

**Adel City Council**  
**April 9, 2024 - Meeting Minutes**

The Adel City Council met in regular session at Adel City Hall, 301 S. 10th Street, Adel, Iowa on Tuesday, April 9, 2024. At 6:00 p.m., Mayor Peters called the meeting to order. The following answered roll: Christensen, McAdon, West, Selby, and Ockerman.

Staff Present: City Administrator Brown, Deputy City Administrator/Finance Director Sandquist, City Clerk Erickson, Assistant City Attorney Sabroske, Library Director Jayne, Police Chief Book, and Public Works Director Overton.

**PUBLIC HEARING**

1.a. Public Hearing for the Adoption of Fiscal Year 2024-2025 Budget

**Motion by Ockerman, seconded by McAdon, 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.**

**PROCLAMATION**

2.a. Arbor Day - Friday, April 26, 2024

2.b. Mayors' Monarch Pledge Proclamation

**COMMENTS FROM THE PUBLIC**

**CONSENT AGENDA**

4.a. Consider Approval of City Minutes Dated March 25, 2024 at 6:00 p.m.

4.b. Consider Approval of City Minutes Dated March 25, 2024 at 6:30 p.m.

4.c. Consider Approval of March Bills and March 31, 2024 Treasurer's Report

4.d. Consider Approval of Special Event – Adel Partners Chamber of Commerce, 2024 Sweet Corn Festival – August 10 & 11, 2024 – *Pending Certificate of Insurance*

4.e. Consider Approval of Resolution No. 24-19, Approving Road Closure for Sweet Corn Festival

4.f. Consider Approval of Resolution No. 24-20, Approving Road Closure for Sweet Corn Festival 5K

4.g. Consider Approval of Resolution No. 24-21, Approving Road Closure for Sweet Corn Festival Parade

4.h. Consider Approval of 2024/2025 Cigarette Permits - Kum & Go

4.i. Consider Approval of Class C Retail Alcohol License for Fiesta Mexican Restaurant

4.j. Consider Approval of Class C Retail Alcohol License for Standley, Inc. (DBA Corner Tap)

4.k. Consider Approval of Resolution No. 24-22, Approving the Temporary Closing of Public Ways or Grounds in Connection with a Special Event Known As Adel Rotary Safety Bike Rodeo

~~4.l. Consider Approval of Resolution No. 24-23, In Support of the Development of a Roundabout on U.S. Hwy 169 Near the New ADM High School and Southbridge Common Place Drive~~

4.m. Consider Approval of Change Order No. 2 - Adel Water Utility Improvements - New Well No. 7

4.n. Consider Approval of Pay Application No. 1 - Adel Water Utility Improvements - New Well No. 7

4.o. Consider Approval of Change Order No. 1 for the Adel N. 15th Street Bridge Replacement Over Butler Creek Project

**Motion by Ockerman, seconded by Christensen, to approve the Consent Agenda, excluding item 4.l.**

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

**DEPARTMENT HEAD REPORT**

5.a. Update on the EOS Program

**Deputy City Administrator/Finance Director Sandquist shared that a 90-minute meeting is to be scheduled during a regular Committee of the Whole meeting night or during the date set aside for the optional second monthly City Council meeting night.**

## NEW BUSINESS

- 4.1. Consider Approval of Resolution No. 24-23, In Support of the Development of a Roundabout on U.S. Hwy 169 Near the New ADM High School and Southbridge Common Place Drive  
**City Administrator Brown shared that the Mayor, the DOT, members of the school district, and City staff met to review the concept for the new school south of the Adel city limits. The DOT asked the school district, the City of Adel, and the adjacent Southbridge property developer Robert Cramer to write letters of support for developing a roundabout at the proposed school entrance, which could be at the intersection of Common Place Drive. The proposed school site is currently in Dallas County and there were discussions of annexing into the City of Adel.**

**Council Member Christensen shared concerns about approving a letter of support for the placement of the roundabout at Common Place Dr. He said that he is in support of a roundabout, but because of proposed future connections of 302<sup>nd</sup> Place to University Ave in Waukee that a better location for a roundabout and the entrance to the school would instead be at 302<sup>nd</sup> Place. Council Member West agreed that it would be best at 302<sup>nd</sup> Place if the connection to University would be happening soon, but he did not believe that would be soon. West shared that he did not want to hold up the progress of the DOT or the school for a possibility of the University connection when the entire stretch of Highway 169 could look very different by the time that connection takes place. Discussion ensued and the Council said they would like to see a site plan for the new school and have more of a discussion at a Committee of the Whole meeting or a Street Committee meeting before moving forward with a letter of support.**

**Motion by West, seconded by Selby, to approve Resolution No. 24-23 (*excluded from Consent Agenda*).**

**No vote was taken.**

**Motion by Christensen, seconded by Ockerman, to refer this item to the next Committee of the Whole or Street Committee meeting for discussion and possible revision.**

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

- 6.a. Consider Approval of Resolution No. 24-24, Approving the Fiscal Year 2024-2025 Budget  
**Motion by Ockerman, seconded by West, to approve Resolution No. 24-24.**  
**Roll: Ayes - Unanimous. Motion Carried.**
- 6.b. Consider Approval of Resolution No. 24-25, Approving a 28E Agreement with the Adel-De Soto-Minburn School District for the School Resource Officer Program  
**Motion by Christensen, seconded by West, to approve Resolution No. 24-25.**  
**Roll: Ayes - Unanimous. Motion Carried.**
- 6.c. Consider Approval of Resolution No. 24-26, Approving the Final Agreement for FY24- 25 Wages Between the City of Adel, Iowa, Police Department and Teamsters Local Union 238 Affiliated With The International Brotherhood of Teamsters  
**Motion by Selby, seconded by McAdon, to approve Resolution No. 24-26.**  
**Roll: Ayes - Unanimous. Motion Carried.**
- 6.d. Consider Approval of Resolution No. 24-27, Approving FY24-25 Non-Union City Employee Wages  
**Motion by Christensen, seconded by Selby, to approve Resolution No. 24-27.**  
**Roll: Ayes - Unanimous. Motion Carried.**



- 6.e. Consider Approval of Mayor Board and Commission Appointments: Historic Preservation Commission - One Opening  
**The Mayor appointed Lane Pralle.**  
**Motion by West, seconded by Selby, to approve the Mayor's appointment of Lane Pralle to the Historic Preservation Commission.**  
**Roll: Ayes - Unanimous. Motion Carried.**
- 6.f. Consider Approval of Consideration of Construction Bids for the Evans Park Trail Connections Project  
**Motion by Ockerman, seconded by Selby, to approve the consideration of construction bids for the Evans Park Trail Connections Project.**  
**Roll: Ayes - Unanimous. Motion Carried.**
- 6.g. Consider Approval of Resolution No. 24-28, Making Award of Construction Contract for the Evans Park Trail Connection Project  
**Motion by Ockerman, seconded by Selby, to approve Resolution No. 24-28.**  
**Roll: Ayes - Unanimous. Motion Carried.**
- 6.h. Consider Approval of Ordinance No. 406, Establishing Sewer Rates for Customers Outside the City Limits - First Reading  
**Motion by Selby, seconded by West, to approve the first reading of Ordinance No. 406.**  
**Roll: Ayes - Unanimous. Motion Carried.**
- Motion by Ockerman, seconded by Selby, to waive the second and third readings and adopt Ordinance No. 406.**  
**Roll: Ayes - Unanimous. Motion Carried.**
- 6.i. Discussion / Possible Action on Annexation Progress Update  
**City Administrator Brown and Council Member Ockerman updated the Council on the annexation planning that has been done by staff and members of the Council. The incentive that could be offered to an annexation area would be a phased in "tax forgiveness" or tax abatement for those annexing into the City. The Council wanted to make sure that communication efforts were being made. Brown drafted a letter for the Mayor that he asked the Council to review and give feedback on. The Mayor and Ockerman plan to work with staff on contacting landowners personally. Assistant City Attorney Sabroske shared that the timeline needed for a possible 80/20 annexation is something that the Council needs to consider and she said she would send a proposed timeline.**
- Motion by Ockerman, seconded by Christensen, to direct staff to move forward with sending a letter to the landowners for annexation efforts to the east and south as well as consult with legal.**  
**Roll: Ayes - Unanimous. Motion Carried.**
- 6.j. Consider Approval of Proposed "Software As A Service Agreement" and Related Annual Costs and Documents with Tyler Technologies, Inc. (aka Incode) for Adel City Hall Financial In-The-Cloud Software  
**Motion by Christensen, seconded by West, to approve the proposed agreement pending the following updates to the agreement: requiring that our data only be located in United States data**

centers, requiring that our data only be accessible by Tyler Technologies personnel that are United States citizens for support unless prior approval is provided by the City, a review of the security policies/procedures used around our data/system, a review of user ID (security) used to access and around our data/system, and securing a maximum percentage increase per year of no more than 7%.

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

6.k. Consider Approval of Setting a Date for a Public Hearing for the FY 23-24 Budget Amendments - Tuesday, May 14, 2024, at 6:00 p.m.

**Motion by Ockerman, seconded by McAdon, to approve setting a date for a Public Hearing for the FY 23-24 Budget Amendments for Tuesday, May 14, 2024, at 6:00 p.m.**

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

6.l. Consider Approval of Resolution No. 24-29, Amending the Temporary Closing of Public Ways or Grounds In Connection With Construction For The Dallas County Administration Building

**Motion by Christensen, seconded by Ockerman, to approve Resolution No. 24-29.**

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

#### OTHER BUSINESS

1. Council Member McAdon reminded the Council that the Annual Spring Cleanup will be held on Saturday, April 20<sup>th</sup>. Ankeny Sanitation will pick up items from residents around town while the Hazardous Waste Dropoff & Shred-It event will be at Kinnick Feller Park.

#### ADJOURNMENT

Meeting was adjourned at 7:45 p.m.

James F. Peters, Mayor

Attest:

Carrie Erickson, City Clerk