

**Adel City Council**  
**September 12, 2023 - Meeting Minutes**

The Adel City Council met in regular session at Adel City Hall, 301 S. 10th Street, Adel, Iowa on Tuesday, September 12, 2023. At 6:02 p.m., Mayor Peters called the meeting to order. The following answered roll: Christensen, McAdon, Miller, Selby, and Ockerman.

Staff Present: Assistant City Attorney Sabroske, City Clerk Erickson, Public Works Director Overton, Code Compliance Officer Nichols, and Police Lieutenant Book.

**PUBLIC HEARING**

- 1.a. Proposed Plans, Specifications, Form of Contract, and Estimates of Cost for the Adel Water Utility Improvements, New Well No. 7

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

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

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

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

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

- 1.b. An Ordinance Amending the Southbridge PUD

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

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

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

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

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

**COMMENTS FROM THE PUBLIC**

- 2.a. Good Samaritan Food Pantry Presentation - Carole Erickson-Schepers

**Carole Erickson-Schepers and Trish Radke, representatives for the Good Samaritan Food Pantry, shared with the Council the efforts that the Food Pantry is making towards fundraising and community outreach. The need in the community is increasing and they ask that the Council continue to support and spread the word about the need for community assistance for the Food Pantry.**

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

**Deb Bengtson, President of the Adel Partners Chamber of Commerce, gave an update on what has happened and upcoming events for the Chamber. The 2023 Sweet Corn Festival was a success with an estimated 11,300 in attendance. The Chamber's strategic plan and leveraging their marketing is a benefit as there have been seven new members in the last two weeks. There will be a fashion show in October and the Holiday Hometown Celebration on December 1<sup>st</sup> and 2<sup>nd</sup> with the Holiday Home Tour being moved from Sunday to Saturday of that weekend. The Chamber is looking into some murals along the trail. Multiple ribbon cuttings are coming up in the following months.**

- 2.c. Robert's Challenge – Ahoi App

**Robert Fisher, 711 S 12<sup>th</sup> Street, presented the Council with a document prior to the meeting summarizing his views on a lifestyle app that evaluates business accessibility. Robert was not in attendance, but Mayor Peters shared that Robert encourages all of Adel to use free apps that provide these evaluations on accessibility.**

**CONSENT AGENDA**

- 3.a. Consider Approval of City Minutes Dated August 8, 2023

- 3.b. Consider Approval of August Bills

- 3.c. Consider Approval of Braden Nemecek as Fire Chief and Tim Knipper as Assistant Fire Chief

- 3.d. Consider Approval of Probationary Firefighter Casey Bennett to the Adel Fire Department

- 3.e. Consider Approval of Resolution No. 23-49, Temporarily Closing Public Ways or Grounds in Connection with Touch-A-Truck Presented by the Adel Library - September 29, 2023 from 7:00 a.m. - 12:00 p.m.

- 3.f. Consider Approval of Special Event and Fee Waiver – John D Gomke Charity, John's Baby Steps 5K – October 7, 2023 – *Pending Certificate of Insurance*

- 3.g. Consider Approval of Resolution No. 23-50, Approving Road Closure for John D Gomke Charity Special Event - John's Baby Steps - *Pending Certificate of Insurance*
- 3.h. Consider Approval of 2023/2024 Cigarette Permits - CIV Plus
- 3.i. Consider Approval of Class C Liquor License with Outdoor Service and Sunday Service for Brickyard Burgers & Brews (*Pending Dramshop Review*)
- 3.j. Consider Approval of Resolution No. 23-51, Approving the Professional Services Agreement with Callahan Municipal Consultants for the 2024-2025 Goal Setting Session
- 3.k. Consider Approval of Engagement Agreement with Ahlers & Cooney, P.C. for the Evans Park Trail Connections Project Condemnations  
**Motion by Ockerman, seconded by Miller, to approve the Consent Agenda.**  
**Roll: Ayes - Unanimous. Motion Carried.**

#### DEPARTMENT HEAD REPORT

- 4.a. Next Steps on 1316 Orchard Street
- 4.b. 2024-2025 Goal Setting Session - Thursday, November 16, 2023 at 6:00 p.m.
- 4.c. Fiscal Year 2024-2025 Budget Timeline
- 4.d. Fiscal Year 2022-2023 Audit "Fieldwork": October 4-6 and October 9-10

#### PRESENTATION

- 5.a. Holmes Murphy Insurance Brokerage  
**Todd Hansen & Kate Bryant, representing Holmes Murphy, presented the Council with an update on what the objectives are to continue membership between the City of Adel and Holmes Murphy.**

#### OLD BUSINESS

- 6.a. Discussion / Possible Action on Greater Dallas County Development Alliance Funding / Membership and Possibly Appointing City Representative  
**Motion by Ockerman, seconded by Christensen, to direct City Staff to pay the dues for the current fiscal year and half of the dues for the previous fiscal year (totaling \$23,073.75), and use the Greater Dallas County Alliance's Scope of Services to replace Exhibit A when adopting the grant agreement created by Ahlers.**

**Discussion ensued regarding the scope of services and the appropriate level of funding.**

**Motion by Selby, seconded by McAdon, to amend the previous motion to only pay the dues for the current fiscal year in the amount of \$15,382.50.**

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

**Motion by Ockerman, seconded by Christensen, to direct City Staff to pay the dues for the current fiscal year of \$15,382.50(amended by the previous motion), and use the Greater Dallas County Alliance's Scope of Services to replace Exhibit A when adopting the grant agreement created by Ahlers.**

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

**Motion by Christensen, seconded by Miller, to appoint Bob Ockerman as the City of Adel Representative to the Greater Dallas County Development Alliance.**

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

#### NEW BUSINESS

- 7.a. Consider Approval of Job Description for Finance Director/Deputy City Administrator  
**Motion by Ockerman, seconded by Miller, to approve the job description for Finance Director/Deputy City Administrator.**  
**Roll: Ayes - Unanimous. Motion Carried.**
- 7.b. Consider Approval of Resolution No. 23-52, Approving FY23-24 Non-Union City Employee Wages (Updated)  
**Motion by Miller, seconded by Ockerman, to approve Resolution No. 23-52.**  
**Roll: Ayes - Unanimous. Motion Carried.**



- 7.c. Consider Approval of Resolution No. 23-53, Approving Addition of Section 4.12 Donated Leave to the City of Adel Employee Handbook  
**Motion by Christensen, seconded by Ockerman, to approve Resolution No. 23-53.**  
**Roll: Ayes - Christensen, McAdon, Selby and Ockerman. Nays - Miller. Motion Carried.**
- 7.d. Consider Approval of Resolution No. 23- 54, Approving a New Three Year Agreement with Holmes Murphy for Insurance Brokerage Services  
**Motion by Selby, seconded by Miller, to approve Resolution No. 23-54.**  
**Roll: Ayes - Unanimous. Motion Carried.**
- 7.e. Consider Approval of Ordinance No. 396, Amending the Zoning Ordinance of the City of Adel, Iowa by Repealing and Replacing the PUD Ordinance for Property Located at the Intersection of Hwy 169 and 302nd Place, City of Adel, Dallas County, Iowa - First Reading  
**Motion by Ockerman, seconded by Christensen, to approve the first reading of Ordinance No. 396.**  
**Roll: Ayes - Unanimous. Motion Carried.**  
  
**Motion by Ockerman, seconded by Miller, to waive the second and third readings and adopt Ordinance No. 396.**  
**Roll: Ayes - Unanimous. Motion Carried.**
- 7.f. Consider Approval of Resolution No. 23-55, Adopting Plans, Specifications, Form of Contract and Estimate of Cost for the Adel Water Utility Improvements, New Well No. 7  
**Motion by Miller, seconded by Ockerman, to approve Resolution No. 23-55.**  
**Roll: Ayes - Unanimous. Motion Carried.**
- 7.g. Consider Approval of Resolution No. 23-56, Designating Low Bidder on the Public Improvement Project Designated Adel Water Utility Improvements, New Well No. 7  
**Motion by Christensen, seconded by Selby, to approve Resolution No. 23-56.**  
**Roll: Ayes - Unanimous. Motion Carried.**
- 7.h. Consider Approval of Resolution No. 23-57, Making Award of Construction Contract for the Adel Water Utility Improvements, New Well No. 7
- 7.i. Consider Approval of Resolution No. 23-58, Approving Construction Contract and Bond for the Adel Water Utility Improvements, New Well No. 7  
**No action was taken on items 7.h. and 7.i.**
- 7.j. Consider Approval of Resolution No. 23-59, Approving Amendment No. 1 to the Engineering Services Agreement Between the City of Adel and McClure for the Adel North 15th Street Bridge Replacement Over Butler Creek Project  
**Motion by Ockerman, seconded by Christensen, to approve Resolution No. 23-59.**  
**Roll: Ayes - Unanimous. Motion Carried.**
- 7.k. Consider Approval of Resolution No. 23-60, Ordering Construction of the Bridge Replacement - 15<sup>th</sup> Street Bridge Over Butler Creek, and Ratifying, Confirming and Approving Posting of Notice to Bidders and Fixing a Date for Hearing Thereon and Taking Bids Therefor  
**Motion by Ockerman, seconded by Selby, to approve Resolution No. 23-60.**  
**Roll: Ayes - Unanimous. Motion Carried.**
- 7.l. Consider Approval of Resolution No. 23-61, Fixing Date for a Public Hearing on the Proposal to Convey Certain Real Property to Dallas County, Iowa  
**Motion by Christensen, seconded by Ockerman, to approve Resolution No. 23-61.**  
**Roll: Ayes - Unanimous. Motion Carried.**

- 7.m. Consider Approval to Refer the East 12 Feet of Lots 3 and 4 in Block 12 in the Town of Adel, Dallas County, Iowa Proposed Alleyway Vacation to Planning and Zoning Commission For Review On September 13, 2023  
**Motion by Ockerman, seconded by Selby, to approve referring proposed alleyway vacation to Planning and Zoning Commission for review on September 13, 2023.**  
**Roll: Ayes - Unanimous. Motion Carried.**
- 7.n. Consider Approval of Resolution No. 23-62, Approving Preliminary and Final Plat of Torgerson Estates  
**Discussion ensued regarding how the lots would be used in the future as annexation could be a possibility to the west of Adel. The plat falls outside the City limits, but is in the 2-mile radius of the City limits, and has already been approved by Dallas County.**  
**Motion by Selby, seconded by Ockerman, to approve Resolution No. 23-62.**  
**Roll: Ayes - McAdon, Miller, Selby and Ockerman. Nays - Christensen. Motion Carried.**
- 7.o. Consider Approval of Change Order No. 3 - Southbridge Lift Station Improvements - Lift Station  
**Motion by Miller, seconded by Selby, to approve Change Order No. 3 for Southbridge Lift Station Improvements – Lift Station.**  
**Roll: Ayes - Unanimous. Motion Carried.**
- 7.p. Consider Approval of Pay Application No. 13 for the Southbridge Lift Station Improvements – Lift Station (Final)  
**Council Member McAdon confirmed with Public Works Director Overton that he is comfortable with what is left on the punch list provided for this project.**  
**Motion by Ockerman, seconded by Miller, to approve Pay Application No. 13.**  
**Roll: Ayes - Unanimous. Motion Carried.**
- 7.q. Consider Approval of Resolution No. 23-63, Accepting the Southbridge Lift Station Improvements - Lift Station Project  
**Motion by Christensen, seconded by Ockerman, to approve Resolution No. 23-63.**  
**Roll: Ayes - Unanimous. Motion Carried.**
- 7.r. Consider Approval of Resolution No. 23-64, Establishing Just Compensation, Affirming Negotiations, and Setting Hearing and Authorizing Notice to Property Owners of Proposed Decision to Acquire Property By Condemnation for the Evans Park Trail Connections Project  
**Motion by Ockerman, seconded by Selby, to approve Resolution No. 23-64.**  
**Roll: Ayes - Unanimous. Motion Carried.**

## OTHER BUSINESS

## ADJOURNMENT

Meeting was adjourned at 7:24 p.m.

  
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James F. Peters, Mayor

Attest:

  
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Carrie Erickson, City Clerk