



**COMMITTEE OF THE WHOLE AGENDA**  
*Tuesday, September 6, 2022 at 6:00 p.m.*  
**Adel City Hall, 301 S. 10<sup>th</sup> Street, Adel, IA 50003**

**NEW BUSINESS**

- a) August 2, 2022 Committee of the Whole Meeting Minutes
- b) Subdivision Maintenance Bond Questions and Requirements
- c) Southwest Basin Study Proposal
- d) Snow Plow Truck Order
- e) Adding Two Seats to the Historic Preservation Commission
- f) Revising the Urban Chicken and Fowl Policy

**OTHER BUSINESS**

**ADJOURNMENT**

**Committee of the Whole**  
**Tuesday, August 2, 2022 – 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 6:00 p.m. Members present: McAdon, Miller, Ockerman, and Selby. Christensen was absent. Others present: City Administrator Brown, Finance Director Sandquist, Public Works Director Overton, Police Chief Shepherd, and Farnsworth Group rep. Jerry Purdy.

**NEW BUSINESS**

**a) July 5, 2022 Committee of the Whole Meeting Minutes**

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

**b) New Hope Church – East Annex Sanitary Sewer Connection Fee**

Purdy, the architect for the New Hope Church addition, provided background on the building history and connection fee questions. The existing septic system was designed for future phases but may not be large enough. Purdy stated that he explored various routes but decided to connect through the Eagle Vista subdivision with an easement. Purdy asked whether there could be an exception, reduction, or payment plan to the approximately \$80,000 connection fee. The church is not a subdivision and will not subdivide.

Ockerman stated that he has a conflict of interest because he is a New Hope Church member. Ockerman noted that the ordinance would need to be changed and that the City needs to consider its investment and precedent with other properties in the area.

McAdon stated that the connection fee ordinance tried to treat every property equally and was designed to pay down the debt service. Purdy asked why existing properties like the church were not handled differently. Ockerman noted that Dallas County paid for certain Ortonville parcels. McAdon stated that the City is bound by the ordinance due to debt service factors.

**c) Adel Police Department Hiring Process – Buying Out Training Costs**

Shepherd stated that Police Officer Mary Toney will be leaving the City at the end of August. Shepherd recently spoke with a candidate from the City of Greenfield who had considered Adel earlier this year. Shepherd proposed the same buyout for training costs that was recommended previously.

McAdon noted that the committee had discussed this situation in May and had recommended approval to the council. Miller asked whether the City had funds for this buyout, which Sandquist confirmed. McAdon asked for this item to be placed on the next council agenda.

**d) Potential Southbridge PUD Modifications for Assisted Living Project**

Brown provided a summary of Hubbell's assisted living project in the Southbridge PUD. Hubbell is requesting several modifications to the PUD, including parking and façade requirements. Brown stated that City staff has reviewed these changes and the proposed park land dedication

Selby asked whether the parking requirements would be sufficient. Ockerman noted that mostly staff members would use the spaces. Sandquist asked whether the building would have a community room, as that could draw many attendees. Miller and Selby suggested adding 10 more parking spaces. Ockerman noted that Hubbell could add spaces in the future if needed.

**e) Employee Retention & Attraction Follow-Up**

Miller stated the remaining proposals for the Employee Retention & Attraction efforts will be reviewed in the coming months. Miller noted that a modified working schedule, vision insurance, and a meeting-free day could be prioritized.

Brown and Sandquist provided an overview of the proposed City Hall hours. The current hours are Monday through Friday, 8:30 a.m. to 4:30 p.m., with City staff arriving 15 minutes before and leaving 15 minutes after. The new opening time would be 7:30 a.m., with the same closing time Monday through Thursday and a noon to 12:30 p.m. closing time on Fridays. The proposal would provide an additional open hour during the morning but reflect the 1:00 p.m. dismissal of the ADM School District for City staff with children.

Selby stated that the 7:30 a.m. time would help more people access City Hall, because it is easier for people to stop by early compared to trying to leave work early in the afternoon. Miller asked for foot-traffic data. Overton noted that he asked his Public Works staff about changing hours, but there was not a consensus.

Miller asked about vision insurance. Sandquist stated she will be reviewing this with the City's insurance agent. Selby suggested matching funds for staff's 529 College Savings accounts. Miller asked whether the City's legal team or auditors could eliminate some proposals. Ockerman suggested looking into the Drake University Leadership program. Selby asked about a retroactive credit for part-time staff moving to full-time staff. Sandquist stated that this proposal could benefit the Library and City Hall in the future.

Miller mentioned the Polk City staffing plan that recommends approximately six full-time-equivalents (FTEs) per 1,000 residents. Using this metric, the City should have 36.5 FTEs but has 31 currently. Miller stated that adopting a plan like this could improve the City's budget process. Ockerman noted that the City should consider FTEs in the Fire Department based on missed calls and cities like Granger and Bondurant.

#### **f) Inflation Impacts & Potential Changes to Policies**

Brown provided an overview of potential changes to the City's separate Flowers (funeral) and Travel policies. The committee did not have any concerns but suggested a legal review of the Travel policy.

### **OTHER BUSINESS**

#### **ADJOURNMENT – 7:39 p.m.**

Respectfully submitted: Anthony Brown, City Administrator

**166.26 MAINTENANCE BOND.**

Before approval of the final plat, the subdivider shall post a maintenance bond for an amount to be approved by the Public Works Director and the Council. Said maintenance bond shall cover a period of four years from the project completion date as determined by the Public Works Director. The maintenance bond shall be conditioned on the subdivider's maintaining all improvements in good repair.

**CITY OF ADEL**

P.O. Box 248  
 301 S. 10th Street  
 ADEL, IOWA 50003  
 (515) 993-4525 • FAX (515) 993-4527

**PURCHASE  
 ORDER**

021016

REQ. NO. \_\_\_\_\_ DATE 9-1 2022

TO Hawkeye Truck Equipment

ADDRESS \_\_\_\_\_

SHIP TO \_\_\_\_\_

ADDRESS \_\_\_\_\_

FOR	DATE REQUIRED	HOW SHIP	TERMS	
QUANTITY	PLEASE SUPPLY ITEMS LISTED BELOW		PRICE	UNIT
1	1 Monroe - Box + Snow			
2	removal Equip		150,742 <sup>00</sup>	
3				
4	Amount due upon equipment			
5	arrival - 23/24 budget		133,467 <sup>00</sup>	
6				
7	Balance due after install		17,275	
8	24/25 - budget			
9				
10				
11	110-6711			
12				

**IMPORTANT**  
 OUR ORDER NUMBER MUST APPEAR ON ALL INVOICES-PACKAGES, ETC.  
 PLEASE NOTIFY US IMMEDIATELY IF YOU ARE UNABLE TO SHIP COMPLETE ORDER BY DATE SPECIFIED.

PLEASE SEND \_\_\_\_\_ COPIES OF YOUR INVOICE

*[Signature]*  
 PURCHASE AGENT

## Kip Overton

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**From:** Tim Hesseltine <timh@hte1.com>  
**Sent:** Monday, August 29, 2022 11:29 AM  
**To:** Kip Overton  
**Cc:** Shane Broderick  
**Subject:** Emailing: ADEL 2024

CAUTION: This email originated from outside the City of Adel's internal network. Do not click links, open attachments, or process requests unless you recognize the sender, know the content is safe, or verify that the request is authentic.

Good morning Kip,

As of today, we can only hold this price for another 2 weeks due to fluctuating steel prices ! ! ! ! !

Monroe snow & ice is currently at 370 day lead time.....if the snow equipment shows up before the chassis arrives,

We would ask that the city pay for a portion of the (\$ 150,742.00) in the amount of \$ 133,467.00 with the balance due after the install

Has been completed.....this would cover all of the equipment, freight.....balance would cover labor, paint, oil, hoses, lighting, ect.

Any questions please fell free to call me

Thanks  
Tim

CAUTION: Were you expecting this file? If not please contact the sender of the file to verify its authenticity.



Phone: (515) 289-1755  
www.hawkeyetruckequipment.com

5800 NW 2ND Street  
P.O. Box 3283  
Des Moines, IA 50316-0283

Quote

Quote ID:	24694
Quote Date:	4/14/2022

Quote Expires 30 Days from  
Quote Date

Sold To: 532000

O'HALLORAN INTERNATIONAL  
P O BOX 1804  
DES MOINES IA 50305-1804

Ship To:

O'HALLORAN INTERNATIONAL  
P O BOX 1804  
DES MOINES IA 50305-1804

Vehicle Make	Vehicle Model	Vehicle Year	Single/Dual	Cab to Axle	Vin #

THIS IS FOR THE CITY OF ADEL 2024

1-MONROE COMBINATION DUMP BODY/SPREADER MODEL "D.T.S."

10' IN LENGTH, 6.0 CUBIC YARD CAPACITY  
27" TALL SIDES WITH A 39" TALL TAILGATE  
SIDES AND FRONT ARE CONSTRUCTED OF COR-TEN STEEL  
3/16" THICK AR400 FLOOR  
15 TON SINGLE ACTING TELESCOPIC HOIST  
AIR ACTUATED TAILGATE  
10" I BEAM LONGMEMBERS  
MANIFOLD STYLE GREASE BANK  
25:1 CONVEYOR GEARBOX DRIVE  
21,000LB STRENGTH PINTLE DRAG CHAIN,  
18" DIAMETER POLY SPINNER DISC,  
STAINLESS STEEL MATERIAL CHUTE,  
CABSHEILD WELDED TO THE BODY FOR 2020  
VIBRATOR WITH TIMER  
LOW PROFILE L.E.D. STROBE INSTALLED ON THE CABSHEILD  
FOLD DOWN LADDER ON DRIVERS SIDE OF BODY  
HEAVY DUTY REAR HITCH ( PINTLE, NEW FOR 2020 )  
ELECTRIC BRAKE CONTROLLER INSTALLED  
IN CAB BACKUP CAMERA WITH 2 LENS AND SPLIT SCREEN  
POWDER COATED INTERNATIONAL RED.

1-MONROE MP41R11ISCT 11' REVERSIBLE SNOW PLOW

41" HIGH MOLDBOARD CONSTRUCTED OF 3/16" HIGH GRADE STEEL  
INTEGRAL SHAPED MOLDBOARD, FULL MOLDBOARD TRIP,  
(2) HEAVY DUTY TRIP SPRINGS WITH HORIZONTAL BRACING  
SHOTBLASTED AND POWDER COATED RED  
MIRROR MOUNTED L.E.D. PLOW LIGHTS  
PARKING JACK  
RUBBER SNOW DEFLECTOR  
MARKERS  
MAIL BOX TRIM.  
COMBO WING/PLOW QUICK HITCH  
2 CHAIN PICK UP WITH LEVEL LIFT  
POWDER COATED NAVISTAR RED

1-LOAD SENSING HYDRAULIC SYSTEM

4.88 C.I.D. CRANK MOUNT PISTON PUMP  
4 SPOOL ( AIR MANIFOLD ) VALVE  
SEAT MOUNT AIR CONTROL CONSOLE,  
FREEDOM 2.1 ELECTRIC SANDER CONTROL  
30 GALLON STAINLESS STEEL HYDRAULIC RESERVOIR INSTALLED ON CURB SIDE  
STAINLESS STEEL VALVE ENCLOSURE,



EST. 1946

Phone: (515) 289-1755  
www.hawkeyetruckequipment.com

5800 NW 2ND Street  
P.O. Box 3283  
Des Moines, IA 50316-0283

Quote

Quote ID:	24694
Quote Date:	4/14/2022

Quote Expires 30 Days from  
Quote Date

FLR SYSTEM, AIR CONTROLS, FITTINGS, QUICK COUPLERS ALL INSTALLED..

1-MONROE 120 GALLON PREWET SYSTEM

STAINLESS STEEL SADDLE  
12 VOLT SURE FLOW PUMP  
TO BE INSTALLED ON TOP OF FRAME RAILS BEHIND THE CAB  
CONTROLLED BY FREEDOM 2.1 CONTROLLER

1-9' MONROE FRONT MOUNT DOUBLE FUNCTION PATROL WING

INSTALLED ON FRONT MOUNT PLOW/WING COMBO TRUCK PORTION HITCH  
STRAIGHT MOLDBOARD, NON-TRIP  
PARA GLIDE FRONT WING POST  
DUAL PUSH ARMS  
FRONT PICK FOR HEEL OPERATION  
L.E.D. FRONT MOUNT WING LIGHT  
POWDER COATED NAVISTAR RED

THANK YOU FOR THE OPPORTUNITY  
TIM HESSELTINE

\$ 150,742.00

Sales Tax	\$0.00
Payments	\$0.00
Total Due	\$0.00



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## CHAPTER 25

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### HISTORIC PRESERVATION COMMISSION

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25.01 Purpose and Intent

25.02 Definitions

25.03 Structure of the Commission

25.04 Powers of the Commission

#### **25.01 PURPOSE AND INTENT.**

The purposes of this chapter are to:

1. Promote the educational, cultural, economic and general welfare of the public through the recognition, enhancement and perpetuation of sites and districts of historical and cultural significance.
2. Safeguard the City's historic, aesthetic, and cultural heritage by preserving sites and districts of historic and cultural significance.
3. Stabilize and improve property values.
4. Foster pride in the legacy of beauty and achievements of the past.
5. Protect and enhance the City's attractions to tourists and visitors and the support and stimulus to business thereby provided.
6. Strengthen the economy of the City.
7. Promote the use of sites and districts of historic and cultural significance as places for the education, pleasure, and welfare of the people of the City.

#### **25.02 DEFINITIONS.**

For use in this chapter, the following terms are defined:

1. "Commission" means the Adel Historic Preservation Commission, as established by this chapter.
2. "Historic district" means an area which contains a significant portion of buildings, structures or other improvements which, considered as a whole, possess integrity of location, design, setting, materials, workmanship, feeling and association, and which area as a whole:
  - A. Embodies the distinctive characteristics of a type, period or method of construction, or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components may lack individual distinction; or
  - B. Is associated with events that have made significant contributions to the broad patterns of our local, state or national history; or
  - C. Possesses a coherent and distinctive visual character or integrity based upon similarity of scale, design, color, setting, workmanship, materials or combinations thereof which is deemed to add significantly to the value and attractiveness of properties within such area; or
  - D. Is associated with the lives of persons significant in our past; or
  - E. Has yielded, or may be likely to yield, information important in prehistory or history.
3. "Historic site" means a structure or building which:
  - A. Is associated with events that have made a significant contribution to the broad patterns of our history; or
  - B. Is associated with the lives of persons significant in our past; or
  - C. Embodies the distinctive characteristics of a type, period or method of construction or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components may lack individual distinction; or
  - D. Has yielded, or may be likely to yield, information important in prehistory or history.

#### **25.03 STRUCTURE OF COMMISSION.**

1. The Commission consists of five members who are residents of the City.
2. Members of the Commission shall be appointed by the Mayor with the advice and consent of the Council. Members shall demonstrate a positive interest in historic preservation, possessing interest or expertise in architecture, architectural history, historic preservation, city planning, building rehabilitation, conservation in general or real estate.
3. The Commission members are appointed for staggered terms of three years. Members may serve for more than one term. Each member shall serve until the appointment of a successor.
4. Vacancies occurring in the Commission, other than expiration of term of office, shall be only for the unexpired portion of the term of the member replaced.
5. Members shall serve without compensation.
6. A simple majority of the Commission shall constitute a quorum for the transaction of business.

7. The Commission shall elect a Chairperson who shall preside over all Commission meetings and elect a Secretary who shall be responsible for maintaining written records of the Commission's proceedings.

8. The Commission shall meet at least three times a year.

#### **25.04 POWERS OF THE COMMISSION.**

1. The Commission may conduct studies for the identification and designation of historic districts and sites meeting the definitions established by this chapter. The Commission may proceed at its own initiative or upon a petition from any person, group or association. The Commission shall maintain records of all studies and inventories for public use.

2. The Commission may make a recommendation to the State Bureau of Historic Preservation for the listing of a historic district or site in the National Register of Historic Places and may conduct a public hearing thereon.

3. The Commission may investigate and recommend to the Council the adoption of ordinances designating historic sites and historic districts if they qualify as defined herein.

4. In addition to those duties and powers specified above, the Commission may, with Council approval,

A. Accept unconditional gifts and donations of real and personal property, including money, for the purpose of historic preservation.

B. Acquire, by purchase, bequest or donation, fee and lesser interests in historic properties, including properties adjacent to or associated with historic properties.

C. Preserve, restore, maintain and operate historic properties under the ownership or control of the Commission.

D. Lease, sell, and otherwise transfer or dispose of historic properties subject to rights of public access and other covenants and in a manner that will preserve the property.

E. Contract with State or federal government or other organizations.

F. Cooperate with federal, State and local governments in the pursuance of the objectives of historic preservation.

G. Provide information for the purpose of historic preservation to the Council.

H. Promote and conduct an educational and interpretive program on historic properties within its jurisdiction.

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**City of Adel**  
**Manual of Policy and Procedure**

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**Section:** 3. City Hall and City Operations

**Title:** Urban Chicken and Fowl Policy

**Effective Date:** October 13, 2015  
**(Revisions)**

**Resolution No.** N/A

**Policy Number:** 3.11.01

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**1. PURPOSE**

The purpose of this policy is to provide the steps and requirements needed for residents to keep urban chickens and other fowl on their property. This policy is designed to provide written consent of the Council regarding livestock within City limits (see Chapter 55.05 in the City of Adel Code of Ordinances).

**2. DEFINITION**

Fowl shall be defined as birds and livestock such as pigeons, pheasants, quail, chickens, and ducks which are of such type and nature that state and national associations exist. These associations establish norms for breeding, confining, and rearing.

**3. POLICY**

A. It is unlawful to keep, possess, or maintain fowl on any parcel of property located within the City limits, except in accordance with the following restrictions:

- 1) No such fowl shall be kept on the same lot or premises with any multiple dwelling without obtaining permission of the other tenant(s) and/or landlord.
- 2) No person, having the care of any fowl, domestic or nondomestic, shall permit the fowl to run at large in City limits as defined in Chapter 55.12 of the City of Adel Code of Ordinances.

B. This policy shall not be deemed to prohibit the keeping or maintaining of any fowl which was legally kept in the City limits as of October 12, 2015.

C. The approval of fowl per this policy is limited to the resident(s) requesting the approval.

D. All other City nuisance codes and policies shall remain in full force, including Chapter 55 of the City of Adel Code of Ordinances. The City reserves the right to revoke approval if this policy or other nuisance codes and policies are not followed.

#### 4. REQUIREMENTS

- A. Cages, hutches, coops, cotes, lofts, or other confinement shall be enclosures of sufficient size to house the number of fowl permitted by state or national standards. Set-backs may be required.
- B. On any parcel of land such fowl, as defined in Section 2, shall be no more than six (6) in total number, unless special approval is granted by the Code Compliance Officer and the City Administrator.
- C. Council approval is required when the number or type of fowl exceed the parameters as defined in sections 2 and 4.B.
- D. No fowl may be maintained, enclosed, or fenced in the front yard of a dwelling or within a dwelling.
- E. The young produced by the approved fowl, which exceed the number specified in section 4.B, shall be maintained with the parent for a period of approximately eight (8) weeks but no more than ten (10) weeks, unless by state or national standards a longer period is required.
- F. No roosters over eight (8) weeks old are permitted.
- G. No geese or guinea hens are permitted.
- H. Residents seeking approval of fowl per this policy shall sign-up at Adel City Hall with the Code Compliance Officer. Residents will be provided with a copy of this policy. Such sign-up will collect the following information from the resident:
  - 1) Name, address, and phone number
  - 2) Property owner's contact information (if different than applicant)
  - 3) Consent of property owner (if different than applicant)
  - 4) Type of fowl
  - 5) Number of fowl
  - 6) Description of fowl enclosure(s)
  - 7) Consent of contiguous neighbors
- I. Approval shall be given by the Code Compliance Officer. Applicants may appeal to the Adel City Council if approval is denied by the Code Compliance Officer.

**5. EXCEPTIONS**

Fowl maintained by the following entities for educational or exhibition purposes are exempt from the requirements of section four (4) of this policy:

- A. Schools
- B. Day care centers
- C. Vocational agricultural programs
- D. Public education programs
- E. Zoos
- F. State and county fairs
- G. Science centers
- H. Circuses
- I. Temporary exhibits or shows

**6. KILLING OF FOWL BY DOMESTICATED PETS**

No dog, cat, or other domesticated pet which kills fowl off of the permitted parcel of land shall, for that reason alone, be considered a dangerous or aggressive animal or the City's responsibility to enforce its animal control provisions.