



ADEL CITY COUNCIL AGENDA
Monday, August 25, 2025 at 6:00 PM
Adel City Hall, 301 S 10th Street Adel, IA 50003

FULL AGENDA PACKET ACCESS *To access the full Agenda Packet please visit [Agendas & Minutes \(adeliowa.gov\)](#) and click on the link to the Agenda Packet for this meeting.*

CONSENT AGENDA

- 1.a. Consider Approval of City Minutes Dated August 12, 2025
- 1.b. Consider Approval of Class C Liquor License for Ninth Street Smash and Tap Ownership Amendment

NEW BUSINESS

- 2.a. Hold Interviews with Council Candidates
 1. William Oldes
 2. Eric Trout
 3. Nate Hawkins
 4. John Sparling
- 2.b. Consider Approval of Resolution No. 25-61, To Fill Council Vacancy By Appointment
- 2.c. Oath of Office for Newly Appointed Council Member - Administered by Mayor James F. Peters
- 2.d. Consider Approval of Mayor Board and Commission Appointment: Library Board - One Opening
- 2.e. Consider Approval to Pay \$4,108.56 to the City of Audubon, Iowa for Related Contract Costs of City of Adel Police Officer Candidate
- 2.f. Discussion / Possible Action on Moving All Regular City Council Meetings to the Library Community Room Starting January 1, 2026
- 2.g. Consider Approval of Resolution No. 25-62, Approving the City Administrator Recruitment Agreement with Theia Mangement Consulting

DEPARTMENT HEAD REPORT

- 3.a. Update on Public Safety Needs Assessment Project
- 3.b. Staff, Mayor, & City Council Stakeholder Interviews with Theia Management Consulting, LLC - Thursday, August 28th, 2025

ADJOURNMENT

Adel City Council
August 12, 2025 - Meeting Minutes

The Adel City Council met in regular session at Adel City Hall, 301 S. 10th Street, Adel, Iowa on Tuesday, August 12, 2025. At 6:05 p.m., Mayor Peters called the meeting to order. The following answered roll: McAdon, West, Selby, and Ockerman.

Staff Present: Deputy City Administrator/Finance Director Sandquist, City Clerk Erickson, City Attorney Stone, Public Works Director Overton, Police Chief Book, Library Director Jayne, Parks & Recreation Director Schenck, Administrative Clerk Hauser, Code & Compliance Officer Nichols, Parks & Recreation Superintendent Waddingham, Fire Chief Nemechek, & Police Officer DeVoll.

OATH OF OFFICE

- 1.a. Police Officer - Tayte DeVoll (administered by Mayor, James F Peters)

COMMENTS FROM THE PUBLIC

- 2.a. Suggestion to Update Hours of Operation Regulations in Chapter 78, Golf Carts - Ryan Bowers
Ryan Bowers, 1903 Horse N Buggy Dr., Adel, addressed the Council with a suggestion to revise the current hours of operation for golf carts as stated in the Adel City Code of Ordinances. Bowers shared research he had conducted on policies in surrounding communities and recommended allowing golf carts to operate during all hours, provided they are equipped with proper safety features including headlights, brake lights, and turn signals. Mayor Peters stated the proposal would be referred to the Public Safety Committee for discussion. Public Safety Committee Chair Selby recommended the item be added to the next Committee of the Whole meeting agenda, with a possible recommendation to be brought back to the Council. Council Member Selby noted feedback from residents who expressed concerns about situations where golf carts are driven to a location during daylight hours and cannot be driven home after dark due to the current ordinance. A resident in attendance asked whether side-by-sides would be subject to the same ordinance and Council responded side-by-sides have a separate ordinance and that is for a different discussion. The same resident also raised concerns about children operating golf carts unsupervised. Chief Book advised that any such concerns should be reported to the Police Department.
- 2.b. Ankeny Sanitation Report - Shon Zimmer, Operations Manager
Shon Zimmer, 70002 SE Delaware Ave., Ankeny, addressed the Council regarding upcoming changes to garbage and recycling service zones. Zimmer informed the Council that, effective Tuesday, August 19th, a new Tuesday pickup route will be added to the schedule. He stated that two mailings were sent to affected residents and confirmed that a total of 566 flyers were distributed. Zimmer noted he has been in communication with City staff to coordinate and inform the public about the updated service zones. Council Member McAdon stated her appreciation in working with Ankeny Sanitation and she appreciates the stickers for recycling containers. McAdon mentioned the South Dallas County Landfill is working on a cardboard recycling section of the landfill. Mayor Peters spoke up asking if residents could call Ankeny Sanitation directly with garbage/recycling concerns. City Clerk Erickson commented that it is helpful when residents contact City Hall first regarding garbage or recycling issues, as some problems may be related to non-payment. Erickson noted that the number of resident calls has decreased since Shon Zimmer began working with the City of Adel and after a new driver was assigned specifically to serve Adel residents.
- 3.b. Gift to Curtis Waddingham and the City of Adel Parks Department
Mayor Peters invited Parks Superintendent Waddingham to the front of the Council Chambers and presented a photo of the Oakdale Cemetery sign before it sustained damage. The photo was taken by a family member of Adel resident Dennis Leninger. Peters also acknowledged Leninger for his continued efforts at the cemetery. Peters stated he is very proud of the current condition of Oakdale Cemetery and commended the parks staff for their hard work and dedication in maintaining the grounds.

CONSENT AGENDA

- 3.a. Consider Approval of City Minutes Dated July 8, 2025
 - 3.b. Consider Approval of July Bills and July 31, 2025 Treasurer's Report
 - 3.c. Consider Approval of Funds Spent on Flower Arrangement for Police Officer Shawn Randolph's Father's Funeral
In accordance with the City's Flowers and Sustenance Supplies Policy (#3.05.01), which was approved as amended on August 9, 2022, 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 Douglas Randolph, who passed away July 1, 2025. This item on the agenda documents the public purpose of these disbursements and will be reflected in the council minutes.
 - 3.d. Consider Approval of Funds Spent on Flower Arrangement for Parks & Recreation Director Nick Schenck's Mother's Funeral
In accordance with the City's Flowers and Sustenance Supplies Policy (#3.05.01), which was approved as amended on August 9, 2022, 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 Susan Schenck, who passed away July 27, 2025. This item on the agenda documents the public purpose of these disbursements and will be reflected in the council minutes.
 - 3.e. Consider Approval of Resolution No. 25-55, Temporarily Closing Public Ways or Grounds in Connection with Touch-A-Truck Presented by the Adel Library - September 26, 2025 from 7:00 a.m. - 12:00 p.m.
 - 3.f. Consider Approval of Resolution No. 25-56, A Resolution Updating FY2024-2025 Fees for Services - Update Appliance Sticker Costs
 - 3.g. Consider Approval of 2025/2026 Cigarette Permit - Mega Saver
 - 3.h. Consider Approval of Class C Liquor License for Hollywood Bar and Grill LLC Ownership Amendment
 - 3.i. Consider Approval to Ratify 5-Day Special Class C Retail Alcohol License for Lucky Wife Wine Slushies for a Special Event at Real Deals Starting August 11, 2025
 - 3.j. Consider Approval of Class E Liquor License for Mega Saver
 - 3.k. Consider Approval of 5 Day Class C Liquor License for Iowa Catholic Radio
 - 3.l. Consider Approval of Pay Application No. 13 - Adel Evans Park Trail Connections Project
 - 3.m. Consider Approval of Pay Application No. 3 - Wastewater Treatment Plant Lab and Admin Building
 - 3.n. Consider Approval of Special Event and Fee Waiver – John D Gomke Charity, John's Baby Steps 5K – October 4, 2025 – *Pending Certificate of Insurance*
 - 3.o. Consider Approval of Resolution No. 25-57, Approving Road Closure for John D Gomke Charity Special Event - John's Baby Steps
 - 3.p. Consider Approval of Sound Permit - Island Park Live Band - September 20, 2025
- Motion by Ockerman, seconded by West, to approve the Consent Agenda.**
Roll: Ayes - Unanimous. Motion Carried.

DEPARTMENT HEAD REPORT

- 4.a. Central Iowa Regional Housing Authority (CIRHA) Annual Report - Council Member Shirley McAdon, City of Adel Appointed Representative
Council Member McAdon provided an update on the recent annual meeting of the Central Iowa Regional Housing Authority. A new director has been appointed to lead the organization. Additionally, two key housing assistance programs remain available to support residents in need: Section 8 Housing Choice Voucher Program which offers rental assistance to eligible low-income individuals and families, and the Public Housing Program which provides affordable housing units managed directly by Central Iowa Regional Housing Authority for qualifying individuals.

NEW BUSINESS

- 5.a. Consider Approval of Mayor Board and Commission Appointment: Library Board - One Opening
Motion by Selby, seconded by West, to appoint John Forrest to the Library Board.
Roll: Ayes - Unanimous. Motion Carried.

5.b. Discussion Regarding Status of Vacant Council Seat

Deputy City Administrator/Finance Director Sandquist reported that advertising for the vacant Council seat took place last week, and the City has received three applications to date. The appointment must be made within 60 days. Council Member Ockerman stated he will be unable to attend the August 25th meeting and requested that the meeting time be moved up to 5:00 or 5:30 pm. City Administrator Sandquist expressed a desire to accommodate the schedules of the applicants for the vacant Council seat to ensure they have the opportunity to attend the meeting. City Attorney Stone clarified that the appointment will be made by resolution, which only requires three affirmative votes to pass. A quorum of three Council Members is sufficient to make the appointment. Mayor Peters confirmed August 25, 2025 meeting will continue on schedule at 6:00 pm.

- 5.c. Consider Approval of Resolution No. 25-58, Receiving and Approving Pre-Annexation Agreement Concerning the Proposed Voluntary Annexation of Certain Land to the City of Adel, Iowa

Deputy City Administrator/Finance Director Sandquist stated the presented agreement is a standard pre-annexation agreement with no additional asks.

Motion by Ockerman, seconded by West, to approve Resolution No. 25-58.

Roll: Ayes - Unanimous. Motion Carried.

5.d. Consider Approval of Job Description for Community Development Director

Deputy City Administrator/Finance Director Sandquist reported that over a year ago the City posted an advertisement for an Economic & Community Development Director position. There were no applicants that fit the position. An agreement was made with the Chamber to include economic development into the new Chamber President position. The revised job description elevates Code Compliance Officer Nichols to a director-level role, with increased responsibilities and expectations. Council Member West voiced support for formally transitioning Nichols into a director-level position, emphasizing the importance of encouraging him to engage in higher-level thinking and long-term planning. Nichols expressed agreement, noting that hiring additional staff under his supervision would help offload property nuisances and day-to-day tasks that currently consume much of his time. This support would allow him to focus more on strategic initiatives, including the development of master plans for the City.

Motion by West, seconded by Selby, to approve the job description for Community Development Director.

Roll: Ayes - Unanimous. Motion Carried.

- 5.e. Consider Approval of Resolution No. 25-59, Engagement Letter for Amended and Restated Urban Revitalization Plan

Motion by Selby, seconded by West, to approve Resolution No. 25-59.

Roll: Ayes - Unanimous. Motion Carried.

5.f. Discussion / Possible Action on Engaging an Executive Search Firm for the City Administrator Search

Council Member West provided an update on the recruitment process for the City Administrator position. He outlined two options for conducting the search: conduct the recruitment process internally or hire an external search firm to manage the process. City Staff presented Council with two equally impressive options for executive search firms and West recommended moving forward with Theia Management Consultants.

Motion by West, seconded by Selby, to move forward with Theia Management Consultants to perform an executive search for the position of City Administrator.

Roll: Ayes - Unanimous. Motion Carried.

5.g. Consider Approval of City Staff Recommendation for No Parking on 9th Street from the Raccoon River Valley Trail to Prairie Street

Council Member Ockerman emphasized the importance of enforcing no parking regulations. He noted that these restrictions are critical to ensuring that emergency vehicles, public safety personnel, and public works trucks have adequate access to travel the road safely and without obstruction.

Motion by Selby, seconded by West, to approve no parking on 9th Street from the Raccoon River Valley Trail to Prairie Street.

Roll: Ayes - Unanimous. Motion Carried.

5.h. Consider Approval of Pay Application No. 6 - Adel Water Utility Improvements - New Well No. 7 (Final)

Motion by Ockerman, seconded by West, to approve Pay Application No. 6

Roll: Ayes - Unanimous. Motion Carried.

5.i. Consider Approval of Resolution No. 25-60, Accepting the Adel Water Utility Improvements - New Well No. 7

Motion by Selby, seconded by McAdon, to approve Resolution No. 25-60.

Roll: Ayes - Unanimous. Motion Carried.

OTHER BUSINESS

1. **Council Member McAdon raised questions regarding the 2004 Water Quality Report, noting that the source water assessment information from the Iowa Department of Natural Resources appears to be from 2018 and expressed concern that more current data should be available. McAdon stated she had previously discussed the matter with Water Superintendent Goeden. In response, Public Works Director Overton explained that Goeden uses a template provided by the DNR and indicated he will follow up with them to determine how to ensure more up-to-date water quality reporting. McAdon also noted she would follow up with Goeden regarding the matter. Mayor Peters added that, after speaking with Superintendent Goeden, he is very pleased with the current nitrate levels in the water supply. Des Moines Water Works had nitrate levels at 15 and ours is 0.8, because the Adel water treatment plant draws water from aquifers, not the river.**
2. **Mayor Peters reported on the recent Sweet Corn Festival. Although the parade was cancelled due to rain, the festival was still well attended. He noted that Adel Chamber President Milroy will provide a full report on the event at a later meeting.**

ADJOURNMENT

Meeting was adjourned at 6:49 p.m.

James F. Peters, Mayor

Attest:

Carrie Erickson, City Clerk

Ownership Updates Application (App-227258) For (LC0051682)

License or Permit Type

License or Permit Type

Class C Retail Alcohol License

Length of License Requested

12 Month

Tentative Effective Date

2024-09-15

Tentative Expiration Date

2025-09-14

Privileges / Sub-Permits Information

Privileges

Outdoor Service

Catering

Sub-Permits

Please provide a description of the area you intend to use for the Outdoor Service Privilege and explain its relationship to the currently-licensed premises

Premises Information

Business Information

*** (required) Name of Legal Entity (The name of the individual, partnership, corporation or other similar legal entity that is receiving the income from the alcoholic beverages sold)**

NINTH STREET ENTERPRISES, LLC

*** (required) Name of Business (D/B/A)**

Ninth Street Smash and Tap

Indicate how the business will be operated

Limited Liability Company

*** (required) Federal Employer ID #**

99-3044222

*** (required) Business Number of Secretary of State**

788232

Premises Information

Address of Premises:

You must use the Address or location field below to search for your operating location. If your event does not populate, please find the closest applicable address and then modify your premises street field to better identify the address of your event.

Address or location

112 South 9th Street,Adel,Iowa,Dallas

Search by a location name or address to automatically populate the address fields below (optional)

*** (required) Premises Street**

112 South 9th Street

Premises Suite/Apt Number

*** (required) Premises City**

Adel

Premises State

Iowa

*** (required) Premises Zip/Postal Code**

50003

Premises County

Dallas

*** (required) Local Authority (Select the Local Authority which has jurisdiction over the premises where operations will be conducted)**

City of Adel

Control of Premises

lease

Is the capacity of your establishment over 200?

No

Are other liquor, wine or beer businesses accessible from the interior of your premises?

Equipped with tables and seats to accommodate a minimum of 25?

Yes

*** (required) # of Floors:**

1

Is your premises equipped with at least one adequate, conveniently located indoor or outdoor toilet facility for use by patrons?

Yes

Premises Type

Restaurant

Does your premises conform to all local and state health, fire and building laws and regulation?

Yes

Contact Information

*** (required) Contact Name**

Heather Sheffer

*** (required) Business**

(required) Extēns Phone

ion

(515) 250-1767

*** (required) Email Address**

heffer01@msn.com

*** (required) Phone**

(required) Extēns (515) 250-1767

ion

☒ **Same as Premises Address**

Mailing Address:

You must use the Address or location field below to search for your operating location. If your event does not populate, please find the closest applicable address and then modify your premises street field to better identify the address of your event.

Address or location

112 South 9th Street,Adel,Iowa,Dallas

Search by a location name or address to automatically populate the address fields below (optional)

Mailing Street

112 South 9th Street

Mailing Suite/Apt Number

Mailing City

Adel

Mailing State

Iowa

Mailing Zip/Postal Code

50003

Mailing County

Dallas

Ownership

David Sheffer

Position: member

SSN: XXX-XX-5144

US Citizen: Yes

Ownership: 25%

DOB: 09/04/1998

Eugene Sheffer

Position: member

SSN: XXX-XX-1713

US Citizen: Yes

Ownership: 75%

DOB: 10/16/1967

Criminal History Information

Has anyone listed on the Ownership page been charged or convicted of a felony offense in Iowa or any other state of the United States?

No

Has anyone listed on the Ownership page been convicted of any violation of any state, county, city, federal or foreign law (not including traffic violations, except those that are alcohol related)?

No

Dramshop Verification Information

Dram Shop

Specialty Risk of America

Local Authority Information

Extension

*** (required) Daytime Phone for**

- **Local Authority**

(515) 993-4525

Was a DCI background check run?

Yes

*** (required) Local Authority Email Address**

shauser@adeliowa.gov

Comments

Document Upload Information

DOCUMENT NAME

Sketch

UPLOADED DOCUMENTS

ADDITIONAL COMMENTS

DOCUMENT NAME

Proof of Control of Property (Deed / Final Sales Contract / Lease / Written Agreement)

****Purchase agreements not accepted**

UPLOADED DOCUMENTS

ADDITIONAL COMMENTS

Apply for City Council Seat Vacancy

Print

Del

Submitted by: William Oldes

Submitted On: 2025-08-06 10:45:41

Submission IP: 174.201.103.82 (172.31.17.171)
proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: Brittany Sandquist

Due Date: Open

ADEL CITY COUNCIL VACANCY

Council member Rob Christensen has announced his resignation, effective at 11:59 pm on June 30, 2025. The remaining balance of the term of office for the vacant position will expire in January of 2026. It is the intention of the remaining members of the City Council to fill said vacancy by appointment. The person so appointed to fill the vacancy shall hold office until the next regular city election.

If you would like to apply to serve on the Adel City Council, please submit the form below. Alternatively, you may [download this form](#) and email it to City Hall at cityhall@adeliowa.gov or return it to Adel City Hall, 301 S. 10th Street.

To be considered for this appointment, this completed application must be received by Adel City Hall no later than 9:00 a.m. on Friday, August 22, 2025. The appointment will be made at the Adel City Council meeting on Monday, August 25, 2025.

<div>* First Name</div> <div>William</div>	<div>* Last Name</div> <div>Oldes</div>
<div>* Address</div> <div>29456 Old Portland Rd Unit 68 Adel, IA 50001</div> <div>Please include: Street Address, City, State, and Zip</div>	
<div>* Phone</div> <div>5153059508</div>	<div>* Email</div> <div>william.oldes@yahoo.com</div>
<div>* Please provide your place of employment, your position, and a short biography of your hobbies, volunteer work, and special interests that you feel may qualify you for this position.</div> <div>My current employer is: Kelli Kerton Insurance and Financial Services in Clive, IA. We have done meals for the heartland as well as back to school supply drives and Christmas gift trees for people in need through work. We are also former foster parents and we adopted three children that we fostered to make our family of eight! Having grown and young children let's you see both sides of life at the same time</div>	
<div>* Why do you wish to serve on the Adel City Council?</div> <div>Its a really special thing when you get to help people and it doesn't always have to be a big event. The world gets better by everyone doing even little things to make their corner of the world better and I want to try and help people where we live</div>	
<div>* What do you feel your biggest contribution to this City Council would be?</div> <div>With us recently moved to Adel and already having decided to make it our home, I feel I can bring a perspective of someone seeing our city from the outside and having young children who plan to grow here, some ideas for the future.</div>	

*** What do you believe the role is for a City Council member?**

I believe the role of the City Council is to be the ones who can best bring the needs of local people and businesses to attention and seek resolutions. Sometimes the resolutions may not help everyone but to try and help the most people possible.

*** City Council meets regularly in the evenings on the first and second Tuesdays of the month and potentially the fourth Monday of the month. Other meetings may be scheduled throughout the month as well. How much time will you be willing to devote to this position? What other meetings or conflicts do you have which would prevent you from attending Council Sessions and/or Workshops?**

I do not have any scheduling conflicts

*** Do you have any additional comments to add that may assist the Adel City Council in its selection process?**

We may have only recently moved to Adel but love the people and sense of community here and have already decided to make this our home!

*** Signature (By signing your full name below, you certify that there is nothing that would prohibit you from serving on the Adel City Council.)**

William Oldes

By submitting this form online I understand that my electronic signature carries the same weight as my print signature.

Apply for City Council Seat Vacancy

PrintDel

Submitted by: Eric Trout

Submitted On: 2025-08-06 12:22:19

Submission IP: 174.234.178.213 (172.31.71.204)
proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: Brittany Sandquist

Due Date: Open

ADEL CITY COUNCIL VACANCY

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To be considered for this appointment, this completed application must be received by Adel City Hall no later than 9:00 a.m. on Friday, August 22, 2025. The appointment will be made at the Adel City Council meeting on Monday, August 25, 2025.

* First Name

* Last Name

Eric

Trout

* Address

1415 Rapids St

Please include: Street Address, City, State, and Zip

* Phone

* Email

5154107800

erictROUT86@gmail.com

*** Please provide your place of employment, your position, and a short biography of your hobbies, volunteer work, and special interests that you feel may qualify you for this position.**

Restoration Church The Morning Grind Billy’s Ice Cream Store (Owner) Volunteer: Library Board, Parks & Rec Little League, church
Hobbies/Special Interests: books, coffee, strategic planning, leadership development

*** Why do you wish to serve on the Adel City Council?**

Willing to serve Adel in anyway that I can; I was planning to run for an open seat and this seems like an opportunity to step in before the election.

*** What do you feel your biggest contribution to this City Council would be?**

Strategic planning, communication skills, generational perspective

*** What do you believe the role is for a City Council member?**

Public servant of the community members with the responsibility to make the best decisions for the future of the community

*** City Council meets regularly in the evenings on the first and second Tuesdays of the month and potentially the fourth Monday of the month. Other meetings may be scheduled throughout the month as well. How much time will you be willing to devote to this position? What other meetings or conflicts do you have which would prevent you from attending Council Sessions and/or Workshops?**

No issues/ my schedules are flexible

*** Do you have any additional comments to add that may assist the Adel City Council in its selection process?**

N/A

*** Signature (By signing your full name below, you certify that there is nothing that would prohibit you from serving on the Adel City Council.)**

Eric S Trout

By submitting this form online I understand that my electronic signature carries the same weight as my print signature.

Apply for City Council Seat Vacancy

Print

Del

Submitted by: Nate Hawkins

Submitted On: 2025-08-06 18:22:44

Submission IP: 104.249.146.4 (172.31.17.171)
proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: Brittany Sandquist

Due Date: Open

ADEL CITY COUNCIL VACANCY

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* First Name

Nate

* Last Name

Hawkins

* Address

1106 Luther Drive Adel, IA 50003

Please include: Street Address, City, State, and Zip

* Phone

5157080839

* Email

nhawkins39@gmail.com

*** Please provide your place of employment, your position, and a short biography of your hobbies, volunteer work, and special interests that you feel may qualify you for this position.**

Currently fielding offers for recruiting roles. My hobbies center around my kids currently, which means Im sitting in the bleachers for ADM games or watching ESports. My volunteer work of note is serving on the ADM Alumni Board for over 20 years and serving as President for at least the last 15 years. Other volunteer work is you basic give back to others in need work. Nothing someone else wouldnt do for their fellow humans.

*** Why do you wish to serve on the Adel City Council?**

The City of Adel has done a lot for me. I was raised in this town. The love I have for this town and its continuing prosperity, is equal to the love I have for my family. The Citizens of Adel are my extended family.

*** What do you feel your biggest contribution to this City Council would be?**

I like to think of myself as very bipartisan. I believe that in life as well as the political arena to succeed you must consider all sides of every argument.

*** What do you believe the role is for a City Council member?**

To help our city to continue to prosper.

*** City Council meets regularly in the evenings on the first and second Tuesdays of the month and potentially the fourth Monday of the month. Other meetings may be scheduled throughout the month as well. How much time will you be willing to devote to this position? What other meetings or conflicts do you have which would prevent you from attending Council Sessions and/or Workshops?**

Whatever is needed.

*** Do you have any additional comments to add that may assist the Adel City Council in its selection process?**

Just that if chosen, I would take this appointment as serious as I would had I been elected by my peers.

*** Signature (By signing your full name below, you certify that there is nothing that would prohibit you from serving on the Adel City Council.)**

Nathaniel D Hawkins

By submitting this form online I understand that my electronic signature carries the same weight as my print signature.

Apply for City Council Seat Vacancy

PrintDel

Submitted by: John Sparling

Submitted On: 2025-08-20 19:24:20

Submission IP: 104.249.146.5 (172.31.72.143)
proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: Brittany Sandquist

Due Date: Open

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* First Name

* Last Name

John

Sparling

* Address

2909 Greene Street

Please include: Street Address, City, State, and Zip

* Phone

* Email

5153260821

jspeedtrap@yahoo.com

*** Please provide your place of employment, your position, and a short biography of your hobbies, volunteer work, and special interests that you feel may qualify you for this position.**

Currently I work at the Des Moines Auto Auction as a transport driver. I retired as the De Soto Chief of Police in September of 2024. Prior to that I worked on the Adel Police Department for 17 years. I enjoy hunting, fishing traveling and trying new places to eat.

*** Why do you wish to serve on the Adel City Council?**

I believe my time working in the Police Department and working with the different department heads will help in understanding their needs. I would come in with no pre-agenda and an open mind.

*** What do you feel your biggest contribution to this City Council would be?**

My biggest contribution would be that I understand the need for growth.

*** What do you believe the role is for a City Council member?**

to listen to the citizens and try to do what the majority would like to have done.

*** City Council meets regularly in the evenings on the first and second Tuesdays of the month and potentially the fourth Monday of the month. Other meetings may be scheduled throughout the month as well. How much time will you be willing to devote to this position? What other meetings or conflicts do you have which would prevent you from attending Council Sessions and/or Workshops?**

none

*** Do you have any additional comments to add that may assist the Adel City Council in its selection process?**

no

*** Signature (By signing your full name below, you certify that there is nothing that would prohibit you from serving on the Adel City Council.)**

John F Sparling

By submitting this form online I understand that my electronic signature carries the same weight as my print signature.

Resolution No. 25-61

**A RESOLUTION TO APPOINT _____ TO THE CITY COUNCIL
POSITION TO FILL THE VACANCY**

WHEREAS, Rob Christensen was elected to the office of City Council for a term expiring December 31, 2025; and

WHEREAS, Rob Christensen ceased being a resident of the City of Adel on June 30, 2025; and

WHEREAS, the City Council has considered the alternatives to fill the position available under Iowa Code section 372.12(2) and has elected to fill the remaining unexpired term of said elective office by appointment.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF ADEL, IOWA, that the City Council intends to fill the office of City Council by appointment of _____ under Iowa Code section 372.13(2) to complete the remaining unexpired term of City Council.

Passed and approved this 25th day of August, 2025.

James F. Peters, Mayor

Attest: _____
Carrie Erickson, City Clerk

Oath of Office

I,

*Do solemnly swear that I will support
The Constitution of the United States*

And

*The Constitution of the State of Iowa,
And that I will faithfully and impartially
To the best of my ability*

*Discharge all of the duties of the office of
City Council*

*In the City of Adel, Iowa,
As now or hereafter required by law.*

Subscribed and sworn to before me this 25th day of August, 2025

James F. Peters, Mayor



AGENDA ITEM NO. 2.d
AGENDA SECTION: NEW
BUSINESS

ADEL CITY COUNCIL AGENDA ITEM REPORT

MEETING DATE: August 25, 2025

TO: Mayor & City Council

FROM: Carrie Erickson, City Clerk

AGENDA HEADING: Consider Approval of Mayor Board and Commission
Appointment: Library Board - One Opening

STAFF/COMMITTEE RECOMMENDATION:

This item considers having the Mayor appoint one resident to fill a vacancy (term ending on July 1, 2030) on the City's Library Board.

As of Friday, August 22 at 12:00 p.m., four applications have been received: Tara Loterbour, Dennis Gabler, Carolyn Randolph, and Sarah Whittlesey.

City staff will issue any additional applications received before the council meeting if possible.

ATTACHMENTS:

[Honor The Call To Serve - Library 2025 \(August Vacancy\).pdf](#)
[Tara Loterbour - Library.pdf](#)
[Dennis Gabler - Library.pdf](#)
[Carolyn Randolph - Library.pdf](#)
[Sarah Whittlesey - Library.pdf](#)



HONOR THE CALL TO SERVE

Serving on a City Board or Commission is a great way to become involved in shaping the direction of your community. If you've ever wanted to become a part of the decision-making process, please visit the City's website to complete an application:

<https://adelia.rja.revize.com/forms/9898>

or contact the City Clerk at 515-993-4525 to request a copy of the application.

Library Board – One Opening*

The Library Board sets policy and oversees the operation of the Adel Public Library. Please see Chapter 22 of the City of Adel Code of Ordinances or contact the Library Director for further details. Terms details and requirements are listed below. The Library Board meets on the first Tuesday of the month in the board room of the Adel Public Library. Agendas for these meetings are posted at the library.

*Resident Term (i.e., must be an eligible elector and resident of the City of Adel) would end July 1, 2028.

*Mayoral appointment with council approval. We encourage all applicants to commit to attend approximately 80% of meetings annually.

We anticipate appointing this position at the August 25, 2025 Adel City Council Meeting. While your attendance is not required, we encourage you to participate in case the Mayor or Council have any additional questions.

**APPLICATIONS SUBMITTED BY AUGUST 21 WILL BE INCLUDED
IN THE COUNCIL PACKET ISSUED ON AUGUST 22**

Serve on a City Board or Commission

PrintDel

Submitted by: Tara Loterbour

Submitted On: 2025-07-15 11:47:18

Submission IP: 152.132.11.11 (172.31.77.108)
proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: Carrie Erickson

Due Date: Open

SERVE ON A CITY BOARD OR COMMISSION

Openings for Boards and Commissions:

**Click on the link below to view more information about each opening*

[Library Board Opening](#)

If you would like to apply to serve on a City of Adel board or commission, please submit the form below. Alternatively, you may [download this form](#) and email it to City Clerk Carrie Erickson at cerickson@adeliowa.gov or return it to Adel City Hall.

Please Note: Besides the nonresident Library Board Trustee, all other boards and commissions require residency within the City of Adel’s city limits.

* First Name

Tara

* Last Name

Loterbour

* Address

219 N 10th St

Please include: Street Address, City, State, and Zip

* Phone

5154087457

* Email

dunning.tara@yahoo.com

* I am interested in serving on the following board(s) / commission(s) - Please refer to the notes above for the latest openings.

- ☒ Library Board
- ☐ Historic Preservation Commission
- ☐ Planning & Zoning Commission
- ☐ Board of Adjustment
- ☐ Parks & Recreation Board

* How did you hear about the opening(s)?

- ☐ Newsletter
- ☐ Email
- ☐ Website
- ☒ Social Media
- ☐ Adel City Hall
- ☐ Referral
- ☒ Other

*** What relevant experience do you have that you think would be helpful in performing the duties on the Board/Commission?**

I served on the Friends of the Library board for 6 months prior to it being dissolved. I have volunteered weekly for the library for several years. In my professional career I have attended several committees/subcommittee. I have ran my own Nursing Informatics Committee for approximately 3 years before it dissolved.

*** Briefly describe why you are interested in serving on the Board/Commission:**

I am greatly involved with the library through volunteering and with my presence on the Friends board. I would like to continue to support the library. I feel that the library is a great resource in the community.

*** Other comments and/or information:**

I work with data on a daily basis. I have experience with project management.

*** Signature**

Tara Loterbour

By submitting this form online I understand that my electronic signature carries the same weight as my print signature.

Serve on a City Board or Commission

Print

Del

Submitted by: Dennis Gabler

Submitted On: 2025-07-23 14:16:56

Submission IP: 172.58.9.13 (172.31.77.108)
proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: Carrie Erickson

Due Date: Open

SERVE ON A CITY BOARD OR COMMISSION

Openings for Boards and Commissions:
**Click on the link below to view more information about each opening*

[Library Board Opening](#)

If you would like to apply to serve on a City of Adel board or commission, please submit the form below. Alternatively, you may [download this form](#) and email it to City Clerk Carrie Erickson at cerickson@adeliowa.gov or return it to Adel City Hall.

Please Note: Besides the nonresident Library Board Trustee, all other boards and commissions require residency within the City of Adel’s city limits.

* First Name

Dennis

* Last Name

Gabler

* Address

1526 Prairie Adel, IA 50003

Please include: Street Address, City, State, and Zip

* Phone

5153062503

* Email

w5dg@arrl.net

* I am interested in serving on the following board(s) / commission(s) - Please refer to the notes above for the latest openings.

☒ Library Board

☐ Historic Preservation Commission

☐ Planning & Zoning Commission

☐ Board of Adjustment

☐ Parks & Recreation Board

* How did you hear about the opening(s)?

☐ Newsletter

☐ Email

☐ Website

☒ Social Media

☐ Adel City Hall

☐ Referral

☐ Other

*** What relevant experience do you have that you think would be helpful in performing the duties on the Board/Commission?**

Interested in helping

*** Briefly describe why you are interested in serving on the Board/Commission:**

Help promote reading, etc.in Adel

*** Other comments and/or information:**

N/A

*** Signature**

Dennis Gabler

By submitting this form online I understand that my electronic signature carries the same weight as my print signature.

Serve on a City Board or Commission

PrintDel

Submitted by: Carolyn Randolph

Submitted On: 2025-08-13 15:18:39

Submission IP: 199.116.170.133 (172.31.16.241)
proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: Carrie Erickson

Due Date: Open

SERVE ON A CITY BOARD OR COMMISSION

Openings for Boards and Commissions:
**Click on the link below to view more information about each opening*

[Library Board Opening](#)

If you would like to apply to serve on a City of Adel board or commission, please submit the form below. Alternatively, you may [download this form](#) and email it to City Clerk Carrie Erickson at cerickson@adeliowa.gov or return it to Adel City Hall.

As of July 1, 2025, there is a requirement that all elected or appointed officials must complete a training covering open records/open meetings law in the State of Iowa.

If appointed to a Board or Commission, this training will be required to be completed within 90 days of appointment.
Details will follow after appointment about how/when to complete the online training.

Please Note: Besides the nonresident Library Board Trustee, all other boards and commissions require residency within the City of Adel’s city limits.

<div><div>* First Name</div><div>Carolyn</div></div>	<div><div>* Last Name</div><div>Randolph</div></div>
<div><div>* Address</div><div>1118 Rapids Street, Adel IA 50003</div></div>	
<div>Please include: Street Address, City, State, and Zip</div>	
<div><div>* Phone</div><div>5159912921</div></div>	<div><div>* Email</div><div>c.m.randolph@hotmail.com</div></div>
<div><div>* I am interested in serving on the following board(s) / commission(s) - Please refer to the notes above for the latest openings.</div><div><div><input checked="" type="checkbox"/> Library Board</div><div><input checked="" type="checkbox"/> Historic Preservation Commission</div><div><input type="checkbox"/> Planning & Zoning Commission</div><div><input type="checkbox"/> Board of Adjustment</div><div><input type="checkbox"/> Parks & Recreation Board</div></div></div>	

*** How did you hear about the opening(s)?**

- ☐ Newsletter
- ☐ Email
- ☐ Website
- ☒ Social Media
- ☐ Adel City Hall
- ☐ Referral
- ☐ Other

*** What relevant experience do you have that you think would be helpful in performing the duties on the Board/Commission?**

I am a Sr Admin within Wells Fargo. I served as President of the Parkside Crossing HOA from 2021-2024 and as a board member on the Servicing Administrative Assistant Development and Training Committee 2017/18.

*** Briefly describe why you are interested in serving on the Board/Commission:**

I have a passion for historic preservation and literacy.

*** Other comments and/or information:**

I am brand new to Adel and would like to learn about the community and contribute to its continued prosperity and growth.

*** Signature**

Carolyn Randolph

By submitting this form online I understand that my electronic signature carries the same weight as my print signature.

Serve on a City Board or Commission

PrintDel

Submitted by: SARAH Whittlesey

Submitted On: 2025-08-17 15:53:06

Submission IP: 173.20.166.133 (172.31.72.143)
proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: Carrie Erickson

Due Date: Open

SERVE ON A CITY BOARD OR COMMISSION

Openings for Boards and Commissions:
**Click on the link below to view more information about each opening*

Library Board Opening

If you would like to apply to serve on a City of Adel board or commission, please submit the form below. Alternatively, you may [download this form](#) and email it to City Clerk Carrie Erickson at cerickson@adeliowa.gov or return it to Adel City Hall.

As of July 1, 2025, there is a requirement that all elected or appointed officials must complete a training covering open records/open meetings law in the State of Iowa.

If appointed to a Board or Commission, this training will be required to be completed within 90 days of appointment. Details will follow after appointment about how/when to complete the online training.

Please Note: Besides the nonresident Library Board Trustee, all other boards and commissions require residency within the City of Adel’s city limits.

<div><div>* First Name</div><div>SARAH</div></div>	<div><div>* Last Name</div><div>Whittlesey</div></div>
<div><div>* Address</div><div>415 Timberview Dr Apt, suite, floor, etc.</div></div>	
<div>Please include: Street Address, City, State, and Zip</div>	
<div><div>* Phone</div><div>5152013132</div></div>	<div><div>* Email</div><div>sarahwhittlesey@gmail.com</div></div>
<div><div>* I am interested in serving on the following board(s) / commission(s) - Please refer to the notes above for the latest openings.</div><div><div><input checked="" type="checkbox"/> Library Board</div><div><input checked="" type="checkbox"/> Historic Preservation Commission</div><div><input type="checkbox"/> Planning & Zoning Commission</div><div><input type="checkbox"/> Board of Adjustment</div><div><input type="checkbox"/> Parks & Recreation Board</div></div></div>	

*** How did you hear about the opening(s)?**

- ☐ Newsletter
- ☐ Email
- ☐ Website
- ☐ Social Media
- ☐ Adel City Hall
- ☐ Referral
- ☒ Other

*** What relevant experience do you have that you think would be helpful in performing the duties on the Board/Commission?**

Currently serving on the Board of adjustments. I've loved libraries my entire life. I enjoy reading and would love to support our local resources that we have available to us.

*** Briefly describe why you are interested in serving on the Board/Commission:**

I enjoy reading and I'd love to support our local y and see generations understand the value of our local resource.

*** Other comments and/or information:**

Na

*** Signature**

Sarah Whittlesey

By submitting this form online I understand that my electronic signature carries the same weight as my print signature.



AGENDA ITEM NO. 2.e
AGENDA SECTION: NEW
BUSINESS

ADEL CITY COUNCIL AGENDA ITEM REPORT

MEETING DATE: August 25, 2025

TO: Mayor & City Council

FROM: Carrie Erickson, City Clerk

AGENDA HEADING: Consider Approval to Pay \$4,108.56 to the City of Audubon, Iowa for Related Contract Costs of City of Adel Police Officer Candidate

STAFF/COMMITTEE RECOMMENDATION:

Police Officer Tayte DeVoll was sworn in on August 12, 2025, to the City of Adel Police Department. The City of Audubon had DeVoll in contract as they paid a portion of his moving expenses. The City of Adel would like to pay out his contract to have him work for the City of Adel Police Department full time. The cost of training a new officer is almost double what this cost would be for DeVoll, a certified officer and excellent candidate.

City Staff recommends approval.

ATTACHMENTS:

[Contract Invoice - Tayte DeVoll - City of Audobon.jpg](#)

City of Audubon
315 Broadway St.
Audubon, IA 50025

INVOICE

DATE 8/31/25

BILL TO

Tayte DeVoll
222 SE Boulder Ct
Waukee, IA 50263

[illegible]



AGENDA ITEM NO. 2.f
AGENDA SECTION: NEW
BUSINESS

ADEL CITY COUNCIL AGENDA ITEM REPORT

MEETING DATE: August 25, 2025

TO: Mayor & City Council

FROM: Carrie Erickson, City Clerk

AGENDA HEADING: Discussion / Possible Action on Moving All Regular City Council Meetings to the Library Community Room Starting January 1, 2026

STAFF/COMMITTEE RECOMMENDATION:

With growing audiences and needs for technological advancements in City Council meetings, City Staff see the upcoming need to either outfit the current Council Chambers with more technology (including, but not limited to, video streaming of meetings, audio/visual display, etc.) or move the regular City Council meetings to a larger space that is already outfitted with much of what is needed, the Library Community Room. Library Director Jayne relayed that his staff can make the room available on Tuesday evenings for Council use starting January 1, 2026.

The possible costs to make the move would be to upgrade the sound system in the Community Room as well as possible video streaming devices.

According to Chapter 17 of the Adel City Code, "The time and place of the regular meetings of the Council shall be fixed by resolution of the Council." If it is the desire of the Council, City Staff will prepare a resolution to approve changing the location of the regular 2nd Tuesday of the month City Council meetings and the 1st Tuesday of the month Committee of the Whole meetings to the Adel Public Library Community Room to go into effect January 1, 2026.

ATTACHMENTS:

Resolution No. 25-62

**A RESOLUTION APPROVING THE CITY ADMINISTRATOR
RECRUITMENT AGREEMENT BETWEEN THE CITY OF ADEL AND
THEIA MANAGEMENT CONSULTING, LLC**

WHEREAS, the City of Adel, Iowa, desires to retain a qualified professional to lead the recruitment and selection process for the position of City Administrator; and

WHEREAS, Theia Management Consulting, LLC, with extensive experience in local government recruitment and consulting, has submitted a proposal outlining the scope of services, and fees for the recruitment process; and

WHEREAS, a Recruitment Agreement with Theia Management Consulting, LLC has been prepared for recruitment services related to the search for the next City Administrator for the City of Adel; and

WHEREAS, the City Council wishes to formally accept and approve the agreement.

NOW THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF ADEL, IOWA, that the attached Recruitment Agreement between the City of Adel and Theia Management Consulting, LLC is hereby approved and accepted for the recruitment of the next City Administrator.

Passed and approved this 25th day of August, 2025.

James F. Peters, Mayor

Attest: _____
Carrie Erickson, City Clerk



CITY ADMINISTRATOR RECRUITMENT AGREEMENT

This Agreement is made and entered into on this ____ day of _____, 2025, by and between the City of Adel, Iowa, hereinafter referred to as the "City," and Theia Management Consulting, LLC, hereinafter referred to as the "Consulting Firm," represented by Marketa George Oliver.

RECITALS

WHEREAS, the City of Adel, Iowa, desires to retain a qualified professional to lead the recruitment and selection process for the position of City Administrator; and

WHEREAS, Theia Management Consulting, LLC, with extensive experience in local government recruitment and consulting, has submitted a proposal outlining the scope of services, and fees for the recruitment process;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. SCOPE OF SERVICES

The Consulting Firm agrees to provide the following services:

- a. Develop recruiting specifications in conjunction with the Mayor, City Council, and other designated City officials.
- b. Identify and cultivate the candidate pool.
- c. Coordinate and manage the recruitment process, including advertising, networking, and fielding candidate inquiries.
- d. Assist in the screening of candidates and preparing reports on semi-finalists.
- e. Facilitate interviews, coordinating with city staff on logistics.
- f. Conduct a detailed background investigation for each finalist.
- g. Assist in the negotiation and preparation of an employment agreement with the selected candidate.

2. TIMELINE

The recruitment process shall follow the timeline set forth in the proposal unless adjusted by the City, with all steps and milestones clearly outlined. The City acknowledges and agrees to the proposed timeline for recruitment and selection, including Phase I (Advertising & Marketing of Position) and Phase II (Selection Process).

The Consulting Firm and the City agree that the timeline may be adjusted by mutual agreement to accommodate the schedules and preferences of the City Council and other involved parties.

3. FEES AND EXPENSES

The Consulting Firm shall be compensated for its services as follows:

- **Consulting Fees:** \$17,000, as outlined in the proposal, which includes all major tasks involved in the recruitment and selection process.
- **Expenses:** \$1,750 for mileage, copies, lodging, and other incidental costs related to the recruitment process.

Total Not-to-Exceed Amount: \$18,750

The City shall reimburse the Consulting Firm for all agreed-upon expenses upon receipt of an invoice detailing the charges. Invoices will be provided at various intervals throughout the process, based on work completed to date.

4. ADDITIONAL SERVICES

The City may, at its discretion, request additional services outside the scope of the primary recruitment process, including:

- **Pre-Recruitment Organizational Effectiveness Review/Strengthening** (\$1,500)
- **Mayor/Council Goal-Setting** (\$1,500)
- **New Administrator Evaluation (Six and/or Twelve Month Performance Evaluation)** (\$800 per evaluation process)

5. RESPONSIBILITIES OF THE CITY

The City agrees to:

- a. Provide timely responses to requests for information and content, including but not limited to position profile content, pictures, and other relevant details.
- b. Coordinate scheduling for meetings, interviews, and site visits, including arranging tours, public receptions, and refreshments for interview participants.
- c. Review and approve the position profile developed by the Consulting Firm.
- d. Select and interview candidates;
- e. Review and approve the final candidate.
- f. Review and approve the respective employment agreement;

g. Coordinate the legal review of any employment agreements and any additional necessary documents through the City Attorney.

6. CONFIDENTIALITY

Both parties agree to maintain confidentiality throughout the recruitment process, including candidate information, evaluation materials, and internal deliberations, in accordance with Iowa Code Chapters 21 and 22 governing open meetings and open records.

7. TERMINATION

This Agreement may be terminated by either party with written notice if either party is in breach of any of the terms and conditions herein. In the event of termination, the Consulting Firm shall be compensated for all services performed up to the date of termination.

8. INDEMNIFICATION

The City agrees to indemnify and hold harmless the Consulting Firm from any claims, liabilities, and expenses arising from the recruitment process, provided that such claims are not the result of the Consulting Firm's negligence or misconduct. The Consulting Firm warrants that it has and will maintain liability insurance throughout the recruitment process.

9. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of Iowa.

10. ENTIRE AGREEMENT

This Agreement represents the entire understanding between the parties and supersedes any previous agreements, representations, or understandings, whether written or oral, concerning the subject matter hereof. This Agreement may only be modified in writing, signed by both parties.

IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the day and year first above written.

For the City of Adel, Iowa:

Mayor James Peters
City of Adel, Iowa

For Theia Management Consulting LLC

A handwritten signature in black ink, appearing to read 'Marketa George Oliver'.

Marketa George Oliver
President, Theia Management Consulting LLC


Date: 15 August 2025



Proposal

July 28, 2025

To: Honorable Mayor & City Council, Adel, Iowa

Marketa George Oliver Theia Management Consulting, LLC	
--	---

Re: City Administrator Recruitment Proposal

Dear Mayor and Council:

We are writing to offer our services in assisting with the search for the Adel City Administrator position. We have assembled a recruitment team that is unmatched in its depth of experience in municipal government in Iowa and its resulting Iowa and Midwestern network.

If selected, we will employ a team with 101 years of cumulative Iowa local government experience that has collectively completed over 35 City Administrator/Manager searches in Iowa since 2013.

Selecting the appropriate person as City Administrator is one of the most important decisions a Council will make, and we have developed a comprehensive process to recruit, screen, and evaluate candidates, providing the best chance possible of finding the perfect fit.

With our team, we offer a responsive and thorough approach to your search, as outlined in the following pages.

Thank you again for the opportunity to submit a proposal.

316 Aaron Avenue NW, Bondurant, IA 50035 515.322.6597 www.facebook.com/Theiamc/
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Proposal: Table of Contents

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Our Understanding of the Position & Organizational Goals

Due to our team's deep experience on the front lines of municipal government in Iowa, we are acutely aware of the challenges facing communities like Adel. We understand that to be successful Adel must simultaneously be budget-conscious but forward-thinking, and optimistic yet realistic. It must engage continuously with important community partners, and make the most of opportunities. It must build the community in a smart and sustainable way.

It is essential that Adel recruit and retain a highly skilled and committed professional to lead its organizational and development efforts and to properly advise the Mayor and Council on policy matters. Our aforementioned 101 combined years of local government experience include 67 years of experience in Manager/Administrator roles. We understand the combination of broad knowledge, listening ability, leadership, energy, passion, financial & negotiating savvy, character, and many other traits that are necessary to be successful in this role.

Specifications for Proposal**Firm Contact Information:**

Marketa George Oliver, Theia Management Consulting, LLC
 316 Aaron Avenue NW
 Bondurant, IA 50035
 515.322.6597
theiamanagementconsulting@gmail.com

316 Aaron Avenue NW, Bondurant, IA 50035 515.322.6597 www.facebook.com/Theiamc/

Firm Overview

Theia Management Consulting, LLC is an Iowa limited-liability corporation established in 2017. The firm specializes in City Administrator/Manager searches and strategic planning facilitation, and also performs compensation and organizational development studies, employment background checks, and financial analysis for local governments in Iowa.

Theia Management Consulting, LLC is a single-member LLC owned by Marketa George Oliver. It proposes to serve as the contracting firm for the proposed services, and will engage as subconsultants Mark A. Jackson Consulting, LLC (Iowa single-member LLC owned by Mark Jackson) and Hinson Consulting, LLC (owned by Brent Hinson).

Consultant Biographies:

Consultant **Marketa Oliver** has worked in city government for 33 years, having started her career in Yakima, WA; and also serving as City Administrator in Windsor Heights, Iowa; and City Manager in Norwalk, Iowa; before moving into her current role of City Administrator in Bondurant, Iowa. Marketa is an ICMA Credentialed Manager and holds the Senior Professional in Human Resources (SPHR) designation from the Human Resources Certification Institute. She is a former adjunct professor in the Drake University MPA program. She received the Iowa City/County Management Association's highest honor, the Joe Lukehart Award for Professional Service, and her cities have received multiple program excellence awards from the International City/County Management Association, as well as the Pacesetter Award from the Iowa Public Employers Labor Relations Association. Marketa has been an active member of the Iowa Association of City/County Management and served as the President of the association.

Consultant **Mark A. Jackson** has worked in city government for 35 years, first as the Village Manager in Homer, Michigan, and since 1993, as the City Administrator in Story City, Iowa. Mark is an ICMA Credentialed Manager. He is formerly an adjunct instructor for Iowa State University. He also has provided consulting services upon request by cities for the past 17 years. He is a past Iowa League of Cities Board member and has served as the President of the Iowa Association of City/County Management.

Consultant **Brent Hinson** has worked in city government for 20 years, having served as Finance Director/City Clerk in Iowa Falls, Iowa; City Administrator in Garner, Iowa; City Administrator in Washington, Iowa; and his current position as Deputy City Administrator/ Finance Director in Mason City, Iowa. Brent is an ICMA Credentialed Manager. He has owned and operated his own consulting firm, Hinson Consulting, LLC

since 2014. He is a past Iowa League of Cities Board member and speaker at League and ICMA conferences.

Involvement of Staff, Elected Officials, and Citizen Advisory Committee: While we have a standard framework for performing our executive searches, we aim to be highly flexible and responsive to your input to ensure the right process for Adel. You are the experts on your community and your organization, and there is no one-size-fits-all approach for ensuring a good process. While we have provided a proposed schedule below as requested, we would be happy to adjust wherever needed to maintain an orderly, inclusive, and ultimately successful process.

The standard framework for our process includes:

- Meet with the Mayor & Council to review job description, pay & benefits, etc.
- Meet with the Mayor, Council, key staff, and select citizen advisers on an individual basis to discuss qualities desired in the next City Administrator, learn more about the organization's needs, and to gain input on the advertisement of the position.
- Prepare a multi-page position profile for prospective candidates.
- Prepare & place advertisements on key internet sites & on targeted social media.
- Seek out professionals within our respective networks who may be qualified and interested in the position.
- Compile list of potential candidates & make contacts to gauge interest & promote the position opening.
- Receive & catalog applications (we propose creating a dedicated Gmail account for this purpose and only accepting electronic applications).
- Screen candidates; meet with Mayor & Council to narrow the most qualified applicants to a list of finalists.
- Reference checks on finalists.
- Conduct criminal and credit background checks on finalists.
- Conduct a formal interview process over a period of two days.
- Negotiations with selected candidate, including employment contract.

We can calibrate the items above listing in a variety of ways, as desired, to meet Adel's expectations for elected officials, staff, and citizen involvement.

Development & Evaluation of Candidate Pool: We are highly connected within and outside the state of Iowa in the city management field, and have a strong knowledge of potential candidates that may be interested in and qualified for the position, through an ongoing dialogue with a wide array of city government professionals. We perform many searches within the state of Iowa, so are aware and in touch with both the Iowa-based candidates, as well as those from other states that are interested in relocating to or

returning to Iowa. Our process starts with assembling a list of all such candidates of which we are aware. We will prepare what we believe is the list of the best candidates for Adel. This will be based on the input we receive from staff, elected officials, and citizens, along with our own research and subject matter knowledge. We know many of the potential candidates personally and professionally, and may have worked with them on past searches, so are aware in many cases of not just qualifications for these individuals, but also character and intangibles that may make them particularly suited for Adel. We then make contact with the potential candidates and other key influencers within the Iowa local government to raise awareness of the community and the availability of the position. We use the position profile we will prepare to supplement these efforts. We further advertise in a variety of outlets (with internet/social media sources emphasized), and also seek to be responsive and informative to candidates that may contact us directly about the position, as is often the case.

We are in a challenging time for recruitment; this is true across the economy, but we have seen direct effects on the number of applicants we are seeing in our post-COVID searches due to our efforts. While there are still good candidates out there, the lower numbers make it all the more important that the City has addressed any red flags and has elected officials and staff that are on the same page going into the search.

We have several levels of screening for applicants. First, we develop a qualifications matrix to be able to compare the candidates on the basis of factors such as education, local government experience, and management experience, and relate these to the desired qualifications and attributes identified for the position we are filling. We conduct detailed internet research on candidates via Google searches, targeted websites, etc. We use the results of these screening techniques to discuss among our consultants those that we believe are the best fit for the position on paper. We have several ways to involve the Manager and City Council in this process. We prefer to bring the Mayor and City Council a group of semi-finalists for closed session discussion, rather than spend valuable elected official time reviewing applications that do not have sufficient merit to move on to the next stage. However, we are flexible in this process, within the bounds of maintaining an appropriate level of confidentiality while complying with Iowa Code Chapters 21 & 22 regarding open meetings/open records. For example, we have usually conducted Zoom interviews of semi-finalists before the Mayor and Council proceed to selection of finalists.

The final levels of screening for candidates consist of credit, criminal background, and detailed reference interviews, along with the in-person interviews. We conduct all of our background research prior to the interviews, in order to put the Mayor & Council in the position to make an offer at the conclusion of the interviews. The interview process itself is carefully crafted to allow participants to develop a strong feel for candidate fit and readiness to assume the role of City Administrator.

Recruitment Timetable: As stated above, we are flexible in our approach and process, but would anticipate the following timetable at this point in time and subject to change based on Mayor and Council direction:

A. Phase I – Advertising & Marketing of Position		
1. Initial Council Meeting to start the process	Consultant(s)/City Council	August 12
2. Confidential Interviews with Mayor, Council Members & Key Staff (may have to be conducted by phone, given the aggressive timeline)	Consultants	Completed by August 29
3. Preparation of Profile	Council/Consultants	By September 5
4. Council Session to approve profile	Consultants	September 9
5. Preparation of Advertisements	Consultant	by September 10
6. Placement of advertisement and posting on websites	Consultant	by September 10
7. Phone Calls to Potential Candidates \	Consultant	September 10 - October 13
8. Emailing of Profiles	Consultant	September 10 - October 13
9. Deadline for Applications	-	October 13
B. Phase II – Selection Process		
10. Screening of Candidates	Consultant	Completed by October 14
11. Selection of Candidates for Zoom Interviews	City Council	October 14 Council meeting
12. Zoom Interviews of Candidates	Consultant/Council	October 16 (Special Council Meeting)

13. Mail a Packet of Information to Candidates for Formal Interviews	Consultant	By October 20
14. Education Verification, Credit Checks, & Criminal Background Checks, -Finalists	Consultant	Completed by November 7
15. Calls on Candidates' References	Consultant	Completed by November 7
16. Coordination of Interviews	Consultant	
17. Finalist Interviews	Consultant/Council	November 7 & 8
18. Negotiations with Selected Candidate	Consultant	November 8
19. Approval of Offer of Employment	City Council	November 11 (or 12 if Council delayed due to Veterans' Day)
20. Start of Employment		30-45 days post employment agreement approval

The exact dates of each step in the process will be selected after this proposal has been approved and the City has provided additional information regarding the schedules of the City officials involved in the process. The schedule can be adjusted as needed.

Proposed Scope of Services & Fees:

We propose the following scope of services:

1. Develop recruiting specifications, in conjunction with the City Council, and other key individuals selected by the City Council, that address the specific duties, responsibilities, operational issues, education and training, leadership qualities, and other factors that are relevant to the position.
2. Coordinate all stages of the process with the City Council, with the collaboration of key staff members from the City of Adel.
3. Translate the Council requirements into a recruitment brochure, to encompass a nation-wide search, with recruiting activities including selected advertising, networking and direct inquiries, and use of our knowledge of candidates from other searches.

4. Assist the Council in screening the initial pool of applicants to an appropriate number of semi-finalists. Provide the Council with summary reports on semi-finalists and respond to questions.
5. Work with the Council to narrow the semi-finalists group to a list of approximately four finalists, to determine an appropriate interview process, and to discuss preliminary terms of an employment agreement.
6. Conduct in-depth interviews, detailed background investigations, and contact references and verify the credentials of finalists. Prepare a report on each finalist. Assist the Council with the candidate interviews.
7. Coordinate and/or conduct any additional assessments and background investigations.
8. Assist the Council with the negotiation of an employment agreement with the selected candidate, as directed by the Council.

Fee Proposal

We would anticipate billing at various intervals with invoices proportionate to the amount of work completed each period, through the completion of the search.

Task	Lead Role	Fee
1. General oversight & management of process	Consultants	\$1,400
2. Initial Council meeting to start the search process (Consultants virtual)	Consultants/Council	\$250
3. One-on-One Meetings with Elected Officials and Key Staff	Consultants/Staff/Council	\$1,500
4. Preparation of Position Profile	Consultant	\$1,250
5. Organizational Survey & Summary Report/ Council Approval of Profile	Consultant/Council	\$900
6. Preparation of List of Potential Candidates	Consultant	\$450
7. Printing or Emailing of Profiles	Consultant	\$150
8. Preparation of Advertisements	Consultant	\$150

9. Placement of Advertisements (includes cost of ads)	Consultant	\$1,000
10. Contacts with Potential Candidates	Consultant	\$550
11. Screening of Candidates	Consultants/Council	\$1,250
12. Selection of Candidates for Zoom Interviews - Council Meeting	Consultants/Council	\$500
13. Zoom Interviews of 6 Finalists	Consultants/Council	\$1,250
14. Selection of Candidates for Formal Interviews	Council	-0-
15. Send Packets of Information to Candidates for Interviews	Consultant	\$250
16. Educational Verification, Credit Checks, & Criminal Background Checks & Report	Consultant	\$750
17. Calls on Candidate References	Consultant	\$1,500
18. Coordination of Interviews & Calls to Candidates	Consultant	\$1,200
19. Formal Interviews – Two Days	Consultant/Council	\$2,200
20. Negotiations with Selected Candidate	Consultant	\$500
21. Formal Approval of Offer of Employment	Council	\$0
SUB-TOTAL – Consulting Fee		\$17,000
Expenses – Mileage, copies, & lodging		\$1,750
Grand Total – Not to Exceed		\$18,750

The consulting fee, plus expenses, would not exceed \$18,750. Based on this scope of service, we would have the following expectations of City staff and officials:

- Provide consultants with content/pictures for position profile.
- Respond to various information requests during the process.
- Provide input throughout the process.

- Various coordination for stakeholder interviews and interview weekend, including arranging tours of Adel, a public reception for candidates, refreshments for formal interview participants, etc.
- Legal review of proposed employment contract and closed session request document (by City Attorney).

Additional Services

Pre-Recruitment Organizational Effectiveness Review/Strengthening: As part of our process to facilitate a successful placement, we recommend communities engage in a pre-recruitment organizational effectiveness review session. The purpose of the process is to discuss the roles of the staff and the elected officials and discuss strategies to ensure that all are on the same page and moving in a coordinated manner to improve the community. This process involves a confidential survey of council and staff and then a review of the results, with strategies for addressing issues brought to light during the survey, as well as during stakeholder interviews. The fee for this service is \$1,500.

Mayor/Council Goal-Setting: We believe one of the most important aspects to success, especially for a new Manager, is a shared Mayor/Council vision. This allows the new Manager to focus on what is truly important to start, and what can wait a bit to address. Our consultants are highly experienced with this process and can build a process to suit the City. The fee for this service would range from \$1,000 to \$2,500 depending on the depth of the process desired by the City.

New Administrator Evaluation: Six and/or Twelve Month Performance Evaluation: If requested by the Council, we can assist the City with initial performance evaluations of the person selected as City Administrator. In cooperation with the Mayor, City Council Members, and City Administrator, we will develop a performance evaluation form and rating system. We will distribute and collect the evaluation forms, summarize them, and present the summary to the Mayor, City Council, and City Administrator. If there is a need for an improvement in some aspect of the performance of the City Administrator, we will provide advice and suggestions, if requested. The fee for this service would be \$800 per evaluation process.

We sincerely thank you for considering our proposal, and look forward to working with you.

Marketa, Mark, and Brent

Appendix

Client Listing: Following are some some recruitments our consultants have assisted with in Iowa in recent years:

<u>Client</u>	<u>Year</u>	<u>Contact</u>
Mason City, Iowa	2018	Perry Buffington, HR Director, 641-424-7130
Carlisle, Iowa	2018	Drew Merrifield, Mayor, 515-229-5800
Keokuk, Iowa	2018	Tom Richardson, Former Mayor, 319-520-5848
Sheldon, Iowa	2018	Katricia Meendering, Former Mayor, 712-324-4651
Polk City, Iowa	2019	Jason Morse, Former Mayor, 515-208-3996
Orange City, Iowa	2019	Deb DeHaan, Mayor, 712-541-9016
Burlington, Iowa	2020	Stephanie Stuecker, Finance Director, 319-753-8178
Decorah, Iowa	2021	Lorraine Borowski, Mayor, 563-382-3452
Marion, Iowa	2021	Nick AbouAssaly, Mayor, 319-743-6305
Oskaloosa, Iowa	2022	Amy Miller, Fin. Director/City Clerk, 641-673-9431
Independence, Iowa	2022	Susi Lampe, City Clerk/Treasurer, 319-334-2780
Huxley, Iowa	2019/2023	David Haugland, City Administrator, 515-597-2561
Riverside, Iowa	2019/2023	Allen Schneider, Mayor, 319-330-2102
Fairfield, Iowa	2017/2023	Rebekah Loper, City Clerk, 641-472-6193
Elkhart, Iowa	2024	Brad Fordyce, City Council, 712-490-0436
Dallas Center, Iowa	2024	Danny Beyer, Mayor, 515-918-0656
Washington, Iowa	2024	Millie Youngquist, Mayor, 319-863-3041
Chariton, Iowa	2024	Jayma Hoch, Mayor, 641-774-5991
Clear Lake	2025	Nelson Crabb, Mayor, 641-425-7756
Slater	2025	Taylor Christensen, Mayor, 515-371-5700?
Carter Lake	2025	Jackie Carl, City Clerk 712-347-6320



CLEAR LAKE, IOWA

City Administrator Position Profile



Apply by March 28, 2025 at 4:30 p.m.
theiamanagementconsulting@gmail.com

Contact: Theia Management Consulting, L
515.322.6597



CITY ADMINISTRATOR POSITION PROFILE

Submit by March 28, 2025 at 4:30 p.m.

ABOUT US

Clear Lake, Iowa is a picturesque community of 7,689 residents located 115 miles north of Des Moines and 130 miles south of Minneapolis in Cerro Gordo County. Clear Lake is situated on the natural 3,600-acre spring-fed lake from which it takes its name and swells in population from seasonal residents and tourists (to approximately 12,000) during the summer months.

Clear Lake is home to the Clear Lake Surf District, designated an Iowa Great Place in 2014 by the Department of Cultural Affairs, a cultural and entertainment zone surrounding the historic Surf Ballroom. The Surf Ballroom is the site of Buddy Holly's last concert. The ballroom still hosts concerts and can be reserved as a convention hall or reception site. It is also a tourist attraction with a tribute to those who perished on the February 3, 1959 flight every February. Clear Lake's Main Street includes unique boutiques and a variety of restaurants with a hometown charm, along with a brewery and a craft distillery. Downtown abuts City Beach on the lake and near a large city park with a bandshell.

Clear Lake is home to a number of marinas, state parks, and tourism businesses. There are festivals year-round, including the Color the Wind Kite Festival each February and one of the largest July 4th Celebrations in the state. It is also a major stop on I-35 (Avenue of the Saints) with many restaurants and hotels. The presence of I-35 and its traffic provide the community with many opportunities for further economic development. It is also home to Lady of the Lake, the stern wheeler ferry boat that takes passengers on a scenic cruise around Clear Lake.



Clear Lake is part of the North Iowa Corridor Economic Development Corporation. Major employers in the region include McKesson, One Vision, Kingland Systems, Sukup Manufacturing, Pritchards, Titan Pro, and Mercy North Iowa among others.

- More info on the community is available at: <https://www.cityofclearlake.com> (City) and <https://clearlakeiowa.com> (Clear Lake Chamber).

THE COMMUNITY

The region around the lake that would later be called Clear Lake was a summer home to the Sioux and Winnebago natives. During a land survey of northern Iowa done in 1832 by Nathan Boone, the son of the famous explorer, Daniel Boone, a map was made showing the lake and other bodies of water in the area.



In 1933, the Surf Ballroom opened up on the site of the old Tom Tom ballroom that had been destroyed by fire. The opening dance night had approximately 700 couples attending. In 1947, the Surf Ballroom burned down and a new Surf Ballroom was built across the street in 1948.

In the early hours of February 3, 1959, a Beechcraft Bonanza carrying Buddy Holly, Ritchie Valens, and the Big Bopper, who had been performing at the Surf Ballroom in Clear Lake, took off from the local runway in nearby Mason City, on its way to the next show in Moorhead, Minnesota. The plane crashed soon after takeoff, killing all aboard. This event was later eulogized by folk singer Don McLean in this famous song "American Pie", in which the death of these '50's icons serves as a metaphor for greater changes within American society as a whole.





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Clear Lake has multiple cultural attractions, including the Clear Lake Fire Museum, the Clear Lake Arts Center, PM Park, and the Three Stars Plaza, memorializing rock-n-roll stars Buddy Holly, J.P. “The Big Bopper” Richardson, and Ritchie Valens.

Overall, Public Safety: The Police Department has 16 full-time sworn police officers, including the Police Chief as well as a part-time sworn position; 7 full-time and 2 part-time communications personnel; and the Fire Department has 7 full-time and 18 part-time employees, including the Fire Chief, paramedics and EMTs, as well as 22 paid per-call staff. City Hall is home to 7 full-time and 1 part-time staff; the City has both a full-time City Engineer and Building Official along with a part-time CLEAR Project Coordinator. Public Works has 10 full-time staff and the Water Department has 3 full-time staff. The City operates a Wellness Center in partnership with the Clear Lake Community School District, staffed with 4 full-time and 22 part-time employees. Clear Lake is also home to an excellent Library with 3 full-time and 12 part-time staff.

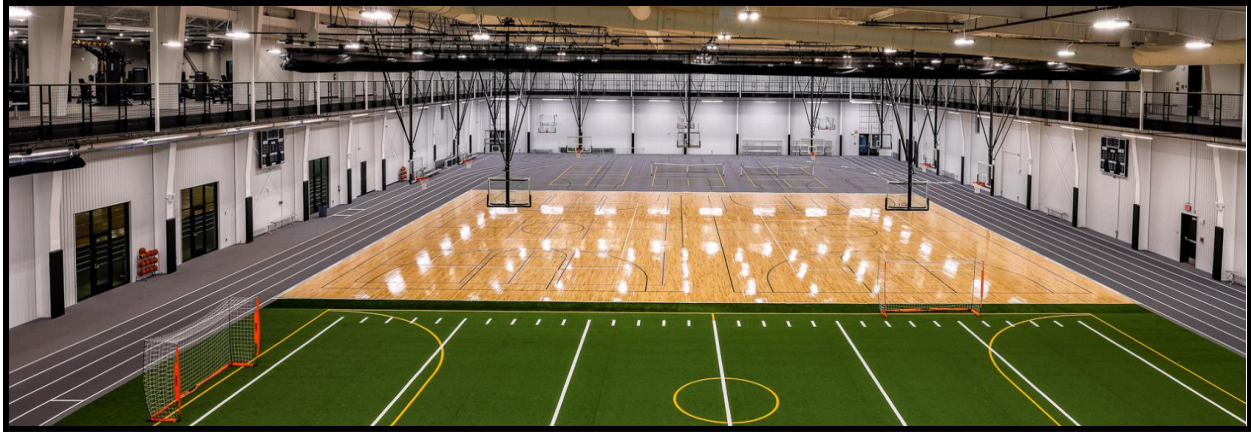
Health Care: The community has many health and wellness amenities, including a primary and urgent care clinics and access to the Wellness Center. Additional resources within the region include a full-service hospital and specialty hospital.

Airport: For international travel, Clear Lake is approximately 120 miles from the Des Moines International Airport, with six airlines, multiple connecting hubs, and currently undergoing a major expansion and only 130 miles from the Minneapolis Airport. The Mason City Airport is less than five miles away with direct flights to Chicago’s O’Hare International Airport.

Churches: Clear Lake is home to 11 churches.

Education: The Clear Lake Community School District has 3 K-12 school buildings and 1 private school. Clear Lake is fortunate to have the North Iowa Area Community College Campus located in the neighboring community, Mason City, which is also a satellite location for Buena Vista University. Clear Lake is also located in close proximity to excellent universities, such as Drake University in Des Moines and only a few hours from the main campus of Buena Vista University in Storm Lake, IA. Clear Lake is also equidistant to Iowa State University and the University of Northern Iowa, both approximately 90 miles away.

Library: The Clear Lake Public Library was established in 1889 and serves as a foundational source of information, education, and recreation and is accredited through the State of Iowa. It was expanded in 2002, joining the 1918 Carnegie Building with the adjacent Masonic Temple. The project added 5,000 square feet to the Library’s size.



Parks and Recreation: Clear Lake has 11 city-owned parks, including one with an outdoor aquatic center. The City also partnered with the Clear Lake Community School District to build the new 81,000 sq. ft. Wellness Center. This facility features men's and women's locker rooms with saunas, three multi-purpose studios, an indoor playground, as well as a 47,114 square-foot field house. The field house has a 200-meter indoor track, an indoor turn field marked for football and soccer, two hardwood courts and three multipurpose courts divided by retractable curtains. The second level includes an elevated walking track, a fitness center with cardio and weightlifting equipment and a studio.

City Government & Organization

Clear Lake is a full-service local government serving the community with a full complement of departments including City Administrator, Finance, Fire, Police, Library, Public Works, Water, Wellness Center, and Engineering/Planning/Zoning/Building, and Utility Billing. The City enjoys a stable and committed workforce, with a total of 58 total full-time and 29 part-time employees. The Mayor chairs Council meetings, but does not vote. The City Council meets in regular session on the first and third Mondays of the month.



The city's current tax rate is \$9.85 per \$1,000 valuation, has a Moody's Bond Rating of Aaa, and



CITY ADMINISTRATOR POSITION PROFILE

Submit by March 28, 2025 at 4:30 p.m.

has a FY24-25 overall budget of approximately \$25.9 million (excluding transfers), including capital projects. The city's finances are solid and stable.

The City has a history of stable management, including the most recent administrator who served for more than 23 years, after succeeding an administrator that served for 35 years.

Duties and Responsibilities of the Position of City Administrator

The City Administrator is responsible for planning, organizing, directing and coordinating all municipal activities; serving as the chief administrative officer of the City and is responsible for the property administration of all affairs of the City.

Distinguishing Characteristics:

The City Administrator is appointed by a majority vote of the city council. The City Administrator is directly responsible to and reports to the Mayor and the City Council, providing highly responsible and complex administrative support to the Mayor and City Council in legislative, policy, fiscal, and other technical matters of municipal affairs under their direction.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provides highly responsible administrative staff assistance to the City council; confers with the City Council regarding a wide variety of municipal government issues; recommends policies, procedures, contracts, and actions to be taken by the City Council; carries out City Council decisions or directives; allocates resources accordingly. Maintains accounting of all obligations, agreements, commitments, and contractual franchises involving the City and reports to the Mayor and Council any deviations from the exact terms as specified therein.
- Provides for the enforcement and regulation of ordinances, resolutions, and laws and ensures the provision of services as expected. Continuously monitor and evaluate the efficiency and effectiveness of City service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.
- Assists the Mayor, Council, Finance Director and all department heads in preparing the annual budget in the manner prescribed by law. Responsible for keeping the council advised as to the financial and other conditions of the City and makes recommendations as to its future needs.
- Represents the City to other public agencies, community based organizations, elected officials, outside agencies, and the mass media; explain, interpret, justify and defend city



CITY ADMINISTRATOR POSITION PROFILE

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Programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

- Responds to and resolves difficult and sensitive citizen inquiries and complaints; assign departments to resolve citizen complaints and concerns in a timely manner.
- Participates in collective bargaining negotiations when needed, selection, oversight of staff training, employee development and evaluations, promotions, demotions and discharges. Responsible for the investigation of discrimination and other claims of misconduct.
- Participates on a variety of boards and commissions; attend and participate in professional groups and committees; stay abreast of new trends and innovations in the field of public administration.
- Directs and administers the following departments and offices and be directly responsible to the Mayor and Council for property function of the same: Finance, Building and Zoning, Watershed, Police (indirectly), Library (indirectly), Fire, City Clerk, Public Works, and Parks and Recreation.
- Makes recommendations to the governing body a standard schedule of pay for each appointive office and position in the City services, including minimum, intermediate, and maximum rates.
- Interviews, recommends hiring, trains, evaluates, and recommends salary for staff and volunteer employees; assigns work duties to staff; monitors work to assure proper completion.
- Conducts regular checks of all activities at program sites, facilities and work sites to monitor staff and assist with problem resolution.
- Provides administrative support and assistance to the Mayor and performs duties in the coordination of all phase's municipal activity as directed by the Mayor and Council. Provide monthly updates to the Mayor and Council of city activities and progress towards council goals or policy agreements.
- Coordinates the work of the City Attorney.
- Provides other duties as directed by the Council or as included in the City Code.
- Builds relationships with the business community and plays a leadership role in economic development.

Qualifications:

- Municipal budgeting and public finance administration and practices.
- Knowledge of the organization, functions and problems of municipal, county, state, and federal community-related statutes and government; knowledge of the principles and methods of public administration and public finance, including city planning and development of infrastructure.
- Comprehensive knowledge of the principles, practices, liabilities and methods of personnel administration and supervision as it relates to recruitment, labor relations, employment, safety, compensation, benefits, contracts, temporary staffing, training, performance evaluation, employee relations, and investigations and government compliance laws, rules, and regulations that govern public employment in the State of



CITY ADMINISTRATOR POSITION PROFILE

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Iowa. High level of proficiency in effectively managing others for high performance. Successful team and organizational building, goal development and project follow through.

- Various funding techniques including Tax Increment Financing.
- Organization and Management practices and policies.
- Establish and maintain cooperative working relationships.
- Modern practices and principles of Public Administration.
- Computer, internet use, e-mail and central faxing.
- Principles of Personnel/Human Resources Management.
- Strategic Planning, Development, and Implementation.
- Public works operations and infrastructure replacement.

Skills and Abilities:

- Have interpersonal relationships that encourage openness, candor and trust, both internally and outside of the City of Clear Lake; establishing and maintaining an effective working relationship with coworkers, supervisor, City Council, Mayor, the press, and the general public.
- Have exceptional oral and written communication skills; communicating effectively, both orally and in writing, in a wide variety of situations with diverse individuals and groups.
- Have excellent time management and organizational skills. Must have the ability to manage multiple projects and prioritize workload in a timely and effective manner. Performing duties efficiently and accurately to meet time sensitive deadlines.
- Ability to be innovative and creative in decision-making and problem resolution situations and in the performance of job duties.
- Understand and maintain confidentiality of all City and personnel information.

Training and Experience Requirements:

Education: Bachelor's Degree majoring in political science, urban studies, business or public administration or related field.

Experience: At least seven years of increased responsibility within municipal or public leadership/management roles.

Preferred Education/Training: Master's Degree in business or public administration or related field.

Special Requirements: Reside within the city limits within six months of employment.

Licensing Requirements:

Position must be bondable in an amount determined by City policy and a valid Iowa driver's license is required.

Essential Physical Abilities:

Positions in this class typically require: sitting, reaching, standing, grasping, kneeling, talking, hearing, seeing, and repetitive motions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work is generally performed in an inside office environment with appropriate heating and cooling and is not subject to significant occupational or environmental hazards other than those normally associated with general public contact. The noise level in the work environment is usually moderate.

Supervisory Responsibility:

The City Administrator manages supervisors in the following departments: Finance, Building and Zoning, Watershed, Police (indirectly), Library (indirectly), Fire, City Clerk, Public Works, and Parks and Recreation. Acts as a liaison and provides direction to both the library and parks and recreation supervisors and boards. Position is responsible for leadership, performance management and facilitation of hiring employees within those departments.

Position Type and Expected Hours of Work:

This is a full-time position, and hours of work and days are generally Monday through Friday, 8:00 a.m. to 4:30 p.m. Shall generally be available for off-hour emergencies. Must be able and willing to work the hours necessary to accomplish assigned duties; attend evening meetings and/or critical events and activities, as appropriate and travel out of town as necessary to attend and/or participate in workshops, conferences, seminars, and meetings during work and non-work hours.



City Council Goals

The City Council has agreed upon the following strategic priorities in its most recent strategic planning session:

- Surf District Hotel Project.
- Invest in upgrades to the City's infrastructure to meet the evolving needs of our community.
- Surf District Projects.
- Update City Code of Ordinances.
- Pine Tree Park/Stonecliff area sidewalk connection project.
- Continue to actively seek and recruit housing developments that align with the community and needs of our residents.
- Continue to be conservative with the City Budget due to uncertainty regarding what the state may do with property tax reform.
- Examine the need for an HR position, once a new City Administrator is in place.

The Mayor and City Council reviewed and discussed a variety of ideas relating to improving organizational effectiveness to accomplish the selected goals and priorities. After this review and discussion, the Mayor/City Council selected the following steps to improve organizational effectiveness:

- Continue communication of information with the public using social media and the Clearview bi-monthly newsletter.
- Continue collaboration with Clear Lake Community School District; Sanitary District; City of Ventura;
- Cerro Gordo County; Chamber of Commerce; North Iowa Corridor; Association for Preservation of Clear Lake; Veterans Memorial Golf Course; and the North Iowa Cultural Center & Museum.
- Conduct annual Strategic Planning Sessions.
- Finish updates and approve a new Employee Handbook.
- Annual reviews for all City employees.



Buddy Holly Crash Site Memorial



CITY ADMINISTRATOR POSITION PROFILE

Submit by March 28, 2025 at 4:30 p.m.

Announcement/Advertisement

City Administrator, Clear Lake, Iowa. Clear Lake (population 7,689), a picturesque city named after the 3,600-acre spring-fed lake on which it sits, a short drive north of the Des Moines Metro and located adjacent to the Interstate 35 (Avenue of the Saints), is seeking a visionary and energetic leader with impeccable integrity, great communication skills, superior budgeting capabilities, and a background in economic development and community building for the position of City Administrator. The starting range for the annual salary is \$150-175K. Preferred qualifications include a master's degree in a relevant field and a minimum of 7 years of increased responsibility within municipal or public leadership/management roles. City of Clear Lake residency is required within six months of hire. Relocation allowance is negotiable. It is important that the City Administrator establish residency and be active in the community.

Applications should be submitted to theiamanagementconsulting@gmail.com. Application materials requested include: a cover letter, resume, salary history, and five work-related references. Applications will be accepted until 4:30 PM on March 28, 2025. EOE.

Tentative Timetable for Search Process

It is the City's intent to conclude the search process as expediently as possible with the goal of offering the position to a candidate by May 3. Therefore, candidates are urged to tentatively mark the following dates on their schedules:

- | | |
|--|--------------------------------|
| 1. Application deadline..... | March 28, 2025 |
| 2. Notifications of semifinalists for the position..... | April 2, 2025 |
| 3. Virtual interviews of semifinalists | April 11 (PM) or April 12 (AM) |
| 4. Candidates' day to tour the community and meet city employees, Mayor and Council members..... | Friday, May 1 |
| 5. Interviews of candidates..... | Saturday, May 2 |
| 6. Offer of employment..... | prospectively May 2 |
| 7. City Council approval of employment contract | tentatively May 5 |
| 8. Proposed starting date of employment | 30-45 days post offer |



SLATER, IOWA

City Manager Position Profile



Apply by May 10, 2025 at 4:30 p.m.
theiamanagementconsulting@gmail.com

Contact: Theia Management Consulting, LLC
515.322.6597



CITY MANAGER POSITION PROFILE

Submit by May 10, 2025 at 4:30 p.m.

Position Profile: City Manager – Slater, Iowa

About Us:

Slater, Iowa, is a vibrant and welcoming community with a population of 1,543 residents, located approximately 30 miles north of Des Moines and 15 miles south of Ames. Nestled in the heart of the Midwest, just off I-35 and Highway 210, Slater offers a small-town charm combined with a strong sense of community, a welcoming atmosphere, and extraordinary economic opportunity. Slater is known for its thriving and growing local business base, including Sievers Industrial Park, engaged citizens, and a proud tradition of community events. The city's active social calendar, including events like July 4th, *Christmas on Main*, *Gather*, and the *Town Divided Tailgate*, highlights the community's spirit and commitment to coming together. Slater has active residential growth, including the Trailside and Prairie Creek housing developments.

The Community:

Slater is a family-friendly city where everyone can feel at home. Small-town values, guided growth, and preservation of historical, cultural, and natural heritage are just a few of the core principles that define Slater. The community enjoys a rich history and a forward-thinking outlook, with energetic and visionary elected officials eager to leverage Slater's strategic location and sound financial position for growth opportunities. The city's central location, close to major highways and served by two regional rail systems, provides easy access to surrounding metropolitan areas, making it an ideal location for residents who appreciate a close knit community but enjoy the convenience of nearby urban amenities. With local parks, vibrant community events, and a deep commitment to preserving its rich heritage, Slater is poised for growth while maintaining its unique character.



Slater is served by the Ballard Community School District and is home to the Ballard West elementary school. BCSD has approximately 2,000 students.



CITY MANAGER POSITION PROFILE

Submit by May 10, 2025 at 4:30 p.m.

City Government & Organization

Slater is a full-service local government serving the community with a full complement of departments including city administration, Volunteer Fire and EMS, Library, Public Works, Water, Wastewater, and Utility Billing. The City enjoys a stable and committed workforce, with a total of 8 full-time, 6 part-time, and between 15-20 seasonal part-time employees. The Mayor chairs Council meetings, but does not vote. The City Council meets in regular session on the second Monday of the month with possible special sessions on the fourth Monday of the month.

The city's current tax rate is \$12.81998 per \$1,000 valuation and has a FY24-25 overall budget of approximately \$2.6 million (excluding transfers), including capital projects. The city's finances are solid and stable.



The City has plans for a new library/city hall/community center.

The City is currently working towards the development of a new Trailside Park and sports Complex as well as a new Library/City Hall/Community Center, a project that will take some focus of the incoming City Manager.



Events often occur in the Log Cabin located in Nelson Park.

The City is home to Slater Public Library, which offers a wide variety of programming for all ages. Slater is also home to three parks, Nelson Park, Earl Grimm Park, and Southside Park. Nelson Park has a log cabin and open pavilion, gathering places for community events and available for rental for private parties. Earl Grimm Park has a pool, ballfields, tennis court, and is a trailhead for the High Trestle Trail, which runs 25 miles through five towns. Southside Park has a walking path, basketball court, and a playground. Slater is also served by the

Heart of Iowa Trail, a 32-mile, multi-use recreational trail.



CITY MANAGER POSITION PROFILE

Submit by May 10, 2025 at 4:30 p.m.

The Position:

Slater is seeking a dynamic, personable, emotionally intelligent, and experienced City Manager to serve as the city's chief administrative officer. The ideal candidate will bring public sector leadership experience, significant management and supervisory experience, be a successful grant writer and an excellent communicator, and have a passion for community engagement, and strategic planning. This is a highly visible position where the City Manager will be the primary point of contact for residents, businesses, and city staff, working closely with the City Council to guide and implement the city's priorities and vision for the future.



The City recently opened a dog park.

The City Manager will oversee day-to-day operations, manage a team of dedicated and tenured staff, and lead the city's long-term planning efforts, including land use planning, capital improvement projects, and financial sustainability. A key responsibility will be fostering strong relationships with the community and local organizations to

ensure that Slater continues to thrive as a desirable place to live, work, and visit. The City Manager will also potentially serve as the City Clerk for Slater, with support from other administrative staff.

Key Responsibilities:

- **Leadership & Management:** Provide strategic leadership for city departments, ensuring operational efficiency, strong morale, and adherence to city policies. Lead and mentor staff while fostering a collaborative and transparent work environment. Supervise department heads and administrative staff, including hiring, training, evaluating, and taking performance actions as needed.



CITY MANAGER POSITION PROFILE

Submit by May 10, 2025 at 4:30 p.m.

- **Long-Term Planning:** Lead the city's long-term planning efforts, focusing on land use, capital planning, and financial sustainability. Oversee the development of master plans and infrastructure improvements that align with the city's growth and development goals.
- **Community Engagement:** Be a visible and approachable leader who actively participates in community events and encourages public participation in city affairs. Embrace and support Slater's signature community activities such as *July 4th*, *Christmas on Main*, *Gather*, and *Town Divided Tailgate*. The City Manager will represent the City in interactions with citizens, community organizations, and other government agencies. It will be important for the new City Manager to gain a clear understanding of the community's culture and become part of the fabric of it.
- **Budgeting & Finance:** Prepare and implement the city's budget, ensuring responsible financial management and regulatory compliance. Work with the City Council to develop budget priorities and allocate resources effectively. Prepare and implement a Capital Improvement Plan, marrying capital needs with strategic financial planning. Must understand Tax Increment Financing and Urban Renewal.
- **Collaboration:** Work closely with the City Council, local organizations, and other stakeholders to ensure the city's goals are met. Promote collaboration between various groups to advance community-wide projects and initiatives.
- **Economic Development:** Foster economic growth by supporting local businesses and attracting new investment. Develop strategies to promote Slater's strengths and build upon its existing assets, working closely with other city staff members to attract, grow, and support business opportunities in Slater.

Qualifications:

- **Education:** A bachelor's degree in public administration, business administration, urban planning, or a related field is required. A master's degree is preferred.
- **Experience:** Minimum of five years of progressive experience in public sector management. Senior leadership in a city management role is strongly preferred. Experience in public sector budgeting, long-term planning, and managing diverse teams is essential. Must be knowledgeable about State of Iowa regulatory requirements.



CITY MANAGER POSITION PROFILE

Submit by May 10, 2025 at 4:30 p.m.

- **Skills:** Exceptional interpersonal and communication skills with the ability to work effectively with elected officials, staff, community members, and stakeholders. Strong financial acumen and experience in strategic planning and land use planning.
- **Personality:** A dynamic, approachable leader who is passionate about building community, encouraging civic engagement, and supporting local traditions. Must be enthusiastic about participating in and promoting Slater's unique community events and culture.
- **Residency:** After hire, residency within the city limits of Slater is preferred.

Compensation:

The starting salary for this position is competitive and commensurate with experience, ranging from \$100,000 to \$110,000 annually. A comprehensive benefits package is included.

Application Process:

Interested candidates should submit a cover letter, resume, and five professional references by email to: theiamanagementconsulting@gmail.com. Please include "Slater City Manager" in the email subject line. The deadline for applications is *May 10, 2025*.



CITY MANAGER POSITION PROFILE

Submit by May 10, 2025 at 4:30 p.m.

Announcement/Advertisement

City Manager, Slater, Iowa. (population 1,543), a vibrant and welcoming community. located approximately 30 miles north of Des Moines and 15 miles south of Ames. Nestled in the heart of the Midwest, just off I-35 and Highway 210, Slater offers a small-town charm combined with a strong sense of community, a welcoming atmosphere, and extraordinary economic opportunity. Slater is known for its thriving and growing local business base, engaged citizens, and a proud tradition of community events.

The City of Slater is seeking its first City Manager. Slater is seeking a top-tier communicator with five years of progressive experience in the public sector, supervisory experience with the ability to lead and mentor staff while fostering a collaborative and transparent work environment. The successful candidate will be personable and eager to engage with the community and build a good rapport with the business community. The successful candidate will also have excellent financial acumen, with top-notch budgeting and financial planning skills. The new Slater City Manager will also need to have outstanding strategic planning abilities and a healthy understanding of land use planning.

The starting range for the annual salary is \$100-110K, depending on qualifications. Preferred qualifications include a master's degree in a relevant field and a minimum of 5 years of increased responsibility within public leadership/management roles. City of Slater residency is preferred within six months of hire. Relocation allowance is negotiable. It is important that the City Manager be active in the community.

Applications should be submitted to theiamanagementconsulting@gmail.com. Please include "Slater City Manager" in the email subject line. Application materials requested include: a cover letter, resume, and five work-related references. Applications will be accepted until 4:30 PM on May 10, 2025. EOE.

Tentative Timetable for Search Process

It is the City's intent to conclude the search process as expediently as possible with the goal of offering the position to a candidate by May 31. Therefore, candidates are urged to tentatively mark the following dates on their schedules:

Tentative Timeline:

- **Application Deadline:** May 10, 2025
- **Zoom Interviews:** May 14, 2025 (afternoon/evening)
- **In Person Interviews:** May 30 & May 31, 2025
- **Final Decision:** May 31, 2025
- **Start Date:** Between June 30 and July 15, 2025

The City of Slater is an Equal Opportunity Employer.



AGENDA ITEM NO. 3.a AGENDA SECTION: DEPARTMENT HEAD REPORT

ADEL CITY COUNCIL AGENDA ITEM REPORT

MEETING DATE: August 25, 2025

TO: Mayor & City Council

FROM: Carrie Erickson, City Clerk

AGENDA HEADING: Update on Public Safety Needs Assessment Project

STAFF/COMMITTEE RECOMMENDATION:

From John Mahon, Bray Architects, Vice President: "The master planning process continues with the core planning team participating in regular meetings. In September, a representative from McGrath Consulting Group will be in Adel conducting tours, reviewing background information and meeting with public safety staff as a component of the Operational and Staffing Assessment. Chief Book and Chief Nemechek have been compiling and transferring background information for the assessment process."

Site visits with McGrath are scheduled for the first week of September. Mahon provided us with the proposed timeline. Sandquist commented that this timeline will line up well with the City's plan to schedule a Goal Setting session in the spring/early summer.

The next meeting with the Core Planning Team is scheduled for August 28.

ATTACHMENTS:

[3775_Adel Public Safety_Preliminary Project Schedule.pdf](#)

Adel Public Safety Masterplan
City of Adel, IA
Bray Project 3775

PRELIMINARY MASTERPLANNING AND DESIGN TIMELINE

Phase 1

The following is a preliminary timeline that will be updated throughout the project by mutual agreement of the Owner and Architect.

Project Initiation.....	Mid-Late May 2025
Facility Condition Assessment	
Creation of Existing Building Plans	Mid-Late May 2025
Onsite Walkthroughs/Needs Assessment	Early-Mid June 2025
Creation of Facilities Condition Report.....	Mid-June - July 2025
Public Safety Needs Assessment	
Operational and Staffing Assessment	Mid-June - September 2025
Staff Engagement Sessions	July – August 2025
Needs Assessment/Building Programming.....	September – Mid-October 2025
Options/Solution Exploration	
Initial Option/Solution Exploration	Mid-September – Mid-November 2025
Feedback/Refinement on Initial Plans and City Direction on One to Pursue...	Mid-October – Mid-November 2025
Creation/Finalization of Plans, 3D Imagery, Renderings.....	Mid-November – Mid-December 2025
Community Engagement Sessions.....	Mid-January and Mid-February 2026
Presentation of Final Plans to City Council	February 2026
Refinement of Project/Budget Based on Council Comments	March 2026
City Council – Formal Action on Project.....	April 2026

Phase 2

Unknown at time of execution. To be determined by mutual agreement of the Owner and Architect.

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