanked everyone for their work and noted the importance of delivering on these concerns.**

- 5.c. Consider Approval of Resolution No. 22-52, Approving FY22-23 Non-Union Employee Wages

**Motion by Miller, seconded by Selby, to approve Resolution No. 22-52.  
Roll: Ayes - Unanimous. Motion Carried.**

- 5.d. Consider Approval of Adding Third Floating Holiday to Leave Banks of All Applicable Non-Union City Staff on July 1, 2022 and Directing City Staff to Prepare an Update to the Employee Handbook to Formalize Change

**Christensen noted that department heads will need to manage this additional time off while maintaining City services. McAdon stated that this effort recognizes the stressors during the pandemic and the need for staff to take time to "recharge."  
Motion by Miller, seconded by McAdon, to approve adding a third floating holiday to leave banks of all applicable non-union City staff on July 1, 2022 and directing City staff to prepare an update to the Employee Handbook to formalize change.  
Roll: Ayes - Unanimous. Motion Carried.**

- 5.e. Consider Approval to Direct City Staff to Implement for July 1, 2022 the New Police Union Wages and Additional Floating Holiday as Proposed at the June 7 Committee of the Whole Meeting and to Develop a Memorandum of Understanding with the Police Union to Formalize the Changes

**Motion by Christensen, seconded by Miller, to direct City staff to implement for July 1, 2022 the new police union wages and additional floating holiday as proposed at the June 7 Committee of the Whole Meeting and to develop a Memorandum of Understanding with the Police Union to formalize the changes.  
Roll: Ayes - Unanimous. Motion Carried.**

- 5.f. Consider Approval of Mayor Board and Commission Appointments: Historic Preservation Commission - Two Openings (*Iowa Code 69.16A - Gender Balance requires the appointment of one woman and one man OR two women*)  
**Mayor Peters appointed incumbent Robert Hall and new applicant Lanae Wilcox-Enriquez to the Historic Preservation Commission.**  
**Motion by Christensen, seconded by Selby, to approve the mayor's appointments of Robert Hall and Lanae Wilcox-Enriquez.**  
**Roll: Ayes - Unanimous. Motion Carried.**
- 5.g. Consider Approval of Mayor Board and Commission Appointments: Library Board – Three Openings (*Iowa Code 69.16A - Gender Balance requires the appointment of one woman and two men OR three men*)  
**Mayor Peters appointed incumbents Paul Nelson and Dianne Fredin as well as new applicant Alex Loterbour to the Library Board.**  
**Motion by Ockerman, seconded by Selby, to approve the mayor's appointments of Dianne Fredin, Paul Nelson, and Alex Loterbour.**  
**Roll: Ayes – Unanimous. Motion Carried.**
- 5.h. Consider Approval of Mayor Board and Commission Appointments: Parks & Recreation Board (term ending July 1, 2025) – Two Openings (*Iowa Code 69.16A Gender Balance requires the appointment of two men*)  
**Mayor Peters appointed incumbent Del Christensen and new applicant Dennis Gabler to the Parks and Recreation Board.**  
**Motion by Ockerman, seconded by Miller, to approve the mayor's appointments of Del Christensen and Dennis Gabler.**  
**Roll: Ayes - Unanimous. Motion Carried.**
- 5.i. Consider Approval of Mayor Board and Commission Appointments: Parks & Recreation Board Vacancy (term ending July 1, 2024) - One Opening (*Iowa Code 69.16A – Gender Balance requires the appointment of one man or one woman*)  
**There were no applications received. The vacancy will remain open until filled.**
- 5.j. Consider Approval of Council Board and Commission Appointments: Planning & Zoning Commission Vacancy Term Ending July 1, 2025 - One Opening (*Iowa Code 69.16A Gender Balance requires the appointment of one woman*)  
**There were no applications received. The vacancy will remain open until filled.**
- 5.k. Consider Approval Of Ordinance No. 383, Adoption of Building Codes, For The Purpose of Amending Certain Uniform Building Codes Adopted By The City Of Adel – First Reading  
**Motion by Ockerman, seconded by Selby, to approve the first reading of Ordinance No. 383.**  
**Roll: Ayes - Unanimous. Motion Carried.**
- Motion by Ockerman, seconded by Christensen, to waive the second and third readings and adopt Ordinance No. 383.**  
**Roll: Ayes - Unanimous. Motion Carried.**

5.l. Consider Approval of Pay Application No. 1 for the Eagle Vista Drive Rehabilitation  
**Motion by Christensen, seconded by Selby, to approve the Pay Application No. 1 for the Eagle Vista Drive Rehabilitation.**

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

5.m. Consider Approval of Substantial Completion for the Eagle Vista Drive Pavement Rehabilitation Project

**Motion by Miller, seconded by McAdon, to approve substantial completion for the Eagle Vista Drive Pavement Rehabilitation Project.**

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

5.n. Consider Approval of Resolution No. 22-49, Authorizing the Lease Agreement Amendment By and Between The City of Adel and RCM Campground Investments, LLC For Seasonal Overnight Camping At Island Park Campground  
**Consent Agenda Item 3.v. was moved to New Business and renamed Item 5.n.. City Administrator Brown summarized the changes to the lease agreement with RCM Campground Investments, LLC as being an increase to the lease rate due to rising utility costs. The second change was to address the use of public parking. Charlie Merical with RCM Campground Investments shared his concerns about how the City came to the lease rate increase and how specific the section was concerning the public parking and sharing space with the ADM Soccer Club. Sabroske stated that she can review other options on rent and utilities. The Council directed City Staff to discuss with both parties to come to an agreement by next month's council meeting. Christensen noted that the ADM Soccer Club lease amendment, which was approved earlier in the Consent Agenda, would need to be reconsidered due to the conflicting parking language. Motion by Christensen, seconded by Selby, to reconsider Resolution No. 22-48, Authorizing a Lease Agreement Amendment By and Between the City of Adel and the Adel-De Soto Soccer Club.**

**Roll: Ayes – Christensen, McAdon, Miller, and Selby. Nays – Ockerman. Motion Carried.**

**Motion by Ockerman, seconded by Selby, to continue Resolution No. 22-48 to the next City Council Meeting held on July 12, 2022.**

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

**Motion by Miller, seconded by Selby, to continue Resolution No. 22-49 to the next City Council Meeting held on July 12, 2022.**

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

## **OTHER BUSINESS**

### **ADJOURNMENT**

Meeting was adjourned at 7:25 p.m.



James F. Peters, Mayor

Attest:



Carrie Erickson, City Clerk