



## **ADEL CITY COUNCIL AGENDA**

*Tuesday, July 8, 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.*

### **PUBLIC HEARING**

- 1.a. Public Hearing to Consider Approval of a Proposed Amendment No. 2 to the Southbridge Urban Renewal Plan for an Urban Renewal Area in the City of Adel, State of Iowa

### **MAYORAL RECOGNITION**

- 2.a. Certificate of Appreciation to Outgoing Council Member - Rob Christensen

### **COMMENTS FROM THE PUBLIC**

- 3.a. Dallas County Conservation Board Director Curt Cable - Update Adel City Council about the RRVt Bridge Rebuilding Efforts and Other Current/Future Projects

### **CONSENT AGENDA**

- 4.a. Consider Approval of City Minutes Dated June 23, 2025
- 4.b. Consider Approval of June Bills and June 30, 2025 Treasurer's Report
- 4.c. Consider Approval of Class C Retail Alcohol License for Country Lane Lodge
- 4.d. Consider Approval of Pay Application No. 5 - Adel Water Utility Improvements - New Well No. 7 (Sub-Final)
- 4.e. Consider Approval of Pay Application No. 2 - Wastewater Treatment Plant Lab and Admin Building
- 4.f. Consider Approval of Pay Application No. 2 - Bailey's Grove Channel Improvements Project
- 4.g. Consider Approval of Change Order No. 1 - Bailey's Grove Channel Improvements Project
- 4.h. Consider Approval of Pay Application No. 12 - Adel Evans Park Trail Connections Project

### **NEW BUSINESS**

- 5.a. Consider Approval of Ordinance No. 427, Amending Section 63.04(4), Special Speed Zones for the Purpose of Amending the Speed Regulations on US Hwy 169 - First Reading
- 5.b. Consider Approval of Ordinance No. 428, Amending Chapter 21, City Administrator, For the Purpose of Amending the Qualifications and Duties of the City Administrator - First Reading
- 5.c. Consider Approval of Appointing Deputy City Administrator/Finance Director Sandquist as the Interim City Administrator
- 5.d. Consider Approval of Publishing a Notice of Intent to Fill City Council Vacancy By Appointment
- 5.e. Consider Approval of Resolution No. 25-52, Determining an Area of the City to be An

Economic Development Area, and That the Rehabilitation, Conservation, Redevelopment, Development, or a Combination Thereof, of Such Area is Necessary in the Interest of the Public Health, Safety or Welfare of the Residents of the City; Designating Such Area as Appropriate for Urban Renewal Projects; and Adopting Amendment No. 2 to the Southbridge Urban Renewal Plan

- 5.f. Consider Approval of Ordinance No. 429, Amending Ordinance No. 347, Providing that General Property Taxes Levied and Collected Each Year on Certain Property Located Within the Amended Southbridge Urban Renewal Area, in the City of Adel, County of Dallas, State of Iowa, By and For the Benefit of the State of Iowa, City of Adel, County of Dallas, Adel-Desoto-Minburn Community School District, and Other Taxing Districts, Be Paid to a Special Fund for Payment of Principal and Interest on Loans, Monies Advances To and Indebtedness, Including Bonds Issues or To Be Issued, Incurred by the City in Connection with the Amended Southbridge Urban Renewal Area (Amendment No. 2 to the Southbridge Urban Renewal Plan) - First Reading
- 5.g. Consider Approval of Resolution No. 25-53, Approving and Authorizing Execution of a Fifth Amendment to the Agreement for Private Development by and between the City of Adel and Cramer and Associates, Inc.
- 5.h. Consider Approval of Resolution No. 25-54, Approving the Engagement Agreement Between the City of Adel, South Dallas County Sanitary Landfill Agency, and PFM Financial Advisors, LLC For an Analysis on Landfill Agency/Enterprise Fund Revenue Requirements
- 5.i. Consider Approval of a Memorandum of Understanding Between the City of Adel, Iowa and Cramer and Associates, Inc. Regarding Acceptance of Pond and Bridge Ownership

## **OTHER BUSINESS**

## **ADJOURNMENT**



<b>AGENDA ITEM NO. 1.a</b> <b>AGENDA SECTION: PUBLIC</b> <b>HEARING</b>
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**ADEL CITY COUNCIL AGENDA ITEM REPORT**

**MEETING DATE:** July 8, 2025

**TO:** Mayor & City Council

**FROM:** Carrie Erickson, City Clerk

**AGENDA HEADING:** Public Hearing to Consider Approval of a Proposed Amendment No. 2 to the Southbridge Urban Renewal Plan for an Urban Renewal Area in the City of Adel, State of Iowa

**STAFF/COMMITTEE RECOMMENDATION:**

This public hearing is to consider Amendment No. 2 to the Southbridge Urban Renewal Plan, to add additional territory to the Southbridge Urban Renewal Plan. A resolution to adopt the amendment will be considered under New Business in the meeting as well as an ordinance to amend the division of taxes within the Southbridge Urban Renewal Area.

**ATTACHMENTS:**

[Notice of PH - Southbridge Amend No. 2 - 2025.06.26.pdf](#)

(One publication required)

NOTICE OF PUBLIC HEARING TO CONSIDER APPROVAL  
OF A PROPOSED AMENDMENT NO. 2 TO THE  
SOUTHBRIDGE URBAN RENEWAL PLAN FOR AN URBAN  
RENEWAL AREA IN THE CITY OF ADEL, STATE OF IOWA

The City Council of the City of Adel, State of Iowa, will hold a public hearing before itself at its meeting which commences at 6:00 P.M. on July 8, 2025 in the Council Chambers, City Hall, 301 S. 10th Street, Adel, Iowa, to consider adoption of a proposed Amendment No. 2 to the Southbridge Urban Renewal Plan (the "Amendment") concerning an Urban Renewal Area in the City of Adel, State of Iowa.

The proposed Amendment No. 2 would add the following land to the Urban Renewal Area:

PARCEL 24-63 AND 24-64 AS SHOWN ON THE PLAT OF SURVEY  
RECORDED IN DOCUMENT NUMBER 2024-10750, BEING A PART OF  
GOVERNMENT LOT 12 AND 13 IN SECTION 6, TOWNSHIP 78 NORTH,  
RANGE 27 WEST OF THE FIFTH PRINCIPAL MERIDIAN IN THE CITY OF  
ADEL, DALLAS COUNTY, IOWA

AND

THAT PART OF SOUTHBRIDGE PLAT 7, AN OFFICIAL PLAT IN SAID  
CITY OF ADEL, LYING WEST OF THE FOLLOWING LINE:  
BEGINNING AT THE NORTHWEST CORNER OF SAID PARCEL 24-64;  
THENCE NORTH 00°05'28" EAST, 685.82 FEET TO THE NORTH LINE OF  
SAID SOUTHBRIDGE PLAT 7 AND THE POINT OF TERMINUS.

THE PROPERTY CONTAINS 19.19 ACRES (836,120 SQUARE FEET).

A copy of the Amendment is on file for public inspection in the office of the City Clerk, City Hall, City of Adel, Iowa.

The City of Adel, State of Iowa is the local public agency which, if such Amendment is approved, shall undertake the urban renewal activities described in such Amendment.

The general scope of the urban renewal activities under consideration in the Amendment is to promote the growth and retention of qualified industries and businesses in the Urban Renewal Area through various public purpose and special financing activities outlined in the Amendment. To accomplish the objectives of the Amendment, and to encourage the further economic development of the Urban Renewal Area, the Amendment provides that such special financing activities may include, but not be limited to, the making of loans or grants of public funds to private entities under Chapter 15A, Code of Iowa. The City also may reimburse or directly undertake the installation, construction and reconstruction of substantial public improvements, including, but not limited to, street, water, sanitary sewer, storm sewer or other public improvements. The City also may acquire and make land available for development or redevelopment by private enterprise as



authorized by law. The Amendment provides that the City may issue bonds or use available funds for purposes allowed by the Plan and that tax increment reimbursement of the costs of urban renewal projects may be sought if and to the extent incurred by the City. The Amendment initially proposes no specific public infrastructure or site improvements to be undertaken by the City, and provides that the Plan may be further amended from time to time.

Other provisions of the Plan not affected by the Amendment would remain in full force and effect.

Any person or organization desiring to be heard shall be afforded an opportunity to be heard at such hearing.

This notice is given by order of the City Council of the City of Adel, State of Iowa, as provided by Section 403.5, Code of Iowa.

Dated this 11th day of June, 2025.



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City Clerk, City of Adel, State of Iowa

(End of Notice)




<p><b>AGENDA ITEM NO. 2.a</b> <b>AGENDA SECTION: MAYORAL RECOGNITION</b></p>
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**ADEL CITY COUNCIL AGENDA ITEM REPORT**

**MEETING DATE:** July 8, 2025

**AGENDA HEADING:** Certificate of Appreciation to Outgoing Council Member -  
Rob Christensen

**ATTACHMENTS:**  
[Certificate of Appreciation - Rob Christensen CC.pdf](#)



# *Certificate of Appreciation*

*presented to*

**Rob Christensen**

*in recognition of his 8 years of service to*

*The City of Adel  
City Council &  
The Adel Community*

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*James F. Peters, Mayor*



<p><b>AGENDA ITEM NO. 3.a</b> <b>AGENDA SECTION: COMMENTS</b> <b>FROM THE PUBLIC</b></p>
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**ADEL CITY COUNCIL AGENDA ITEM REPORT**

**MEETING DATE:** July 8, 2025

**AGENDA HEADING:** Dallas County Conservation Board Director Curt Cable -  
Update Adel City Council about the RRV T Bridge Rebuilding  
Efforts and Other Current/Future Projects

**ATTACHMENTS:**


[Bridge D PDF Docs.pdf](#)

[Phase IV Map.pdf](#)

[Phase V - City of Adel .pdf](#)

## 1. Funding Assured October 2025 (County/Private Funds)

- **Complete – Approval of Design Contract at May Board Meeting (\$48,000)**
- **Started** – Topographic Survey and Geotechnical Report
- August – October – Preliminary & Final Design
- August 2025 – Submit Iowa DNR FP Permit
- **November – December 2025 – Advertising for Bid Letting**
- December 2, 2025 – Letting Date
- January 2026 – Preconstruction Meeting & Tree Clearing
- February 2026 - Receive permit from DNR
- **February – April 2026 – Construction of Project**
- **May 2026 – Opening of Trail**
- June 2026 – Project Closeout

PREDESIGN OPINION OF TOTAL PROBABLE PROJECT COSTS					
			RRVT SOUTH LOOP REHABILITATION Bridge D - Truss Replacement DALLAS COUNTY, IOWA S&A PROJECT NO. 123.0639.01B		
ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
1	Clearing and Grubbing	1	LS	\$ 10,000.00	\$ 10,000.00
2	Excavation, Class 20, Excavation	1	LS	\$ 5,000.00	\$ 5,000.00
3	Removals, As Per Plan	1	LS	\$ 50,000.00	\$ 50,000.00
4	Pre-Engineered Steel Truss Trail Bridge, 152'x10'	1	EACH	\$ 532,000.00	\$ 532,000.00
5	Removal of Pavement	10	SY	\$ 50.00	\$ 500.00
6	Recreational Trail, Portland Cement Concrete, 6 Inch	10	SY	\$ 90.00	\$ 900.00
7	Traffic Control	1	LS	\$ 5,000.00	\$ 5,000.00
8	Engineering Fabric	200	SY	\$ 3.50	\$ 700.00
9	Class E Revetment	300	TON	\$ 100.00	\$ 30,000.00
10	Site Restoration	1	LS	\$ 10,000.00	\$ 10,000.00
11	Stabilized Construction Entrance (Temporary Project Acces)	1400	SY	\$ 15.00	\$ 21,000.00
12	Mobilization (~10%)	1	LF	\$ 64,000.00	\$ 64,000.00
				Subtotal Cost	\$ 729,100.00
				Contingency (10% +/-)	\$ 70,900.00
				<b>TOTAL CONSTRUCTION COST:</b>	<b>\$ 800,000.00</b>
				<u>Other Project Costs</u>	
				Engineering Design/Survey (6%)	\$ 48,000.00
				Construction Inspection/Administration (6%)	\$ 48,000.00
				<b>TOTAL PROJECT COST:</b>	<b>\$ 896,000.00</b>









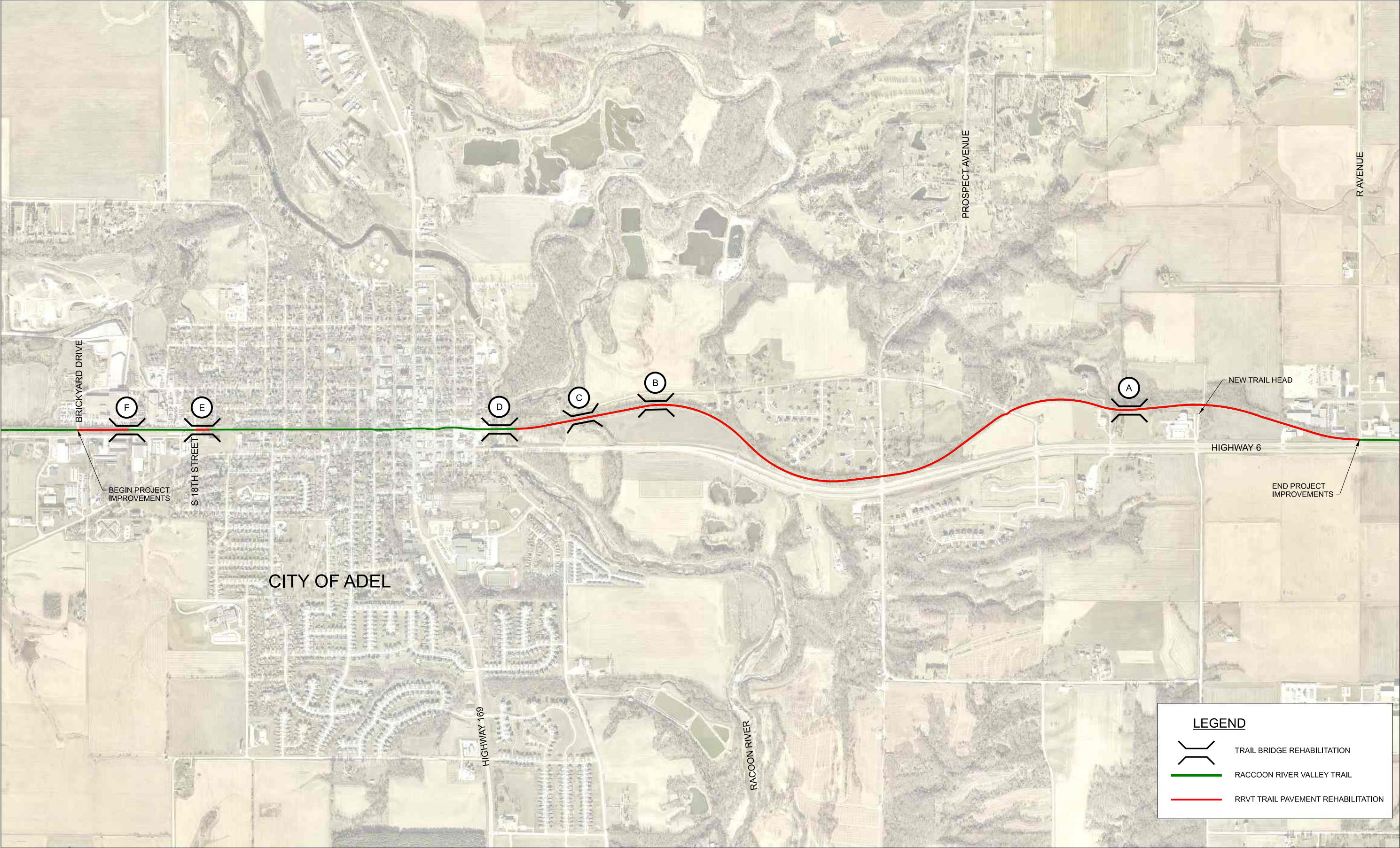




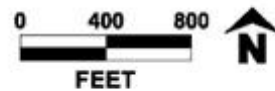
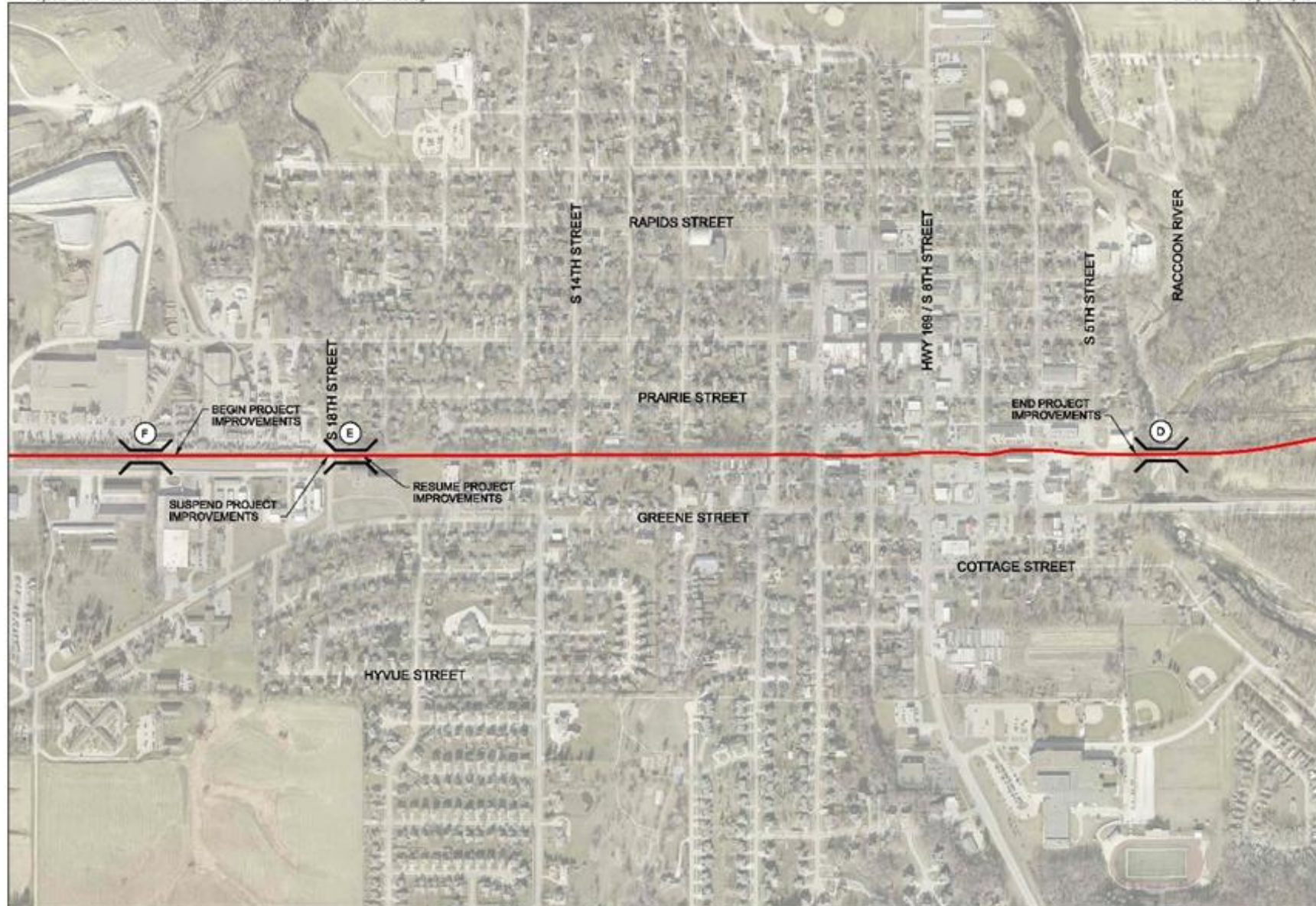












### RRVT South Loop Bridge Trail Rehabilitation - Phase 5

### Project Limits

Dallas County | 07/01/2025

PREDESIGN OPINION OF TOTAL PROBABLE PROJECT COSTS



RRVT SOUTH LOOP REHABILITATION  
Phase V Rehabilitation and Ditch Stabilization - Adel  
DALLAS COUNTY, IOWA  
S&A PROJECT NO. 123.0639.01B

ENGINEER'S ESTIMATE

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
1	Clearing and Grubbing	1	LS	\$ 25,000.00	\$ 25,000.00
2	Excavation, Class 10, Roadway and Borrow	400	CY	\$ 25.00	\$ 10,000.00
3	Special Subgrade Preparation for Shared Use Path	6730	SY	\$ 6.00	\$ 40,380.00
4	Granular Surface on Road, Class A Crushed Stone	580	TON	\$ 50.00	\$ 29,000.00
5	Shoulder Finishing, Earth	101	STA	\$ 150.00	\$ 15,150.00
6	Removal of Pavement	4600	SY	\$ 12.00	\$ 55,200.00
7	Recreational Trail, Portland Cement Concrete, 6 Inch	4600	SY	\$ 45.00	\$ 207,000.00
8	Detectable Warnings	224	SF	\$ 60.00	\$ 13,440.00
9	Safety Closure	20	EACH	\$ 500.00	\$ 10,000.00
10	Traffic Control	1	LS	\$ 15,000.00	\$ 15,000.00
11	Engineering Fabric	2240	SY	\$ 3.50	\$ 7,840.00
12	Macadam Stone Ditch Lining	800	TON	\$ 60.00	\$ 48,000.00
13	Class E Revetment	15	TON	\$ 100.00	\$ 1,500.00
14	Mobilization (~8%)	1	LS	\$ 47,000.00	\$ 47,000.00
15	Mulching, Bonded Fiber Matrix	1.5	ACRE	\$ 4,000.00	\$ 6,000.00
16	Seeding and Fertilizing (Urban)	1.5	ACRE	\$ 3,000.00	\$ 4,500.00
17	Perimeter and Slope Sediment Control Device, 12 In. Dia.	600	LF	\$ 5.00	\$ 3,000.00
18	Removal of Perimeter and Slope or Ditch Check Sediment Control Device	600	LF	\$ 1.00	\$ 600.00
19	Concrete and Brick Debris Removal	1	LS	\$ 25,000.00	\$ 25,000.00

Subtotal Cost \$ 563,610.00

Contingency Total \$ 66,390.00

TOTAL CONSTRUCTION COST: \$ 630,000.00

Other Project Costs

Engineering Design \$ 110,000.00

Construction Inspection/Administration \$ 50,000.00

TOTAL PROJECT COST: \$ 790,000.00





















**Adel City Council**  
**June 23, 2025 - Meeting Minutes**

The Adel City Council met in regular session at Adel City Hall, 301 S. 10th Street, Adel, Iowa on Monday, June 23, 2025. At 6:00 p.m., Mayor Peters called the meeting to order. The following answered roll: Christensen, McAdon, Selby, and Ockerman. West was absent.

Staff Present: Deputy City Administrator/Finance Director Sandquist, City Clerk Erickson, Attorney Brundage, Public Works Director Overton, Police Chief Book, Code Compliance Officer Nichols, and Parks & Recreation Director Schenck.

**CONSENT AGENDA**

- 2.a. Consider Approval of City Minutes Dated June 10, 2025
  - 2.b. Consider Approval of City Minutes Dated June 19, 2025
  - 2.c. Consider Approval of June Bills
  - 2.d. Consider Approval of Probationary Firefighter Celia Kreifels to the Adel Fire Department
  - 2.e. Consider Approval Granting Permission to ADM Community School District to Discharge Fireworks at Home Football Games During the 2025 Season
  - 2.f. Consider Approval of Sound Permit - Island Park Live Band - July 5, 2025
  - 2.g. Consider Approval to Allow Grems Pit Happens BBQ To Operate Their Mobile Food Unit at Island Park for the Live Band on Saturday, July 5, 2025
  - 2.h. Consider Approval of Special Event – Summer Jam Block Party– July 19, 2025
  - 2.i. Consider Approval of Resolution No. 25-51, Approving Road Closure for Summer Jam Block Party
- Motion by Ockerman, seconded by McAdon, to approve the Consent Agenda.**  
**Roll: Ayes - Unanimous. Motion Carried.**

**OLD BUSINESS**

- 4.a. Consider Approval of Ordinance No. 423, Amending Water Rates - Second Reading  
**Motion by Christensen, seconded by Ockerman, to approve the second reading of Ordinance No. 423.**  
**Roll: Ayes - Unanimous. Motion Carried.**  
**Motion by Selby, seconded by Ockerman, to waive the third reading and adopt Ordinance No. 423.**  
**Roll: Ayes - Unanimous. Motion Carried.**
- 4.b. Consider Approval of Ordinance No. 424, Amending Sewer Rates - Second Reading  
**Motion by Christensen, seconded by McAdon, to approve the second reading of Ordinance No. 424.**  
**Roll: Ayes - Unanimous. Motion Carried.**  
**Motion by Christensen, seconded by Selby, to waive the third reading and adopt Ordinance No. 424.**  
**Roll: Ayes - Unanimous. Motion Carried.**
- 4.c. Consider Approval of Ordinance No. 425, Adjusting Storm Water Rates - Second Reading  
**Motion by Ockerman, seconded by Christensen, to approve the second reading of Ordinance No. 425.**  
**Roll: Ayes - Unanimous. Motion Carried.**  
**Motion by Ockerman, seconded by Christensen, to waive the third reading and adopt Ordinance No. 425.**  
**Roll: Ayes - Unanimous. Motion Carried.**

- 4.d. Consider Approval of Ordinance No. 426, Amending Garbage Collection Rates - Second Reading  
**Motion by Christensen, seconded by Selby, to approve the second reading of Ordinance No. 426.**  
**Roll: Ayes - Unanimous. Motion Carried.**  
**Motion by Christensen, seconded by McAdon, to waive the third reading and adopt Ordinance No. 426.**  
**Roll: Ayes - Unanimous. Motion Carried.**
- 4.e. Consider Approval of Resolution No. 25-44, Setting the FY2025-2026 Fees for Services  
**Motion by Ockerman, seconded by McAdon, to approve Resolution No. 25-44.**  
**Roll: Ayes - Unanimous. Motion Carried.**
- 4.f. Discussion / Possible Action on Resolution No. 25-46, Approving Final Plat of Southbridge Plat 6  
**Robert Cramer, 2721 South Forty Lane, Adel, shared a color-coded map of Southbridge Plat 6 with the Council to show the private property area (yellow), the trail area (dark green), the pond area (blue), and the private property that includes a bit of the pond (light green). Cramer had included an easement suggested by his attorney to protect property owners' rights of usage for the future. Deputy City Administrator/Finance Director Sandquist spoke with the City's legal team and confirmed that, because the only restricted activities in public waters are swimming and the installation of structures, a special use easement is not necessary—provided those activities occur solely within designated private areas. As a result, expanding the light green area designated as a private beach would eliminate the need for the easement. Sandquist shared that staff is in favor of non-motorized boats. She also mentioned putting in buoys or a rope line to separate the private area for swimming. Police Chief Book voiced his concern about swimming in the pond in the private area, but not for the public in the rest of the pond and the difficulty of policing it. Council Member Christensen suggested putting up signage telling people what they are allowed to do, as well as a sign showing the map of what is private/public. Book asked if the trail goes through the private property and through the beach area. Cramer responded yes, but there will be signage saying “private beach” to deter the public from using the private beach area. The Mayor asked why the pond will be named Twin Oaks. Cramer responded that there are two really nice oak trees on a peninsula that the pond was built around. The Mayor said that it is not in order to consider the resolution as is, but because of the modifications of the plat we will consider a new resolution at a future meeting. Legal will be considering if the plat needs to go back to the Planning & Zoning Commission for approval.**

## **NEW BUSINESS**

- 5.a. Consider Approval of Funds Spent on Flower Arrangement for City Council Member James West's Father-In-Law'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 George Schreck, who passed away June 16, 2025. This item on the agenda documents the public purpose of these disbursements and will be reflected in the council minutes.*  
**Motion by Christensen, seconded by Selby, to approve funds spent on flower arrangement for City Council Member James West's father-in-law's funeral.**  
**Roll: Ayes - Unanimous. Motion Carried.**
- 5.b. Consider Approval of Resolution No. 25-49, Approving the Agreement Between the City of Adel and Bray Associates - Architects, Inc. for the Facility Needs Assessment for Police and Fire Station and Operational Analysis for Fire Services

**John Mahon, Bray Architects from Davenport, IA shared with the Council that his firm is presenting an agreement to complete a comprehensive analysis of police and fire to help determine the long-term solutions that would best benefit the city looking at development and population growth. They will look at adequate facilities, response times, and staffing needs. This analysis will be done in conjunction with McGrath Consulting as they look at the operational portion of the project. Council Member McAdon asked if their firm ever gets into the analysis and finds that they cannot recommend moving forward with a building project. Mahon responded that yes, that does happen. Bray considers a balance of needs, wants, goals, and funds when looking at potential avenues for solutions. In good faith Bray has already started working with some of the City of Adel staff and at any point the City has the opportunity to put on the brakes and not do anything. McAdon then asked about how Bray keeps the same standards when working with different municipalities in different states. Mahon responded that Bray knows what works for police and fire in facilities. The bigger benchmark is evaluating Adel compared to other departments with similar growth trends - the comparative makes a big difference. McAdon then asked about the practical versus theoretical experience amongst Bray's staff. Mahon shared that Bray does a lot in the design, planning, and construction phases. Then, they follow up to make sure they have met the needs so as to help the staff to continue to grow through each project. McAdon then asked about what the climate looks like for funding sources. Mahon responded that the climate was better back in 2010; it is not that grants are not available, but they are few and far between. Bray will assist the City by looking at what is available in the City's budget and looking at a public measure to help fill in. The project is not in that stage as a city needs to look at the finances over time.**

**Motion by Ockerman, seconded by Selby, to approve Resolution No. 25-49.**

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

- 5.c. Consider Approval of Resolution No. 25-50, Approving the Agreement Between the City of Adel and McGrath Consulting Group, Inc. for the Operational and Staffing Assessment Related to the Fire Facility Needs Assessment

**Motion by Ockerman, seconded by Selby, to approve Resolution No. 25-50.**

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

## **OTHER BUSINESS**

1. Council Member Christensen shared the following with the Council, City staff, and residents of Adel: Nearly eight years ago, the citizens of this beautiful growing community entrusted me to represent them on the City Council. During that time, I have had the honor of serving them, and with a great deal of humility, I hope I represented them well. It is with a sense of pride that I believe the city and its hardworking staff has done its very best within the resources available to provide all residents with the very best services. Many things have been accomplished during my tenure, but I would like to highlight a few that I believe have been impactful both in the short term and have been wise investments for the decades to come:

- The new water treatment plant and new wells
- The new wastewater treatment plant
- The effort to improve safety and traffic flows along Nile Kinnick Drive (Hwy 169)
- The new comprehensive plan, parks & trails plan, and streets study
- The completion of the rebuild of Main Street and the upcoming Rapids Street project
- Growth with good planning
- The equalization of water and wastewater fees so that everyone pays the same amount per gallon, whether a small or large user, thus reducing over 40% of users' bills, many of whom are on fixed incomes.

But as the Book of Ecclesiastes says, for everything, there is a season. This is a season of change for many of us, including myself. Thus, with a heavy heart and a sense of gratitude, I must announce my resignation from the Adel City Council, effective midnight on June 30, 2025. While my plans were always to retire in Adel, my

employment path has changed, requiring me to move to the Iowa City area. Even though I may no longer reside here, always know that a part of my heart will always be in Adel.

To the council and staff — thank you for all your hard work, your professionalism, and your friendship.

To the citizens of Adel — you have a great community, be proud of it and be involved in it. Truly all I can sincerely and humbly say is: Thank you!

I will certainly be cheering you all on as Adel has a very bright future and is truly a community where you can “Thrive With Us”.

#### **ADJOURNMENT**

**Meeting was adjourned at 6:34 p.m.**

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James F. Peters, Mayor

Attest:

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Carrie Erickson, City Clerk

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ACCO	6/30/25	POOL VACUUM REPAIR	GENERAL FUND	Pool	972.39
	7/02/25	CHLORINE CLARIFIER	GENERAL FUND	Pool	<u>3,079.20</u>
				TOTAL:	4,051.59
ADT Security Services	7/02/25	MUSEUM MONITORING 5/10-8/1	GENERAL FUND	Museum	<u>132.20</u>
				TOTAL:	132.20
APWA	6/26/25	ANNUAL DUES	ROAD USE TAX	Road Use Tax	<u>409.00</u>
				TOTAL:	409.00
Access Systems Leasing	7/02/25	COPIER LEASE AND SET UP	GENERAL FUND	Police Department	148.30
	7/02/25	COPIER LEASE AND SET UP	GENERAL FUND	Library	148.30
	7/02/25	COPIER LEASE AND SET UP	GENERAL FUND	Recreation	46.73
	7/02/25	COPIER LEASE AND SET UP	GENERAL FUND	Finance	46.73
	7/02/25	COPIER LEASE AND SET UP	GENERAL FUND	Zoning/Compliance/Perm	46.74
	7/02/25	COPIER LEASE AND SET UP	ROAD USE TAX	Road Use Tax	46.73
	7/02/25	COPIER LEASE AND SET UP	WATER UTILITY	Water	46.73
	7/02/25	COPIER LEASE AND SET UP	SEWER UTILITY FUND	Sewer	<u>46.74</u>
				TOTAL:	577.00
Adel Tire & Service	6/26/25	OIL CHANGE & TIRE	WATER UTILITY	Water	<u>138.00</u>
				TOTAL:	138.00
Ahlers & Cooney, P.C.	6/26/25	FIFTH AMEND TO CRAMER DA	GENERAL FUND	Finance	684.00
	6/30/25	PERSONEL	GENERAL FUND	Finance	2,709.00
	6/30/25	AMENDMENT NO. 2	GENERAL FUND	Finance	<u>848.00</u>
				TOTAL:	4,241.00
Amazon	6/26/25	C FREEMYER CLOTHING ALLOWA	SEWER UTILITY FUND	Sewer	284.83
	7/02/25	JUNE 25 PURCAHSES	SEWER UTILITY FUND	Sewer	50.80
	7/02/25	JUNE 25 PURCAHSES	SEWER UTILITY FUND	Sewer	40.50
	7/02/25	JUNE 25 PURCAHSES	SEWER UTILITY FUND	Sewer	<u>234.90</u>
				TOTAL:	611.03
American Express	6/30/25	June '25 Bank & CC Fees	GENERAL FUND	Finance	<u>29.00</u>
				TOTAL:	29.00
American Red Cross	7/02/25	LIFEGUARD TRAINING & RE-CE	GENERAL FUND	Pool	<u>423.00</u>
				TOTAL:	423.00
American Underground Supply	6/26/25	BACKPAC SPRAYER	SEWER UTILITY FUND	Sewer	418.90
	6/26/25	POLYPRO PIPE	SEWER UTILITY FUND	Sewer	4,543.94
	6/26/25	SOILTIGHT	SEWER UTILITY FUND	Sewer	<u>960.28</u>
				TOTAL:	5,923.12
Aqua Products K.C.	6/26/25	POOL VACUUM	GENERAL FUND	Pool	5,590.00
	6/26/25	REPAIR POOL VACUUM	GENERAL FUND	Pool	<u>858.28</u>
				TOTAL:	6,448.28
Atlantic Bottling Co.	6/26/25	BEVERAGE @ POOL	GENERAL FUND	Pool	<u>330.78</u>
				TOTAL:	330.78
Authentic Gateway	6/30/25	June '25 Bank & CC Fees	GENERAL FUND	Recreation	<u>12.30</u>
				TOTAL:	12.30
Baker Electric Inc.	6/26/25	STOPLIGHT& SCHOOL X WALK	GENERAL FUND	Traffic Control & Safe	2,645.33

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	2,645.33
Baldon Hardware	6/30/25	JUNE 2025 PURCHASE PARK	GENERAL FUND	Parks	516.12
	6/30/25	JUNE 2025 PURCHASE POOL	GENERAL FUND	Pool	11.98
	6/26/25	PADLOCKS & BALLFIELD CHALK	GENERAL FUND	Recreation	900.60
	6/30/25	JUNE 2025 PURCHASES STREET ROAD USE TAX		Road Use Tax	415.99
	6/30/25	JUNE 2025 PURCHASES WATER	WATER UTILITY	Water	100.61
	6/30/25	JUNE 2025 PURCHASE SEWER	SEWER UTILITY FUND	Sewer	<u>9.29</u>
				TOTAL:	1,954.59
BankCard	6/30/25	June '25 Bank & CC Fees	GENERAL FUND	Recreation	<u>768.96</u>
				TOTAL:	768.96
Barco Municipal Products Inc	6/26/25	END OF ROAD MARKERS	ROAD USE TAX	Road Use Tax	<u>157.32</u>
				TOTAL:	157.32
Base	6/30/25	June '25 HRA & Flex Reim	TRUST AND AGENCY	General Government	5,078.96
	6/30/25	June '25 HRA & Flex Reim	TRUST AND AGENCY	General Government	1,110.56
	6/30/25	June '25 HRA & Flex Reim	TRUST AND AGENCY	General Government	282.12
	6/30/25	June '25 HRA & Flex Reim	WATER UTILITY	Water	257.87
	6/30/25	June '25 HRA & Flex Reim	SEWER UTILITY FUND	Sewer	719.09
	6/30/25	June '25 HRA & Flex Reim	STORM WATER UTILIT	STORM WATER UTILITY	<u>33.86</u>
				TOTAL:	7,482.46
Bentley Ridge Tree Farm & Nursery	6/26/25	TREES	GENERAL FUND	Parks	2,735.00
	6/26/25	TREES	GENERAL FUND	Cemetery	<u>200.00</u>
				TOTAL:	2,935.00
Book System Inc	6/26/25	ANNUAL ALS RENEWAL	GENERAL FUND	Library	<u>2,039.00</u>
				TOTAL:	2,039.00
CAMS	7/02/25	JULY 25 WTP CLEANING	WATER UTILITY	Water	<u>825.00</u>
				TOTAL:	825.00
Capital Sanitary Supply	6/26/25	TRASHBAGS, GLOVES, & HAND	GENERAL FUND	Parks	<u>307.10</u>
				TOTAL:	307.10
CenturyLink	7/02/25	SRV 6/19-7/18	WATER UTILITY	Water	<u>81.55</u>
				TOTAL:	81.55
Core & Main LP	6/26/25	HYRANTS PAINT	WATER UTILITY	Water	<u>1,768.90</u>
				TOTAL:	1,768.90
Core-Mark Midcontinent, Inc.	6/26/25	FOOD @ CONCESSION	GENERAL FUND	Pool	<u>5,967.88</u>
				TOTAL:	5,967.88
Cramer and Associates, Inc.	6/30/25	Cramer and Associates, Inc	GENERAL FUND	Finance	<u>16,245.00</u>
				TOTAL:	16,245.00
Des Moines Children's Museum	6/26/25	ANNUAL PASS	GENERAL FUND	Library	<u>200.00</u>
				TOTAL:	200.00
Des Moines Comfort	6/26/25	HANGING HEATER	SEWER UTILITY FUND	Sewer	10,790.00
	6/26/25	HANGING HEATER	SEWER UTILITY FUND	Sewer	<u>820.00</u>
				TOTAL:	11,610.00

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
Des Moines Metal Fabrication	6/26/25	STAINLESS STEEL SALT CHUTE ROAD USE TAX		Road Use Tax	<u>764.87</u>
				TOTAL:	764.87
EJS Supply	6/26/25	CUTTING EDGE SNOW FLOWS	ROAD USE TAX	Road Use Tax	<u>7,313.00</u>
				TOTAL:	7,313.00
Eagle Engraving	6/26/25	UNIFORM/ LOCKER ITEMS	GENERAL FUND	Fire Department	<u>81.15</u>
				TOTAL:	81.15
F K Stokely Lumber	6/26/25	BALLFIELD CHALK	GENERAL FUND	Recreation	<u>221.25</u>
				TOTAL:	221.25
Fastsigns	6/30/25	LOGO FOR NEW DUMP TRUCK	ROAD USE TAX	Road Use Tax	223.59
	6/26/25	DOOR DECALS	SEWER UTILITY FUND	Sewer	<u>758.80</u>
				TOTAL:	982.39
GPM- Enviromental Solutions LLC	6/26/25	REFRIDERATED SAMPLE WITH P	SEWER UTILITY FUND	Sewer	<u>24,838.00</u>
				TOTAL:	24,838.00
General Traffic Control	6/26/25	REPLACEMENT BULBS @ STOPLI	ROAD USE TAX	Road Use Tax	<u>600.00</u>
				TOTAL:	600.00
Golden Rule	6/26/25	AC UNIT	GENERAL FUND	Police Department	4,324.00
	6/26/25	AC UNIT	GENERAL FUND	Fire Department	<u>4,324.00</u>
				TOTAL:	8,648.00
Grainger	6/26/25	GRINDER, BATTERIES, CHARGE	WATER UTILITY	Water	<u>925.55</u>
				TOTAL:	925.55
Hi-Viz Safety	6/26/25	M LANSING CLTHING ALLOWANC	SEWER UTILITY FUND	Sewer	240.00
	6/26/25	BARICADE & SAEFTY GLASSES	SEWER UTILITY FUND	Sewer	<u>960.00</u>
				TOTAL:	1,200.00
House Works	6/26/25	EXTRA CLEANING	GENERAL FUND	Library	<u>300.00</u>
				TOTAL:	300.00
Iowa Assn of Municipal Utilities	7/02/25	SCGIS 7/1-9/30 2025	ROAD USE TAX	Road Use Tax	935.17
	7/02/25	SCGIS 7/1-9/30 2025	WATER UTILITY	Water	935.16
	7/02/25	SCGIS 7/1-9/30 2025	SEWER UTILITY FUND	Sewer	935.16
	7/02/25	SCGIS 7/1-9/30 2025	STORM WATER UTILIT	STORM WATER UTILITY	<u>935.16</u>
				TOTAL:	3,740.65
Linda Johnson	7/02/25	JUNE 25 CLEANING	GENERAL FUND	Police Department	360.00
	7/02/25	JUNE 25 CLEANING	GENERAL FUND	Museum	54.00
	7/02/25	JUNE 25 CLEANING	GENERAL FUND	Finance	<u>360.00</u>
				TOTAL:	774.00
Little Creators Club	6/26/25	S.R. PROGRAM	GENERAL FUND	Library	<u>267.00</u>
				TOTAL:	267.00
Logan Contractors Supply Inc	6/26/25	BOLTS/ SCREWS @ CEMETERY	GENERAL FUND	Cemetery	<u>58.49</u>
				TOTAL:	58.49
Logoed Apparel & Promotions	6/26/25	C. PRICHARD CLOTHING ALLO	GENERAL FUND	Parks	19.55
	6/26/25	ELIGHT CLOTHING ALLOWANCE	GENERAL FUND	Finance	104.26
	6/26/25	S. HAUSER CLOTHING ALLOWAN	GENERAL FUND	Finance	99.71



VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	6/30/25	BSANQUIST CLOTHIING ALLOWA	GENERAL FUND	Finance	67.32
	6/26/25	J ZIKA CLOTHING ALLOWANCE	ROAD USE TAX	Road Use Tax	191.62
	6/26/25	J REEL CLOTHNG ALLOWANCE	WATER UTILITY	Water	366.97
	6/26/25	C. FREEMYER CLOTHING ALLOW	SEWER UTILITY FUND	Sewer	<u>100.47</u>
				TOTAL:	949.90
MacQueen Equipment	6/26/25	SCBA EQUIPMENT & TESTING	GENERAL FUND	Fire Department	<u>1,823.38</u>
				TOTAL:	1,823.38
Mainstay Systems Inc.	6/26/25	FIIREWALL RENEWAL AUTHPOIN	GENERAL FUND	Police Department	5,004.80
	6/26/25	FIIREWALL RENEWAL AUTHPOIN	GENERAL FUND	Fire Department	1,272.40
	6/26/25	FIIREWALL RENEWAL AUTHPOIN	GENERAL FUND	Parks	138.91
	6/26/25	FIIREWALL RENEWAL AUTHPOIN	GENERAL FUND	Pool	260.46
	6/26/25	FIIREWALL RENEWAL AUTHPOIN	GENERAL FUND	Recreation	329.91
	6/26/25	FIIREWALL RENEWAL AUTHPOIN	GENERAL FUND	Finance	1,272.11
	6/26/25	FIIREWALL RENEWAL AUTHPOIN	GENERAL FUND	Zoning/Compliance/Perm	265.29
	6/26/25	FIIREWALL RENEWAL AUTHPOIN	ROAD USE TAX	Road Use Tax	295.16
	6/26/25	FIIREWALL RENEWAL AUTHPOIN	WATER UTILITY	Water	2,494.32
	6/26/25	FIIREWALL RENEWAL AUTHPOIN	SEWER UTILITY FUND	Sewer	2,401.88
	6/26/25	FIIREWALL RENEWAL AUTHPOIN	STORM WATER UTILIT	STORM WATER UTILITY	<u>28.16</u>
				TOTAL:	13,763.40
Manatts Inc.	6/26/25	CONCRETE 16TH/ RAPIDS	ROAD USE TAX	Road Use Tax	<u>835.00</u>
				TOTAL:	835.00
Maverik	7/02/25	JUNE 2025 FUEL	GENERAL FUND	Police Department	1,050.81
	7/02/25	JUNE 2025 FUEL	GENERAL FUND	Parks	<u>119.15</u>
				TOTAL:	1,169.96
McCalley Tech Services	6/26/25	PRINTER INSTALL & MAINT	GENERAL FUND	Library	<u>765.00</u>
				TOTAL:	765.00
McKenzie Kiger	6/30/25	LIFEGUARD TRAINING & ED	GENERAL FUND	Pool	<u>2,250.00</u>
				TOTAL:	2,250.00
Mediacom	7/02/25	JULY PHONE/INT SRV	GENERAL FUND	Library	70.90
	7/02/25	JULY PHONE/INT SRV	GENERAL FUND	Library	417.37
	7/02/25	JULY PHONE/INT SRV	GENERAL FUND	Pool	46.33
	7/02/25	JULY PHONE/INT SRV	ROAD USE TAX	Road Use Tax	114.98
	6/26/25	INTERNET @ WTP	WATER UTILITY	Water	289.15
	7/02/25	JULY PHONE/INT SRV	STORM WATER UTILIT	STORM WATER UTILITY	<u>114.97</u>
				TOTAL:	1,053.70
Menards	6/26/25	SHELVING & PEGS	WATER UTILITY	Water	<u>272.82</u>
				TOTAL:	272.82
Midwest Patch	6/26/25	HIGH PROFORMANCE PATCH	ROAD USE TAX	Road Use Tax	1,161.00
	6/26/25	HIGH PROFORMANCE PATCH	WATER UTILITY	Water	<u>1,161.00</u>
				TOTAL:	2,322.00
Motorola Solutions Inc	6/26/25	RADIO EQUIPMENT	GENERAL FUND	Fire Department	<u>1,599.59</u>
				TOTAL:	1,599.59
My Painter	6/26/25	PAINT @ PW SHOP	ROAD USE TAX	Road Use Tax	<u>9,260.00</u>
				TOTAL:	9,260.00

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
Northern Tools	6/26/25	PRIVACY FENCING	WATER UTILITY	Water	<u>1,637.28</u>
				TOTAL:	1,637.28
People's Bank	6/24/25	PY-STATE W/H	GENERAL FUND	NON-DEPARTMENTAL	<u>9.57</u>
				TOTAL:	9.57
Peoples Trust & Savings	6/24/25	PY-W/H FED TAXES	GENERAL FUND	NON-DEPARTMENTAL	12.68
	6/24/25	PY-FICA W/H & MATCH	GENERAL FUND	NON-DEPARTMENTAL	46.61
	6/24/25	PY-MC W/H & MATCH	GENERAL FUND	NON-DEPARTMENTAL	10.90
	6/24/25	PY-FICA W/H & MATCH	TRUST AND AGENCY	General Government	46.61
	6/24/25	PY-MC W/H & MATCH	TRUST AND AGENCY	General Government	<u>10.90</u>
				TOTAL:	127.70
RJ Lawn Service	6/26/25	IRRIGATION @ POOL	GENERAL FUND	Pool	<u>253.22</u>
				TOTAL:	253.22
Rockmount Research & Alloys Inc	6/30/25	CHECK VALVE & WELDING SUPP	ROAD USE TAX	Road Use Tax	<u>552.16</u>
				TOTAL:	552.16
SSi Specialties, Inc	6/26/25	LITTLE SLUGGERS SHIRTS	GENERAL FUND	Recreation	<u>807.92</u>
				TOTAL:	807.92
Schwinger Lawn Service Inc	6/26/25	OAK TREE REMOVAL	GENERAL FUND	Cemetery	<u>1,483.00</u>
				TOTAL:	1,483.00
Staples Advantage	7/02/25	JUNE 25 PURCHASES	GENERAL FUND	Parks	33.13
	7/02/25	JUNE 25 PURCHASES	GENERAL FUND	Recreation	33.13
	7/02/25	JUNE 25 PURCHASES	GENERAL FUND	Finance	33.12
	7/02/25	JUNE 25 PURCHASES	GENERAL FUND	Zoning/Compliance/Perm	33.12
	7/02/25	JUNE 25 PURCHASES	ROAD USE TAX	Road Use Tax	33.13
	7/02/25	JUNE 25 PURCHASES	WATER UTILITY	Water	33.13
	7/02/25	JUNE 25 PURCHASES	SEWER UTILITY FUND	Sewer	<u>33.13</u>
				TOTAL:	231.89
Stivers Ford Inc	6/26/25	2025 FORD SUPER DUTY F550	GENERAL FUND	Fire Department	<u>66,526.00</u>
				TOTAL:	66,526.00
T-Mobile	7/02/25	SRVC 5/21-6/20	GENERAL FUND	Parks	89.13
	7/02/25	SRVC 5/21-6/20	GENERAL FUND	Pool	14.85
	7/02/25	SRVC 5/21-6/20	GENERAL FUND	Recreation	44.57
	7/02/25	SRVC 5/21-6/20	GENERAL FUND	Finance	29.71
	7/02/25	SRVC 5/21-6/20	GENERAL FUND	Zoning/Compliance/Perm	29.71
	7/02/25	SRVC 5/21-6/20	ROAD USE TAX	Road Use Tax	118.84
	7/02/25	SRVC 5/21-6/20	WATER UTILITY	Water	80.99
	7/02/25	SRVC 5/21-6/20	SEWER UTILITY FUND	Sewer	<u>133.71</u>
				TOTAL:	541.51
Temporary Vendo BILL TAYLOR	6/26/25	GRASS SEED REIMBURSMENT	GENERAL FUND	Parks	<u>44.07</u>
				TOTAL:	44.07
Terracon Consultants, Inc.	6/26/25	LAB ADMIN/ BLDG	NEW WASTEWTR TRTMN	CAPITAL PROJECTS	<u>2,568.88</u>
				TOTAL:	2,568.88
The Sherwin Williams Company	6/30/25	STREET PAINT	ROAD USE TAX	Road Use Tax	796.94
	6/26/25	WELL HOUSE PAINT	WATER UTILITY	Water	<u>518.14</u>
				TOTAL:	1,315.08

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
Tyler Technologies, Inc.	6/26/25	CREDIT CARD READING @ PD	GENERAL FUND	Police Department	709.00
	6/30/25	June '25 Bank & CC Fees	GENERAL FUND	Finance	<u>4,961.03</u>
				TOTAL:	5,670.03
UPHDM OCCUPATIONAL MEDICINE	7/02/25	DRUG SCREENING	GENERAL FUND	Police Department	66.00
	6/26/25	DRUG SCREENING	GENERAL FUND	Parks	66.00
	6/26/25	DRUG SCREENING	GENERAL FUND	Pool	132.00
	7/02/25	DRUG SCREENING	GENERAL FUND	Pool	66.00
	7/02/25	DRUG SCREENING	ROAD USE TAX	Road Use Tax	<u>66.00</u>
				TOTAL:	396.00
USA Blue Book	6/26/25	VALVE	SEWER UTILITY FUND	Sewer	69.75
	7/02/25	MAN HOLE COVER LIFT	SEWER UTILITY FUND	Sewer	<u>113.85</u>
				TOTAL:	183.60
USDA Rural Development	6/30/25	USDA #3 Extra Principal Pm	WATER UTILITY	Water	65,348.00
	6/30/25	USDA #3 Pmt (\$7,000,000)	WATER UTILITY	Water	12,213.59
	6/30/25	USDA #3 Pmt (\$7,000,000)	WATER UTILITY	Water	5,916.41
	6/30/25	USDA #3 Pmt (\$9,603,000)	WATER UTILITY	Water	16,321.07
	6/30/25	USDA #3 Pmt (\$9,603,000)	WATER UTILITY	Water	9,126.93
	6/30/25	USDA #6 Pmt (\$4,713,000)	WATER UTILITY	Water	7,682.99
	6/30/25	USDA #6 Pmt (\$4,713,000)	WATER UTILITY	Water	5,090.01
	6/30/25	USDA #4 Pmt	SEWER UTILITY FUND	Sewer	9,574.50
	6/30/25	USDA #4 Pmt	SEWER UTILITY FUND	Sewer	7,944.50
	6/30/25	USDA #1 Pmt	SEWER UTILITY FUND	Sewer	1,832.87
	6/30/25	USDA #1 Pmt	SEWER UTILITY FUND	Sewer	1,691.13
	6/30/25	USDA #5 Pmt (\$785,000)	SEWER UTILITY FUND	Sewer	1,342.60
	6/30/25	USDA #5 Pmt (\$785,000)	SEWER UTILITY FUND	Sewer	691.40
	6/30/25	USDA #5 Pmt (\$1,000,000)	SEWER UTILITY FUND	Sewer	1,600.38
	6/30/25	USDA #5 Pmt (\$1,000,000)	SEWER UTILITY FUND	Sewer	1,179.62
	6/30/25	USDA #5 Pmt (\$9,880,000)	SEWER UTILITY FUND	Sewer	15,812.36
	6/30/25	USDA #5 Pmt (\$9,880,000)	SEWER UTILITY FUND	Sewer	11,654.64
	6/30/25	USDA #2 Extra Principal Pm	STORM WATER UTILIT	STORM WATER UTILITY	59,460.00
	6/30/25	USDA #2 Pmt	STORM WATER UTILIT	STORM WATER UTILITY	2,535.09
	6/30/25	USDA #2 Pmt	STORM WATER UTILIT	STORM WATER UTILITY	<u>2,419.91</u>
				TOTAL:	239,438.00
Ultimate Lawn Service	6/26/25	IRRIGATION REPAIR	GENERAL FUND	Parks	<u>395.85</u>
				TOTAL:	395.85
Verizon Wireless	7/02/25	GATEWAY SD	WATER UTILITY	Water	120.03
	7/02/25	GATEWAY SD	SEWER UTILITY FUND	Sewer	<u>120.03</u>
				TOTAL:	240.06
Visa	6/30/25	MICROSOFT SERVICE	GENERAL FUND	Police Department	371.00
	6/30/25	AMAZON-SUPPLIES	GENERAL FUND	Police Department	31.63
	6/30/25	AMAZON-SUPPLIES	GENERAL FUND	Police Department	584.33
	6/30/25	AMAZON-SUPPLIES	GENERAL FUND	Police Department	38.97
	6/30/25	AMAZON-SUPPLIES	GENERAL FUND	Police Department	395.45
	6/30/25	WIRE TAPE- PHONE	GENERAL FUND	Police Department	66.69
	6/30/25	MICROSOFT SERVICE	GENERAL FUND	Fire Department	6.00
	6/30/25	MICROSOFT SERVICE	GENERAL FUND	Library	130.00
	6/30/25	BULLETIN BOARD SUPPLIE	GENERAL FUND	Library	2.00
	6/30/25	SCHEDULE BASE	GENERAL FUND	Library	10.00
	6/30/25	AMAZON- MISC SUPPLIES	GENERAL FUND	Library	779.90
	6/30/25	AMAZON- BOOKS	GENERAL FUND	Library	378.35

<u>VENDOR NAME</u>	<u>DATE</u>	<u>DESCRIPTION</u>	<u>FUND</u>	<u>DEPARTMENT</u>	<u>AMOUNT</u>
	6/30/25	IA DEPT INSPECTION & APPEA	GENERAL FUND	Museum	42.50
	6/30/25	MICROSOFT SERVICE	GENERAL FUND	Parks	18.00
	6/30/25	USPS- ENVELOPE	GENERAL FUND	Parks	129.30
	6/30/25	AMAZON- SUPPLIES	GENERAL FUND	Parks	922.03
	6/30/25	DALLAS CO DATA	GENERAL FUND	Pool	99.99
	6/30/25	UPS- SHIPING POOL VACUUM	GENERAL FUND	Pool	292.03
	6/30/25	WALMART- LAWN CHAIRS	GENERAL FUND	Pool	1,539.26
	6/30/25	MARINE RESCUER- CPR MASKS	GENERAL FUND	Pool	199.50
	6/30/25	DOLLAR GENERAL- BATTERIES	GENERAL FUND	Pool	5.62
	6/30/25	SAMS CLUB- CONCESSION	GENERAL FUND	Pool	363.91
	6/30/25	MICHAEL'S COMPUTER- COMP R	GENERAL FUND	Pool	165.00
	6/30/25	POOLWEB- GRATES	GENERAL FUND	Pool	645.80
	6/30/25	HYVEE- CAKES	GENERAL FUND	Pool	36.99
	6/30/25	SAM CLUB- CONCESSION SUPPL	GENERAL FUND	Recreation	668.87
	6/30/25	EPIC- SOFTBALLS	GENERAL FUND	Recreation	666.93
	6/30/25	NRPA- MEMEBERSHIP	GENERAL FUND	Recreation	180.00
	6/30/25	MICROSOFT SERVICE	GENERAL FUND	Recreation	33.80
	6/30/25	USPS- ENVELOPE	GENERAL FUND	Recreation	129.30
	6/30/25	BACKGROUND CHECKJ	GENERAL FUND	Finance	60.00
	6/30/25	ISU REG- MPI	GENERAL FUND	Finance	592.00
	6/30/25	HAZEL MAE- FLOWERS	GENERAL FUND	Finance	101.30
	6/30/25	WIRETAP-PHONE SERVICE	GENERAL FUND	Finance	126.29
	6/30/25	MICROSOFT SERVICE	GENERAL FUND	Finance	158.10
	6/30/25	HISTORIC PRES CONF	GENERAL FUND	Finance	100.00
	6/30/25	HBR MAGAZIN SUBSCRIPTION	GENERAL FUND	Finance	144.47
	6/30/25	GANNET- DM REG DIGITAL	GENERAL FUND	Finance	21.39
	6/30/25	REFUND- MPI	GENERAL FUND	Finance	250.00-
	6/30/25	BACKGROUND CHECK	GENERAL FUND	Finance	15.00
	6/30/25	ISU- MPI	GENERAL FUND	Finance	416.00
	6/30/25	IA LEAGUE MAYOR MEMBERSHIP	GENERAL FUND	Finance	30.00
	6/30/25	USPS- ENVELOPE	GENERAL FUND	Finance	129.30
	6/30/25	ADOBE SERVICE	GENERAL FUND	Finance	1,144.04
	6/30/25	MICROSOFT SERVICE	GENERAL FUND	Zoning/Compliance/Perm	23.00
	6/30/25	USPS- ENVELOPE	GENERAL FUND	Zoning/Compliance/Perm	129.30
	6/30/25	TRACTOR SUPPLY- HOGRING	ROAD USE TAX	Road Use Tax	33.14
	6/30/25	MICROSOFT SERVICE	ROAD USE TAX	Road Use Tax	35.00
	6/30/25	USPS- ENVELOPE	ROAD USE TAX	Road Use Tax	129.29
	6/30/25	AMAZON- TONIES STUF SHELF	TRUST AND AGENCY	Library	1,029.69
	6/30/25	AMAZON- GAMES STUFF SHELF	TRUST AND AGENCY	Library	461.20
	6/30/25	AMAZON- BOOKS	TRUST AND AGENCY	Library	424.97
	6/30/25	IA DNR FEE TESTING/CERT	WATER UTILITY	Water	249.86
	6/30/25	AWWA- MEMBERSHIP	WATER UTILITY	Water	450.00
	6/30/25	MICROSOFT SERVICE	WATER UTILITY	Water	52.00
	6/30/25	USPS- ENVELOPE	WATER UTILITY	Water	129.29
	6/30/25	IA DNR FEE TESTING/CERT	SEWER UTILITY FUND	Sewer	309.80
	6/30/25	SIP-ALARM	SEWER UTILITY FUND	Sewer	32.73
	6/30/25	IAWEA- CERT	SEWER UTILITY FUND	Sewer	60.00
	6/30/25	HARBOR FREIGHT- TOOL	SEWER UTILITY FUND	Sewer	269.43
	6/30/25	DALLAS CO DATA	SEWER UTILITY FUND	Sewer	109.99
	6/30/25	MICROSOFT SERVICE	SEWER UTILITY FUND	Sewer	35.00
	6/30/25	USPS- ENVELOPE	SEWER UTILITY FUND	Sewer	129.30
	6/30/25	AMAZON- PRESENTATION CLICK	FRIENDS/FOUNDATION	Library	43.29
	6/30/25	BREAKOUT- ESCAPE ROOM PROG	FRIENDS/FOUNDATION	Library	21.63
	6/30/25	DEALT HAND- PROGRAM	FRIENDS/FOUNDATION	Library	75.00
	6/30/25	AMAZON- PROGRAM SUPPLIES	FRIENDS/FOUNDATION	Library	650.25
	6/30/25	FAMILY DOLLAR- SR PRIZES	FRIENDS/FOUNDATION	Library	95.98

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	6/30/25	BILLY'S ICE CREAM-SR PRIZE FRIENDS/FOUNDATION Library			<u>30.00</u>
				TOTAL:	16,730.18
Waste Solutions of IA	6/26/25	PORT A POT @ BALLFIELD	GENERAL FUND	Recreation	<u>292.00</u>
				TOTAL:	292.00
Waukee Power Equipment	6/26/25	WEED EATER & PUSH MOWER	GENERAL FUND	Pool	400.00
	6/26/25	WEED EATER & PUSH MOWER	GENERAL FUND	Recreation	<u>1,308.96</u>
				TOTAL:	1,708.96
**PAYROLL EXPENSES	6/24/2025 - 7/02/2025		GENERAL FUND	Pool	<u>751.75</u>
				TOTAL:	751.75

===== FUND TOTALS =====

001	GENERAL FUND	166,525.43
110	ROAD USE TAX	24,487.93
112	TRUST AND AGENCY	8,445.01
333	NEW WASTEWTR TRTMNT PLNT	2,568.88
600	WATER UTILITY	134,633.35
610	SEWER UTILITY FUND	103,894.30
615	STORM WATER UTILITY	65,527.15
951	FRIENDS/FOUNDATION	916.15

-----  
 GRAND TOTAL: 506,998.20  
 -----

TOTAL PAGES: 8

## SELECTION CRITERIA

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SELECTION OPTIONS

VENDOR SET: 01-ADEL  
VENDOR: All  
CLASSIFICATION: All  
BANK CODE: All  
ITEM DATE: 6/24/2025 THRU 7/02/2025  
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00  
GL POST DATE: 0/00/0000 THRU 99/99/9999  
CHECK DATE: 0/00/0000 THRU 99/99/9999

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## PAYROLL SELECTION

PAYROLL EXPENSES: YES  
EXPENSE TYPE: GROSS  
CHECK DATE: 6/24/2025 THRU 7/02/2025

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## PRINT OPTIONS

PRINT DATE: Item Date  
SEQUENCE: By Vendor Name  
DESCRIPTION: Distribution  
GL ACCTS: NO  
REPORT TITLE: C O U N C I L R E P O R T  
SIGNATURE LINES: 0

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## PACKET OPTIONS

INCLUDE REFUNDS: YES  
INCLUDE OPEN ITEM: YES

-----

(App-223838)

### License or Permit Type

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License or Permit Type	Length of License Requested
Class C Retail Alcohol License	12 Month

Tentative Effective Date	Tentative Expiration Date
2025-07-12	2026-07-11

### Privileges / Sub-Permits Information

---

**Privileges**

**Sub-Permits**

### 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)**

Country Lane Lodge LLC

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

Country Lane Lodge

**Indicate how the business will be operated**

Limited Liability Company

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

82-1190583

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

544671

**Tentative Expiration Date**

Jul 11, 2026

## Premises Information

☐ Please select here if your location is in an unincorporated town

## 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**

29300 Prospect Circle,Adel,Iowa,Dallas

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

**\* (required) Premises Street**

29300 Prospect Circle

**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**

Own

**Is the capacity of your establishment over 200?**

Yes

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

Yes

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

Yes

**Premises Type**

Convention Center/Hall

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

Yes

## Contact Information

**\* (required) Contact Name**

Scott Harford

**\* (required) Business**

**(required) Extēns Phone**

ion

(515) 336-9939

**\* (required) Email Address**

scott@countrylanelodgeiowa.com

**\* (required) Phone**

**(required) Extēns** (303) 349-3856

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**

29300 Prospect Circle,Adel,Iowa,Dallas

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

**Mailing Street**

29300 Prospect Circle

**Mailing Suite/Apt Number**

**Mailing City**

Adel

**Mailing State**

Iowa

**Mailing Zip/Postal Code**

**Mailing County**

50003

Dallas

## Ownership

**Scott Harford**

**Position:** President

**SSN:** XXX-XX-5701

**US Citizen:** Yes

**Ownership:** 100%

**DOB:** 05/31/1962

## Criminal History Information

Since the license was last issued, 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

Since the license was last issued, 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

Founders Insurance Company

## Local Authority Information

Extension

\* (required) Daytime Phone for

- Local Authority

(515) 993-4525

Sketch on File

Yes

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

**\*\*Purchase agreements not accepted**

Yes

Premise's Address Correct?

Yes

Premises Zoned Properly?

Yes

Fire Inspection Completed?

No

Health Inspection Completed?

No

Was a DCI background check run?

Yes

Previous License Number for this Location

\* (required) Local Authority Email Address

shauser@adeliowa.gov

Comments

Amount Owed to Local Authority

585.00

## 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

# Contractor's Application for Payment

Owner: <u>City of Adel, IA</u> Engineer: <u>McClure Engineering Co. - Clive, IA</u> Contractor: <u>The Northway Corporation - Waukee, IA</u> Project: <u>Water Utility Improvements</u> Contract: <u>New Well No. 7</u>	Owner's Project No.: <u>-</u> Engineer's Project No.: <u>2022001273-000</u> Contractor's Project No.: <u>-</u>
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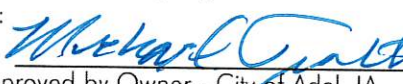
  

Application No.: <u>5 (Five) SUB-FINAL</u>	Application Period: From <u>12/21/2024</u> to <u>6/18/2025</u>	Application Date: <u>6/20/2025</u>
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<b>Contractor's Certification</b> The undersigned Contractor certifies, to the best of its knowledge, the following: (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective	<table style="width: 100%; border-collapse: collapse;"> <tr><td>1. Original Contract Price</td><td style="text-align: right;">\$ 469,885.50</td></tr> <tr><td>2. Net change by Change Orders</td><td style="text-align: right;">\$ 138,127.47</td></tr> <tr><td>3. Current Contract Price (Line 1 + Line 2)</td><td style="text-align: right;">\$ 608,012.97</td></tr> <tr><td>4. Total Work Completed and Materials Stored to Date (Column J Unit Price Total)</td><td style="text-align: right;">\$ 608,012.97</td></tr> <tr><td>5. Retainage</td><td></td></tr> <tr><td>    a. 5% X \$ 608,012.97 Work Completed</td><td style="text-align: right;">\$ 30,400.64</td></tr> <tr><td>    b. 5% X \$ - Stored Materials</td><td style="text-align: right;">\$ -</td></tr> <tr><td>    c. Less Early Release of Retainage</td><td style="text-align: right;">\$ -</td></tr> <tr><td>    d. Total Retainage (Line 5.a + Line 5.b - Line 5.c)</td><td style="text-align: right;">\$ 30,400.64</td></tr> <tr><td>6. Amount Eligible to Date (Line 4 - Line 5.d)</td><td style="text-align: right;">\$ 577,612.33</td></tr> <tr><td>7. Less Previous Payments (Line 6 from Prior Application)</td><td style="text-align: right;">\$ 456,441.01</td></tr> <tr style="background-color: yellow;"><td>8. Amount Due This Application</td><td style="text-align: right;">\$ 121,171.32</td></tr> <tr><td>9. Balance to Finish, Including Retainage (Line 3 - Line 4 + Line 5.d)</td><td style="text-align: right;">\$ 30,400.64</td></tr> </table>	1. Original Contract Price	\$ 469,885.50	2. Net change by Change Orders	\$ 138,127.47	3. Current Contract Price (Line 1 + Line 2)	\$ 608,012.97	4. Total Work Completed and Materials Stored to Date (Column J Unit Price Total)	\$ 608,012.97	5. Retainage		a. 5% X \$ 608,012.97 Work Completed	\$ 30,400.64	b. 5% X \$ - Stored Materials	\$ -	c. Less Early Release of Retainage	\$ -	d. Total Retainage (Line 5.a + Line 5.b - Line 5.c)	\$ 30,400.64	6. Amount Eligible to Date (Line 4 - Line 5.d)	\$ 577,612.33	7. Less Previous Payments (Line 6 from Prior Application)	\$ 456,441.01	8. Amount Due This Application	\$ 121,171.32	9. Balance to Finish, Including Retainage (Line 3 - Line 4 + Line 5.d)	\$ 30,400.64
1. Original Contract Price	\$ 469,885.50																										
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5. Retainage																											
a. 5% X \$ 608,012.97 Work Completed	\$ 30,400.64																										
b. 5% X \$ - Stored Materials	\$ -																										
c. Less Early Release of Retainage	\$ -																										
d. Total Retainage (Line 5.a + Line 5.b - Line 5.c)	\$ 30,400.64																										
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8. Amount Due This Application	\$ 121,171.32																										
9. Balance to Finish, Including Retainage (Line 3 - Line 4 + Line 5.d)	\$ 30,400.64																										

Contractor: <u>The Northway Corporation</u> Signature:  Date: <u>7/1/2025</u>	Recommended by Engineer - McClure Engineering Company By:  Title: <u>Sr. Project Engineer</u> Date: <u>7/2/2025</u> Approved by Owner - City of Adel, IA By: _____ Title: _____ Date: _____ Approved by Funding Agency By: _____ Title: _____ Date: _____
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# Progress Estimate - Unit Price Work

## Contractor's Application for Payment

Owner:	City of Adel, IA	Owner's Project No.:	-
Engineer:	McClure Engineering Co. - Clive, IA	Engineer's Project No.:	2022001273-000
Contractor:	The Northway Corporation - Waukee, IA	Contractor's Project No.:	-
Project:	Water Utility Improvements		
Contract:	New Well No. 7		

Application No.:	5 (Five) SUB-FINAL	Application Period:	From 12/21/24 to 06/18/25	Application Date:	06/20/25
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A	B	C	D	E	F	G	H	I	J	K	L
Bid Item No.	Description	Contract Information				Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
Original Contract - Base Bid - Well No. 7											
1	MOBILIZATION	1.00	LS	35,500.00	35,500.00	1.00	35,500.00		35,500.00	100%	-
2	BONDS & INSURANCE	1.00	LS	3,500.00	3,500.00	1.00	3,500.00		3,500.00	100%	-
3	48 IN. DRILL HOLE (As-bid: 44.50 VF @ \$725.00 = \$32,262.50)	43.50	VF	725.00	31,537.50	43.50	31,537.50		31,537.50	100%	-
4	CLEARING & GRUBBING	0.10	AC	17,250.00	1,725.00	0.10	1,725.00		1,725.00	100%	-
5	16 IN. CASING PIPE	34.00	VF	182.00	6,188.00	34.00	6,188.00		6,188.00	100%	-
6	16 IN. WELL SCREEN	17.50	VF	460.00	8,050.00	17.50	8,050.00		8,050.00	100%	-
7	GRAVEL PACK	17.50	VF	250.00	4,375.00	17.50	4,375.00		4,375.00	100%	-
8	GROUT SETUP & REMOVAL	1.00	LS	2,750.00	2,750.00	1.00	2,750.00		2,750.00	100%	-
9	CEMENT GROUT	32.00	VF	500.00	16,000.00	32.00	16,000.00		16,000.00	100%	-
10	WELL DEVELOPMENT WASTE REMOVAL	1.00	LS	1,750.00	1,750.00	1.00	1,750.00		1,750.00	100%	-
11	TEST PUMP SETUP 7 REMOVAL	1.00	LS	3,000.00	3,000.00	1.00	3,000.00		3,000.00	100%	-
12	TEST PUMPING	24.00	HR	375.00	9,000.00	24.00	9,000.00		9,000.00	100%	-
13	WATER SAMPLES	1.00	LS	5,750.00	5,750.00	1.00	5,750.00		5,750.00	100%	-
14	WELL DISINFECTION	1.00	LS	1,750.00	1,750.00	1.00	1,750.00		1,750.00	100%	-
15	PITLESS UNIT	1.00	LS	53,630.00	53,630.00	1.00	53,630.00		53,630.00	100%	-
16	WELL PUMP & MOTOR	1.00	LS	15,250.00	15,250.00	1.00	15,250.00		15,250.00	100%	-
17	DISCHARGE COLUMN W/CHECK VALVE	1.00	LS	5,750.00	5,750.00	1.00	5,750.00		5,750.00	100%	-
18	WELL ACCESS DECK	1.00	LS	35,750.00	35,750.00	1.00	35,750.00		35,750.00	100%	-
19	WWPPP MANAGEMENT (NPDES GENERAL PERMIT NO.	1.00	LS	1,000.00	1,000.00	1.00	1,000.00		1,000.00	100%	-
20	IMPLEMENT WWPPP	1.00	LS	1,000.00	1,000.00	1.00	1,000.00		1,000.00	100%	-
21	EXCAVATION FOR WELL DEVELOPMENT LAGOON	1.00	LS	14,375.00	14,375.00	1.00	14,375.00		14,375.00	100%	-
22	DEVELOPMENT-REMOVAL OF DRILLING MATERIALS	1.00	LS	2,500.00	2,500.00	1.00	2,500.00		2,500.00	100%	-
23	ACID TREATMENT (As-bid: 1.0 LS @ \$1,500.00 = \$1,500.00)	-	LS	1,500.00	-	-	-		-	100%	-
24	DEVELOPMENT-SURGING & BAILING	100.00	HRS	225.00	22,500.00	100.00	22,500.00		22,500.00	100%	-
25	CHLORINE SHOCK TREATMENT	1.00	LS	1,750.00	1,750.00	1.00	1,750.00		1,750.00	100%	-
26	VIDEO TAPING	1.00	LS	1,000.00	1,000.00	1.00	1,000.00		1,000.00	100%	-
27	6 IN. RAW WATERMAIN (As-bid: 160.0 LF @ \$75.00 = \$12,000.00)	290.00	LF	75.00	21,750.00	290.00	21,750.00		21,750.00	100%	-
28	FLOW METER & STRUCTURE COMPLETE (As-bid: 1.0 LS @ \$27,120.00 = \$27,120.00)	1.06	LS	27,120.00	28,676.72	1.06	28,676.72		28,676.72	100%	-
29	6 IN. GATE VALVES (As-bid: 3.0 EA @ \$4,620.00 = \$13,860.00)	4.00	EA	4,620.00	18,480.00	4.00	18,480.00		18,480.00	100%	-
30	ELECTRIC, CONTROLS	1.00	LS	97,300.00	97,300.00	1.00	97,300.00		97,300.00	100%	-
31	CRUSHED STONE ACCESS ROAD (As-bid: 100.0 SY @ \$110.00 = \$11,000.00)	190.00	SY	110.00	20,900.00	190.00	20,900.00		20,900.00	100%	-
32	EARTHWORK & SEEDING	1,000.00	CY	21.00	21,000.00	1,000.00	21,000.00		21,000.00	100%	-
Original Contract Totals					\$ 493,487.22		\$ 493,487.22	\$ -	\$ 493,487.22	100%	\$ -



### Contractor's Application for Payment

Owner's Project No.: -  
Engineer's Project No.: 2022001273-000  
Contractor's Project No.: -

[illegible]

EJCDC C-620 Contractor's Application for Payment  
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### Contractor's Application for Payment

Owner's Project No.: -  
Engineer's Project No.: 2022001273-000  
Contractor's Project No.: -

Application Date: 06/20/25

Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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## Partial Pay Estimates Paid-to-Date

Owner: City of Adel, IA  
 Engineer: McClure Engineering Co. - Clive, IA  
 Contractor: The Northway Corporation - Waukee, IA  
 Project: Water Utility Improvements  
 Contract: New Well No. 7

Application No.: 5 (Five) SUB-FINAL Application Period: From 12/21/24 to 06/18/25 Application Date: 06/20/25

Original Contract Amount: \$ 469,885.50

Approved Project Change Orders		
Number	Date	Amount
01	2/13/2024	\$ 4,000.00
02	4/9/2024	\$ (1,693.00)
03	8/13/2024	\$ 112,218.75
04	6/10/2025	\$ 23,601.72

Revised Contract Amount: \$ 608,012.97

## Contractor's Application for Payment

Owner's Project No.: -  
 Engineer's Project No.: 2022001273-000  
 Contractor's Project No.: -

Pay Estimates Paid-to-Date		
Pay Estimate Number	Date	Amount
01	4/9/2024	\$ 152,955.23
02	8/13/2024	\$ 141,488.25
03	9/10/2024	\$ 73,999.03
04	2/11/2025	\$ 87,998.50
05 Subfinal		

Total Estimates Paid to Date: \$ 456,441.01

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Total Construction Cost: \$ 456,441.01



**AGENDA ITEM NO. 4.e**  
**AGENDA SECTION: CONSENT**  
**AGENDA**

## **ADEL CITY COUNCIL AGENDA ITEM REPORT**

**MEETING DATE:** July 8, 2025

**TO:** Mayor & City Council

**FROM:** Carrie Erickson, City Clerk

**AGENDA HEADING:** Consider Approval of Pay Application No. 2 - Wastewater Treatment Plant Lab and Admin Building

**STAFF/COMMITTEE RECOMMENDATION:**


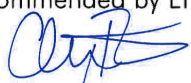
Per Alex Potter, Team Leader from McClure Engineering: "This pay application covers work completed between May 1 and June 30, 2025, and consists of nearly all pay items in the contract in partial or full completion. Edge has made great progress on the building. McClure is recommending approval."

**City Staff is recommending approval.**

**ATTACHMENTS:**

[20718101-001\\_WWTP L-A BLDG\\_Pay App-2\\_REVIEWED.pdf](#)

## Contractor's Application for Payment

Owner: <u>City of Adel, IA</u> Engineer: <u>McClure Engineering Co. - Clive, IA</u> Contractor: <u>Edge Commercial, LLC - Grimes, IA</u> Project: <u>WWTP Laboratory and Administration Building</u> Contract: <u>-</u>	Owner's Project No.: <u>-</u> Engineer's Project No.: <u>20718101-001</u> Contractor's Project No.: <u>S-14155-25</u>																										
Application No.: <u>2 (Two)</u> Application Period: From <u>5/1/2025</u> to <u>6/30/2025</u> Application Date: <u>6/24/2025</u>																											
<b>Contractor's Certification</b> The undersigned Contractor certifies, to the best of its knowledge, the following: (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">1. Original Contract Price</td> <td style="width: 30%; text-align: right;">\$ 1,093,310.00</td> </tr> <tr> <td>2. Net change by Change Orders</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>3. Current Contract Price (Line 1 + Line 2)</td> <td style="text-align: right;">\$ 1,093,310.00</td> </tr> <tr> <td>4. Total Work Completed and Materials Stored to Date (Column G Lump Sum Total)</td> <td style="text-align: right;">\$ 768,841.30</td> </tr> <tr> <td>5. Retainage</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">a. 5% X \$ 768,841.30 Work Completed</td> <td style="text-align: right;">\$ 38,442.06</td> </tr> <tr> <td style="padding-left: 20px;">b. 5% X \$ - Stored Materials</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td style="padding-left: 20px;">c. Less Early Release of Retainage</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td style="padding-left: 20px;">d. Total Retainage (Line 5.a + Line 5.b - Line 5.c)</td> <td style="text-align: right;">\$ 38,442.06</td> </tr> <tr> <td>6. Amount Eligible to Date (Line 4 - Line 5.d)</td> <td style="text-align: right;">\$ 730,399.24</td> </tr> <tr> <td>7. Less Previous Payments (Line 6 from Prior Application)</td> <td style="text-align: right;">\$ 70,011.20</td> </tr> <tr style="background-color: yellow;"> <td>8. Amount Due This Application</td> <td style="text-align: right;">\$ 660,388.04</td> </tr> <tr> <td>9. Balance to Finish, Including Retainage (Line 3 - Line 4 + Line 5.d)</td> <td style="text-align: right;">\$ 362,910.76</td> </tr> </table>	1. Original Contract Price	\$ 1,093,310.00	2. Net change by Change Orders	\$ -	3. Current Contract Price (Line 1 + Line 2)	\$ 1,093,310.00	4. Total Work Completed and Materials Stored to Date (Column G Lump Sum Total)	\$ 768,841.30	5. Retainage		a. 5% X \$ 768,841.30 Work Completed	\$ 38,442.06	b. 5% X \$ - Stored Materials	\$ -	c. Less Early Release of Retainage	\$ -	d. Total Retainage (Line 5.a + Line 5.b - Line 5.c)	\$ 38,442.06	6. Amount Eligible to Date (Line 4 - Line 5.d)	\$ 730,399.24	7. Less Previous Payments (Line 6 from Prior Application)	\$ 70,011.20	8. Amount Due This Application	\$ 660,388.04	9. Balance to Finish, Including Retainage (Line 3 - Line 4 + Line 5.d)	\$ 362,910.76
1. Original Contract Price	\$ 1,093,310.00																										
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Contractor: <u>Edge Commercial, LLC</u> Signature: <u></u> Date: <u>6/24/25</u>	Recommended by Engineer - McClure Engineering Company By: <u></u> Title: <b>Team Leader</b> Date: <b>6/24/2025</b> Approved by Owner - City of Adel, IA By: _____ Title: _____ Date: _____ Approved by Funding Agency By: _____ Title: _____ Date: _____																										



# Progress Estimate - Lump Sum Work

# Contractor's Application for Payment

Owner:	City of Adel, IA	Owner's Project No.:	-
Engineer:	McClure Engineering Co. - Clive, IA	Engineer's Project No.:	20718101-001
Contractor:	Edge Commercial, LLC - Grimes, IA	Contractor's Project No.:	S-14155-25
Project:	WWTP Laboratory and Administration Building		
Contract:	-		

Application No.:	2 (Two)	Application Period:	From	05/01/25	to	06/30/25	Application Date:	06/24/25
A	B	C	D	E	F	G	H	I
Item No.	Description	Scheduled Value (\$)	Work Completed		Materials Currently Stored (not in D or E) (\$)	Work Completed and Materials Stored to Date (D + E + F) (\$)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) (\$)
			(D + E) From Previous Application (\$)	This Period (\$)				
Original Contract								
1	Project Management & General Conditions	139,708.00	9,081.00	88,714.60		97,795.60	70%	41,912.40
2	Bonds & Insurance	20,225.00	10,933.00	3,224.50		14,157.50	70%	6,067.50
3	Structural & Building Concrete	124,118.00	-	124,118.00		124,118.00	100%	-
4	Exterior Flatwork Concrete	29,114.00	-	14,557.00		14,557.00	50%	14,557.00
5	Structural Steel	30,250.00	-	30,250.00		30,250.00	100%	-
6	Wood Framing	94,190.00	-	94,190.00		94,190.00	100%	-
7	Architectural Millwork	18,210.00	-	-		-	0%	18,210.00
8	Thermal Insulation	31,250.00	-	31,250.00		31,250.00	100%	-
9	Metal Wall, Roof, & Liner Panels	229,644.00	-	229,644.00		229,644.00	100%	-
10	Joint Sealants and Air Barrier	20,915.00	-	10,457.50		10,457.50	50%	10,457.50
11	Doors & Hardware	11,350.00	-	5,675.00		5,675.00	50%	5,675.00
12	Overhead Doors	39,577.00	-	-		-	0%	39,577.00
13	Windows & Glazing	3,667.00	-	-		-	0%	3,667.00
14	Drywall & Acoustical Ceiling Tile	14,300.00	-	1,430.00		1,430.00	10%	12,870.00
15	Flooring	11,620.00	-	-		-	0%	11,620.00
16	Painting	11,475.00	-	-		-	0%	11,475.00
17	Specialties - Division 10	3,125.00	-	-		-	0%	3,125.00
18	Lab Fixtures & Equipment Allowance	5,000.00	-	-		-	0%	5,000.00
19	Plumbing - Rough In	32,886.00	-	32,886.00		32,886.00	100%	-
20	Plumbing - Trim Out	19,314.00	-	-		-	0%	19,314.00
21	HVAC - Materials	32,175.00	-	4,826.25		4,826.25	15%	27,348.75
22	HVAC - Labor	35,249.00	-	1,762.45		1,762.45	5%	33,486.55
23	HVAC - Testing & Balance	1,350.00	-	-		-	0%	1,350.00
24	Electrical - Conduit / Wire - Materials	13,011.00	-	6,505.50		6,505.50	50%	6,505.50
25	Electrical - Conduit / Wire - Labor	12,977.00	-	6,488.50		6,488.50	50%	6,488.50
25	Electrical Equipment - Materials	6,800.00	-	2,720.00		2,720.00	40%	4,080.00
26	Electrical Equipment - Labor	16,115.00	-	6,446.00		6,446.00	40%	9,669.00
27	Lighting - Materials	9,265.00	-	-		-	0%	9,265.00
28	Lighting - Labor	14,342.00	-	-		-	0%	14,342.00
29	Earthwork - Mass Excavation / Rough Grading	29,376.00	24,970.00	-		24,970.00	85%	4,406.00
30	Final Grading	3,000.00	-	-		-	0%	3,000.00
31	Seeding	1,000.00	-	-		-	0%	1,000.00
32	Site Utilities	28,712.00	28,712.00	-		28,712.00	100%	-
Original Contract Totals		\$ 1,093,310.00	\$ 73,696.00	\$ 695,145.30	\$ -	\$ 768,841.30	70%	\$ 324,468.70

# Progress Estimate - Lump Sum Work

# Contractor's Application for Payment

Owner:	City of Adel, IA	Owner's Project No.:	-
Engineer:	McClure Engineering Co. - Clive, IA	Engineer's Project No.:	20718101-001
Contractor:	Edge Commercial, LLC - Grimes, IA	Contractor's Project No.:	S-14155-25
Project:	WWTP Laboratory and Administration Building		
Contract:	-		

Application No.:	2 (Two)	Application Period:	From	05/01/25	to	06/30/25	Application Date:	06/24/25
A	B	C	D	E	F	G	H	I
Item No.	Description	Scheduled Value (\$)	Work Completed		Materials Currently Stored (not in D or E) (\$)	Work Completed and Materials Stored to Date (D + E + F) (\$)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) (\$)
			(D + E) From Previous Application (\$)	This Period (\$)				
Change Orders								
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### Contractor's Application for Payment

Owner's Project No.: -
Engineer's Project No.: 20718101-001
Contractor's Project No.: S-14155-25

Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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Partial Pay Estimates Paid-to-Date

Contractor's Application for Payment

Owner: City of Adel, IA  
Engineer: McClure Engineering Co. - Clive, IA  
Contractor: Edge Commercial, LLC - Grimes, IA  
Project: WWTP Laboratory and Administration Building  
Contract: -

Owner's Project No.: -  
Engineer's Project No.: 20718101-001  
Contractor's Project No.: S-14155-25

Application No.: 2 (Two)      Application Period: From 05/01/25 to 06/30/25      Application Date: 06/24/25

Original Contract Amount: \$ 1,093,310.00

Approved Project Change Orders		
Number	Date	Amount

Revised Contract Amount: \$ 1,093,310.00

Pay Estimates Paid-to-Date		
Pay Estimate Number	Date	Amount
1	5/13/2025	\$ 70,011.20
2		

Total Estimates Paid to Date: \$ 70,011.20

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Total Construction Cost: \$ 70,011.20



# McClure Engineering Co.

## Detailed Payment

### City of Adel - Bailey's Grove Channel Improvements

Description	In the City of Adel, northwest of Shelby Dr. The improvements include clearing and grubbing of vegetation, channel grading, channel stabilization application including tied concrete block mat and rip rap, temporary erosion control, and permanent seeding. MEC PROJECT NO. 2022001476-000 Directory: P:\2022001476\08-Construction
Payment Number	2
Pay Period	06/06/2025 to 07/01/2025
Prime Contractor	ABSOLUTE GROUP 505 1st Ave SLATER, IA 50244
Payment Status	Pending
Awarded Project Amount	\$121,089.00
Authorized Amount	\$121,089.00

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
Section: 1 - Description										
0010	1	LS	\$11,250.000	1.000	0.000	1.000	1.000	1.000	\$0.00	\$11,250.00
CLEARING AND GRUBBING										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0020	2	CY	\$20.000	200.000	0.000	200.000	200.000	200.000	\$0.00	\$4,000.00
TOPSOIL, ON-SITE										
0030	3	CY	\$45.000	550.000	0.000	550.000	550.000	550.000	\$0.00	\$24,750.00
EXCAVATION, CLASS 10										
0040	4	SY	\$60.000	11.000	16.000	0.000	16.000	16.000	\$960.00	\$960.00
REMOVAL OF SIDEWALK										
0050	5	SY	\$250.000	11.000	16.000	0.000	16.000	16.000	\$4,000.00	\$4,000.00
SIDEWALK, PCC										
0060	6	AC	\$3,000.000	0.250	0.250	0.000	0.250	0.250	\$750.00	\$750.00
CONVENTIONAL SEEDING & FERTILIZING, TYPE 1										
0070	7	AC	\$3,000.000	0.250	0.000	0.000	0.000	0.000	\$0.00	\$0.00
CONVENTIONAL SEEDING & FERTILIZING, (SPECIAL)										
0080	8	LF	\$2.500	474.000	0.000	200.000	200.000	200.000	\$0.00	\$500.00
FILTER SOCK (9-INCH)										
0090	9	LF	\$1.000	474.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
FILTER SOCK, REMOVAL										
0100	10	TON	\$140.000	23.000	0.000	23.000	23.000	23.000	\$0.00	\$3,220.00
RIP RAP, CLASS E										
0110	11	AC	\$4,000.000	0.500	0.000	0.000	0.000	0.000	\$0.00	\$0.00
EROSION CONTROL MULCHING, HYDROMULCHING, BONDED FIBER MATRIX (BFM)										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0120	12	SF	\$11.000	4,625.000	4,625.000	0.000	4,625.000	4,625.000	\$50,875.00	\$50,875.00
TIED CONCRETE BLOCK MAT										
0130	13	LF	\$3.500	550.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
TEMPORARY FENCE (48-INCH)										
0140	14	LS	\$1,500.000	1.000	0.000	1.000	1.000	1.000	\$0.00	\$1,500.00
REMOVAL OF DEBRIS/CAR										
0150	15	LS	\$2,500.000	1.000	0.000	1.000	1.000	1.000	\$0.00	\$2,500.00
CONSTRUCTION SURVEY										
0160	16	LS	\$12,500.000	1.000	0.000	1.000	1.000	1.000	\$0.00	\$12,500.00
MOBILIZATION										
0170	2601-2642100	ACRE	\$0.000	0.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
STABILIZE CROP - SEED & FERTILIZE										
Section Totals:									\$56,585.00	\$116,805.00
Total Payments:									\$56,585.00	\$116,805.00



## Time Charges

Time Limit	Original Deadline	Authorized Deadline	Charges This Period	Damages This Period	Days Completed To Date	Days Remaining To Date	Damages To Date
Contractor shall substantially complete the overall project in twenty working days. Liquidated Damages \$500/Calendar Day	20.0 Days	20.0 Days	0.0 Days	\$0.00	0.0 Days	20.0 Days	\$0.00
Total Damages:							\$0.00

## Summary

Current Approved Work:	\$56,585.00	Approved Work To Date:	\$116,805.00
Current Stockpile Advancement:	\$0.00	Stockpile Advancement To Date:	\$0.00
Current Stockpile Recovery:	\$0.00	Stockpile Recovery To Date:	\$0.00
Current Retainage:	\$0.00	Retainage To Date:	\$0.00
Current Retainage Released:	\$0.00	Retainage Released To Date:	\$0.00
Current Liquidated Damages:	\$0.00	Liquidated Damages To Date:	\$0.00
Current Adjustment:	\$0.00	Adjustments To Date:	\$0.00
Current Payment:	\$56,585.00	Payments To Date:	\$116,805.00
Previous Payment:	\$60,220.00	Previous Payments To Date:	\$60,220.00

The undersigned Contractor certifies that the work covered by this Partial Payment Estimate has been completed in accordance with the Contract Documents. That all amounts have been paid by the Contractor for work for which previous Partial Payment Estimates were issued and payments received from the Owner, and that current payment shown herein is now due.

*Brian Meyer*

McClure Engineering Company

*7/2/25*

Date

*Kane Crawford*

Absolute Group

*7/2/2025*

Date

City of Adel

Date



# McClure Engineering Co.

## Change Order Details

### City of Adel - Bailey's Grove Channel Improvements

Description	In the City of Adel, northwest of Shelby Dr. The improvements include clearing and grubbing of vegetation, channel grading, channel stabilization application including tied concrete block mat and rip rap, temporary erosion control, and permanent seeding. MEC PROJECT NO. 2022001476-000 Directory: P:\2022001476\08-Construction
Prime Contractor	ABSOLUTE GROUP 505 1st Ave SLATER, IA 50244
Change Order	1
Status	Pending
Date Created	07/01/2025
Type	Changed Conditions
Summary	Temp Seeding
Change Order Description	Due to the work finishing after the recommended seeding date, Stabilizing Crop needed to be added to address the areas outside of the grid block tied mat.
Awarded Project Amount	\$121,089.00
Authorized Project Amount	\$121,089.00
Change Order Amount	\$550.00
Revised Project Amount	\$121,639.00
B – Reason for change:	

Stabilizing Crop is needed to stabilize the disturbed soil until the permanent seeding can be placed.

C – Settlement for cost(s) of change as with items addressed in sections F and/or G:

Stabilizing Crop: \$2,200/ACx0.25acre=\$550.00

D – Justification for cost(s):

Price compares favorably to historic pricing.

New Items

Line Number	Item ID	Unit	Quantity	Unit Price	Extension
Section: 1 - Description					
0170	2601-2642100	ACRE	0.250	\$2,200.000	\$550.00
STABILIZE CROP - SEED & FERTILIZE					
Reason: Price compares favorably to 2025 historic pricing. Price includes all labor and materials to accomplish the work.					
1 item					Total: \$550.00

This Document will become a supplement to the Contract and all provisions will apply hereto.

*Brian Meyer*

7/2/25

McClure Engineering Company

Date

*Kane Crawford*

7/2/2025

Absolute Group

Date

City of Adel

Date





# McClure Engineering Co.

## Detailed Payment

25-0035-604

Description	TAP-U-0035(604)--8I-25, Letting Date- March 19, 2024 In the City of Adel, a Rec Trail along Penoch St., S. 12th St., and south of Lynne Dr MEC#: 2022000190-000
Payment Number	12
Pay Period	06/06/2025 to 07/01/2025
Prime Contractor	ELDER CORPORATION 5088 EAST UNIVERSITY DES MOINES, IA 50327-7098
Payment Status	Pending
Awarded Project Amount	\$1,124,000.00
Authorized Amount	\$1,189,779.55

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
Section: 0001 - TAP-U-0035(604)--8I-25, Trail Items										
0010	2101-0850001	ACRE	\$38,500.000	0.230	0.000	0.230	0.230	0.230	\$0.00	\$8,855.00
CLEARING AND GRUBBING										
0020	2102-2710070	CY	\$7.750	2,477.000	0.000	1,952.000	1,952.000	1,952.000	\$0.00	\$15,128.00
EXCAVATION, CLASS 10, ROADWAY AND BORROW										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0030	2102-2710090	CY	\$32.000	806.000	0.000	640.500	640.500	640.500	\$0.00	\$20,496.00
EXCAVATION, CLASS 10, WASTE										
0040	2105-8425015	CY	\$15.000	1,532.000	0.000	1,456.000	1,456.000	1,456.000	\$0.00	\$21,840.00
TOPSOIL, STRIP, SALVAGE AND SPREAD										
0050	2123-7450020	STA	\$380.000	96.000	0.000	96.000	96.000	96.000	\$0.00	\$36,480.00
SHOULDER FINISHING, EARTH										
0060	2315-8275025	TON	\$60.000	44.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SURFACING, DRIVEWAY, CLASS A CRUSHED STONE										
0070	2401-6750001	LS	\$840.000	1.000	0.000	1.000	1.000	1.000	\$0.00	\$840.00
REMOVALS, AS PER PLAN										
0080	2416-0100024	EACH	\$2,300.000	1.000	0.000	1.000	1.000	1.000	\$0.00	\$2,300.00
APRONS, CONCRETE, 24 IN. DIA.										
0090	2431-0000100	SF	\$90.000	0.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SEGMENTAL BLOCK RETAINING WALL										
0100	2435-0251224	EACH	\$2,300.000	1.000	0.000	1.000	1.000	1.000	\$0.00	\$2,300.00
INTAKE, SW-512, 24 IN.										
0110	2435-0600010	EACH	\$1,600.000	4.000	0.000	2.000	2.000	2.000	\$0.00	\$3,200.00
MANHOLE ADJUSTMENT, MINOR										
0120	2435-0700010	EACH	\$1,200.000	2.000	0.000	2.000	2.000	2.000	\$0.00	\$2,400.00
CONNECTION TO EXISTING MANHOLE										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0130	2503-0110015	LF	\$164.000	6.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
STORM SEWER GRAVITY MAIN, TRENCHED, 15 IN.										
0140	2503-0110024	LF	\$154.000	8.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
STORM SEWER GRAVITY MAIN, TRENCHED, 24 IN.										
0150	2504-0200404	LF	\$141.000	20.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SANITARY SEWER SERVICE STUB, POLYVINYL CHLORIDE PIPE (PVC), 4 IN.										
0160	2511-0302500	SY	\$49.500	4,965.800	0.000	5,323.170	5,323.170	5,323.170	\$0.00	\$263,496.92
RECREATIONAL TRAIL, PORTLAND CEMENT CONCRETE, 5 IN.										
0170	2511-0302600	SY	\$55.000	31.800	0.000	32.370	32.370	32.370	\$0.00	\$1,780.35
RECREATIONAL TRAIL, PORTLAND CEMENT CONCRETE, 6 IN.										
0180	2511-0310100	STA	\$340.000	48.000	0.000	37.000	37.000	37.000	\$0.00	\$12,580.00
SPECIAL COMPACTION OF SUBGRADE FOR RECREATIONAL TRAIL										
0190	2511-6745900	SY	\$8.750	318.000	0.000	203.100	203.100	203.100	\$0.00	\$1,777.13
REMOVAL OF SIDEWALK										
0200	2511-7526004	SY	\$52.000	158.000	0.000	145.600	145.600	145.600	\$0.00	\$7,571.20
SIDEWALK, P.C. CONCRETE, 4 IN.										
0210	2511-7526006	SY	\$89.000	104.500	0.000	93.300	93.300	93.300	\$0.00	\$8,303.70
SIDEWALK, P.C. CONCRETE, 6 IN.										
0220	2511-7528101	SF	\$51.000	217.000	0.000	225.000	225.000	225.000	\$0.00	\$11,475.00
DETECTABLE WARNINGS										



Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0230	2514-0000200	STA	\$3,100.000	0.650	0.000	0.650	0.650	0.650	\$0.00	\$2,015.00
REMOVAL OF CURB										
0240	2515-2475006	SY	\$85.250	173.500	0.000	323.420	323.420	323.420	\$0.00	\$27,571.56
DRIVEWAY, P.C. CONCRETE, 6 IN.										
0250	2515-6745600	SY	\$16.500	175.000	175.000	0.000	175.000	175.000	\$2,887.50	\$2,887.50
REMOVAL OF PAVED DRIVEWAY										
0260	2516-8625000	CY	\$1,210.000	7.500	0.000	7.500	7.500	7.500	\$0.00	\$9,075.00
COMBINED CONCRETE SIDEWALK AND RETAINING WALL										
0270	2519-1002048	LF	\$54.000	77.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
FENCE, CHAIN LINK, 48 IN. HEIGHT										
0280	2519-4200120	LF	\$5.000	77.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REMOVAL OF FENCE, CHAIN LINK										
0290	2524-6765010	EACH	\$550.000	2.000	0.000	0.500	0.500	0.500	\$0.00	\$275.00
REMOVE AND REINSTALL SIGN AS PER PLAN										
0300	2524-9276010	LF	\$35.000	232.000	232.000	0.000	232.000	232.000	\$8,120.00	\$8,120.00
PERFORATED SQUARE STEEL TUBE POSTS										
0310	2524-9325001	SF	\$35.000	115.500	115.000	0.000	115.000	115.000	\$4,025.00	\$4,025.00
TYPE A SIGNS, SHEET ALUMINUM										
0320	2527-9263109	STA	\$450.000	34.200	34.200	0.000	34.200	34.200	\$15,390.00	\$15,390.00
PAINTED PAVEMENT MARKING, WATERBORNE OR SOLVENT-BASED										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0330	2528-8445110	LS	\$11,200.000	1.000	0.000	0.750	0.750	0.750	\$0.00	\$8,400.00
TRAFFIC CONTROL										
0335	2529-2242304	EACH	\$105.000	9.000	0.000	8.000	8.000	8.000	\$0.00	\$840.00
CD JOINT ASSEMBLY										
0340	2529-5070110	SY	\$111.000	103.000	0.000	107.250	107.250	107.250	\$0.00	\$11,904.75
PATCHES, FULL-DEPTH FINISH, BY AREA										
0350	2529-5070120	EACH	\$476.000	3.000	0.000	4.000	4.000	4.000	\$0.00	\$1,904.00
PATCHES, FULL-DEPTH FINISH, BY COUNT										
0360	2533-4980005	LS	\$106,277.830	1.000	0.000	1.000	1.000	1.000	\$0.00	\$106,277.83
MOBILIZATION										
0370	2554-0210201	EACH	\$6,400.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
FIRE HYDRANT ASSEMBLY, WM-201										
0380	2554-0210205	EACH	\$640.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
FIRE HYDRANT ASSEMBLY REMOVAL										
0390	2601-2634105	ACRE	\$4,500.000	1.000	0.000	1.643	1.643	1.643	\$0.00	\$7,393.50
MULCHING, BONDED FIBER MATRIX										
0400	2601-2636015	ACRE	\$2,000.000	0.030	0.000	0.000	0.000	0.000	\$0.00	\$0.00
NATIVE GRASS SEEDING										
0410	2601-2636070	ACRE	\$1,450.000	1.000	0.000	1.280	1.280	1.280	\$0.00	\$1,856.00
HYDRAULIC SEEDING: (URBAN)										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0420	2601-2638352	SQ	\$15.000	12.800	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SLOPE PROTECTION, WOOD EXCELSIOR MAT										
0430	2601-2639010	SQ	\$65.000	303.000	94.000	194.000	288.000	288.000	\$6,110.00	\$18,720.00
SODDING										
0440	2601-2642120	ACRE	\$850.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
STABILIZING CROP - SEEDING AND FERTILIZING (URBAN)										
0450	2601-2643110	MGAL	\$75.000	181.800	82.000	90.900	172.900	172.900	\$6,150.00	\$12,967.50
WATERING FOR SOD, SPECIAL DITCH CONTROL, OR SLOPE PROTECTION										
0460	2602-0000020	LF	\$1.600	4,932.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SILT FENCE										
0470	2602-0000071	LF	\$0.010	4,932.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REMOVAL OF SILT FENCE OR SILT FENCE FOR DITCH CHECKS										
0480	2602-0000101	LF	\$0.010	4,932.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
MAINTENANCE OF SILT FENCE OR SILT FENCE FOR DITCH CHECK										
0490	2602-0000150	LF	\$25.210	100.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
STABILIZED CONSTRUCTION ENTRANCE, EC-303										
0500	2602-0000309	LF	\$1.950	2,632.000	0.000	5,088.000	5,088.000	5,088.000	\$0.00	\$9,921.60
PERIMETER AND SLOPE SEDIMENT CONTROL DEVICE, 9 IN. DIA.										
0510	2602-0000351	LF	\$0.100	2,632.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REMOVAL OF PERIMETER AND SLOPE OR DITCH CHECK SEDIMENT CONTROL DEVICE										



Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0520	2602-0010010	EACH	\$600.000	1.000	0.000	8.000	8.000	8.000	\$0.00	\$4,800.00
MOBILIZATIONS, EROSION CONTROL										
0530	2602-0010020	EACH	\$1,200.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
MOBILIZATIONS, EMERGENCY EROSION CONTROL										
8001	2435-0600020	EACH	\$4,558.000	1.000	0.000	1.000	1.000	1.000	\$0.00	\$4,558.00
MANHOLE ADJUSTMENT, MAJOR										
8002	2599-9999009	LF	\$80.000	28.000	0.000	28.000	28.000	28.000	\$0.00	\$2,240.00
('LINEAR FEET' ITEM): 6in HDPE Pipe										
8003	2431-0000100	SF	\$97.200	1,974.000	0.000	1,974.000	1,974.000	1,974.000	\$0.00	\$191,872.80
SEGMENTAL BLOCK RETAINING WALL										
8004	6100-2301010	SY	\$2.500	295.500	0.000	0.000	0.000	0.000	\$0.00	\$0.00
(EW0) PCC COLD WEATHER PROTECTION										
Section Totals:									\$42,682.50	\$873,838.34
Section: 0002 - TAP-U-0035(604)--8I-25, 80'-0 x 14'-0 Steel Truss Pedestrian Bridge										
0540	2402-2720000	CY	\$33.000	65.000	0.000	65.000	65.000	65.000	\$0.00	\$2,145.00
EXCAVATION, CLASS 20										
0550	2403-0100010	CY	\$1,150.000	42.100	0.000	48.000	48.000	48.000	\$0.00	\$55,200.00
STRUCTURAL CONCRETE (BRIDGE)										
0560	2404-7775005	LB	\$2.000	5,744.000	0.000	5,732.000	5,732.000	5,732.000	\$0.00	\$11,464.00
REINFORCING STEEL, EPOXY COATED										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0570	2414-6445100	LF	\$650.000	42.000	0.000	42.000	42.000	42.000	\$0.00	\$27,300.00
STRUCTURAL STEEL PEDESTRIAN HAND RAILING										
0580	2429-0000100	EACH	\$160,000.000	1.000	0.000	1.000	1.000	1.000	\$0.00	\$160,000.00
PRE-ENGINEERED STEEL TRUSS TRAIL BRIDGE,: 80'-0 x 14'-0										
0590	2501-0201057	LF	\$55.000	725.000	0.000	725.000	725.000	725.000	\$0.00	\$39,875.00
PILES, STEEL, HP 10 X 57										
0600	2507-2638650	SY	\$150.000	19.000	0.000	12.010	12.010	12.010	\$0.00	\$1,801.50
BRIDGE WING ARMORING - EROSION STONE										
0610	2507-3250005	SY	\$6.000	162.000	0.000	143.300	143.300	143.300	\$0.00	\$859.80
ENGINEERING FABRIC										
0620	2507-6800061	TON	\$69.000	123.000	0.000	121.670	121.670	121.670	\$0.00	\$8,395.23
REVETMENT, CLASS E										
Section Totals:									\$0.00	\$307,040.53
Total Payments:									\$42,682.50	\$1,180,878.87

Time Charges

Time Limit	Original Deadline	Authorized Deadline	Charges This Period	Damages This Period	Days Completed To Date	Days Remaining To Date	Damages To Date
Working Days, Late Start Date - 06/03/2024, Liquidated Damage Rate - 1,000	75.0 Days	75.0 Days	0.0 Days	\$0.00	73.5 Days	1.5 Days	\$0.00
Total Damages:							\$0.00

Summary

Current Approved Work:	\$42,682.50	Approved Work To Date:	\$1,180,878.87
Current Stockpile Advancement:	\$0.00	Stockpile Advancement To Date:	\$0.00
Current Stockpile Recovery:	\$0.00	Stockpile Recovery To Date:	\$0.00
Current Retainage:	\$0.00	Retainage To Date:	\$30,000.00
Current Retainage Released:	\$0.00	Retainage Released To Date:	\$0.00
Current Liquidated Damages:	\$0.00	Liquidated Damages To Date:	\$0.00
Current Adjustment:	\$0.00	Adjustments To Date:	\$0.00
Current Payment:	\$42,682.50	Payments To Date:	\$1,150,878.87
Previous Payment:	\$11,230.47	Previous Payments To Date:	\$1,108,196.37

Funding Details

25-0035-604-CAT-1 25-0035-604-CAT-1 25-0035-604:	\$42,682.50
25-0035-604-CAT-2 25-0035-604-CAT-2 25-0035-604:	\$0.00
25-0035-604-CAT-3 NON-PARTICIPATING:	\$0.00
Current Payment:	\$42,682.50

25-0035-604-CAT-1 25-0035-604-CAT-1 25-0035-604 To Date:	\$873,838.34
25-0035-604-CAT-2 25-0035-604-CAT-2 25-0035-604 To Date:	\$307,040.53
25-0035-604-CAT-3 NON-PARTICIPATING To Date:	\$0.00
Payments To Date:	\$1,180,878.87





**AGENDA ITEM NO. 5.a**  
**AGENDA SECTION: NEW**  
**BUSINESS**

## **ADEL CITY COUNCIL AGENDA ITEM REPORT**

**MEETING DATE:** July 8, 2025

**TO:** Mayor & City Council

**FROM:** Carrie Erickson, City Clerk

**AGENDA HEADING:** Consider Approval of Ordinance No. 427, Amending Section 63.04(4), Special Speed Zones for the Purpose of Amending the Speed Regulations on US Hwy 169 - First Reading

### **STAFF/COMMITTEE RECOMMENDATION:**

This item is to approve the request from the Iowa Department of Transportation to reduce the speed on Highway 169 starting at Bradfield Street traveling north into the city limits of Adel from 50 MPH to 45 MPH. The speed will be reduced by the same amount going south bound starting just north of Timberview Drive until it changes from 45 MPH to 55 MPH just past Bradfield Street. There is a map included to show the changes more effectively.

**City staff recommends waiving of the second and third readings and approving the ordinance.**

### **ATTACHMENTS:**

[Ordinance No. 427, Amending Speed Regulations on Highway 169.pdf](#)  
[Proposed Staff Action map.pdf](#)

**Ordinance No. 427**

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF  
THE CITY OF ADEL, BY AMENDING SECTION 63.04(4),  
SPECIAL SPEED ZONES FOR THE PURPOSE OF AMENDING  
THE SPEED REGULATIONS ON US HWY 169**

**NOW, THEREFORE**, be it Ordained by the City Council of the City of Adel, Iowa,  
that:

**SECTION 1.** Section 63.04(4), Special Speed Zones, of the Code of Ordinances is  
hereby repealed and replaced as follows:

**63.04 SPECIAL SPEED ZONES.**

...

4. Special 45 MPH Speed Zones. A speed in excess of 45 miles per hour  
is unlawful on any of the following designated streets or parts thereof.

A. Highway 169 South Bound – speed zone starts 150’+/- north of  
Timberview Dr. and continues south to 500’+/- south of Bradfield St.

B. Highway 169 North Bound – speed zone starts 500’+/- south of  
Bradfield St. and continues north to 150’+/- north of Timberview Dr.

**SECTION 2.** Effective Date. This ordinance shall be in full force and effect from and  
after the date of passage and publication as required by law.

**SECTION 3.** Severability. If any section, subsection, sentence, clause, phrase or  
portion of this ordinance be held invalid or unconstitutional by any court of competent  
jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and  
such holding shall not affect the validity of the remaining portion hereof.

**SECTION 4.** Repealer. All ordinances or parts of ordinances in conflict with the  
provisions of this ordinance are hereby repealed.

First Reading Passed: \_\_\_\_\_

Second Reading Passed: \_\_\_\_\_

Third Reading Passed: \_\_\_\_\_

Passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Shirley K. McAdon, Mayor Pro Tem

ATTEST:

\_\_\_\_\_  
Carrie Erickson, City Clerk





**AGENDA ITEM NO. 5.b**  
**AGENDA SECTION: NEW**  
**BUSINESS**

## **ADEL CITY COUNCIL AGENDA ITEM REPORT**

**MEETING DATE:** July 8, 2025

**AGENDA HEADING:** Consider Approval of Ordinance No. 428, Amending Chapter 21, City Administrator, For the Purpose of Amending the Qualifications and Duties of the City Administrator - First Reading

**ATTACHMENTS:**

[Ordinance No. 428, Amending Ch 21 - City Admin Duties.pdf](#)  
[2025 City Administrator Job Posting.pdf](#)  
[2025 City Administrator Job Description.pdf](#)



## **Ordinance No. 428**

### **AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF ADEL, BY AMENDING CHAPTER 21, CITY ADMINISTRATOR, FOR THE PURPOSE OF AMENDING THE QUALIFICATIONS AND DUTIES OF THE CITY ADMINISTRATOR**

**NOW, THEREFORE,** be it Ordained by the City Council of the City of Adel, Iowa,  
that:

**SECTION 1.** Chapter 21, City Administrator, of the Code of Ordinances is hereby  
repealed and replaced as follows:

#### **21.01 APPOINTMENT AND TERM.**

The Council shall appoint, by majority vote of all members, the City Administrator, who shall hold office at the discretion of the Council.

#### **21.02 COMPENSATION.**

The City Administrator shall receive such annual salary and benefits as the Council shall from time to time determine and payment shall be made from the treasury of the City in the manner provided for the payment of compensation and allocation of benefits to other officers and employees of the City.

#### **21.03 QUALIFICATIONS.**

The City Administrator shall be a person competent by education and/or experience to perform the duties imposed upon such person by this chapter. The City Administrator:

1. Shall possess a college degree in public administration, political science, urban planning, business or a related field and have five years of experience in city administration, management or leadership or an equivalent combination of education and experience, as the Council may determine.
2. Following appointment, shall reside within the corporate limits of the City.
3. Shall devote full time to the diligent and faithful performance of duties hereunder and shall not, during the term as City Administrator, engage in any other employment or self-employment activities or endeavors or hold any other office or position, except with the approval of the Council, by motion.
4. Shall not, during the term as City Administrator, hold any position as officer or director of any "for-profit" organization which does business or carries on any activities in the City, nor shall the City Administrator own more than five percent of the outstanding stock of any corporation which does business or carries on activities within the City.

#### **21.04 DUTIES.**

The duties of the City Administrator are as follows:

1. Leadership & Strategic Vision

- a. Serve as the principal advisor to the Mayor and City Council, helping shape policy through professional recommendations and objective analysis.
- b. Lead the development and execution of the City's strategic plan, aligning departments and community priorities to achieve shared goals.
- c. Foster a high-performance organizational culture centered on collaboration, innovation, accountability, and service excellence.
- d. Represent the City in intergovernmental and regional partnerships, advocating for Adel's interests while building cooperative relationships.

## 2. Administrative Management

- a. Oversee and coordinate all City departments, including Public Works, Public Safety, Parks & Recreation, Finance, and Community Development.
- b. Manage the preparation and administration of the annual operating and capital budgets in alignment with Council goals and fiscal responsibility.
- c. Supervise, develop, and evaluate department heads and senior staff, ensuring alignment with City objectives.
- d. Develop and implement internal policies, procedures, and systems to enhance efficiency and responsiveness.

## 3. Planning & Community Development

- a. Champion community development initiatives, including economic development, infrastructure investment, land use planning, and housing strategy.
- b. Engage with residents, businesses, and developers to support sustainable growth and preserve the character of the community.
- c. Monitor trends, data, and policy impacts to recommend forward-thinking strategies and opportunities for improvement.

## 4. Governance & Council Relations

- a. Attend all City Council meetings and work sessions, providing thorough reports, policy recommendations, and updates.
- b. Ensure timely implementation of Council decisions and resolutions, and track progress toward key objectives.
- c. Serve as a liaison between elected officials, staff, and the public, maintaining transparency and effective communication.

5. Investigate the performance and conduct of any department, agency, officer or employee of the City, as deemed appropriate.

6. Cooperate with, assist and advise all administrative agencies, City boards, and commissions and act as the Council's liaison and representative to such entities, and to assign staff to attend and/or attend City boards and commissions meetings and assure a correct record of the proceedings are taken.

7. Have the power to employ, reclassify, discipline, or suspend any employee under the City Administrator's direct control. The City Administrator shall also have the power to employ, reclassify, discipline, suspend or discharge any employee under the supervision and control of any department head, but only with the concurrence of the department head. The City Administrator shall not have the authority to employ or appoint, reclassify, discipline, suspend or discharge the Police Chief, Fire Chief, or the City Attorney. However, the City Administrator shall, when appropriate, recommend to the Council or Mayor action regarding such appointed officers or employees of the City and shall also recommend to and seek direction from the Council or Mayor when the City Administrator and a department head are not in agreement in regard to the employment, reclassification, suspension, discipline or discharge of a City employee.

8. Supervise the performance of all contracts for work to be done for the City, supervise all purchases of material, supplies and equipment, and insure that such material, supplies and equipment are received and are of the quality and character called for by the contract.

9. Supervise the construction, improvement, repair, maintenance and management of all City property, capital improvements and undertakings of the City, including the making and preservation of all surveys, maps, plans, drawings, specifications and estimates for capital improvements.

10. Such other duties as the Mayor or Council may direct.

#### **21.05 COUNCIL RELATIONS.**

The City Administrator shall not participate in campaign activities in any City election, except by casting his or her vote, and shall not appoint an elected City official to any City office or employment.

**SECTION 2.** Effective Date. This ordinance shall be in full force and effect from and after the date of passage and publication as required by law.

**SECTION 3.** Severability. If any section, subsection, sentence, clause, phrase or portion of this ordinance be held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portion hereof.

**SECTION 4.** Repealer. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

First Reading Passed: \_\_\_\_\_  
Second Reading Passed: \_\_\_\_\_  
Third Reading Passed: \_\_\_\_\_

Passed and adopted this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Shirley K. McAdon, Mayor Pro Tem

ATTEST:

\_\_\_\_\_  
Carrie Erickson, City Clerk

4932-2679-7394-1\10113-1000



## **City of Adel Job Posting**

### ***City Administrator***

The City of Adel is a rapidly growing community known for its small-town charm, historic downtown, excellent schools, and proximity to the Des Moines metropolitan area. As the county seat of Dallas County, Adel is uniquely positioned for continued growth and innovation. The City Administrator will play a vital role in shaping the next chapter of Adel's success.

The City Administrator is responsible for a variety of functions such as leading the community in strategic planning, coordination and oversight of all City departments, actively engaging in community and economic development, attending all Council meetings and work sessions, and serving as a liaison between officials, staff, and the public.

The incumbent will also work on special projects in conjunction with other City departments as assigned by the Mayor and City Council.

A complete job description may be found at [www.adeliowa.gov](http://www.adeliowa.gov) or information can be provided via appointment at Adel City Hall.

A degree in public administration, political science, urban planning, business, or a related field (Master's degree preferred), or a minimum of five-seven years' experience in municipal management or leadership experience is required. The ideal candidate will demonstrate experience in strategic planning, budgeting, staff management, and intergovernmental relations, with a strong understanding of Iowa municipal government structure, finance, and community development practices.

The City of Adel offers a competitive salary commensurate with experience, along with comprehensive benefit package including insurance such as health and dental, retirement through the State of Iowa (IPERS), paid time off, and professional development support. Some evening work is required. Council appointment is required.

Interested applicants must submit a cover letter, resume, references and a City application (which may be found at [www.adeliowa.gov](http://www.adeliowa.gov)) to City Hall at [cityhall@adeliowa.gov](mailto:cityhall@adeliowa.gov) or by drop-box or mail to 301 South 10<sup>th</sup> Street, Adel, Iowa, 50003.

Position open until filled; first review of applicants will begin on [Insert Date]. Interested applicants are encouraged to apply as soon as possible.

For more information, please call (515) 993-4525 or email the City of Adel at [cityhall@adeliowa.gov](mailto:cityhall@adeliowa.gov).

The City of Adel is an Equal Opportunity Employer.

# City of Adel

## City Administrator

**Department:** Finance and Administration  
**Reports To:** Mayor and City Council  
**Direct Reports:** Deputy City Administrator/Finance Director, Public Works Director, Parks & Recreation Director, Community Development Director  
**FLSA Status:** Exempt  
**Written By:** Council Member James West, Personnel Committee Chair

**Council review and approval on July 8, 2025**

### Position Overview

The City of Adel, a vibrant and growing community located just west of the Des Moines metro, is seeking a dynamic and visionary **City Administrator** to provide strategic leadership and direction for all municipal operations. This individual will serve as the chief administrative officer, responsible for implementing policies set by the City Council, guiding day-to-day operations, and driving long-term planning efforts that support Adel's continued growth, sustainability, and quality of life.

### Appointment/Selection

Selection is facilitated by the City Council. The City Council shall appoint by majority vote a City Administrator based upon merit and qualifications.

### Key Responsibilities

#### Leadership & Strategic Vision

- Serve as the principal advisor to the Mayor and City Council, helping shape policy through professional recommendations and objective analysis.
- Lead the development and execution of the City's strategic plan, aligning departments and community priorities to achieve shared goals.
- Foster a high-performance organizational culture centered on collaboration, innovation, accountability, and service excellence.
- Represent the City in intergovernmental and regional partnerships, advocating for Adel's interests while building cooperative relationships.

### Administrative Management

- Oversee and coordinate all City departments, including Public Works, Public Safety, Parks & Recreation, Finance, and Community Development.
- Manage the preparation and administration of the annual operating and capital budgets in alignment with Council goals and fiscal responsibility.
- Supervise, develop, and evaluate department heads and senior staff, ensuring alignment with City objectives.
- Develop and implement internal policies, procedures, and systems to enhance efficiency and responsiveness.

### **Planning & Community Development**

- Champion community development initiatives, including economic development, infrastructure investment, land use planning, and housing strategy.
- Engage with residents, businesses, and developers to support sustainable growth and preserve the character of the community.
- Monitor trends, data, and policy impacts to recommend forward-thinking strategies and opportunities for improvement.

### **Governance & Council Relations**

- Attend all City Council meetings and work sessions, providing thorough reports, policy recommendations, and updates.
- Ensure timely implementation of Council decisions and resolutions, and track progress toward key objectives.
- Serve as a liaison between elected officials, staff, and the public, maintaining transparency and effective communication.

### **Qualifications**

- Bachelor's degree in Public Administration, Political Science, Urban Planning, Business, or a related field (Master's degree preferred).
- Minimum of 5–7 years of progressively responsible municipal management or leadership experience.
- Demonstrated experience in strategic planning, budgeting, staff management, and intergovernmental relations.
- Strong understanding of Iowa municipal government structure, finance, and community development practices preferred.
- Excellent leadership, communication, and interpersonal skills.
- Proven ability to work collaboratively with elected officials, staff, community members, and external partners.

### **Interaction with Other Departments/Staff:**

- This position requires a high degree of information sharing between the Deputy City Administrator/Finance Director, City Clerk, Accounting Clerk, Administrative Clerk, building/code compliance, parks and recreation, public works, police, fire, library, City Council, and other staff, including temporary staff. It is of the utmost importance that any personal information be kept strictly confidential and written documents with personal information be held under lock and key.

*The duties above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Acknowledgement:**

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the City of Adel reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the City of Adel. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the City of Adel has a similar right.

_____ Employee's Signature	_____ Date	_____ Mayor	_____ Date
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The City of Adel is an Equal Opportunity Employer.





**AGENDA ITEM NO. 5.c**  
**AGENDA SECTION: NEW**  
**BUSINESS**

## **ADEL CITY COUNCIL AGENDA ITEM REPORT**

**MEETING DATE:** July 8, 2025

**AGENDA HEADING:** Consider Approval of Appointing Deputy City  
Administrator/Finance Director Sandquist as the Interim City  
Administrator

**ATTACHMENTS:**



**AGENDA ITEM NO. 5.d**  
**AGENDA SECTION: NEW**  
**BUSINESS**

## **ADEL CITY COUNCIL AGENDA ITEM REPORT**

**MEETING DATE:** July 8, 2025

**TO:** Mayor & City Council

**FROM:** Carrie Erickson, City Clerk

**AGENDA HEADING:** Consider Approval of Publishing a Notice of Intent to Fill  
City Council Vacancy By Appointment

### **STAFF/COMMITTEE RECOMMENDATION:**

Former Council Member Christensen resigned from the City Council as of June 30, 2025 at 11:59 p.m. The direction of the Council is to fill his vacant Council seat by appointment at the August 12th, 2025 City Council meeting. The attached noticed is to be published no sooner than four days before the August 12th City Council meeting but no later than 20 days before the August 12th City Council meeting. The notice, if approved, will be published on July 24th in the Dallas County News newspaper.

**City Staff is recommending approval.**

### **ATTACHMENTS:**

[2025.07.24 Notice of Intent to Fill Council Vacancy by Appointment \(002\).pdf](#)

## NOTICE OF CITY COUNCIL VACANCY

### CITY OF ADEL, IOWA

In accordance with Iowa Code Sections 372.13(2)(a), notice is hereby given that a vacancy will occur among the members of the City Council of the City of Adel. 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, unless there is an intervening special election for the City of Adel, in which event the election for the office shall be placed on the ballot at such special election.

The electors of the City of Adel have the right to file a petition requiring that the vacancy be filled by a special election in accordance with Iowa Code Section 372.13.

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<b>AGENDA ITEM NO. 5.e</b> <b>AGENDA SECTION: NEW</b> <b>BUSINESS</b>
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## **ADEL CITY COUNCIL AGENDA ITEM REPORT**

**MEETING DATE:** July 8, 2025

**AGENDA HEADING:** Consider Approval of Resolution No. 25-52, Determining an Area of the City to be An Economic Development Area, and That the Rehabilitation, Conservation, Redevelopment, Development, or a Combination Thereof, of Such Area is Necessary in the Interest of the Public Health, Safety or Welfare of the Residents of the City; Designating Such Area as Appropriate for Urban Renewal Projects; and Adopting Amendment No. 2 to the Southbridge Urban Renewal Plan

**ATTACHMENTS:**

[Resolution No. 25-52, Authorizing Amend No. 2 to Southbridge URP.pdf](#)  
[06-17-2025 Consultation Meeting Minutes.pdf](#)

## ITEMS TO INCLUDE ON AGENDA

### CITY OF ADEL, IOWA

July 8, 2025

6:00 P.M.

#### Southbridge Urban Renewal Plan

- Public hearing on the proposed Amendment No. 2 to the Southbridge Urban Renewal Plan
- Resolution determining an area of the City to be an economic development area, and that the rehabilitation, conservation, redevelopment, development or a combination thereof, of such area is necessary in the interest of the public health, safety or welfare of the residents of the City; designating such area as appropriate for urban renewal projects; and adopting the Amendment No. 2 to the Southbridge Urban Renewal Plan
- Consideration of Ordinance for the division of revenues under Section 403.19, Code of Iowa, for Amendment No. 2 to the Southbridge Urban Renewal Plan

### IMPORTANT INFORMATION

1. The above agenda items should be included, along with any other agenda items, in the meeting agenda. The agenda should be posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the body holding the meeting. If no such office exists, the notice must be posted at the building in which the meeting is to be held.
2. If you do not now have a bulletin board designated as above mentioned, designate one and establish a uniform policy of posting your notices of meeting and tentative agenda.
3. Notice and tentative agenda must be posted at least 24 hours prior to the commencement of the meeting.

NOTICE MUST BE GIVEN PURSUANT TO CHAPTER 21,  
CODE OF IOWA, AND THE LOCAL RULES OF THE CITY.



July 8, 2025

The City Council of the City of Adel, State of Iowa, met in \_\_\_\_\_ session, in the Council Chambers, City Hall, 301 S. 10th Street, Adel, Iowa, at 6:00 P.M., on the above date. There were present Mayor Pro Tem \_\_\_\_\_, in the chair, and the following named Council Members:

\_\_\_\_\_

Absent: \_\_\_\_\_

Vacant: \_\_\_\_\_

\* \* \* \* \*

This being the time and place fixed for a public hearing on the matter of the adoption of the proposed Amendment No. 2 to the Southbridge Urban Renewal Plan, the Mayor Pro Tem first asked for the report of the Deputy City Administrator/Finance Director with respect to the consultation held with the affected taxing entities to discuss the proposed Amendment. The Council was informed that the consultation was duly held as ordered by the Council, and that \_\_\_\_\_ written recommendations were received from affected taxing entities. The report of the Deputy City Administrator/Finance Director with respect to the consultation was placed on file for consideration by the Council.

The Mayor Pro Tem then asked the City Clerk whether any written comments had been filed with respect to the proposed Amendment, and the City Clerk reported that \_\_\_\_\_ written comments thereto had been filed. The Mayor Pro Tem then called for any oral comments to the adoption of the Amendment No. 2 to the Southbridge Urban Renewal Plan and \_\_\_\_\_ were made. The public hearing was then closed.

{Attach summary of comments here,  
or include summary of comments in meeting minutes}

Council Member \_\_\_\_\_ then introduced the following Resolution entitled "RESOLUTION DETERMINING AN AREA OF THE CITY TO BE AN ECONOMIC DEVELOPMENT AREA, AND THAT THE REHABILITATION, CONSERVATION, REDEVELOPMENT, DEVELOPMENT, OR A COMBINATION THEREOF, OF SUCH AREA IS NECESSARY IN THE INTEREST OF THE PUBLIC HEALTH, SAFETY OR WELFARE OF THE RESIDENTS OF THE CITY; DESIGNATING SUCH AREA AS APPROPRIATE FOR URBAN RENEWAL PROJECTS; AND ADOPTING AMENDMENT NO. 2 TO THE SOUTHBRIDGE URBAN RENEWAL PLAN" and moved:

- ☐ that the Resolution be adopted.
- ☐ to defer action on the Resolution and the proposal to the meeting to be held at \_\_\_\_\_ .M. on the \_\_\_\_\_ day of \_\_\_\_\_, 2025, at this place.

Council Member \_\_\_\_\_ seconded the motion. The roll was called, and the vote was:

AYES: \_\_\_\_\_

\_\_\_\_\_

NAYS: \_\_\_\_\_

Whereupon, the Mayor Pro Tem declared the measure duly adopted.

RESOLUTION NO. 25-52

RESOLUTION DETERMINING AN AREA OF THE CITY TO BE AN ECONOMIC DEVELOPMENT AREA, AND THAT THE REHABILITATION, CONSERVATION, REDEVELOPMENT, DEVELOPMENT, OR A COMBINATION THEREOF, OF SUCH AREA IS NECESSARY IN THE INTEREST OF THE PUBLIC HEALTH, SAFETY OR WELFARE OF THE RESIDENTS OF THE CITY; DESIGNATING SUCH AREA AS APPROPRIATE FOR URBAN RENEWAL PROJECTS; AND ADOPTING AMENDMENT NO. 2 TO THE SOUTHBRIDGE URBAN RENEWAL PLAN

WHEREAS, by Resolution No. 18-110, adopted December 11, 2018, this Council found and determined that certain areas located within the City are eligible and should be designated as an urban renewal area under Iowa law, and approved and adopted the Southbridge Urban Renewal Plan (the "Plan" or "Urban Renewal Plan") for the Southbridge Urban Renewal Area (the "Area" or "Urban Renewal Area") described therein, which Plan is on file in the office of the Recorder of Dallas County; and

WHEREAS, by Resolution No. 19-76, adopted August 13, 2019, this City Council approved and adopted an Amendment No. 1 to the Plan; and

WHEREAS, this Urban Renewal Area currently includes and consists of:

ORIGINAL AREA

A PART OF GOVERNMENT LOTS 5, 6, 11 AND 12 IN SECTION 6, TOWNSHIP 78 NORTH, RANGE 27 WEST OF THE FIFTH PRINCIPAL MERIDIAN, IN THE CITY OF ADEL, DALLAS COUNTY, IOWA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF SAID GOVERNMENT LOT 5; THENCE SOUTH 89°00'05" EAST ALONG THE NORTH LINE OF SAID GOVERNMENT LOTS 5 AND 6, A DISTANCE OF 1919.00 FEET TO THE CENTERLINE OF OLD PORTLAND ROAD; THENCE SOUTH 4°13'55" EAST ALONG SAID CENTERLINE, 251.00 FEET; THENCE SOUTHEASTERLY CONTINUING ALONG SAID CENTERLINE AND A CURVE CONCAVE NORTHEASTERLY WHOSE RADIUS IS 477.50 FEET, WHOSE ARC LENGTH IS 254.21 FEET AND WHOSE CHORD BEARS SOUTH 20°57'02" EAST, 251.22 FEET; THENCE SOUTH 35°36'59" EAST CONTINUING ALONG SAID CENTERLINE, 323.11 FEET; THENCE SOUTH 35°45'11" EAST CONTINUING ALONG SAID CENTERLINE, 240.13 FEET; THENCE SOUTH 54°14'49" WEST, 40.00 FEET; THENCE SOUTH 60°03'04" WEST, 108.03 FEET; THENCE SOUTHERLY ALONG A CURVE CONCAVE EASTERLY WHOSE RADIUS IS 25.00 FEET, WHOSE ARC LENGTH IS 41.80 FEET AND WHOSE CHORD BEARS SOUTH 12°08'57" WEST, 37.10 FEET;

THENCE SOUTH 54°14'49" WEST, 60.00 FEET; THENCE NORTH 35°45'11" WEST, 11.18 FEET; THENCE WESTERLY ALONG A CURVE CONCAVE SOUTHERLY WHOSE RADIUS IS 25.00 FEET, WHOSE ARC LENGTH IS 36.74 FEET AND WHOSE CHORD BEARS NORTH 77°51'03" WEST, 33.52 FEET; THENCE SOUTH 60°03'04" WEST, 536.44 FEET; THENCE SOUTHERLY ALONG A CURVE CONCAVE EASTERLY WHOSE RADIUS IS 30.00 FEET, WHOSE ARC LENGTH IS 52.13 FEET AND WHOSE CHORD BEARS SOUTH 10°16'24" WEST, 45.81 FEET; THENCE SOUTH 50°29'43" WEST, 60.00 FEET; THENCE NORTHWESTERLY ALONG A CURVE CONCAVE SOUTHWESTERLY WHOSE RADIUS IS 1808.71 FEET, WHOSE ARC LENGTH IS 20.56 FEET AND WHOSE CHORD BEARS NORTH 39°49'49" WEST, 20.56 FEET; THENCE WESTERLY ALONG A CURVE CONCAVE SOUTHERLY WHOSE RADIUS IS 30.00 FEET, WHOSE ARC LENGTH IS 41.78 FEET AND WHOSE CHORD BEARS NORTH 80°03'09" WEST, 38.48 FEET; THENCE SOUTH 60°03'04" WEST, 369.17 FEET; THENCE SOUTHERLY ALONG A CURVE CONCAVE EASTERLY WHOSE RADIUS IS 25.00 FEET, WHOSE ARC LENGTH IS 39.27 FEET AND WHOSE CHORD BEARS SOUTH 15°03'04" WEST, 35.36 FEET; THENCE SOUTH 60°03'04" WEST, 60.00 FEET; THENCE WESTERLY ALONG A CURVE CONCAVE SOUTHERLY WHOSE RADIUS IS 25.00 FEET, WHOSE ARC LENGTH IS 39.27 FEET AND WHOSE CHORD BEARS NORTH 74°56'56" WEST, 35.36 FEET; THENCE NORTH 29°56'56" WEST, 60.00 FEET; THENCE NORTHERLY ALONG A CURVE CONCAVE WESTERLY WHOSE RADIUS IS 25.00 FEET, WHOSE ARC LENGTH IS 39.27 FEET AND WHOSE CHORD BEARS NORTH 15°03'04" EAST, 35.36 FEET; THENCE NORTH 29°56'56" WEST, 365.28 FEET; THENCE NORTHWESTERLY ALONG A CURVE CONCAVE NORTHEASTERLY WHOSE RADIUS IS 330.00 FEET, WHOSE ARC LENGTH IS 49.88 FEET AND WHOSE CHORD BEARS NORTH 25°37'07" WEST, 49.83 FEET; THENCE SOUTH 68°42'41" WEST, 12.80 FEET; THENCE WESTERLY ALONG A CURVE CONCAVE NORTHERLY WHOSE RADIUS IS 100.00 FEET, WHOSE ARC LENGTH IS 71.75 FEET AND WHOSE CHORD BEARS SOUTH 89°16'01" WEST, 70.22 FEET; THENCE NORTH 70°10'40" WEST, 125.38 FEET; THENCE WESTERLY ALONG A CURVE CONCAVE SOUTHERLY WHOSE RADIUS IS 550.00 FEET, WHOSE ARC LENGTH IS 457.27 FEET AND WHOSE CHORD BEARS SOUTH 86°00'17" WEST, 444.21 FEET; THENCE SOUTH 62°11'13" WEST, 208.40 FEET; THENCE WESTERLY ALONG A CURVE CONCAVE NORTHERLY WHOSE RADIUS IS 50.00 FEET, WHOSE ARC LENGTH IS 24.21 FEET AND WHOSE CHORD BEARS SOUTH 76°03'30" WEST, 23.97 FEET; THENCE SOUTH 89°55'46" WEST, 71.00 FEET TO THE WEST LINE OF SAID GOVERNMENT LOT 12; THENCE NORTH 0°04'14" WEST ALONG THE WEST LINE OF SAID GOVERNMENT LOTS 12 AND 5, A DISTANCE OF 1325.76 FEET TO THE POINT OF BEGINNING AND CONTAINING 62.90 ACRES (2,739,756 SQUARE FEET).

AND



The right of way (including any intersections) of those portions of the following roads located within the city limits of the City of Adel and adjacent to the above property: IA 169, 302<sup>nd</sup> Place, Old Portland Road.

WHEREAS, a proposed Amendment No. 2 to the Plan ("Amendment No. 2" or "Amendment") for the Urban Renewal Area described above has been prepared, which proposed Amendment has been on file in the office of the City Clerk and which is incorporated herein by reference, the purpose of which is to add land to the Urban Renewal Area; and

WHEREAS, it is desirable that the area be redeveloped as part of the overall redevelopment covered by the Plan, as amended; and

WHEREAS, this proposed Amendment No. 2 adds the following land to the Urban Renewal Area:

AMENDMENT NO. 2 AREA

PARCEL 24-63 AND 24-64 AS SHOWN ON THE PLAT OF SURVEY RECORDED IN DOCUMENT NUMBER 2024-10750, BEING A PART OF GOVERNMENT LOT 12 AND 13 IN SECTION 6, TOWNSHIP 78 NORTH, RANGE 27 WEST OF THE FIFTH PRINCIPAL MERIDIAN IN THE CITY OF ADEL, DALLAS COUNTY, IOWA

AND

PARCEL 24-116 AS SHOWN ON THE PLAT OF SURVEY RECORDED AS DOCUMENT NUMBER 2025-09880, BEING A PART OF LOT 1, SOUTHBRIDGE PLAT 7, AN OFFICIAL PLAT IN THE CITY OF ADEL, DALLAS COUNTY, IOWA

AND

The adjacent right-of-way of that portion of Bradfield Street located between said Parcel 24-63 and said Parcel 24-116.

WHEREAS, by resolution adopted on June 10, 2025, this Council directed that a consultation be held with the designated representatives of all affected taxing entities to discuss the proposed Amendment No. 2 and the division of revenue described therein, and that notice of the consultation and a copy of the proposed Amendment No. 2 be sent to all affected taxing entities; and

WHEREAS, pursuant to such notice, the consultation was duly held as ordered by the City Council and all required responses to the recommendations made by the affected taxing entities, if any, have been timely made as set forth in the report of the Deputy City Administrator/Finance Director filed herewith and incorporated herein by this reference, which report is in all respects approved; and

WHEREAS, by resolution this Council also set a public hearing on the adoption of the proposed Amendment No. 2 for this meeting of the Council, and due and proper notice of the public hearing was given, as provided by law, by timely publication in the Dallas County News, which notice set forth the time and place for this hearing and the nature and purpose thereof; and

WHEREAS, in accordance with the notice, all persons or organizations desiring to be heard on the proposed Amendment No. 2, both for and against, have been given an opportunity to be heard with respect thereto and due consideration has been given to all comments and views expressed to this Council in connection therewith and the public hearing has been closed.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF ADEL, STATE OF IOWA:

Section 1. That the findings and conclusions set forth or contained in Amendment No. 2 concerning the area of the City of Adel, State of Iowa, described in the preamble hereof, be and the same are hereby ratified and confirmed in all respects as the findings of this Council for this area.

Section 2. This Council further finds:

a) Although relocation is not expected, a feasible method exists for the relocation of any families who will be displaced from the Urban Renewal Area into decent, safe and sanitary dwelling accommodations within their means and without undue hardship to such families;

b) The Plan, as amended, and Amendment No. 2 conform to the general plan for the development of the City as a whole; and

c) Acquisition by the City is not immediately expected, however, as to any areas of open land to be acquired by the City included within the Urban Renewal Area:

i. Residential use is not expected, however, with reference to any portions thereof which are to be developed for residential uses, this City Council hereby determines that a shortage of housing of sound standards and design with decency, safety and sanitation exists within the City; that the acquisition of the area for residential uses is an integral part of and essential to the program of the municipality; and that one or more of the following conditions exist:

a. That the need for housing accommodations has been or will be increased as a result of the clearance of slums in other areas, including other portions of the urban renewal area.

b. That conditions of blight in the municipality and the shortage of decent, safe and sanitary housing cause or contribute to an increase in and spread of disease and crime, so as to constitute a menace to the public health, safety, morals, or welfare.

c. That the provision of public improvements related to housing and residential development will encourage housing and residential development which is necessary to encourage the retention or relocation of industrial and commercial enterprises in this state and its municipalities.

d. The acquisition of the area is necessary to provide for the construction of housing for low and moderate income families.

ii. Non-residential use is expected and with reference to those portions thereof which are to be developed for non-residential uses, such non-residential uses are necessary and appropriate to facilitate the proper growth and development of the City in accordance with sound planning standards and local community objectives.

Section 3. That the Urban Renewal Area, as amended, continues to be an economic development area within the meaning of Chapter 403, Code of Iowa; that such area is eligible for designation as an urban renewal area and otherwise meets all requisites under the provisions of Chapter 403, Code of Iowa; and that the rehabilitation, conservation, redevelopment, development, or a combination thereof, of such area is necessary in the interest of the public health, safety or welfare of the residents of this City.

Section 4. That Amendment No. 2 to the Southbridge Urban Renewal Plan of the City of Adel, State of Iowa, attached hereto as Exhibit 1 and incorporated herein by reference, be and the same is hereby approved and adopted as "Amendment No. 2 to the Southbridge Urban Renewal Plan for the City of Adel, State of Iowa"; Amendment No. 2, including all of the exhibits attached thereto, is hereby in all respects approved; and the City Clerk is hereby directed to file a certified copy of Amendment No. 2 with the proceedings of this meeting.

Section 5. That, notwithstanding any resolution, ordinance, plan, amendment or any other document, Amendment No. 2 shall be in full force and effect from the date of this Resolution until the Council amends or repeals the Plan. The proposed Amendment No. 2 shall be forthwith certified by the City Clerk, along with a copy of this Resolution, to the Recorder for Dallas County, Iowa, to be filed and recorded in the manner provided by law.

Section 6. That all other provisions of the Plan not affected or otherwise revised by the terms of Amendment No. 2, as well as all resolutions previously adopted by this City Council related to the Plan be and the same are hereby ratified, confirmed and approved in all respects.

PASSED AND APPROVED this 8<sup>th</sup> day of July, 2025.

---

Mayor Pro Tem

ATTEST:

---

City Clerk

*Label the Amendment as Exhibit 1 (with all exhibits) and attach it to this Resolution.*

ATTACH THE AMENDMENT  
LABELED AS EXHIBIT 1 HERE



CERTIFICATE

STATE OF IOWA

)

) SS

COUNTY OF DALLAS

)

I, the undersigned City Clerk of the City of Adel, State of Iowa, do hereby certify that attached is a true and complete copy of the portion of the records of the City showing proceedings of the Council, and the same is a true and complete copy of the action taken by the Council with respect to the matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that meeting and all action thereat was duly and publicly held in accordance with a notice of meeting and tentative agenda, a copy of which was timely served on each member of the Council and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Council pursuant to the local rules of the Council and the provisions of Chapter 21, Code of Iowa, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required by law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective city offices as indicated therein, that no Council vacancy existed except as may be stated in the proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the City or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand and the seal of the Council hereto affixed this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
City Clerk, City of Adel, State of Iowa

(SEAL)

4927-5968-6216-2\10113-113

**CONSULTATION TO BE HELD BETWEEN THE CITY OF ADEL,  
STATE OF IOWA AND ALL AFFECTED TAXING ENTITIES  
CONCERNING THE PROPOSED AMENDMENT NO. 2 TO THE  
SOUTHBRIDGE URBAN RENEWAL PLAN FOR THE CITY OF ADEL,  
STATE OF IOWA**

**Adel Consultation Meeting  
Tuesday, June 17, 2025 – Meeting Minutes**

The Consultation Meeting was held at Adel City Hall, 301 S. 10th Street, Adel, Iowa on Tuesday, June 17, 2025. At 2:00 p.m., Deputy City Administrator/Finance Director Sandquist called the meeting to order. In attendance: Deputy City Administrator/Finance Director Sandquist and City Clerk Erickson.

**NEW BUSINESS**

1.a. Consultation Meeting

*No oral or written comments received.*

**ADJOURNMENT - 2:15 p.m.**

Respectfully submitted: Carrie Erickson, City Clerk



<b>AGENDA ITEM NO. 5.f</b> <b>AGENDA SECTION: NEW</b> <b>BUSINESS</b>
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## **ADEL CITY COUNCIL AGENDA ITEM REPORT**

**MEETING DATE:** July 8, 2025

**AGENDA HEADING:** Consider Approval of Ordinance No. 429, Amending Ordinance No. 347, Providing that General Property Taxes Levied and Collected Each Year on Certain Property Located Within the Amended Southbridge Urban Renewal Area, in the City of Adel, County of Dallas, State of Iowa, By and For the Benefit of the State of Iowa, City of Adel, County of Dallas, Adel-Desoto-Minburn Community School District, and Other Taxing Districts, Be Paid to a Special Fund for Payment of Principal and Interest on Loans, Monies Advances To and Indebtedness, Including Bonds Issues or To Be Issued, Incurred by the City in Connection with the Amended Southbridge Urban Renewal Area (Amendment No. 2 to the Southbridge Urban Renewal Plan) - First Reading

**ATTACHMENTS:**  
[Ordinance No. 429, Amend No. 2 to Southbridge URP.pdf](#)

## **ORDINANCE NO. 429**

AN ORDINANCE AMENDING ORDINANCE NO. 347, PROVIDING THAT GENERAL PROPERTY TAXES LEVIED AND COLLECTED EACH YEAR ON CERTAIN PROPERTY LOCATED WITHIN THE AMENDED SOUTHBRIDGE URBAN RENEWAL AREA, IN THE CITY OF ADEL, COUNTY OF DALLAS, STATE OF IOWA, BY AND FOR THE BENEFIT OF THE STATE OF IOWA, CITY OF ADEL, COUNTY OF DALLAS, ADEL-DESOTO-MINBURN COMMUNITY SCHOOL DISTRICT, AND OTHER TAXING DISTRICTS, BE PAID TO A SPECIAL FUND FOR PAYMENT OF PRINCIPAL AND INTEREST ON LOANS, MONIES ADVANCED TO AND INDEBTEDNESS, INCLUDING BONDS ISSUED OR TO BE ISSUED, INCURRED BY THE CITY IN CONNECTION WITH THE AMENDED SOUTHBRIDGE URBAN RENEWAL AREA (**AMENDMENT NO. 2 TO THE SOUTHBRIDGE URBAN RENEWAL PLAN**)

WHEREAS, the City Council of the City of Adel, State of Iowa, has heretofore, in Ordinance No. 347, provided for the division of taxes within the Southbridge Urban Renewal Area ("Area" or "Urban Renewal Area"), pursuant to Section 403.19, Code of Iowa; and

WHEREAS, by the adoption of Ordinance No. 401, approved on November 14, 2023, the City removed certain property from the application of Ordinance No. 347; and

WHEREAS, additional territory now has been added to the Southbridge Urban Renewal Area through the adoption of Amendment No. 2 to the Southbridge Urban Renewal Plan and the City desires to amend Ordinance No. 347 to include the additional territory; and

WHEREAS, indebtedness has been incurred by the City, and additional indebtedness is anticipated to be incurred in the future, to finance urban renewal project activities within the amended Southbridge Urban Renewal Area, and the continuing needs of redevelopment within the amended Southbridge Urban Renewal Area are such as to require the continued application of the incremental tax resources of the amended Southbridge Urban Renewal Area; and

WHEREAS, the following enactment is necessary to accomplish the objectives described in the premises.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ADEL, STATE OF IOWA, THAT:

Ordinance Number 347 is hereby amended to read as follows:

Section 1. For purposes of this Ordinance, the following terms shall have the following meanings:

a) Cramer & Associates Property shall mean that portion of the City of Adel, State of Iowa, described in the Urban Renewal Plan for the Southbridge Urban Renewal Area approved by Resolution No. 18-110 on the 11<sup>th</sup> day of December, 2018, which Cramer & Associates Property includes the lots and parcels located within the area legally described as follows:

Lots 37-44 and Lots 49-55 and Street Lot D, Southbridge Plat 3, An Official Plat in the City of Adel, Dallas County, Iowa

b) 2023 Removal Parcels mean that portion of the City of Adel, State of Iowa, described in Ordinance No. 401, approved on November 14, 2023 and published on November 21, 2023, which Ordinance No. 401 removed the following lots and parcels from the application of Ordinance No. 347:

LOTS 49 AND 50, SOUTHBRIDGE PLAT 3, AN OFFICIAL PLAT IN THE CITY OF ADEL, DALLAS COUNTY, IOWA;

AND

PARCEL 22-108 OF LOT 55, SOUTHBRIDGE PLAT 3, AN OFFICIAL PLAT IN THE CITY OF ADEL, DALLAS COUNTY, IOWA, AS SHOWN IN PLAT OF SURVEY FILED AUGUST 29, 2022 IN BOOK 2022, PAGE 18928 OF THE DALLAS COUNTY, IOWA RECORDER'S OFFICE.

c) Amendment No. 2 Area means that portion of the City of Adel, State of Iowa, described in Amendment No. 2 to the Urban Renewal Plan for the Southbridge Urban Renewal Area approved by resolution adopted by the City Council on July 8, 2025, which Amendment No. 2 Area includes the lots and parcels located within the area legally described as follows:

PARCEL 24-63 AND 24-64 AS SHOWN ON THE PLAT OF SURVEY RECORDED IN DOCUMENT NUMBER 2024-10750, BEING A PART OF GOVERNMENT LOT 12 AND 13 IN SECTION 6, TOWNSHIP 78 NORTH, RANGE 27 WEST OF THE FIFTH PRINCIPAL MERIDIAN IN THE CITY OF ADEL, DALLAS COUNTY, IOWA

AND

PARCEL 24-116 AS SHOWN ON THE PLAT OF SURVEY RECORDED AS DOCUMENT NUMBER 2025-09880, BEING A PART OF LOT 1, SOUTHBRIDGE PLAT 7, AN OFFICIAL PLAT IN THE CITY OF ADEL, DALLAS COUNTY, IOWA.

[Note: The adjacent right-of-way of that portion of Bradfield Street located between said Parcel 24-63 and said Parcel 24-116 was included within the Urban Renewal Area by Amendment No. 2, but is not being included within the Amended Area described in this Ordinance because is not taxable property.]



d) Amended Area means that portion of the City of Adel, State of Iowa, included within the Cramer & Associates Property, less the 2023 Removal Parcels, and the Amendment No. 2 Area, which Amended Area includes the lots and parcels described in subsection (a) (less the lots and parcels described in subsection (b)) and in subsection (c).

Section 2. The taxes levied on the taxable property in the Amended Area, legally described in Section 1 hereof, by and for the benefit of the State of Iowa, County of Dallas, Iowa, Adel-DeSoto-Minburn Community School District, and all other taxing districts from and after the effective date of this Ordinance shall be divided as hereinafter in this Ordinance provided.

Section 3. As to the Cramer & Associates Property, that portion of the taxes which would be produced by the rate at which the tax is levied each year by or for each of the taxing districts taxing property in the Cramer & Associates Property (less the 2023 Removal Parcels) upon the total sum of the assessed value of the taxable property in the Cramer & Associates Property (less the 2023 Removal Parcels) as shown on the assessment roll as of January 1 of the calendar year preceding the first calendar year in which the municipality certified to the county auditor the amount of loans, advances, indebtedness, or bonds payable from the division of property tax revenue described in Ordinance No. 347, shall be allocated to and when collected be paid into the fund for the respective taxing district as taxes by or for the taxing district into which all other property taxes are paid. The taxes so determined shall be referred herein as the "base period taxes" for such area.

As to Amendment No. 2 Area, base period taxes shall be computed in the same manner using the total assessed value shown on the assessment roll as of January 1, 2024, being the assessment roll applicable to the property in such area as of January 1 of the calendar year preceding the effective date of this Ordinance.

Section 4. That portion of the taxes each year in excess of the base period taxes for the Amended Area, determined for each sub-area thereof as provided in Section 3 of this Ordinance, shall be allocated to and when collected be paid into the special tax increment fund previously established by the City of Adel, State of Iowa, to pay the principal of and interest on loans, monies advanced to, or indebtedness, whether funded, refunded, assumed or otherwise, including bonds issued under authority of Section 403.9 or Section 403.12, Code of Iowa, incurred by the City of Adel, State of Iowa, to finance or refinance, in whole or in part, urban renewal projects undertaken within the Urban Renewal Area pursuant to the Urban Renewal Plan, as amended, except that (i) taxes for the regular and voter-approved physical plant and equipment levy of a school district imposed pursuant to Section 298.2, Code of Iowa, and taxes for the instructional support program of a school district imposed pursuant to Section 257.19, Code of Iowa, (but in each case only to the extent required under Section 403.19(2), Code of Iowa); (ii) taxes for the payment of bonds and interest of each taxing district; (iii) taxes imposed under Section 346.27(22), Code of Iowa, related to joint county-city buildings; and (iv) any other exceptions under Section 403.19, Code of Iowa, shall be collected against all taxable property within the Amended Area without any limitation as hereinabove provided.

Section 5. Unless or until the total assessed valuation of the taxable property in the areas of the Amended Area exceeds the total assessed value of the taxable property in the areas shown by the assessment rolls referred to in Section 3 of this Ordinance, all of the taxes levied and

collected upon the taxable property in the Amended Area shall be paid into the funds for the respective taxing districts as taxes by or for the taxing districts in the same manner as all other property taxes.

Section 6. At such time as the loans, monies advanced, bonds and interest thereon and indebtedness of the City of Adel, State of Iowa, referred to in Section 4 hereof have been paid, all monies thereafter received from taxes upon the taxable property in the Amended Area shall be paid into the funds for the respective taxing districts in the same manner as taxes on all other property.

Section 7. All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed. The provisions of this Ordinance are intended and shall be construed so as to continue the division of taxes from the Cramer & Associates Property, less then 2023 Removal Parcels, under the provisions of Section 403.19, Code of Iowa, as authorized in Ordinance Nos. 347 and 401, and to fully implement the provisions of Section 403.19, Code of Iowa, with respect to the division of taxes from property within the Amendment No. 2 Area as described above. Notwithstanding any provisions in any prior Ordinances or other documents, the provisions of this Ordinance and all prior Ordinances relating to the Urban Renewal Area, as amended, shall be construed to continue the division of taxes from property within the Area to the maximum period of time allowed by Section 403.19, Code of Iowa. In the event that any provision of this Ordinance shall be determined to be contrary to law it shall not affect other provisions or application of this Ordinance which shall at all times be construed to fully invoke the provisions of Section 403.19, Code of Iowa, with reference to the Amended Area and the territory contained therein.

Section 8. This Ordinance shall be in effect after its final passage, approval and publication as provided by law.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Mayor Pro Tem

ATTEST:

\_\_\_\_\_  
City Clerk

Read First Time: \_\_\_\_\_, 2025

Read Second Time: \_\_\_\_\_, 2025

Read Third Time: \_\_\_\_\_, 2025

PASSED AND APPROVED: \_\_\_\_\_, 2025.

I, \_\_\_\_\_, City Clerk of the City of Adel, State of Iowa, hereby certify that the above and foregoing is a true copy of Ordinance No. \_\_\_\_\_ passed and approved by the City Council of the City at a meeting held \_\_\_\_\_, 2025, signed by the Mayor on \_\_\_\_\_, 2025, and published in the Dallas County News on \_\_\_\_\_, 2025.

\_\_\_\_\_  
City Clerk, City of Adel, State of Iowa

(SEAL)

4927-3458-7464-1\10113-113



**AGENDA ITEM NO. 5.g**  
**AGENDA SECTION: NEW**  
**BUSINESS**

## **ADEL CITY COUNCIL AGENDA ITEM REPORT**

**MEETING DATE:** July 8, 2025

**AGENDA HEADING:** Consider Approval of Resolution No. 25-53, Approving and Authorizing Execution of a Fifth Amendment to the Agreement for Private Development by and between the City of Adel and Cramer and Associates, Inc.

**ATTACHMENTS:**

[Resolution No. 25-53, Fifth Amend to Cramer and Associates DA.pdf](#)  
[Fifth Amendment to Cramer Associates DA - Execution Version.pdf](#)

## ITEM TO INCLUDE ON AGENDA

### CITY OF ADEL, IOWA

July 8, 2025

6:00 P.M.

#### Southbridge Urban Renewal Plan

- Resolution approving and authorizing execution of a Fifth Amendment to the Agreement for Private Development by and between the City of Adel and Cramer and Associates, Inc.

### IMPORTANT INFORMATION

1. The above agenda items should be included, along with any other agenda items, in the meeting agenda. The agenda should be posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the body holding the meeting. If no such office exists, the notice must be posted at the building in which the meeting is to be held.
2. If you do not now have a bulletin board designated as above mentioned, designate one and establish a uniform policy of posting your notices of meeting and tentative agenda.
3. Notice and tentative agenda must be posted at least 24 hours prior to the commencement of the meeting.

NOTICE MUST BE GIVEN PURSUANT TO CHAPTER 21,  
CODE OF IOWA, AND THE LOCAL RULES OF THE CITY.

July 8, 2025

The City Council of the City of Adel, State of Iowa, met in \_\_\_\_\_ session, in the Council Chambers, City Hall, 301 S. 10th Street, Adel, Iowa, at 6:00 P.M., on the above date. There were present Mayor Pro Tem \_\_\_\_\_, in the chair, and the following named Council Members:

\_\_\_\_\_

Absent: \_\_\_\_\_

Vacant: \_\_\_\_\_

\* \* \* \* \*

Council Member \_\_\_\_\_ introduced and delivered to the Clerk the Resolution hereinafter set out entitled "RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF A FIFTH AMENDMENT TO THE AGREEMENT FOR PRIVATE DEVELOPMENT BY AND BETWEEN THE CITY OF ADEL AND CRAMER AND ASSOCIATES, INC.", and moved:

☐ that the Resolution be adopted.

☐ to defer action on the Resolution and the proposal to the meeting to be held at \_\_\_\_\_ .M. on the \_\_\_\_\_ day of \_\_\_\_\_, 2025, at this place.

Council Member \_\_\_\_\_ seconded the motion. The roll was called and the vote was,

AYES: \_\_\_\_\_

\_\_\_\_\_

NAYS: \_\_\_\_\_

Whereupon, the Mayor Pro Tem declared the measure duly adopted.



RESOLUTION NO. 25-53

RESOLUTION APPROVING AND AUTHORIZING  
EXECUTION OF A FIFTH AMENDMENT TO THE  
AGREEMENT FOR PRIVATE DEVELOPMENT BY AND  
BETWEEN THE CITY OF ADEL AND CRAMER AND  
ASSOCIATES, INC.

WHEREAS, the City of Adel, Iowa ("City") and Cramer and Associates, Inc. ("Developer") previously entered into an Agreement for Private Development dated September 10, 2019 regarding the development of certain property within the Southbridge Urban Renewal Area ("Development Property"), which agreement was amended by a First Amendment dated December 10, 2019, a Second Amendment dated September 8, 2020, a Third Amendment dated April 19, 2022, and a Fourth Amendment dated November 14, 2023 (collectively the "Agreement"); and

WHEREAS, pursuant to a proposed Fifth Amendment to the Agreement ("Amendment"), the City and Developer desire to amend the legal description of the Development Property in the Agreement to include additional commercial lots and to revise the terms for calculation of future Economic Development Grants to include "Tax Increments" generated by "Commercial Improvements" construction on the additional commercial lots; and

WHEREAS, the Council has determined that the Agreement, as amended by the Amendment, is in the best interests of the City and the residents thereof and that the performance by the City of its obligations thereunder is a public undertaking and purpose and in furtherance of the Plan and the Urban Renewal Law and, further, that the Agreement, as amended, and the Amendment and the City's performance thereunder is in furtherance of appropriate economic development activities and objectives of the City within the meaning of Chapters 15A and 403 of the Iowa Code taking into account the factors set forth therein.

NOW THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF ADEL IN THE STATE OF IOWA:

Section 1. That the performance by the City of its obligations under the Agreement, as amended by the Amendment, be and is hereby declared to be a public undertaking and purpose and in furtherance of the Plan and the Urban Renewal Law and, further, that the Amendment and the City's performance thereunder is in furtherance of appropriate economic development activities and objectives of the City within the meaning of Chapters 15A and 403 of the Iowa Code, taking into account the factors set forth therein.

Section 2. That the form and content of the Amendment, the provisions of which are incorporated herein by reference, be and the same hereby are in all respects authorized, approved and confirmed, and the Mayor Pro Tem and the City Clerk be and they hereby are authorized, empowered and directed to execute, attest, seal and deliver the Amendment for and on behalf of the City in substantially the form and content now before this meeting, but with such changes, modifications, additions or deletions therein as shall be approved by such officers, and that from and after the execution and delivery of the Amendment, the Mayor Pro Tem and the City Clerk

are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of the Agreement, as amended by the Amendment.

PASSED AND APPROVED this 8<sup>th</sup> day of July, 2025.

---

Mayor Pro Tem

ATTEST:

---

City Clerk

# CERTIFICATE

STATE OF IOWA

)

) SS

COUNTY OF DALLAS

)

I, the undersigned City Clerk of the City of Adel, State of Iowa, do hereby certify that attached is a true and complete copy of the portion of the records of the City showing proceedings of the Council, and the same is a true and complete copy of the action taken by the Council with respect to the matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that meeting and all action thereat was duly and publicly held in accordance with a notice of meeting and tentative agenda, a copy of which was timely served on each member of the Council and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Council pursuant to the local rules of the Council and the provisions of Chapter 21, Code of Iowa, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required by law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective city offices as indicated therein, that no Council vacancy existed except as may be stated in the proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the City or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand and the seal of the Council hereto affixed this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

City Clerk, City of Adel, State of Iowa

(SEAL)

FIFTH AMENDMENT  
TO THE  
AGREEMENT FOR PRIVATE DEVELOPMENT

THIS FIFTH AMENDMENT (“Amendment”) to that certain Agreement for Private Development by and between the CITY OF ADEL, IOWA (“City”), and CRAMER AND ASSOCIATES, INC., an Iowa corporation (“Developer”), dated September 10, 2019 and previously amended by a First Amendment dated December 10, 2019, a Second Amendment dated September 8, 2020, a Third Amendment dated April 19, 2022, and Fourth Amendment dated November 14, 2023 (collectively the “Agreement”), is made on or as of \_\_\_\_\_, 2025, between the City and the Developer.

WITNESSETH:

WHEREAS, pursuant to the Agreement, the Developer agreed to cause commercial development to occur on certain real property located within the City’s Southbridge Urban Renewal Area (the “Urban Renewal Area”), which property was referred to in the Agreement as the “Development Property”; and

WHEREAS, the City and the Developer previously recorded a Memorandum of the Agreement in Book 2019 at Page 18149 and a copy of the First Amendment to the Agreement in Book 2019 at Page 24684 in the records of the Recorder of Dallas County, Iowa; and

WHEREAS, the City and the Developer also previously recorded a copy of the Fourth Amendment to the Agreement as Instrument No. 2023-17130 in the records of the Recorder of Dallas County, Iowa, reflecting that the legal description of the Development Property had changed; and

WHEREAS, the Developer has initiated additional commercial development on lots adjacent to the original boundaries of the Southbridge Urban Renewal Area and has requested that: (i) the additional commercial lots be included within the Urban Renewal Area pursuant to a proposed Amendment No. 2 to the Southbridge Urban Renewal Plan, (ii) the legal description of the Development Property be modified to include the additional commercial lots, and (iii) the calculation of the amount of the “Economic Development Grants” payable to Developer under the Agreement be adjusted to consider Tax Increments generated by Commercial Improvements constructed on the additional commercial lots; and

WHEREAS, the City is willing to amend the legal description of the Development Property to include the additional commercial lots, as set forth herein; and

WHEREAS, the City is willing to modify the terms for calculation of the Economic Development Grants payable to Developer under the terms and conditions set forth herein, providing for the calculation of the amount of the Economic Development Grants to include Tax Increments generated by Commercial Improvements constructed on the additional commercial lots.

NOW THEREFORE, it is agreed by the parties:

**1. Definitions.** All capitalized words used herein and not specifically defined shall have the same definitions as in the Agreement.

**2. Legal Description of Development Property.** The legal description for the Development Property, as contained in Exhibit A of the Agreement, as previously amended, is hereby replaced in its entirety with the following and all references to the “Development Property” shall now mean the property described as follows:

Development Property Prior to Fifth Amendment:

Lots 1 to 11 in Southbridge Plat 3 Re-Platted, an official plat in the City of Adel, Dallas County, Iowa

AND

Lot 53, except the North 40 feet thereof, in Southbridge Plat 3, an official plat in the City of Adel, Dallas County, Iowa

AND

Land Added by Fifth Amendment:

PARCEL 24-63 AND 24-64 AS SHOWN ON THE PLAT OF SURVEY RECORDED IN DOCUMENT NUMBER 2024-10750, BEING A PART OF GOVERNMENT LOT 12 AND 13 IN SECTION 6, TOWNSHIP 78 NORTH, RANGE 27 WEST OF THE FIFTH PRINCIPAL MERIDIAN IN THE CITY OF ADEL, DALLAS COUNTY, IOWA

AND

PARCEL 24-116 AS SHOWN ON THE PLAT OF SURVEY RECORDED AS DOCUMENT NUMBER 2025-09880, BEING A PART OF LOT 1, SOUTHBRIDGE PLAT 7, AN OFFICIAL PLAT IN THE CITY OF ADEL, DALLAS COUNTY, IOWA.

**3. Calculation of Economic Development Grants.** The parties hereby agree to amend the following provisions of the Agreement with respect to calculation of the Economic Development Grants:

**A.** The “Formula” subsection of Section 7.1 is hereby replaced in its entirety with the following:

**Formula.** With respect to the grants payable on or after June 1, 2027, each annual payment shall be equal to ninety percent (90%) of the Tax Increments collected by the City with respect to the Commercial Improvements and Development Property (as defined following the change in legal description of the Development Property made by the Fifth Amendment to the Agreement) (building/improvement and land value) under the terms of the Ordinance and deposited into the Cramer and Associates, Inc. TIF Account (without regard to any averaging that may otherwise be utilized under Section 403.19 and excluding any interest that may accrue thereon prior to payment to Developer)

during the preceding twelve-month period, but subject to limitation and adjustment as provided in this Article (such payments being referred to collectively as the “Economic Development Grants”). **The Economic Development Grants payable on June 1, 2025 and June 1, 2026 will be calculated in the same manner, but the determination of the amount of the Tax Increments will be made with respect to the Commercial Improvements constructed on the property comprising the Development Property prior to the Fifth Amendment (i.e., before the change in legal description of the Development Property made by the Fifth Amendment to the Agreement).**

B. The “Schedule” subsection of Section 7.1 is hereby replaced in its entirety with the following:

Schedule. Subject to Developer being in compliance with the terms of this Agreement at the time of each payment, Grants will be paid not later than June 30 each year. The first Grant will not be paid until all of the following have occurred: (1) the Conditions Precedent in Section 7.3 are satisfied; (2) the City certifies debt to the county Auditor requesting collection of the Tax Increment consistent with Section 7.4; (3) the Developer pays the property taxes; (4) the County provides the Tax Increment to the City; and (5) Developer timely files its Annual Certification and is in compliance with this Agreement and any other Agreement with the City at the time of payment. As such, there will be a delay of approximately 30 months between the January 1, 2023 assessment of any completed Commercial Improvements (which may be a full assessment or a partial assessment, in the County Assessor’s discretion) and payment of the first Economic Development Grant. Developer acknowledges that the first Economic Development Grant will be based on Tax Increments for Fiscal Year 2024-2025, which will be determined in part by the January 1, 2023 assessed valuations imposed on the Commercial Improvements, which valuations may be less than full assessment value of the Commercial Improvements, as determined by the County Assessor. Assuming the completion of the requisite Commercial Improvements by June 30, 2023, and Developer timely filing its request that the City certify debt by October 1, 2023, then the City will certify debt in the Urban Renewal Area to the Auditor prior to December 1, 2023, and the Economic Development Grants shall commence on June 1, 2025 and end on June 1, 2039, pursuant to Section 403.19 of the Urban Renewal Act and under the following schedule:

<u>Date</u>	<u>Amount of Economic Development Grants</u>
June 1, 2025	90% of Tax Increments for Fiscal Year 2024-2025 <i>(calculated only from Tax Increments collected on property comprising the Development Property prior to the Fifth Amendment)</i>
June 1, 2026	90% of Tax Increments for Fiscal Year 2025-2026 <i>(calculated only from Tax Increments collected on property comprising the Development Property prior to the Fifth Amendment)</i>
June 1, 2027	90% of Tax Increments for Fiscal Year 2026-2027
June 1, 2028	90% of Tax Increments for Fiscal Year 2027-2028
June 1, 2029	90% of Tax Increments for Fiscal Year 2028-2029



June 1, 2030	90% of Tax Increments for Fiscal Year 2029-2030
June 1, 2031	90% of Tax Increments for Fiscal Year 2030-2031
June 1, 2032	90% of Tax Increments for Fiscal Year 2031-2032
June 1, 2033	90% of Tax Increments for Fiscal Year 2032-2033
June 1, 2034	90% of Tax Increments for Fiscal Year 2033-2034
June 1, 2035	90% of Tax Increments for Fiscal Year 2034-2035
June 1, 2036	90% of Tax Increments for Fiscal Year 2035-2036
June 1, 2037	90% of Tax Increments for Fiscal Year 2036-2037
June 1, 2038	90% of Tax Increments for Fiscal Year 2037-2038
June 1, 2039	90% of Tax Increments for Fiscal Year 2038-2039

C. For the sake of clarity, the parties acknowledge that the Agreement’s terms concerning the maximum amount payable to Developer as Economic Development Grants is not changed by this Amendment. The terms concerning the maximum amount payable to Developer as Economic Development Grants were last modified by the Third Amendment to the Agreement (Section 7.2 of the Agreement).

**4. Reimbursement of City Fees and Expenses.** Within 30 days of the execution of this Amendment, Developer shall reimburse the City for the total costs of any and all legal fees and administrative costs (including notice publication costs) incurred by the City in connection with: (i) the drafting, negotiation, and authorization of this Amendment and (ii) the drafting and authorization of Amendment No. 2 to the Southbridge Urban Renewal Plan, including work related to amending the TIF Ordinance for the Southbridge Urban Renewal Area. Developer’s failure to timely provide the reimbursement payment to the City shall constitute an Event of Default under the Agreement.

**5. No Further Modifications.** Except as modified by this Amendment, all covenants, agreements, terms, and conditions of the Agreement, as previously amended, shall remain in full force and effect and are hereby in all respects ratified and affirmed.

**6. Counterparts.** This Amendment may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument. In the event that any signature is delivered by facsimile transmission or by e-mail delivery of a “pdf” format data file, such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or “pdf” signature page were an original thereof.

IN WITNESS WHEREOF, the City has caused this Amendment to be duly executed in its name and behalf by its Mayor and its seal to be hereunto duly affixed and attested by its City Clerk, and Developer has caused this Amendment to be duly executed in its name and behalf by its authorized representative, all on or as of the day first above written.

*[Remainder of page intentionally left blank; Signature pages follow]*

(SEAL)

CITY OF ADEL, IOWA

By: \_\_\_\_\_  
James F. Peters, Mayor

ATTEST:

By: \_\_\_\_\_  
Carrie Erickson, City Clerk

STATE OF IOWA                    )  
  ) SS  
COUNTY OF DALLAS         )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2025, before me a Notary Public in and for said State, personally appeared James F. Peters and Carrie Erickson, to me personally known, who being duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of Adel, Iowa, a Municipality created and existing under the laws of the State of Iowa, and that the seal affixed to the foregoing instrument is the seal of said Municipality, and that said instrument was signed and sealed on behalf of said Municipality by authority and resolution of its City Council, and said Mayor and City Clerk acknowledged said instrument to be the free act and deed of said Municipality by it voluntarily executed.

\_\_\_\_\_  
Notary Public in and for the State of Iowa

*[Signature page to Fifth Amendment – City of Adel]*

CRAMER AND ASSOCIATES, INC.

By: \_\_\_\_\_  
Robert Cramer, Vice President of Land  
Development

STATE OF IOWA            )  
                                      ) SS  
COUNTY OF DALLAS        )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2025, before me the undersigned, a Notary Public in and for said State, personally appeared Robert Cramer, to me personally known, who, being by me duly sworn, did say that he is the Vice President of Land Development of Cramer and Associates, Inc., and that said instrument was signed on behalf of said corporation; and that the said Robert Cramer as such officer, acknowledged the execution of said instrument to be the voluntary act and deed of said corporation, by him voluntarily executed.

\_\_\_\_\_  
Notary Public in and for the State of Iowa

*[Signature page to Fifth Amendment – Cramer and Associates, Inc.]*

4907-3871-5985-1\10113-137



<b>AGENDA ITEM NO. 5.h</b> <b>AGENDA SECTION: NEW</b> <b>BUSINESS</b>
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## **ADEL CITY COUNCIL AGENDA ITEM REPORT**

**MEETING DATE:** July 8, 2025

**AGENDA HEADING:** Consider Approval of Resolution No. 25-54, Approving the Engagement Agreement Between the City of Adel, South Dallas County Sanitary Landfill Agency, and PFM Financial Advisors, LLC For an Analysis on Landfill Agency/Enterprise Fund Revenue Requirements

**ATTACHMENTS:**

[PFM - Financial Advisory Engagement Letter 6-23-2025.pdf](#)

[Disclosure of Conflicts of Interest and Other Important Municipal Advisory Information -- 6-23-25.pdf](#)



June 23, 2025

Ms. Shirley AcAdon  
Board Chair  
South Dallas County Sanitary Landfill Agency  
P.O. Box 263  
Adel, IA 50003-0263

Ms. Brittany Sandquist  
Deputy City Administrator/Finance Director  
City of Adel  
301 South 10th Street  
Adel, IA 50003

**pfm**

---

801 Grand  
Suite 3300  
Des Moines, IA 50309  
515.243.2600

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**pfm.com**

Dear Shirley and Brittany,

The purpose of this letter (this “Engagement Letter”) is to confirm our agreement that PFM Financial Advisors LLC (“PFM”) will act as financial advisor to the City of Adel and South Dallas County Sanitary Landfill Agency, Adel, Iowa (the “Client”) in connection with the development of a Landfill Agency/Enterprise Fund Revenue Requirements Analysis. PFM will provide, upon the request of Client, financial planning services and development of a planning model, as applicable and set forth in Exhibit A to this Engagement Letter. Most tasks requested by Client will not require all services provided for in Exhibit A and as such the specific scope of services for such task shall be limited to just those services required to complete the task.

PFM is a registered municipal advisor with the Securities and Exchange Commission (the “SEC”) and the Municipal Securities Rulemaking Board (the “MSRB”), pursuant to the Securities Exchange Act of 1934 Rule 15Ba1-2. As of the date of this letter, Client has **not** designated PFM as its independent registered municipal advisor (“IRMA”) for purposes of SEC Rule 15Ba1-1(d)(3)(vi) (the “IRMA exemption.”). Client agrees not to represent that PFM is Client’s IRMA with respect to any aspect of a municipal securities issuance or municipal financial product, without PFM’s prior written consent.

MSRB Rule G-42 requires that municipal advisors make written disclosures to its clients of all material conflicts of interest and certain legal or disciplinary events and certain regulatory requirements. Such disclosures are provided in PFM’s disclosure statement delivered to Client together with this agreement.

PFM’s services will commence as soon as practicable after receipt of this Engagement Letter by Client and a request by Client for such service. Any material changes in or additions to the scope of services described in Exhibit A shall be promptly reflected in a written supplement or amendment to this Engagement Letter. Services provided by PFM which are not included in the scope of services set forth in Exhibit A of this agreement, shall be completed as agreed in writing in advance between Client and PFM. Upon request of Client, PFM or an affiliate of PFM may agree to additional services to be provided by PFM or an affiliate of PFM, by a separate agreement between Client and PFM or its respective affiliate.

For the services described in Exhibit A, PFM’s professional fees will be paid as provided in Exhibit B. All fees shall be due to PFM within thirty (30) days of the date of the invoice. In addition to fees for services, PFM will be reimbursed for necessary, reasonable, and documented out-of-pocket expenses incurred, including travel, meals,



lodging, telephone, mail, and other ordinary costs and any cost for graphics, printing, data processing and computer time which are incurred by PFM. Upon request of Client, documentation of such expenses will be provided.

This Engagement Letter shall remain in effect until all related activities associated with this transaction are complete unless canceled in writing by either party upon thirty (30) days written notice to the other party. Upon any such termination, PFM will be paid for all services performed and costs and expenses incurred up to the termination date.

PFM shall not assign any interest in this Engagement Letter or subcontract any of the work performed under this Engagement Letter without the prior written consent of Client; provided that PFM retains the right to enter a sale, merger, internal reorganization, or similar transaction involving PFM's business without any such consent.

All information, data, reports, and records ("Data") in the possession of Client or any third party necessary for carrying out any services to be performed under this Engagement Letter shall be furnished to PFM. PFM may rely on the Data in connection with its provision of the services under this Engagement Letter and the provider thereof shall remain solely responsible for the adequacy, accuracy and completeness of such Data.

All notices and other communication required under this Engagement Letter will be in writing, sent by certified mail, return receipt requested, or by nationally recognized courier, with written verification of receipt. Notices shall be addressed to the party for whom it is intended, at the addresses on the first page of this Engagement Letter.

All materials, except functioning or dynamic financial models, prepared by PFM pursuant exclusively to this Engagement Letter will be the property of Client. Subject to the preceding exception, upon termination of this Engagement Letter, PFM will deliver Client copies of all material pertaining to this Engagement Letter.

The Des Moines office of PFM will provide the services set forth in this Engagement Letter. PFM may, from time to time, supplement or otherwise amend team members. The Client has the right to request, for any reason, PFM to replace any member of the advisory staff. Should Client make such a request, PFM will promptly suggest a substitute for approval by Client.

PFM will maintain insurance coverage with policy limits not less than as stated in Exhibit C. Except to the extent caused by willful misconduct, bad faith, gross negligence or reckless disregard of obligations or duties under this Engagement Letter, PFM shall have no liability to any party under this Engagement Letter.

PFM, its employees, officers and representatives at all times will be independent contractors and will not be deemed to be employees, agents, partners, servants and/or joint ventures of Client by virtue of this Engagement Letter or any actions or services rendered under this Engagement Letter. Nothing in this Engagement Letter is intended or shall be construed to give any person, other than the parties hereto, their successors and permitted assigns, any legal or equitable rights, remedy or claim under or in respect of this Engagement Letter or any provisions contained herein. In no event will PFM be liable for any act or omission of any third party or for any circumstances beyond PFM's reasonable control including, but not limited to, fire, flood, or other natural disaster, war,





riot, strike, act of terrorism, act of civil or military authority, software and/or equipment failure, computer virus, or failure or interruption of electrical, telecommunications or other utility services.

This Engagement Letter shall be construed, enforced, and administered according to the laws of the State of Iowa. PFM and the Client agree that, should a disagreement arise as to the terms or enforcement of any provision of this Engagement Letter, each party will in good faith attempt to resolve said disagreement prior to pursuing other action.

This Engagement Letter represents the entire agreement between Client and PFM and may not be amended or modified except in writing signed by both parties. For the sake of clarity, any separate agreement between Client and an affiliate of PFM or a third party referred or introduced by PFM shall not in any way be deemed an amendment or modification of this Engagement Letter. The invalidity in whole or in part of any provision of this Engagement Letter shall not void or affect the validity of any other provision.

Please have an authorized official of Client acknowledge receipt of this Engagement Letter and respond to us to acknowledge the terms of this engagement.

Sincerely,

**PFM FINANCIAL ADVISORS LLC**

Jon Burmeister  
Managing Director



## **EXHIBIT A** **SCOPE OF SERVICES**

PFM shall provide, upon the request of Client, municipal advisory services related to the financial planning and the development of a planning model, examples of which, not intended to be exclusive, are set forth as follows:

- Review of Client's audited financial statements or internal documents.
- Review current and projected financial status and capacity of Client.
- Review current debt structure, identifying strengths and weaknesses of structure so that future debt issues can be designed to optimize ability to finance future capital needs, if any.
  - This will include, but is not limited to, reviewing existing debt for the possibility of refunding that debt to provide Client with savings.
- Review capital improvement plan and review funding sources for the capital projects.
- Development and preparation of a financial and capital planning model:
  - Landfill Agency/ Enterprise Fund financial and capital planning model
  - Capital funding analysis (including the review of the existing capital improvement fund)
- Develop financial options analyses (using financial and capital planning models listed above):
  - Analysis of the existing financial arrangements
  - Analyze debt capacity
  - Identify and analyze financing alternatives and debt structuring options
  - Develop scenarios
  - Analyze and compare to objectives/constraints
  - Evaluation of alternative funding and financing approaches
  - Sensitivity analysis
- Assist Client with the development of Client's financial plan by assessing capital needs, identifying potential revenue sources, analyze financing alternatives such as pay-as-you-go, lease/purchasing, short-term vs. long-term financings, assessments, user fees, impact fees, developer contributions, public/private projects, and grants and provide analysis of each alternative as required as to the budgetary and financial impact.
- Develop preliminary financial plan objectives:
  - Review and revise with staff
  - Presentation and review with Agency Board/City Council
  - Assist with financial plan review and approval (as appropriate)
- Attend meetings with Client's staff, consultants and other professionals.



**EXHIBIT B**  
**COMPENSATION FOR SERVICES**

**1. Landfill Agency/Enterprise Fund Revenue Requirements Analysis**

For financial planning services related to the development and maintenance of a Landfill Agency/ Enterprise Fund Revenue Requirements Analysis, PFM shall receive a fee in the amount of \$10,000, payable upon invoice. This Engagement Letter shall be reviewed and revised upon mutual agreement.

**2. Hourly Project Fees (Non-Transaction Related)**

In the event Client requests that PFM perform significant special projects, fees will be negotiated in advance of the project. Fees will be generally based upon the following hourly rates for the indicated levels of experience or their equivalents.

<b><u>Experience Level</u></b>	<b><u>Hourly Rate</u></b>
Managing Director	\$300.00
Director	\$275.00
Senior Managing Consultant	\$250.00
Senior Analyst	\$200.00
Analyst	\$175.00
Associate	\$150.00

**3. Reimbursable Expenses**

In addition to fees for services, PFM will be reimbursed for necessary, reasonable, and documented out-of-pocket expenses incurred, including travel, meals, lodging, printing, telephone, postage, data processing fee and other ordinary costs which are incurred by PFM. Appropriate documentation can be provided.



### **EXHIBIT C** **INSURANCE STATEMENT**

PFM has a complete insurance program, including property, casualty, general liability, automobile liability and workers compensation. PFM maintains professional liability and fidelity bond coverages which total \$5 million and \$5 million single loss/ \$10 million aggregate, respectively. PFM also carries a \$5 million cyber liability policy.

Our Professional Liability policy is a “claims made” policy and our General Liability policy claims would be made by occurrence.

#### **1. Deductibles/SIR:**

Automobile \$100 comprehensive & \$1,000 collision  
Cyber Liability \$100,000  
General Liability \$0  
Professional Liability (E&O) \$200,000  
Financial Institution Bond \$50,000

#### **2. Insurance Company & AM Best Rating**

Professional Liability (E&O)	Lloyds of London; (A; Stable)
	AXIS Surplus Insurance Company; (A; Stable)
Financial Institution Bond	Berkley Regional Insurance Company; (A+; Stable)
Cyber Liability	Greenwich Insurance Company (A+; Stable)
General Liability	Valley Forge Insurance Company; (A; Stable)
Automobile Liability	Continental Insurance Company; (A; Stable)
Excess/Umbrella Liability	Continental Insurance Company; (A; Stable)
Workers Compensation & Employers Liability	Continental Insurance Company; (A; Stable)

**DISCLOSURE OF CONFLICTS OF INTEREST AND OTHER  
IMPORTANT MUNICIPAL ADVISORY INFORMATION  
PFM Financial Advisors LLC**

**I. Introduction**

PFM Financial Advisors LLC and PFM Swap Advisors LLC (hereinafter, referred to as “We,” “Us,” or “Our”) are registered municipal advisors with the Securities and Exchange Commission (the “SEC”) and the Municipal Securities Rulemaking Board (the “MSRB”), pursuant to the Securities Exchange Act of 1934 Rule 15Ba1-2. In accordance with MSRB rules, this disclosure statement is provided by Us to each client prior to the execution of its advisory agreement with written disclosures of all material conflicts of interests and legal or disciplinary events that are required to be disclosed with respect to providing financial advisory services pursuant to MSRB Rule G-42(b) and (c) (ii). We employ a number of resources to identify and subsequently manage actual or potential conflicts of interest in addition to disclosing actual and potential conflicts of interest provided herein. PFM does not provide legal, tax, or accounting advice.

***How We Identify and Manage Conflicts of Interest***

**Code of Ethics.** The Code requires that all employees conduct all aspects of Our business with the highest standards of integrity, honesty and fair dealing. All employees are required to avoid even the appearance of misconduct or impropriety and avoid actual or apparent conflicts of interest between personal and professional relationships that would or could interfere with an employee’s independent exercise of judgment in performing the obligations and responsibilities owed to a municipal advisor and Our clients.

**Policies and Procedures.** We have adopted policies and procedures that include specific rules and standards for conduct. Some of these policies and procedures provide guidance and reporting requirements about matters that allows Us to monitor behavior that might give rise to a conflict of interest. These include policies concerning the making of gifts and charitable contributions, entertaining clients, and engaging in outside activities, all of which may involve relationships with clients and others that are important to Our analysis of potential conflicts of interest.

**Supervisory Structure.** We have both a compliance and supervisory structure in place that enables Us to identify and monitor employees’ activities, both on a transaction and Firm-wide basis, to ensure compliance with appropriate standards. Prior to undertaking any engagement with a new client or an additional engagement with an existing client, appropriate municipal advisory personnel will review the possible intersection of the client’s interests, the proposed engagement, Our engagement personnel, experience and existing obligations to other clients and related parties. This review, together with employing the resources described above, allows Us to evaluate any situations that may be an actual or potential conflict of interest.

**Disclosures.** We will disclose to clients those situations that We believe would create a material conflict of interest, such as: 1) any advice, service or product that any affiliate may provide to a client that is directly related to the municipal advisory work We perform for such client; 2) any payment made to obtain or retain a municipal advisory engagement with a client; 3) any fee-splitting arrangement with any provider of an investment or services to a client; 4) any conflict that may arise from the type of compensation arrangement We may have with a client; and 5) any other actual or potential situation that We are or become aware of that might constitute a material conflict of interest that could reasonably expect to impair Our ability to provide advice to or on behalf of clients consistent with regulatory requirements. If We identify such situations or circumstances, We will prepare meaningful disclosure that will describe the implications of the situation and how We intend to manage the situation. We will also disclose any legal or disciplinary events that are material to a client’s evaluation or the integrity of Our management or advisory personnel. We will provide this disclosure (or a means to access this information) in writing prior to starting Our proposed engagement and will provide such additional information or clarification as the client may request. We will also advise Our clients in writing of any subsequent material conflict of interest that may arise, as well as the related implications, Our plan to manage that situation, and any additional information such client may require.

**II. General Conflict of Interest Disclosures**

***Disclosure of Conflicts Concerning the Firm’s Affiliates***

Our affiliates offer a wide variety of financial services, and Our clients may be interested in pursuing services separately provided by an affiliate. The affiliate’s business with the client could create an incentive for Us to recommend a course of

action designed to increase the level of the client's business activities with the affiliate or to recommend against a course of action that would reduce the client's business activities with the affiliate. In either instance, We may be perceived as recommending services for a client that are not in the best interests of Our clients, but rather are in Our interests or the interests of Our affiliates. Accordingly, We mitigate any perceived conflict of interest that may arise in this situation by disclosing it to the client, and by requiring that there be a review of the municipal securities transaction or municipal financial product to ensure that it is suitable for the client in light of various factors, after reasonable inquiry, including the client's needs, objectives and financial circumstances. Further, We receive no compensation from Our affiliates with respect to a client introduction or referral. If a client chooses to work with an affiliate, We require that the client consult and enter into a separate agreement for services, so that the client can make an independent, informed, evaluation of the services offered.

#### ***Disclosure of Conflicts Related to the Firm's Compensation***

From time to time, We may be compensated by a municipal advisory fee that is or will be set forth in an agreement with the client to be, or that has been, negotiated and entered into in connection with a municipal advisory service. Payment of such fee may be contingent on the closing of the transaction and the amount of the fee may be based, in whole or in part, on a percentage of the principal or par amount of municipal securities or municipal financial product or the complexity of the municipal securities transaction or municipal financial product. While this form of compensation is customary in the municipal securities market, it may be deemed to present a conflict of interest since We may appear to have an incentive to recommend to the client a transaction that is larger in size or more complex than is necessary. Further, We may also receive compensation in the form of a fixed fee arrangement. While this form of compensation is customary, it may also present a potential conflict of interest, if the transaction requires more work than contemplated and We are perceived as recommending a less time consuming alternative contrary to the client's best interest so as not to sustain a loss. Finally, We may contract with clients on an hourly fee basis. If We do not agree on a maximum amount of hours at the outset of the engagement, this arrangement may pose a conflict of interest as We would not have a financial incentive to recommend an alternative that would result in fewer hours. We manage and mitigate all of these types of conflicts by disclosing the fee structure to the client, and by requiring that there be a review of the municipal securities transaction or municipal financial product to ensure that it is suitable for the client in light of various factors, after reasonable inquiry, including the client's needs, objectives and financial circumstances.

***Disclosure of Conflicts Related to the Firm's Compensation Structure for Our Registered Advisors.*** Pursuant to various employee compensation structures, from time to time We offer certain of Our registered municipal advisors ("Registered Advisors") financial benefits based on his or her business plan, client base, performance, and/or transactions closed. This provides an incentive for such Registered Advisors to seek to retain additional clients and/or transactions or services from clients. While this form of compensation may be customary in some segments of the municipal advisory market, provision of such financial benefits may be deemed to present a conflict of interest. We manage and mitigate these types of conflicts by Registered Advisor's adherence to Our Code of Ethics and Policies and Procedures, and by requiring that there be a review of the municipal securities transaction or municipal financial product to ensure that it is suitable for the client in light of various factors, after reasonable inquiry, including the client's needs, objectives and financial circumstances.

#### ***Disclosure Concerning Provision of Services to State and Local Government, and Non-Profit Clients***

We regularly provide financial advisory services to state and local governments, their agencies, and instrumentalities, and non-profit clients. While Our clients have expressed that this experience in providing services to a wide variety of clients generally provides great benefit for all of Our clients, there may be or may have been clients with interests that are different from (and adverse to) other clients. If for some reason any client sees Our engagement with any other particular client as a conflict, We will mitigate this conflict by engaging in a broad range of conduct, if and as applicable. Such conduct may include one or any combination of the following: 1) disclosing the conflict to the client; 2) requiring that there be a review of the municipal securities transaction or municipal financial product to ensure that it is suitable for the client in light of various factors, including the client's needs, objectives and financial circumstances; 3) implementing procedures that establishes an "Informational Bubble" that creates physical, technological and procedural barriers and/or separations to ensure that non-public information is isolated to particular area such that certain governmental transaction team members and supporting functions operate separately during the course of work performed; and 4) in the rare event that a conflict cannot be resolved, We will withdraw from the engagement.

#### ***Disclosure Related to Legal and Disciplinary Events***

As registered municipal advisors with the Securities and Exchange Commission (the "SEC") and the Municipal Securities Rulemaking Board (the "MSRB"), pursuant to the Securities Exchange Act of 1934 Rule 15Ba1-2, Our legal, disciplinary and judicial events are required to be disclosed on Our forms MA and MA-I filed with the SEC, in 'Item 9 Disclosure Information' of form MA, 'Item 6 Disclosure Information' of form MA-I, and if applicable, the corresponding disclosure reporting page(s)



(“DRP”). To review the foregoing disclosure items and material change(s) or amendment(s), if any, clients may electronically access PFM Financial Advisors LLC filed forms MA and MA-I on the SEC’s Electronic Data Gathering, Analysis, and Retrieval system, listed by date of filing starting with the most recently filed, at:

PFM Financial Advisors LLC –

<http://www.sec.gov/cgi-bin/browse-edgar?company=PFM+Financial&owner=exclude&action=getcompany>

### **III. Specific Conflicts of Interest Disclosures – South Dallas County Sanitary Landfill Agency and City of Adel, Iowa**

To Our knowledge, following reasonable inquiry, We make the additional disclosure(s) of actual or potential conflicts of interest cited below in connection with the municipal advisory services currently being contemplated for client.

We have served as a municipal advisor to certain overlapping and surrounding entities including Alleman, Altoona, Ankeny, Bondurant, Carlisle, Clive, Cumming, Des Moines, Elkhart, Grimes, Johnston, Norwalk, Pleasant Hill, Polk City, Van Meter, Waukee, West Des Moines and Windsor Heights; Ankeny Community School District, Des Moines Independent Community School District, Waukee Community School District, West Des Moines Community School District and Southeast Polk Community School District, Des Moines Airport Authority, Des Moines Area Regional Transit Authority, Des Moines Metropolitan Wastewater Reclamation Authority, Des Moines Water Works, Central Iowa Water Works, Metro Waste Authority, Urbandale Sanitary Sewer District, Urbandale Water Utility, Urbandale Windsor Heights Sanitary District, West Des Moines Water Works, Xenia Rural Water District, and the State of Iowa. We do not anticipate this to create a conflict of interest nor to impede Our ability to fulfill Our fiduciary duty to South Dallas County Sanitary Landfill Agency and City of Adel, Iowa.

#### ***Conflicts Disclosure Related to Providing Services to Municipal Entity Clients and Obligated Persons on the Same Municipal Transaction***

From time to time, We may represent a Municipal Entity client and an Obligated Person on the same side of a transaction. This situation may present a potential conflict of interest if Our fiduciary duty to the Municipal Entity and duty of care owed to the Obligated Person represent competing interests. Accordingly, We mitigate this conflict of interest by disclosing it to clients, requiring separately negotiated agreements between Us and each client, and requiring that there be a review of the municipal securities transaction or municipal financial product to ensure that it is suitable for the client in light of various factors, after reasonable inquiry, including the client’s needs, objectives and financial circumstances. We currently serve as municipal advisor to the Iowa Finance Authority who is the lender on all State Revolving Fund loans. We do not anticipate this to create a conflict of interest nor to impede Our ability to fulfill Our fiduciary duty to the South Dallas County Sanitary Landfill Agency and City of Adel, Iowa.

### **IV. Municipal Advisory Complaint and Client Education Disclosure**

The MSRB protects state and local governments and other municipal entities and the public interest by promoting fair and efficient municipal securities markets. To that end, MSRB rules are designed to govern the professional conduct of brokers, dealers, municipal securities dealers and municipal advisors. Accordingly, if you as municipal advisory customer have a complaint about any of these financial professionals, please contact the MSRB’s website at [www.msrb.org](http://www.msrb.org), and consult the MSRB’s Municipal Advisory Client brochure. The MSRB’s Municipal Advisory Client brochure describes the protections available to municipal advisory clients under MSRB rules, and describes the process for filing a complaint with the appropriate regulatory authority.

PFM’s Financial Advisory services are provided by PFM Financial Advisors LLC. PFM’s Swap Advisory services are provided by PFM Swap Advisors LLC. Both entities are registered municipal advisors with the MSRB and SEC under the Dodd Frank Act of 2010.



**AGENDA ITEM NO. 5.i**  
**AGENDA SECTION: NEW**  
**BUSINESS**

## **ADEL CITY COUNCIL AGENDA ITEM REPORT**

**MEETING DATE:**

July 8, 2025

**AGENDA HEADING:**

Consider Approval of a Memorandum of Understanding  
Between the City of Adel, Iowa and Cramer and Associates,  
Inc. Regarding Acceptance of Pond and Bridge Ownership

**ATTACHMENTS:**