



ADEL CITY COUNCIL AGENDA
Tuesday, September 9, 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.*

COMMENTS FROM THE PUBLIC

- 1.a. Review of the Completed Water, Sewer, and Stormwater USDA-RD Projects - Gary Brons, McClure Engineering
- 1.b. Erin Milroy - Sweet Corn Festival Review and Adel Partners Chamber of Commerce Update

CONSENT AGENDA

- 2.a. Consider Approval of City Minutes Dated August 25, 2025
- 2.b. Consider Approval of August Bills and August 31, 2025 Treasurer's Report
- 2.c. Consider Approval of Class C Retail Alcohol License for Ninth Street Smash and Tap
- 2.d. Consider Approval of 5-Day Class C Liquor License for Adel Partners Chamber- *Pending Dramshop Insurance*
- 2.e. Consider Approval of Probationary Firefighter Austin Ireland to the Adel Fire Department *(Pending Drug Test and Background Check Results)*
- 2.f. Consider Approval of Fire Department Officers for 2-Year Terms:
 - Chief - Braden Nemechek
 - Assistant Chief - Tim Knipper
 - Association President - David Lee
 - Association Vice President - Jeremiah Peters
 - Association Treasurer - Joel Steenhoek
 - Association Secretary - Josh Downing
- 2.g. Consider Approval of Special Event and Fee Waiver – Adel Hay Day Fall Festival along Raccoon River Valley Trail– October 3, 2025 – *Pending Certificate of Insurance, Pending Alcohol License Approval*
- 2.h. Consider Approval of Resolution No. 25- 63, Approving Road Closure for Adel Partner's Chamber Special Event - Adel Hay Day Fall Festival
- 2.i. Consider Approval of Sound Permit - Adel Hay Day Fall Festival - Friday, October 3, 2025

DEPARTMENT HEAD REPORT

- 3.a. Update on Audit Timeline
- 3.b. Update on Budget Timeline

NEW BUSINESS

- 4.a. Consider Approval of Mayor Board and Commission Appointment: Library Board - One

Opening

- 4.b. Consider Approval of the City of Adel Profile for the City Administrator Search
- 4.c. Consider Approval of Sidewalk Regulations Waiver Request from O'Reilly Auto Parts
- 4.d. Consider Approval of Resolution No. 25-64, Determining the Necessity and Fixing a Date for a Public Hearing on the Matter of the Adoption of a Proposed Amended and Restated Adel Urban Revitalization Plan for Tuesday, October 14, 2025 at 6:00 p.m.
- 4.e. Consider Approval of Resolution No. 25-65, Approving Preliminary Plat for Ortonville Industrial Park Plat 1
- 4.f. Discussion on Northwater Preliminary Plat 3 with John Sieck, Developer with Northwater, LLC
- 4.g. Consider Approval of Change Order No. 1 - Bailey's Grove Channel Improvements Project
- 4.h. Consider Approval of Final Pay Application - Bailey's Grove Channel Improvements Project
- 4.i. Consider Approval of Final Acceptance Letter for Bailey's Grove Channel Improvements Project
- 4.j. Consider Approval of Resolution No. 25-66, Accepting the Bailey's Grove Channel Improvements Project
- 4.k. Consider Approval of Accepting a Proposal with McClure Engineering for the Meadow Road Functional Design Study
- 4.l. Consider Approval of Ordinance No. 430, Amending Provisions Pertaining to Liquor Licenses and Wine and Beer Permits - First Reading
- 4.m. Consider Approval of Ordinance No. 431, Amending Provisions Pertaining to Cigarette and Tobacco Permits - First Reading
- 4.n. Consider Approval of Resolution No. 25-67, Setting a Public Hearing on Whether to Grant An Access Easement to Fairfax Properties, LLC, Across Property Located East of the City of Ade's Water Tower on Meadow Road

OTHER BUSINESS

ADJOURNMENT

Adel City Council
August 25, 2025 - Meeting Minutes

The Adel City Council met in regular session at Adel City Hall, 301 S. 10th Street, Adel, Iowa on Monday, August 25, 2025. At 6:00 p.m., Mayor Peters called the meeting to order. The following answered roll: McAdon, West, and Selby.

Staff Present: Deputy City Administrator/Finance Director Sandquist, City Clerk Erickson, Public Works Director Overton, Police Chief Book, Library Director Jayne, Parks & Recreation Director Schenck, and Community Development Director Nichols.

CONSENT AGENDA

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

Motion by West, seconded by Selby, to approve the Consent Agenda.

Roll: Ayes - Unanimous. Motion Carried.

NEW BUSINESS

- 2.a. Hold Interviews with Council Candidates
 1. William Oldes
 2. Eric Trout
 3. Nate Hawkins
 4. John Sparling

The Council asked each candidate to come to the podium and present why they were wanting to hold the office of City Council Member. The Council then proceeded with asking each candidate a series of questions.

William Oldes, 29456 Old Portland Rd., presented to the Council how he does a lot of volunteering and that was what interested him in the position of the City Council vacancy. Oldes is a foster parent and has adopted. He finds it important to teach kids to do what you can to make the world a better place little by little. By joining the City Council that would be his way of trying to make his corner of the world a better place. Council Member West asked if it would be Oldes intention to run for the open seats in the fall. Oldes responded that he is not planning one way or the other, but if he is helping people he will. West asked what Oldes sees as the main priorities for the City. Oldes responded that the biggest thing is this is a community where kids play outside together. There is a lot of potential growth and we want to make sure we don't lose what people move here for. Council Member McAdon asked Oldes what he considers to be the primary responsibilities of a city council member. Oldes responded that he sees the first responsibility to be a filter for the community and second to be a responsible steward of the village.

Eric Trout, 1415 Rapids St, shared that he has been attending council meetings for awhile. He and his family moved here seven years ago and live in the older part of town. Before moving to Rapids Street they lived on the square and experienced the melting pot of Adel. Trout has four kids in the ADM school district and he spends a lot of time in the community as a pastor at a church in town, selling ice cream at Billy's and coaching baseball. Council Member West asked what Trout sees as the main priorities for the City. Trout responded that first the city needs more communication and collaboration, second public safety is a huge deal, and third field upgrades for parks and rec. Council Member Selby asked if Trout is planning on running for council this fall. Trout responded that he is. Council Member McAdon asked how Trout thinks his background has prepared him for becoming a council person. Trout responded that he has led volunteers and teams to work together for community events. He has also done a lot of training for strategic planning and goal setting where he finds it important to not just set goals for goal sake, but making sure they get done.

Nate Hawkins, 1106 Luther Dr, shared that grew up in Adel and loves Adel. Hawkins took advantage of the tax abatement when he and his family moved back from another town close by so he has seen both sides growing up in Adel and being part of the growth. Hawkins loves this town and he is trying to find ways to give back. He is the president of the ADM Alumni Association Board and he knows he has more capacity to give back. Council Member West asked what Hawkins sees as the main priorities for the City. Hawkins shared that first is the need for more ball fields, with the 40 acres by the water tower earmarked for parks and rec he would like to navigate the ways that we can move forward with that to attract tournaments to bring revenue, jobs, and hotels to the town. Second priority is commercial and manufacturing growth as it would be a positive economic impact for the city. There are ways to go about that like TIF out by Southbridge to help attract businesses.

Council Member Selby asked if Hawkins is planning on running for council this fall. Hawkins responded that yes, he has the forms printed off and needs to get the required signatures. Council Member McAdon asked how Hawkins thinks his background has prepared him for becoming a council person. Hawkins responded that being on the alumni board has taught him a lot about how boards function. Mayor Peters has taught him a lot about the importance of staying on task during meetings. Hawkins also volunteers around town and listens to residents as to what their concerns are.

John Sparling, 2909 Greene St, said that he saw there was a need and felt it is his time to jump back in. Sparling had his name on the ballot for mayor a few years ago, worked in Adel seventeen years for the police department and then went to De Soto as Chief of Police. Sparling commented that he's seen two different types of government and now that he's retired he can give back more. Sparling commented that he loves this town. Council Member West asked what Sparling sees as the main priorities for the City. Sparling responded that the first priority is bringing in more businesses. Second, Sparling sees a need to get the traffic issues in town under control and that the current traffic is atrocious. Third, Sparling will always have a focus on public safety. Council Member Selby asked if Sparling is planning on running for council this fall. Sparling nodded his head. Council Member McAdon asked how Sparling thinks his background in law enforcement has prepared him for becoming a council person. Sparling responded that he is ornery enough to argue, but he also listens. He believes it is important for the Council to be good stewards of the money and for the citizens in town.

Council Member West thanked the candidates for stepping up and applying to serve the community as a Council Member. There will be two seats opening up in fall and whatever the appointment is at this meeting, the Council encouraged all candidates to run.

2.b. Consider Approval of Resolution No. 25-61, To Fill Council Vacancy By Appointment

Council Member West started the conversation about the applicants by mentioned that Eric Trout has been attending council meetings for 4-5 months, has been very engaged and openly declared that he will be running for one of the open seats that is up in the fall. By appointing Trout that will allow him to get his feet wet on Council if he would be elected in the fall. Council Member McAdon mentioned that the Council has been working on some complicated issues and it gives Trout a leg up as he has heard those discussions by attending meetings. McAdon also mentioned that there are four really good candidates, but the interest shown by Trout is valued. Council Member Selby agreed that it is very beneficial that Trout has been at meetings to listen to the discussions.

Council Member Selby brought up Nate Hawkins as another mentionable candidate. Hawkins brought some good information to his interview and he has some nice ideas on how to bring growth and revenue to the city. Hawkins grew up in Adel and knows Adel. He is the president of the ADM Alumni Association Board. There would be more of a learning curve, though. Council Member West seconded Selby's comments and said that it is positive to have some focus on commercial

development and he appreciates that Hawkins understands the history of Adel and as the city grows we need to pull our history along with us.

Motion by West, seconded by Selby, to appoint Eric Trout to fill council vacancy and approve Resolution No. 25-61.

Motion by Selby, seconded by West, to amend the main motion and to appoint Nate Hawkins to fill council vacancy and approve Resolution No. 25-61.

Roll: Nays - Unanimous. Motion to amend failed.

Roll on main motion to appoint Eric Trout to fill council vacancy and approve Resolution No. 25-61: Ayes - Unanimous. Motion Carried.

- 2.c. Oath of Office for Newly Appointed Council Member - Administered by Mayor James F. Peters
Eric Trout took the Oath of Office for City Council Member, Administered by Mayor James. F. Peters.

**** NOTE: Council Member Trout is active in roll calls from this point on ****

- 2.d. Consider Approval of Mayor Board and Commission Appointment: Library Board - One Opening

Motion by West, seconded by Selby, to appoint Tara Loterbour to the Library Board.

Roll: Ayes - Unanimous. Motion Carried.

- 2.e. Consider Approval to Pay \$4,108.56 to the City of Audubon, Iowa for Related Contract Costs of City of Adel Police Officer Candidate

Police Chief Book spoke to the Council that the invoice was related to moving costs for the proposed full-time police officer when he moved from Maine to Audubon, Iowa. As this certified officer would be leaving Audubon Police Department to start a full-time position with the Adel Police Department, this is the cost that would need to be paid to relieve him of his contractual duties with Audubon. The cost to put an uncertified officer through the police academy is roughly \$10,000.

Motion by Selby, seconded by West, to approve paying the City of Audubon, Iowa, \$4,108.56 for contract costs.

Roll: Ayes - Unanimous. Motion Carried.

- 2.f. Discussion / Possible Action on Moving All Regular City Council Meetings to the Library Community Room Starting January 1, 2026

City Clerk Erickson shared the concerns that have been rising over space needs for Council meetings as well as the desire to upgrade the audio/visual technology for public meetings. Erickson suggested the option of moving the regular City Council meetings to the Library Community Room as there is already some audio/visual setup there as well as more space. Council Member McAdon responded that microphones for each seat would be a good idea and recognized that having a presentation with any kind of audio/visual is tough in the current council chambers. McAdon was not sure about how video streaming would work, but live audio would be great. Council Member West said that he would like to see the cost options for both outfitting the current council chambers with the needed audio/visual technology as well as upgrading the technology in the Library Community Room. West asked what staff thought the current chambers could be used for if Council meetings were moved to the Library Community Room. Deputy City Administrator/Finance Director Sandquist said that it creates an opportunity for more office space or a conference room. Sandquist also mentioned that the Library is a better location for the public to attend meetings as far as handicap accessibility and better restrooms. Library Director Jayne mentioned that there is the issue of storage in the Library and staff would need to figure out where to store council chairs. Council Member Trout mentioned that it is important to also consider who

would be in charge of audio/visual control during a meeting. West asked staff to determine the capacity of each room including square footage.

- 2.g. Consider Approval of Resolution No. 25-62, Approving the City Administrator Recruitment Agreement with Theia Mangement Consulting

Motion by West, seconded by McAdon, to approve Resolution No. 25-62.

Roll: Ayes - Unanimous. Motion Carried.

DEPARTMENT HEAD REPORT

- 3.a. Update on Public Safety Needs Assessment Project

Deputy City Administrator/Finance Director Sandquist shared with the Council that we are continuing our planning meetings with Bray Architects and McGrath Consulting on the Public Safety Needs Assessment project. McGrath will be in Adel the first week in September to do site visits with the police and fire departments. The police and fire chiefs have been working on compiling data for McGrath. The expected timeline is for the analysis to be done by spring.

- 3.b. Staff, Mayor, & City Council Stakeholder Interviews with Theia Management Consulting, LLC - Thursday, August 28th, 2025

ADJOURNMENT

Meeting was adjourned at 6:53 p.m.

James F. Peters, Mayor

Attest: _____
Carrie Erickson, City Clerk

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ADT Security Services	9/04/25	MUSEUM MONITORING	GENERAL FUND	Museum	<u>66.10</u>
				TOTAL:	66.10
ASSURITY LIFE INSURANCE COMPANY	8/20/25	PY - ASSURITY PRE TAX	GENERAL FUND	NON-DEPARTMENTAL	26.58
	9/05/25	PY - ASSURITY PRE TAX	GENERAL FUND	NON-DEPARTMENTAL	26.58
	8/20/25	PY - ASSURITY AFTER TAX	GENERAL FUND	NON-DEPARTMENTAL	39.30
	9/05/25	PY - ASSURITY AFTER TAX	GENERAL FUND	NON-DEPARTMENTAL	39.30
	8/20/25	PY - ASSURITY AFTER TAX	SEWER UTILITY FUND	NON-DEPARTMENTAL	4.62
	9/05/25	PY - ASSURITY AFTER TAX	SEWER UTILITY FUND	NON-DEPARTMENTAL	<u>4.62</u>
				TOTAL:	141.00
Adel Tire & Service	8/28/25	BRAKE REPLACED SILVER EXCA	GENERAL FUND	Parks	94.29
	8/28/25	BRAKE REPLACED SILVER EXCA	GENERAL FUND	Recreation	94.28
	8/28/25	BRAKE REPLACED SILVER EXCA	GENERAL FUND	Finance	94.28
	8/28/25	BRAKE REPLACED SILVER EXCA	GENERAL FUND	Zoning/Compliance/Perm	94.28
	8/28/25	BRAKE REPLACED SILVER EXCA ROAD USE TAX		Road Use Tax	94.29
	8/28/25	BRAKE REPLACED SILVER EXCA WATER UTILITY		Water	94.29
	8/28/25	BRAKE REPLACED SILVER EXCA SEWER UTILITY FUND	Sewer		<u>94.29</u>
				TOTAL:	660.00
Ahlers & Cooney, P.C.	8/29/25	URBAN RENEWAL	GENERAL FUND	Finance	175.00
	8/29/25	AMEND #3 SOUTHBRIDGE	GENERAL FUND	Finance	183.50
	8/29/25	A& R URBAN REVIT	GENERAL FUND	Finance	<u>1,664.00</u>
				TOTAL:	2,022.50
Air Filter Sales & Service, Inc	8/28/25	FILTERS	WATER UTILITY	Water	<u>626.72</u>
				TOTAL:	626.72
Amazon	9/04/25	AUG 2025 PURCHASE	GENERAL FUND	Parks	22.93
	9/04/25	AUG 2025 PURCHASE	GENERAL FUND	Parks	6.14
	9/04/25	AUG 2025 PURCHASE	GENERAL FUND	Parks	13.61
	9/04/25	AUG 2025 PURCHASE	GENERAL FUND	Recreation	6.14
	9/04/25	AUG 2025 PURCHASE	GENERAL FUND	Recreation	13.61
	9/04/25	AUG 2025 PURCHASE	GENERAL FUND	Finance	6.14
	9/04/25	AUG 2025 PURCHASE	GENERAL FUND	Zoning/Compliance/Perm	6.13
	9/04/25	AUG 2025 PURCHASE	GENERAL FUND	Zoning/Compliance/Perm	14.06
	9/04/25	AUG 2025 PURCHASE	ROAD USE TAX	Road Use Tax	6.14
	9/04/25	AUG 2025 PURCHASE	ROAD USE TAX	Road Use Tax	13.61
	9/04/25	AUG 2025 PURCHASE	WATER UTILITY	Water	6.14
	9/04/25	AUG 2025 PURCHASE	WATER UTILITY	Water	13.61
	9/04/25	AUG 2025 PURCHASE	SEWER UTILITY FUND	Sewer	6.14
	9/04/25	AUG 2025 PURCHASE	SEWER UTILITY FUND	Sewer	13.61
	9/04/25	AUG 2025 PURCHASE	STORM WATER UTILIT	STORM WATER UTILITY	<u>13.61</u>
				TOTAL:	161.62
American Express	8/31/25	Aug '25 Bank & CC Fees	GENERAL FUND	Finance	<u>24.00</u>
				TOTAL:	24.00
American Underground Supply	8/28/25	PVC PIPE	GENERAL FUND	Parks	20.64
	9/04/25	PVC PIPE, COUPLERS & GLUE	GENERAL FUND	Parks	<u>693.98</u>
				TOTAL:	714.62
Ankeny Sanitation	8/28/25	DUMPTER RENTAL	TRUST AND AGENCY	Library	<u>436.10</u>
				TOTAL:	436.10
Aquatic Control, Inc	8/28/25	WATER TREATMENT PROGRAM	GENERAL FUND	Parks	6,847.55

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	6,847.55
Arnold Motor Supply	8/28/25	AUG 2025 PURCHASES	GENERAL FUND	Cemetery	29.75
	8/28/25	AUG 2025 PURCHASES	SEWER UTILITY FUND	Sewer	<u>58.05</u>
				TOTAL:	87.80
Authentic Gateway	8/31/25	Aug '25 Bank & CC Fees	GENERAL FUND	Recreation	<u>12.40</u>
				TOTAL:	12.40
BankCard	8/31/25	Aug '25 Bank & CC Fees	GENERAL FUND	Recreation	<u>985.85</u>
				TOTAL:	985.85
Base	8/31/25	August '25 HRA & Flex Reim	TRUST AND AGENCY	General Government	8,922.67
	8/31/25	August '25 HRA & Flex Reim	TRUST AND AGENCY	General Government	20.00
	8/31/25	August '25 HRA & Flex Reim	TRUST AND AGENCY	General Government	389.82
	8/31/25	August '25 HRA & Flex Reim	WATER UTILITY	Water	623.55
	8/31/25	August '25 HRA & Flex Reim	SEWER UTILITY FUND	Sewer	458.06
	8/31/25	August '25 HRA & Flex Reim	STORM WATER UTILIT	STORM WATER UTILITY	<u>38.58</u>
				TOTAL:	10,452.68
C & C Lawn Services, LLC	8/28/25	FERTILIZER @ CITY SPACES	GENERAL FUND	Parks	4,436.00
	8/28/25	FERTILIZER @ CITY SPACES	GENERAL FUND	Cemetery	1,290.00
	8/28/25	WEED EATER @ CEMETERY	GENERAL FUND	Cemetery	880.00
	8/28/25	FERTILIZER @ CITY SPACES	GENERAL FUND	Recreation	<u>999.00</u>
				TOTAL:	7,605.00
CITY OF ADEL (FLEX SPENDING ACCOUNTS)	8/20/25	PY-FLEX SPENDING W/H	GENERAL FUND	NON-DEPARTMENTAL	224.03
	9/05/25	PY-FLEX SPENDING W/H	GENERAL FUND	NON-DEPARTMENTAL	224.03
	8/20/25	PY-DCAP W/H	GENERAL FUND	NON-DEPARTMENTAL	45.00
	9/05/25	PY-DCAP W/H	GENERAL FUND	NON-DEPARTMENTAL	45.00
	8/20/25	PY-FLEX SPENDING W/H	ROAD USE TAX	NON-DEPARTMENTAL	23.50
	9/05/25	PY-FLEX SPENDING W/H	ROAD USE TAX	NON-DEPARTMENTAL	23.50
	8/20/25	PY-FLEX SPENDING W/H	WATER UTILITY	NON-DEPARTMENTAL	33.25
	9/05/25	PY-FLEX SPENDING W/H	WATER UTILITY	NON-DEPARTMENTAL	33.25
	8/20/25	PY-FLEX SPENDING W/H	SEWER UTILITY FUND	NON-DEPARTMENTAL	58.38
	9/05/25	PY-FLEX SPENDING W/H	SEWER UTILITY FUND	NON-DEPARTMENTAL	58.38
	8/20/25	PY-FLEX SPENDING W/H	STORM WATER UTILIT	NON-DEPARTMENTAL	2.51
	9/05/25	PY-FLEX SPENDING W/H	STORM WATER UTILIT	NON-DEPARTMENTAL	<u>2.51</u>
				TOTAL:	773.34
Capital Sanitary Supply	9/04/25	GAS CAP COVERS	GENERAL FUND	Parks	131.34
	8/28/25	TP & TOWELS	GENERAL FUND	Parks	<u>174.43</u>
				TOTAL:	305.77
CenturyLink	9/04/25	TELEPHONE SRVC 8/19-9/18	WATER UTILITY	Water	<u>97.88</u>
				TOTAL:	97.88
Cole Prichard	8/28/25	CLOTHING ALLOWANCE	GENERAL FUND	Parks	79.97
	9/04/25	BOOT ALLOWANCE	GENERAL FUND	Parks	<u>155.00</u>
				TOTAL:	234.97
Collections Services Center	8/20/25	CHILD SUPPORT W/H	ROAD USE TAX	NON-DEPARTMENTAL	206.10
	9/05/25	CHILD SUPPORT W/H	ROAD USE TAX	NON-DEPARTMENTAL	206.10
	8/20/25	CHILD SUPPORT W/H	STORM WATER UTILIT	NON-DEPARTMENTAL	22.90
	9/05/25	CHILD SUPPORT W/H	STORM WATER UTILIT	NON-DEPARTMENTAL	<u>22.90</u>
				TOTAL:	458.00

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
Computer Project of IL	8/28/25	ANNUAL OPEN FOX	GENERAL FUND	Police Department	<u>198.00</u>
				TOTAL:	198.00
Concrete Impressions	8/28/25	ALLEY APPROACH & SWR INTAK ROAD USE TAX		Road Use Tax	8,154.50
	8/28/25	ALLEY APPROACH & SWR INTAK STORM WATER UTILIT		STORM WATER UTILITY	<u>1,800.00</u>
				TOTAL:	9,954.50
Culligan	9/04/25	WATER @ PARK SHOP	GENERAL FUND	Parks	73.00
	9/04/25	WATER @ SHOP	ROAD USE TAX	Road Use Tax	<u>50.74</u>
				TOTAL:	123.74
Dallas County News, Inc.	8/28/25	SUBSCRIPTION	GENERAL FUND	Police Department	45.34
	8/28/25	SUBSCRIPTION	GENERAL FUND	Finance	<u>47.14</u>
				TOTAL:	92.48
Dallas County Recorder	9/04/25	AGR- MAC CLAR FARM	GENERAL FUND	Zoning/Compliance/Perm	<u>62.00</u>
				TOTAL:	62.00
Dallas County Treasurer	8/28/25	PROPERTY TAX	GENERAL FUND	Parks	<u>968.00</u>
				TOTAL:	968.00
Dan's Towing & Service	8/28/25	CAR #10 TOWING	GENERAL FUND	Police Department	<u>300.00</u>
				TOTAL:	300.00
Delta Dental Plan of Iowa	8/20/25	PY-INSURANCE PREMIUM DELTA	GENERAL FUND	NON-DEPARTMENTAL	227.76
	9/05/25	PY-INSURANCE PREMIUM DELTA	GENERAL FUND	NON-DEPARTMENTAL	227.76
	8/20/25	PY-INSURANCE PREMIUM DELTA	ROAD USE TAX	NON-DEPARTMENTAL	50.71
	9/05/25	PY-INSURANCE PREMIUM DELTA	ROAD USE TAX	NON-DEPARTMENTAL	33.52
	8/28/25	SEPT 25 DENTAL PREM	TRUST AND AGENCY	General Government	2,169.91
	8/20/25	PY-INSURANCE PREMIUM DELTA	WATER UTILITY	NON-DEPARTMENTAL	27.76
	9/05/25	PY-INSURANCE PREMIUM DELTA	WATER UTILITY	NON-DEPARTMENTAL	27.76
	8/28/25	SEPT 25 DENTAL PREM	WATER UTILITY	Water	322.55
	8/20/25	PY-INSURANCE PREMIUM DELTA	SEWER UTILITY FUND	NON-DEPARTMENTAL	34.92
	9/05/25	PY-INSURANCE PREMIUM DELTA	SEWER UTILITY FUND	NON-DEPARTMENTAL	34.92
	8/28/25	SEPT 25 DENTAL PREM	SEWER UTILITY FUND	Sewer	410.52
	8/20/25	PY-INSURANCE PREMIUM DELTA	STORM WATER UTILIT	NON-DEPARTMENTAL	5.74
	9/05/25	PY-INSURANCE PREMIUM DELTA	STORM WATER UTILIT	NON-DEPARTMENTAL	3.83
	8/28/25	SEPT 25 DENTAL PREM	STORM WATER UTILIT	STORM WATER UTILITY	<u>29.32</u>
				TOTAL:	3,606.98
Delta Dental of Iowa (Vision)	8/20/25	PY-INSURANCE PREMIUM VISIO	GENERAL FUND	NON-DEPARTMENTAL	18.90
	9/05/25	PY-INSURANCE PREMIUM VISIO	GENERAL FUND	NON-DEPARTMENTAL	18.90
	8/20/25	PY-INSURANCE PREMIUM VISIO	ROAD USE TAX	NON-DEPARTMENTAL	5.08
	9/05/25	PY-INSURANCE PREMIUM VISIO	ROAD USE TAX	NON-DEPARTMENTAL	3.57
	8/20/25	PY-INSURANCE PREMIUM VISIO	WATER UTILITY	NON-DEPARTMENTAL	3.21
	9/05/25	PY-INSURANCE PREMIUM VISIO	WATER UTILITY	NON-DEPARTMENTAL	3.21
	8/20/25	PY-INSURANCE PREMIUM VISIO	SEWER UTILITY FUND	NON-DEPARTMENTAL	4.26
	9/05/25	PY-INSURANCE PREMIUM VISIO	SEWER UTILITY FUND	NON-DEPARTMENTAL	4.26
	8/20/25	PY-INSURANCE PREMIUM VISIO	STORM WATER UTILIT	NON-DEPARTMENTAL	0.59
	9/05/25	PY-INSURANCE PREMIUM VISIO	STORM WATER UTILIT	NON-DEPARTMENTAL	<u>0.42</u>
				TOTAL:	62.40
Gannett Iowa LocaliQ	8/28/25	JULY 2025 PUBLICATION	GENERAL FUND	Finance	1,025.40
	8/28/25	JULY 2025 PUBLICATION	GENERAL FUND	Zoning/Compliance/Perm	<u>43.20</u>
				TOTAL:	1,068.60

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
General Traffic Control	8/28/25	PARTS FRO CROSS WALK	GENERAL FUND	Traffic Control & Safe	<u>9,084.00</u>
				TOTAL:	9,084.00
H2I Group	9/04/25	PICKLE BALL PROJECT	GENERAL FUND	Parks	<u>30,000.00</u>
				TOTAL:	30,000.00
Heartland Coop	8/28/25	CHEMICAL	ROAD USE TAX	Road Use Tax	55.28
	8/28/25	TRIMEC	SEWER UTILITY FUND	Sewer	<u>105.53</u>
				TOTAL:	160.81
Heiman Inc	8/28/25	FRIEGHT CHRRGES	GENERAL FUND	Fire Department	<u>23.38</u>
				TOTAL:	23.38
Hotsy Cleaning Systems Inc.	8/28/25	PWERWASHING SOAP	GENERAL FUND	Parks	97.20
	8/28/25	PWERWASHING SOAP	ROAD USE TAX	Road Use Tax	97.20
	8/28/25	PWERWASHING SOAP	WATER UTILITY	Water	97.20
	8/28/25	PWERWASHING SOAP	SEWER UTILITY FUND	Sewer	97.20
	8/28/25	PWERWASHING SOAP	STORM WATER UTILIT	STORM WATER UTILITY	<u>97.20</u>
				TOTAL:	486.00
IOWA RETIREMENT INVESTORS' CLUB (RIC)	8/20/25	RIC PRETAX CONTRIBUTION	GENERAL FUND	NON-DEPARTMENTAL	116.50
	9/05/25	RIC PRETAX CONTRIBUTION	GENERAL FUND	NON-DEPARTMENTAL	116.50
	8/20/25	RIC ROTH CONTRIBUTION	GENERAL FUND	NON-DEPARTMENTAL	240.00
	9/05/25	RIC ROTH CONTRIBUTION	GENERAL FUND	NON-DEPARTMENTAL	240.00
	8/20/25	RIC PRETAX CONTRIBUTION	ROAD USE TAX	NON-DEPARTMENTAL	70.00
	9/05/25	RIC PRETAX CONTRIBUTION	ROAD USE TAX	NON-DEPARTMENTAL	70.00
	8/20/25	RIC PRETAX CONTRIBUTION	WATER UTILITY	NON-DEPARTMENTAL	105.00
	9/05/25	RIC PRETAX CONTRIBUTION	WATER UTILITY	NON-DEPARTMENTAL	105.00
	8/20/25	RIC PRETAX CONTRIBUTION	SEWER UTILITY FUND	NON-DEPARTMENTAL	105.00
	9/05/25	RIC PRETAX CONTRIBUTION	SEWER UTILITY FUND	NON-DEPARTMENTAL	105.00
	8/20/25	RIC ROTH % CONTRIBUTION	SEWER UTILITY FUND	NON-DEPARTMENTAL	386.72
	9/05/25	RIC ROTH % CONTRIBUTION	SEWER UTILITY FUND	NON-DEPARTMENTAL	386.72
	8/20/25	RIC PRETAX CONTRIBUTION	STORM WATER UTILIT	NON-DEPARTMENTAL	3.50
	9/05/25	RIC PRETAX CONTRIBUTION	STORM WATER UTILIT	NON-DEPARTMENTAL	<u>3.50</u>
				TOTAL:	2,053.44
IPERS	8/20/25	PY-IPERS REG	GENERAL FUND	NON-DEPARTMENTAL	2,277.51
	9/05/25	PY-IPERS REG	GENERAL FUND	NON-DEPARTMENTAL	2,262.60
	8/20/25	PY-POLICE IPERS	GENERAL FUND	NON-DEPARTMENTAL	2,326.98
	9/05/25	PY-POLICE IPERS	GENERAL FUND	NON-DEPARTMENTAL	2,330.00
	8/20/25	PY-IPERS REG	ROAD USE TAX	NON-DEPARTMENTAL	667.58
	9/05/25	PY-IPERS REG	ROAD USE TAX	NON-DEPARTMENTAL	635.10
	8/20/25	PY-IPERS REG	ROAD USE TAX	Road Use Tax	1,001.91
	9/05/25	PY-IPERS REG	ROAD USE TAX	Road Use Tax	953.18
	8/31/25	Adjust to IPERS report	TRUST AND AGENCY	General Government	0.06
	8/20/25	PY-IPERS REG	TRUST AND AGENCY	General Government	3,418.08
	9/05/25	PY-IPERS REG	TRUST AND AGENCY	General Government	3,395.71
	8/20/25	PY-POLICE IPERS	TRUST AND AGENCY	General Government	3,373.85
	9/05/25	PY-POLICE IPERS	TRUST AND AGENCY	General Government	3,378.24
	8/20/25	PY-IPERS REG	WATER UTILITY	NON-DEPARTMENTAL	867.53
	9/05/25	PY-IPERS REG	WATER UTILITY	NON-DEPARTMENTAL	860.96
	8/20/25	PY-IPERS REG	WATER UTILITY	Water	1,302.00
	9/05/25	PY-IPERS REG	WATER UTILITY	Water	1,292.12
	8/20/25	PY-IPERS REG	SEWER UTILITY FUND	NON-DEPARTMENTAL	1,122.90
	9/05/25	PY-IPERS REG	SEWER UTILITY FUND	NON-DEPARTMENTAL	1,095.37
	8/20/25	PY-IPERS REG	SEWER UTILITY FUND	Sewer	1,685.24

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	9/05/25	PY-IPERS REG	SEWER UTILITY FUND	Sewer	1,643.92
	8/20/25	PY-IPERS REG	STORM WATER UTILIT	NON-DEPARTMENTAL	71.09
	9/05/25	PY-IPERS REG	STORM WATER UTILIT	NON-DEPARTMENTAL	68.39
	8/20/25	PY-IPERS REG	STORM WATER UTILIT	STORM WATER UTILITY	106.67
	9/05/25	PY-IPERS REG	STORM WATER UTILIT	STORM WATER UTILITY	<u>102.62</u>
				TOTAL:	36,239.61
ISU Institute for Transportation	8/28/25	MOTOR GRADER TRAINING	ROAD USE TAX	Road Use Tax	<u>200.00</u>
				TOTAL:	200.00
Infomax Office Systems Inc	9/04/25	COPIER LEASE- FINAL BILL	GENERAL FUND	Library	<u>399.30</u>
				TOTAL:	399.30
Iowa One Call	9/04/25	JULY 2025 LOCATES	WATER UTILITY	Water	<u>107.10</u>
				TOTAL:	107.10
Leetch Remodeling	9/04/25	SHED REMODEL @ MUSEUM	GENERAL FUND	Museum	<u>8,603.37</u>
				TOTAL:	8,603.37
Lexipol	8/28/25	POLICE ONE ACADEMY	GENERAL FUND	Police Department	<u>1,156.92</u>
				TOTAL:	1,156.92
Linda Johnson	9/04/25	AUG 2025 CLEANING	GENERAL FUND	Police Department	360.00
	9/04/25	AUG 2025 CLEANING	GENERAL FUND	Museum	54.00
	9/04/25	AUG 2025 CLEANING	GENERAL FUND	Finance	<u>405.00</u>
				TOTAL:	819.00
Logoed Apparel & Promotions	8/28/25	K OVERTON CLITHING ALLOWAN	GENERAL FUND	Roads, Bridges, Sidewa	39.26
	8/28/25	G GOEDEN CLOTHING ALLOWANC	WATER UTILITY	Water	<u>19.99</u>
				TOTAL:	59.25
Manatts Inc.	8/28/25	CONCRETE @ SEWER PLANT	SEWER UTILITY FUND	Sewer	<u>4,003.50</u>
				TOTAL:	4,003.50
Martin Marietta Materials	8/28/25	ROCKS @ SEWER PLANT	SEWER UTILITY FUND	Sewer	<u>409.64</u>
				TOTAL:	409.64
Maverik	9/04/25	AUG 2025 FUEL	GENERAL FUND	Police Department	401.89
	9/04/25	AUG 2025 FUEL	GENERAL FUND	Parks	<u>16.25</u>
				TOTAL:	418.14
Mediacom	9/04/25	PHONE/INTERNET SEPT	GENERAL FUND	Library	70.90
	9/04/25	PHONE/INTERNET SEPT	GENERAL FUND	Library	417.05
	9/04/25	PHONE/INTERNET SEPT	GENERAL FUND	Pool	46.15
	9/04/25	PHONE/INTERNET SEPT	ROAD USE TAX	Road Use Tax	114.97
	9/04/25	PHONE/INTERNET SEPT	STORM WATER UTILIT	STORM WATER UTILITY	<u>114.98</u>
				TOTAL:	764.05
Menards	9/04/25	PVC, CODUIT, DUST PAN & SU	GENERAL FUND	Parks	65.15
	9/04/25	PVC, CODUIT, DUST PAN & SU	GENERAL FUND	Recreation	269.80
	8/28/25	TRASH CAN & FAN	WATER UTILITY	Water	73.98
	9/04/25	TOOLS & BAG	WATER UTILITY	Water	<u>83.50</u>
				TOTAL:	492.43
Menards-Grimes	8/28/25	SHOP SUPPLIES	ROAD USE TAX	Road Use Tax	<u>422.61</u>
				TOTAL:	422.61

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
Mid Iowa Alliance for Community Develo	8/28/25	FY 26 MEMBERSHIP DUE	GENERAL FUND	Finance	<u>923.00</u>
				TOTAL:	923.00
Motorola Solutions Inc	8/28/25	PORTABLE RADIO W/ CHARGER	GENERAL FUND	Police Department	<u>208.93</u>
				TOTAL:	208.93
Nationwide Office Cleaners LLC	8/28/25	WINDOW CLEANING	GENERAL FUND	Library	588.00
	8/28/25	CH WINDOW CLEANTER	GENERAL FUND	Finance	<u>329.00</u>
				TOTAL:	917.00
PRINCIPAL LIFE INSURANCE CO - SBD GRAN	8/20/25	PY - PRINCIPAL VOLUNTARY L	GENERAL FUND	NON-DEPARTMENTAL	310.41
	9/05/25	PY - PRINCIPAL VOLUNTARY L	GENERAL FUND	NON-DEPARTMENTAL	310.41
	8/20/25	PY - PRINCIPAL VOLUNTARY L	ROAD USE TAX	NON-DEPARTMENTAL	7.97
	9/05/25	PY - PRINCIPAL VOLUNTARY L	ROAD USE TAX	NON-DEPARTMENTAL	7.97
	8/28/25	SEPT 25 LIFE & DISABILITY	TRUST AND AGENCY	General Government	1,193.25
	8/20/25	PY - PRINCIPAL VOLUNTARY L	WATER UTILITY	NON-DEPARTMENTAL	11.15
	9/05/25	PY - PRINCIPAL VOLUNTARY L	WATER UTILITY	NON-DEPARTMENTAL	11.15
	8/28/25	SEPT 25 LIFE & DISABILITY	WATER UTILITY	Water	179.81
	8/20/25	PY - PRINCIPAL VOLUNTARY L	SEWER UTILITY FUND	NON-DEPARTMENTAL	24.35
	9/05/25	PY - PRINCIPAL VOLUNTARY L	SEWER UTILITY FUND	NON-DEPARTMENTAL	24.35
	8/28/25	SEPT 25 LIFE & DISABILITY	SEWER UTILITY FUND	Sewer	245.19
	8/20/25	PY - PRINCIPAL VOLUNTARY L	STORM WATER UTILIT	NON-DEPARTMENTAL	0.79
	9/05/25	PY - PRINCIPAL VOLUNTARY L	STORM WATER UTILIT	NON-DEPARTMENTAL	0.79
	8/28/25	SEPT 25 LIFE & DISABILITY	STORM WATER UTILIT	STORM WATER UTILITY	<u>16.34</u>
				TOTAL:	2,343.93
Paul's Pest Control	9/04/25	SRCV QUARTERLY	GENERAL FUND	Police Department	<u>100.00</u>
				TOTAL:	100.00
People's Bank	8/20/25	PY-STATE W/H	GENERAL FUND	NON-DEPARTMENTAL	2,160.09
	9/05/25	PY-STATE W/H	GENERAL FUND	NON-DEPARTMENTAL	1,704.97
	8/20/25	PY-STATE W/H	ROAD USE TAX	NON-DEPARTMENTAL	249.02
	9/05/25	PY-STATE W/H	ROAD USE TAX	NON-DEPARTMENTAL	248.04
	8/20/25	PY-STATE W/H	WATER UTILITY	NON-DEPARTMENTAL	334.25
	9/05/25	PY-STATE W/H	WATER UTILITY	NON-DEPARTMENTAL	343.88
	8/20/25	PY-STATE W/H	SEWER UTILITY FUND	NON-DEPARTMENTAL	484.91
	9/05/25	PY-STATE W/H	SEWER UTILITY FUND	NON-DEPARTMENTAL	482.67
	8/20/25	PY-STATE W/H	STORM WATER UTILIT	NON-DEPARTMENTAL	26.33
	9/05/25	PY-STATE W/H	STORM WATER UTILIT	NON-DEPARTMENTAL	<u>26.19</u>
				TOTAL:	6,060.35
Peoples Trust & Savings	8/20/25	PY-W/H FED TAXES	GENERAL FUND	NON-DEPARTMENTAL	5,957.67
	9/05/25	PY-W/H FED TAXES	GENERAL FUND	NON-DEPARTMENTAL	5,524.17
	8/20/25	PY-FICA W/H & MATCH	GENERAL FUND	NON-DEPARTMENTAL	5,723.90
	9/05/25	PY-FICA W/H & MATCH	GENERAL FUND	NON-DEPARTMENTAL	4,443.89
	8/20/25	PY-MC W/H & MATCH	GENERAL FUND	NON-DEPARTMENTAL	1,342.11
	9/05/25	PY-MC W/H & MATCH	GENERAL FUND	NON-DEPARTMENTAL	1,039.33
	8/20/25	PY-W/H FED TAXES	ROAD USE TAX	NON-DEPARTMENTAL	908.98
	9/05/25	PY-W/H FED TAXES	ROAD USE TAX	NON-DEPARTMENTAL	877.27
	8/20/25	PY-FICA W/H & MATCH	ROAD USE TAX	NON-DEPARTMENTAL	589.13
	9/05/25	PY-FICA W/H & MATCH	ROAD USE TAX	NON-DEPARTMENTAL	586.49
	8/20/25	PY-MC W/H & MATCH	ROAD USE TAX	NON-DEPARTMENTAL	141.39
	9/05/25	PY-MC W/H & MATCH	ROAD USE TAX	NON-DEPARTMENTAL	137.16
	8/20/25	PY-FICA W/H & MATCH	ROAD USE TAX	Road Use Tax	589.14
	9/05/25	PY-FICA W/H & MATCH	ROAD USE TAX	Road Use Tax	586.50
	8/20/25	PY-MC W/H & MATCH	ROAD USE TAX	Road Use Tax	141.39

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	9/05/25	PY-MC W/H & MATCH	ROAD USE TAX	Road Use Tax	137.17
	8/20/25	PY-FICA W/H & MATCH	TRUST AND AGENCY	General Government	5,723.92
	9/05/25	PY-FICA W/H & MATCH	TRUST AND AGENCY	General Government	4,443.91
	8/20/25	PY-MC W/H & MATCH	TRUST AND AGENCY	General Government	1,342.10
	9/05/25	PY-MC W/H & MATCH	TRUST AND AGENCY	General Government	1,039.32
	8/20/25	PY-W/H FED TAXES	WATER UTILITY	NON-DEPARTMENTAL	1,292.78
	9/05/25	PY-W/H FED TAXES	WATER UTILITY	NON-DEPARTMENTAL	1,328.83
	8/20/25	PY-FICA W/H & MATCH	WATER UTILITY	NON-DEPARTMENTAL	842.53
	9/05/25	PY-FICA W/H & MATCH	WATER UTILITY	NON-DEPARTMENTAL	809.10
	8/20/25	PY-MC W/H & MATCH	WATER UTILITY	NON-DEPARTMENTAL	202.49
	9/05/25	PY-MC W/H & MATCH	WATER UTILITY	NON-DEPARTMENTAL	189.23
	8/20/25	PY-FICA W/H & MATCH	WATER UTILITY	Water	842.54
	9/05/25	PY-FICA W/H & MATCH	WATER UTILITY	Water	809.10
	8/20/25	PY-MC W/H & MATCH	WATER UTILITY	Water	202.49
	9/05/25	PY-MC W/H & MATCH	WATER UTILITY	Water	189.23
	8/20/25	PY-W/H FED TAXES	SEWER UTILITY FUND	NON-DEPARTMENTAL	1,851.34
	9/05/25	PY-W/H FED TAXES	SEWER UTILITY FUND	NON-DEPARTMENTAL	1,818.86
	8/20/25	PY-FICA W/H & MATCH	SEWER UTILITY FUND	NON-DEPARTMENTAL	1,074.14
	9/05/25	PY-FICA W/H & MATCH	SEWER UTILITY FUND	NON-DEPARTMENTAL	1,020.03
	8/20/25	PY-MC W/H & MATCH	SEWER UTILITY FUND	NON-DEPARTMENTAL	256.66
	9/05/25	PY-MC W/H & MATCH	SEWER UTILITY FUND	NON-DEPARTMENTAL	238.57
	8/20/25	PY-FICA W/H & MATCH	SEWER UTILITY FUND	Sewer	1,074.12
	9/05/25	PY-FICA W/H & MATCH	SEWER UTILITY FUND	Sewer	1,020.03
	8/20/25	PY-MC W/H & MATCH	SEWER UTILITY FUND	Sewer	256.65
	9/05/25	PY-MC W/H & MATCH	SEWER UTILITY FUND	Sewer	238.57
	8/20/25	PY-W/H FED TAXES	STORM WATER UTILIT	NON-DEPARTMENTAL	94.26
	9/05/25	PY-W/H FED TAXES	STORM WATER UTILIT	NON-DEPARTMENTAL	90.66
	8/20/25	PY-FICA W/H & MATCH	STORM WATER UTILIT	NON-DEPARTMENTAL	63.53
	9/05/25	PY-FICA W/H & MATCH	STORM WATER UTILIT	NON-DEPARTMENTAL	63.19
	8/20/25	PY-MC W/H & MATCH	STORM WATER UTILIT	NON-DEPARTMENTAL	15.03
	9/05/25	PY-MC W/H & MATCH	STORM WATER UTILIT	NON-DEPARTMENTAL	14.76
	8/20/25	PY-FICA W/H & MATCH	STORM WATER UTILIT	STORM WATER UTILITY	63.51
	9/05/25	PY-FICA W/H & MATCH	STORM WATER UTILIT	STORM WATER UTILITY	63.16
	8/20/25	PY-MC W/H & MATCH	STORM WATER UTILIT	STORM WATER UTILITY	15.05
	9/05/25	PY-MC W/H & MATCH	STORM WATER UTILIT	STORM WATER UTILITY	<u>14.76</u>
			TOTAL:		57,330.14
Playtime	9/04/25	RECORATING LILY PADS 50%	GENERAL FUND	Pool	<u>7,965.00</u>
			TOTAL:		7,965.00
Police Legal Sciences Inc	8/28/25	ANNUAL LEGAL UPDATE	GENERAL FUND	Police Department	<u>1,594.00</u>
			TOTAL:		1,594.00
Premier Pest Control	8/28/25	MOSQUITO SPRAYING 8.7/2025	STORM WATER UTILIT	STORM WATER UTILITY	1,000.00
	9/04/25	MOSQUITO SPRAYING 8.21	STORM WATER UTILIT	STORM WATER UTILITY	<u>1,000.00</u>
			TOTAL:		2,000.00
Quality Striping, Inc	8/28/25	RE-STRIPE @ STOPLIGHT	ROAD USE TAX	Road Use Tax	<u>2,785.00</u>
			TOTAL:		2,785.00
RJ Lawn Service	8/28/25	IRRIGATION @ 1115 LYNN	CIRTPA TRAILS	CAPITAL PROJECTS	<u>1,114.39</u>
			TOTAL:		1,114.39
Science Center or Iowa	8/28/25	ANNUAL PASS- ADVENTUR PASS	GENERAL FUND	Library	<u>250.00</u>
			TOTAL:		250.00

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
Staples Advantage	9/04/25	AUG 25 PURCHASE	GENERAL FUND	Police Department	110.97
	9/04/25	AUG 25 PURCHASE	GENERAL FUND	Parks	16.49
	9/04/25	AUG 25 PURCHASE	GENERAL FUND	Recreation	16.49
	9/04/25	AUG 25 PURCHASE	GENERAL FUND	Finance	16.48
	9/04/25	AUG 25 PURCHASE	GENERAL FUND	Zoning/Compliance/Perm	16.48
	9/04/25	AUG 25 PURCHASE	ROAD USE TAX	Road Use Tax	16.49
	9/04/25	AUG 25 PURCHASE	WATER UTILITY	Water	16.49
	9/04/25	AUG 25 PURCHASE	SEWER UTILITY FUND	Sewer	<u>16.49</u>
				TOTAL:	226.38
State Hygienic Laboratory	8/28/25	WATER TESTING	GENERAL FUND	Pool	<u>15.50</u>
				TOTAL:	15.50
T-Mobile	9/04/25	SRVC 7/21-8/20	GENERAL FUND	Parks	89.13
	9/04/25	SRVC 7/21-8/20	GENERAL FUND	Pool	14.85
	9/04/25	SRVC 7/21-8/20	GENERAL FUND	Recreation	44.57
	9/04/25	SRVC 7/21-8/20	GENERAL FUND	Finance	29.71
	9/04/25	SRVC 7/21-8/20	GENERAL FUND	Zoning/Compliance/Perm	29.71
	9/04/25	SRVC 7/21-8/20	ROAD USE TAX	Road Use Tax	140.41
	9/04/25	SRVC 7/21-8/20	WATER UTILITY	Water	80.99
	9/04/25	SRVC 7/21-8/20	SEWER UTILITY FUND	Sewer	<u>112.34</u>
				TOTAL:	541.71
Temporary Vendo CITY OF AUDUBON	8/28/25	TAYTE DEVOLL- TRAINING/ED	GENERAL FUND	Police Department	4,108.56
NATALIE LOUNSBURY	8/28/25	LIFEGUARD CERT REIMB	GENERAL FUND	Pool	180.00
LINDSAY TADE	8/28/25	LIFEGUARD CERT REIMB	GENERAL FUND	Pool	<u>200.00</u>
				TOTAL:	4,488.56
Tony Sartori	9/04/25	CLOTHING ALLOWANCE	GENERAL FUND	Parks	<u>164.49</u>
				TOTAL:	164.49
Treasurer State of Iowa - Sales Tax	8/20/25	SALES TAX	GENERAL FUND	Pool	1,918.25
	8/20/25	WETTAX	WATER UTILITY	Water	11,552.09
	8/20/25	SALES TAX	SEWER UTILITY FUND	Sewer	<u>1,272.57</u>
				TOTAL:	14,742.91
Trophies Plus	8/28/25	NAME PLATES	GENERAL FUND	Recreation	<u>7.00</u>
				TOTAL:	7.00
Twisted Yoga 108	8/29/25	12 YOGA CLASSES	FRIENDS/FOUNDATION	Library	<u>504.00</u>
				TOTAL:	504.00
Tyler Technologies, Inc.	8/28/25	ANNUAL HARDWARE FEE	GENERAL FUND	Cemetery	87.65
	8/28/25	ANNUAL HARDWARE FEE	GENERAL FUND	Finance	584.34
	8/31/25	Aug '25 Bank & CC Fees	GENERAL FUND	Finance	3,390.79
	8/28/25	ANNUAL HARDWARE FEE	GENERAL FUND	Zoning/Compliance/Perm	233.74
	8/28/25	ANNUAL HARDWARE FEE	ROAD USE TAX	Road Use Tax	204.52
	8/28/25	ANNUAL HARDWARE FEE	WATER UTILITY	Water	905.72
	8/28/25	ANNUAL HARDWARE FEE	SEWER UTILITY FUND	Sewer	<u>905.73</u>
				TOTAL:	6,312.49
US Cellular	8/28/25	WIFI HOTSPOT DATA	GENERAL FUND	Library	<u>220.74</u>
				TOTAL:	220.74
USA Blue Book	8/28/25	FEMALE ADAPTER	WATER UTILITY	Water	9.99
	8/28/25	TESTING SUPPLIES	WATER UTILITY	Water	578.71

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	588.70
USDA Rural Development	8/31/25	USDA #3 Pmt (\$7,000,000)	WATER UTILITY	Water	12,236.50
	8/31/25	USDA #3 Pmt (\$7,000,000)	WATER UTILITY	Water	5,893.50
	8/31/25	USDA #3 Pmt (\$9,603,000)	WATER UTILITY	Water	16,355.09
	8/31/25	USDA #3 Pmt (\$9,603,000)	WATER UTILITY	Water	9,092.91
	8/31/25	USDA #6 Pmt (\$4,713,000)	WATER UTILITY	Water	7,700.61
	8/31/25	USDA #6 Pmt (\$4,713,000)	WATER UTILITY	Water	5,072.39
	8/31/25	USDA #4 Pmt	SEWER UTILITY FUND	Sewer	9,602.45
	8/31/25	USDA #4 Pmt	SEWER UTILITY FUND	Sewer	7,916.55
	8/31/25	USDA #1 Pmt	SEWER UTILITY FUND	Sewer	1,838.99
	8/31/25	USDA #1 Pmt	SEWER UTILITY FUND	Sewer	1,685.01
	8/31/25	USDA #5 Pmt (\$785,000)	SEWER UTILITY FUND	Sewer	1,345.12
	8/31/25	USDA #5 Pmt (\$785,000)	SEWER UTILITY FUND	Sewer	688.88
	8/31/25	USDA #5 Pmt (\$1,000,000)	SEWER UTILITY FUND	Sewer	1,604.38
	8/31/25	USDA #5 Pmt (\$1,000,000)	SEWER UTILITY FUND	Sewer	1,175.62
	8/31/25	USDA #5 Pmt (\$9,880,000)	SEWER UTILITY FUND	Sewer	15,851.91
	8/31/25	USDA #5 Pmt (\$9,880,000)	SEWER UTILITY FUND	Sewer	11,615.09
	8/31/25	USDA #2 Pmt	STORM WATER UTILIT	STORM WATER UTILITY	2,543.54
	8/31/25	USDA #2 Pmt	STORM WATER UTILIT	STORM WATER UTILITY	<u>2,411.46</u>
				TOTAL:	114,630.00
Unplugged Wireless Communication LLC	8/28/25	PROGRAMMING	GENERAL FUND	Police Department	<u>76.00</u>
				TOTAL:	76.00
Verizon Wireless	8/28/25	IPAD DATA 6/20-7/19	GENERAL FUND	Fire Department	60.06
	8/28/25	GATEWAY SD	WATER UTILITY	Water	40.01
	8/28/25	GATEWAY SD	SEWER UTILITY FUND	Sewer	<u>40.01</u>
				TOTAL:	140.08
Visa	9/04/25	MICROSOFT SRVCS	GENERAL FUND	Police Department	371.00
	9/04/25	WIRETAP- PHONE	GENERAL FUND	Police Department	104.02
	9/04/25	AMAZON- SUPPLIES	GENERAL FUND	Police Department	60.18
	9/04/25	AMAZON- SUPPLIES	GENERAL FUND	Police Department	64.29
	9/04/25	AMAZON- SUPPLIES	GENERAL FUND	Police Department	395.45
	9/04/25	MICROSOFT SRVCS	GENERAL FUND	Fire Department	6.00
	9/04/25	MICROSOFT SRVCS	GENERAL FUND	Library	130.00
	9/04/25	VISTAPRINT- SPONSOR SIGN	GENERAL FUND	Library	29.18
	9/04/25	SCHEDULEBASE	GENERAL FUND	Library	10.00
	9/04/25	AMAZON- SUPPLIES	GENERAL FUND	Library	129.20
	9/04/25	TPT= GAMES FOR YA PROGRAM	GENERAL FUND	Library	5.00
	9/04/25	DSM PRINTING	GENERAL FUND	Library	83.43
	9/04/25	AMAZON- BOOKS, TONIES, STE	GENERAL FUND	Library	820.68
	9/04/25	MICROSOFT SRVCS	GENERAL FUND	Parks	18.00
	9/04/25	USPS- ENVELOPES	GENERAL FUND	Parks	139.84
	9/04/25	DALLAS CO DATA- INTERNET	GENERAL FUND	Parks	200.00
	9/04/25	HYVEE- CONCESSION SUPPLIES	GENERAL FUND	Pool	159.66
	9/04/25	WATER SAFETY PRODUCT-	GENERAL FUND	Pool	74.11
	9/04/25	WILD WEST POOL SUPPLIES	GENERAL FUND	Pool	97.54
	9/04/25	AMAZON- CORN SPECIAL EVENT	GENERAL FUND	Pool	57.98
	9/04/25	AMAZON- SUPPLIES	GENERAL FUND	Pool	33.50
	9/04/25	DALLAS CO DATA- INTERNET	GENERAL FUND	Pool	99.99
	9/04/25	MICROSOFT SRVCS	GENERAL FUND	Recreation	33.80
	9/04/25	CREDIT	GENERAL FUND	Recreation	90.40-
	9/04/25	USA PICKLEBALL MEMBERSHIP	GENERAL FUND	Recreation	60.00
	9/04/25	ALL COURT- SHADE	GENERAL FUND	Recreation	1,500.80

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	9/04/25	AMAZON- CORN HOLE SET	GENERAL FUND	Recreation	139.24
	9/04/25	USPS- ENVELOPES	GENERAL FUND	Recreation	139.83
	9/04/25	MICROSOFT SRVCS	GENERAL FUND	Finance	158.10
	9/04/25	GANNETT- DIGITAL DSM	GENERAL FUND	Finance	21.39
	9/04/25	ISU- WEBINAR	GENERAL FUND	Finance	15.00
	9/04/25	IA LEAGUE OF CITIES	GENERAL FUND	Finance	1,300.00
	9/04/25	HOMETOWN FLORIST- FLOWERS	GENERAL FUND	Finance	99.51
	9/04/25	BACKGROUND CHECK	GENERAL FUND	Finance	15.00
	9/04/25	USPS- ENVELOPES	GENERAL FUND	Finance	139.83
	9/04/25	WIRETAP- PHONE	GENERAL FUND	Finance	123.32
	9/04/25	MICROSOFT SRVCS	GENERAL FUND	Zoning/Compliance/Perm	23.00
	9/04/25	USPS- ENVELOPES	GENERAL FUND	Zoning/Compliance/Perm	139.83
	9/04/25	AMAZON- SURVERY BOOK & SOC	GENERAL FUND	Zoning/Compliance/Perm	55.96
	9/04/25	PIZZA RANCH- MICC MEETING	GENERAL FUND	Zoning/Compliance/Perm	14.23
	9/04/25	MICROSOFT SRVCS	ROAD USE TAX	Road Use Tax	35.00
	9/04/25	USPS- ENVELOPES	ROAD USE TAX	Road Use Tax	139.84
	9/04/25	ISU EVENT- TRAINING	ROAD USE TAX	Road Use Tax	75.00
	9/04/25	AMAZON- DCF GRANT PURCHASE	TRUST AND AGENCY	Library	1,660.22
	9/04/25	AMERICAN BUTTON- DCF GRANT	TRUST AND AGENCY	Library	621.95
	9/04/25	SILHOUETTE STUDIO- DCF GRA	TRUST AND AGENCY	Library	90.64
	9/04/25	MICROSOFT SRVCS	WATER UTILITY	Water	52.00
	9/04/25	USPS- ENVELOPES	WATER UTILITY	Water	139.84
	9/04/25	ALL TITAN- PARTS	WATER UTILITY	Water	115.48
	9/04/25	MICROSOFT SRVCS	SEWER UTILITY FUND	Sewer	35.00
	9/04/25	USPS- ENVELOPES	SEWER UTILITY FUND	Sewer	139.84
	9/04/25	DALLAS CO DATA- INTERNET	SEWER UTILITY FUND	Sewer	109.99
	9/04/25	SIP- ALARM	SEWER UTILITY FUND	Sewer	32.63
	9/04/25	HARBOR FRIEGHT- TOOLS	STORM WATER UTILIT	STORM WATER UTILITY	259.18
	9/04/25	KRISPY KREME- DOUGHNUT VOL	FRIENDS/FOUNDATION	Library	24.98
	9/04/25	DOMINO'S- PIZZA FOR VOLUNT	FRIENDS/FOUNDATION	Library	<u>48.61</u>
		TOTAL:			10,557.69
Waldinger Corp	8/28/25	TOILET REPAIR	GENERAL FUND	Library	<u>138.00</u>
		TOTAL:			138.00
Waste Solutions of IA	9/04/25	PORT A POT RENTAL 8.12-9.0	GENERAL FUND	Recreation	<u>146.00</u>
		TOTAL:			146.00
Wellmark/BCBS of Iowa	8/20/25	PY-INSURANCE PREMIUM BCBS	GENERAL FUND	NON-DEPARTMENTAL	3,148.25
	9/05/25	PY-INSURANCE PREMIUM BCBS	GENERAL FUND	NON-DEPARTMENTAL	3,148.25
	8/20/25	PY-INSURANCE PREMIUM BCBS	ROAD USE TAX	NON-DEPARTMENTAL	711.94
	9/05/25	PY-INSURANCE PREMIUM BCBS	ROAD USE TAX	NON-DEPARTMENTAL	507.13
	8/28/25	SEPT 25 PREMIUM	TRUST AND AGENCY	General Government	29,313.52
	8/20/25	PY-INSURANCE PREMIUM BCBS	WATER UTILITY	NON-DEPARTMENTAL	468.53
	9/05/25	PY-INSURANCE PREMIUM BCBS	WATER UTILITY	NON-DEPARTMENTAL	468.53
	8/28/25	SEPT 25 PREMIUM	WATER UTILITY	Water	4,506.06
	8/20/25	PY-INSURANCE PREMIUM BCBS	SEWER UTILITY FUND	NON-DEPARTMENTAL	759.73
	9/05/25	PY-INSURANCE PREMIUM BCBS	SEWER UTILITY FUND	NON-DEPARTMENTAL	759.73
	8/28/25	SEPT 25 PREMIUM	SEWER UTILITY FUND	Sewer	6,734.99
	8/20/25	PY-INSURANCE PREMIUM BCBS	STORM WATER UTILIT	NON-DEPARTMENTAL	80.59
	9/05/25	PY-INSURANCE PREMIUM BCBS	STORM WATER UTILIT	NON-DEPARTMENTAL	57.84
	8/28/25	SEPT 25 PREMIUM	STORM WATER UTILIT	STORM WATER UTILITY	<u>409.64</u>
		TOTAL:			51,074.73
White Cap L.P.	8/28/25	NAIL STEEL STAKE	SEWER UTILITY FUND	Sewer	121.77
	8/28/25	NYLON CLAD TAPE	SEWER UTILITY FUND	Sewer	<u>393.07</u>
		TOTAL:			514.84

<u>VENDOR NAME</u>	<u>DATE</u>	<u>DESCRIPTION</u>	<u>FUND</u>	<u>DEPARTMENT</u>	<u>AMOUNT</u>
**PAYROLL EXPENSES	8/14/2025 - 9/05/2025		GENERAL FUND	Police Department	79,704.53
			GENERAL FUND	Library	27,875.35
			GENERAL FUND	Parks	13,912.85
			GENERAL FUND	Cemetery	4,088.58
			GENERAL FUND	Pool	24,074.77
			GENERAL FUND	Recreation	12,493.22
			GENERAL FUND	Finance	5,015.95
			GENERAL FUND	Zoning/Compliance/Perm	4,684.00
			ROAD USE TAX	Road Use Tax	20,710.76
			WATER UTILITY	Water	28,289.79
			SEWER UTILITY FUND	Sewer	36,076.35
			STORM WATER UTILIT	STORM WATER UTILITY	<u>2,217.15</u>
				TOTAL:	259,143.30

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

001	GENERAL FUND	322,173.45
110	ROAD USE TAX	43,692.90
112	TRUST AND AGENCY	70,933.27
343	CIRTPA TRAILS	1,114.39
600	WATER UTILITY	117,991.35
610	SEWER UTILITY FUND	123,336.45
615	STORM WATER UTILITY	13,058.61
951	FRIENDS/FOUNDATION	577.59

GRAND TOTAL: 692,878.01

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-ADEL
VENDOR: All
CLASSIFICATION: All
BANK CODE: All
ITEM DATE: 8/14/2025 THRU 9/05/2025
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

PAYROLL SELECTION

PAYROLL EXPENSES: YES
EXPENSE TYPE: GROSS
CHECK DATE: 8/14/2025 THRU 9/05/2025

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

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM: YES

(App-224774)

License or Permit Type

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

Tentative Effective Date	Tentative Expiration Date
2025-09-15	2026-09-14

Privileges / Sub-Permits Information

Privileges

Outdoor Service

Catering

Sub-Permits

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

There is a patio on the south side of the building.

Premises Information

Business Information

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

NINTH STREET ENTERPRISES, LLC

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

Ninth Street Smash and Tap

Indicate how the business will be operated

Limited Liability Company

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

99-3044222

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

788232

Tentative Expiration Date

Sep 14, 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

112 South 9th Street,Adel,Iowa,Dallas

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

*** (required) Premises Street**

112 South 9th Street

Premises Suite/Apt Number

*** (required) Premises City**

Adel

Premises State

Iowa

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

50003

Premises County

Dallas

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

Control of Premises

lease

Is the capacity of your establishment over 200?

No

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

Restaurant

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

Yes

Contact Information

*** (required) Contact Name**

Heather Sheffer

*** (required) Business**

(required) Extēns Phone

ion

(515) 250-1767

*** (required) Email Address**

heffer01@msn.com

*** (required) Phone**

(required) Extēns (515) 250-1767

ion

☒ **Same as Premises Address**

Mailing Address:

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

Address or location

112 South 9th Street,Adel,Iowa,Dallas

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

Mailing Street

112 South 9th Street

Mailing Suite/Apt Number

Mailing City

Adel

Mailing State

Iowa

Mailing Zip/Postal Code

50003

Mailing County

Dallas

Ownership

David Sheffer

Position: member

SSN: XXX-XX-5144

US Citizen: Yes

Ownership: 25%

DOB: 09/04/1998

Heather Sheffer

Position: member

SSN: XXX-XX-9328

US Citizen: Yes

Ownership: 75%

DOB: 01/04/1972

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

Specialty Risk of America

Local Authority Information

Outdoor Service Area Approved / Denied

Outdoor Service Area Approved

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

2025 Sketch

ADDITIONAL COMMENTS

DOCUMENT NAME

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

****Purchase agreements not accepted**

UPLOADED DOCUMENTS

Lease Agreement

ADDITIONAL COMMENTS

There are 8 pages to the lease, but it only lets me attach 1 page.

(App-228487)

License Application

- **Applicant**

Name of Legal Entity : MAIN STREET ADEL Partners CHAMBER OF COMMERCE, INC.

Name of Business(DBA) : Adel Partners Chamber of Commerce

Address of Premises : 301 South 10th Street

Premises Suite/Apt Number :

City : Adel

County : Dallas

Zip : 50003

Business : (515) 993-5472

Mailing Address: PO Box 73

City : Adel

State : Iowa

Zip : 50003

- **Contact Person**

Name : Erin Milroy

Phone : (515) 803-6878

Email : president@adelpartners.org

- **License Information**

License Number :

License/Permit Type : Special Class C Retail Alcohol License

Term : 5 Day

Status : Pending Dramshop Review

Tentative Effective Date : 2025-10-03

Tentative Expiration Date : 2025-10-07

Sub-Permits : Special Class C Retail Alcohol License

Privileges :

Last Day of Business :

- **Status of Business**

Business Type : Nonprofit entity which has a principal office in the State of Iowa.

■ Ownership

Erin Milroy

City : Adel

State : Iowa

Zip : 50003

Position : President

% of ownership : 0%

U.S. Citizen : Yes

Adel Partners Chamber of Commerce

Federal Id : 42-1385860

City : Adel

State : Iowa

Zip : 50003

% of ownership : 100%

■ Insurance Company Information

Insurance Company : Founders Insurance Company

Policy Effective Date :

Policy Expiration :

Bond Effective :

Dram Cancel Date :

Outdoor Service Effective :

Outdoor Service Expiration :

Temp Transfer Effective Date :

Temp Transfer Expiration Date :

▪

▪

Special Event Permit Application

Print

Del

Submitted by: Adel Partners Chamber of Commerce Erin Milroy

Submitted On: 2025-08-29 11:13:38

Submission IP: 207.177.25.49 (172.31.20.121)
proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: Carrie Erickson

Due Date: Open

Attachments

- [Trail fall fundraiser.docx](#) - 2025-08-29 11:13:41 am

SPECIAL EVENT PERMIT APPLICATION

Please see the [Special Event Permit Guidelines & Requirements](#) before filling out the application below. Contact Administrative Clerk, Sarah Hauser, with any questions: shauser@adeliowa.gov.

<div>* Event Name</div> <div>Bridge Us Back Fall Fundraiser- along trail</div>	<div>* Date(s) of Event</div> <div>Friday, October 3</div>
<div>* Sponsor / Contact Person First Name</div> <div>Adel Partners Chamber of Commerce</div>	<div>* Sponsor / Contact Person Last Name</div> <div>Erin Milroy</div>
<div>* Address</div> <div>301 S 10th Street, Adel IA 50003</div> <div>Please include Street Address, City, State, Zip</div>	
<div>* Phone</div> <div>5159935472</div>	<div>* Email</div> <div>chamber@adelpartners.org</div>
<div>* Type of Event (Check all that apply)</div> <div><div><input type="checkbox"/> Parade</div><div><input type="checkbox"/> Athletic Event</div><div><input checked="" type="checkbox"/> Walk/Run</div><div><input type="checkbox"/> Fair/Festival</div><div><input type="checkbox"/> Outdoor Concert</div></div>	<div>If your event type is not listed, please type in here:</div> <div>Fundraiser</div>
<div>* Time of Event: setup time, start time, end time, and cleanup time.</div> <div>setup: Friday morning; event start: 2pm, end time 7pm, cleanup time 8pm-9pm</div>	

* Event Description

Chamber of Commerce would like to host a Fall fundraiser in support of Bridge us Back campaign efforts that involves the community along the trail on Friday, October 3 from 2-7pm. We anticipate this to include stations at the trailhead, city hall, rotary plaza, and dallas county road department. Each station would have activities for families to participate in.

* Upload a Map of the Event Layout

Choose File

No file chosen

The Upload a Map of the Event Layout field is required

Include details like tent locations / kybos / sound or stage, etc. The map may be hand drawn.

* Estimated Attendance	* Will there be admission/registration fees?	If answered "yes", how much?
<100	<input checked="" type="radio"/> Yes <input type="radio"/> No	not yet finalized- anticipate \$10 or \$15

* Will alcohol be served?

☒ Yes ☐ No

A liquor permit and Dram Shop Insurance are required for the sale of alcohol to the public during any event where an admission fee is charged. City Council approval is required for sale or service of alcohol. Certified police officers are required by the Chief of Police, at the applicant’s expense, for all events requiring an alcohol license. Please contact the Chief of Police to confirm the number of certified police officers needed for your event at 515-993-6723.

* Will you be using outdoor tents greater than 200 square feet?

No

▼

* Will you be using an outdoor canopy greater than 400 square feet?

No

▼

Location of the tent or canopy must be coordinated with the City Staff. If using a tent, permission must be granted before tentstakes are drilled or pounded into parking lots or grounds, and the applicant must pay for any repairs associated with the installation of the tent.

* Will you be using inflatable rides or devices?

Yes

▼

Location of the inflatable(s) must be coordinated with City Staff

* Will you need access to a water source?	If yes, what is the water to be used for?
No	▼

Additional charges may apply.

* Will you be using live amplified sound?

Yes

▼

If yes, a sound permit is required as noted in City Ordinance Chapter 43. The Sound Permit Application is on the Permits and Forms page on the City of Adel website. Please complete and return with fees.

* Will you need access to a electricity?

Yes

▼

If yes, please explain:

Potential electricity needed at Dallas Co Road Dept, Rotary Plaza, City of Adel, and Raccoon River Valley Trailhead

Electricity is limited. Please be specific regarding equipment used and amperage needed. On site power may be insufficient to meet all electrical needs.

* Will your event have fireworks or pyrotechnics?

No

▼

If yes, explain the location and type of fireworks/pyrotechnics. Also, list competent Operator’s name, phone, and email:

* Will you need temporary street closures?

If yes, please list the requested street closures (i.e., Main St between 9th St and 10th St):

Yes

Potential for Brickyard Road to Visions Parkway

Additional \$25 fee will apply.

If the event requires street closures, all businesses and residents must be notified of the street closures and directed to contact the City Clerk with any concerns or complaints. Please advise how you plan to notify (door-to-door, mailer/flyer, etc.):

If using a mailer/flyer, please attach a copy for review:

Choose File

No file chosen

Please provide the number of portable toilets / kybos provided:

2

Please provide the garbage collection plans:

Ankeny Sanitation will provide containers.

* Is there any special set-up that you will need the City to provide?

Yes

If yes, please explain in detail:

Please see additional attachments

Any volunteers/event staff along a race route or road will be required to wear high-visibility clothes on the outermost part of their clothing.

. . .

Fees for all City, Chamber, ADM School, and Dallas County events will be waived. However, the late fee charges will still apply

Request for Fee Waiver

The below criteria must be met in order to be considered for a fee waiver. Only City Council can approve a partial or full fee waiver. NOTE: Late fee charges will still apply.

Criteria:

- The event is sponsored by a non-profit agency or organization.
- Proceeds from the event will benefit a local charity, non-profit organization, fundraisers/benefits for local resident/families, or civic organizations. (Local = within ADM School District area)

To request a fee waiver, a written request must be received with the following information:

- Requesting a partial or full fee waiver. If requesting a partial fee waiver, please advise how much you are requesting to be waived.
 - The reason for requesting a partial or full fee waiver.
- What local charity or organization will be receiving the proceeds?

I hereby certify the above statements are true and correct, to the best of my knowledge, and that false statements(s) may be grounds for denial of the application. It is understood the activities at all times during the event shall comply with all applicable City ordinances. It is further understood the individual and the organization or association will be responsible for any and all damages arising as a result of this event.

In accordance with the executed Indemnification and Hold Harmless Agreement, the applicant hereby waives any and all claims which the applicant may have as a result of this event against the City of Adel, Iowa its officers, agents, employees, or board members. It is further understood a certificate of public liability insurance will be required before conducting the proposed event.

I have been advised of the requirements for the conduct of a special event in the City of Adel and I, or the organization I represent, have met or will meet all requirements established by the City. Further, I understand that if all requirements are not met, the Special Event Permit can be canceled by the City at any time including at the start of or during the event. If this event is sponsored by an organization, I hereby certify I have

the legal authority to represent the applicant and/or the participants, and I have read the requirements for issuance of the permit and the Hold Harmless Agreement, understand their provisions, and freely and voluntarily sign this application.

It is further understood the City of Adel Administrator or City Clerk has the authority to grant or deny permission for this event unless alcohol is being served or main streets are being barricaded.

*** Electronic Signature of Applicant**

Erin Milroy



City of Adel Hold Harmless Agreement

WHEREAS, the City of Adel, Iowa (City) owns certain real property and public right-of-way which are under the direction and control of the Adel City Council.

WHEREAS, (the "Organization") desires to use and occupy certain property containing the facilities and grounds at, 11st Street to Hwy 169, and Rapids to Prairie St (Location)

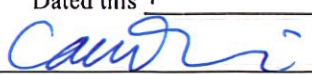
WHEREAS, the City is willing to grant to the Organization the right to use and occupy the location provided the City, its officers, employees and agents, (collectively called "City" and any applicable Boards and its Board Members, (collectively called "Board").

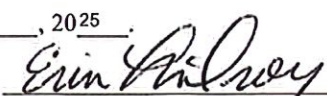
NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS HEREIN CONTAINED, the City and the Organization agree as follows:

1. The City hereby grants to the Organization the right to use and occupy the facilities and grounds identified above for a period commencing the 8 day of August, 2025, and ending on the 10 day of August, 2025, for the purpose of the Organization activities.
2. In consideration of the use and occupancy of the facilities and grounds, the Organization does hereby agree to protect, indemnify, save, defend and hold harmless the City, its officers, employees and agents, (City) and / or the Board, its Board Members, employees and agents from and against any and all liability, losses, damages, injury, bodily injury, property damage, costs, expenses, attorney fees, judgments, awards, claims, suits, actions or other things whatsoever developed, brought or asserted by any person, firm, corporation, entity or estate, against the City or Boards which the City and the Boards may suffer, incur, or sustain by reason of, occasioned by, arising out of, resulting from or relating to directly or indirectly from the performance, undertakings, activity, omission, negligence, fault, or misconduct by the Organization, its officers, employees, agents, contractors, or the failure of the Organization to pay taxes, assessments, sales tax, withholding taxes or other public charges levied or assessed by reason of the operation of the activities or programs by the Organization.

Words and phrases herein shall be construed as in the singular or plural number, and as masculine, feminine or neuter gender, according to context.

Dated this 1 day of May, 2025.

By  City Clerk

By  Organization Representative

Block Party and Street Closure Permit Application

Print

Del

Submitted by: Erin Milroy

Submitted On: 2025-09-04 12:44:06

Submission IP: 207.177.25.49 (172.31.20.121)
proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: Carrie Erickson

Due Date: Open

Attachments

- [Consent from Residents page.pdf](#) - 2025-09-04 12:44:10 pm
- [Trail fall fundraiser.docx](#) - 2025-09-04 12:44:07 pm
- [20250904123952.pdf](#) - 2025-09-04 12:44:13 pm

Block Party and Street Closure Permit Application

Before filling out the application below, there are a few items to prepare:

- Map of the Event: You will be asked to upload a map of the specific area to be used and the street(s) to be blocked off. Except in very limited circumstances, the City will require that a street closure be from cross intersection to cross intersection.
- [Consent From Residents](#): Please download the Consent from Residents form that will be uploaded during the application process below. 90% of the residents in the area, including any listing agent with a home for sale, must be in favor of and/or approve the request.
- [Hold Harmless Agreement](#): Please download the Hold Harmless Agreement form that will be uploaded during the application process below. Please make sure to sign on the second page where it says "Organization Representative".
- A \$100.00 deposit will need to be submitted before the permit may be approved. This deposit will be refunded if the block party is fully cleaned up after the party and the barricades are returned in satisfactory condition.
- Before the permit can be approved, a \$25.00 fee for street closure must be submitted.

If you would rather fill out the Block Party and Street Closure Permit Application on paper, please email Sarah Hauser, Administrative Clerk, at shauser@adeliowa.gov.

* Event Name	* Start Date of Event	* End Date of Event
Adel Hay Day Fall Festival	10/03/2025	10/03/2025
	Format: MM/DD/YYYY	Format: MM/DD/YYYY
	.	.
	.	.

CONTACT INFORMATION

* Sponsor/Contact First Name	* Sponsor/Contact Last Name
Erin	Milroy

* Address

301 S 10th Street, Adel IA 50003

Street, City, State, Zip

* Phone

5159935472

* Email

chamber@adelpartners.org

. . .

TIME OF EVENT

* Event Start Time

Friday 10/3 2:00pm

* Event End Time

Friday, 10/3 at 7pm

* Event Setup Time

Friday10/3 am

* Event Cleanup Time

Friday, 10/3 at 8pm

. . .

EVENT INFORMATION

* Event Description

We are excited to reveal the details of the first annual Adel Hay Day fall festival! Adel Hay Day is full of fall fun and activities for families! Adel Hay Day will take place at four different stations along the Raccoon River Valley Trail throughout Adel. Participants will walk from station to station and take part in the activities along the way. Station 1 - Burned Bridge: kids fall games, bobbing for apples, goodie bag pickup Station 2 - Rotary Plaza: chalk the walk, face painter, candy for goodie bag. Adel Police Officers will be on site for traffic control to ensure that families cross Highway 169 safely. Station 3 - City Hall’s parking lot: decorate bikes & strollers, pie battleship, candy for goodie bag Station 4 - 18th Street Trailhead: bounce house, hayrack rides down Brickyard Road, pumpkin painting, smore’s bag, candy for goodie bag

* Map File Upload

Choose File No file chosen

The Map File Upload field is required

Please attach a map of the specific area to be used and the street(s) to be blocked off. Except in very limited circumstances, the City will require that a street closure be from cross intersection to cross intersection.

* Estimated Attendance

<200

* Will alcohol be served?

Yes

No alcohol may be kept or consumed on the street. It must be on private property.

* Will you be using amplified sound?

Yes

If yes, a sound permit application is required along with applicable fees. The Sound Permit Application can be found on the Permits and Forms page on the website: LINK TO PAGE!!!

* Consent from Residents

Choose File No file chosen

The Consent from Residents field is required

90% of the residents in the area, including any listing agent with a home for sale, must be in favor of and / or approve the request.

*** Hold Harmless Agreement**

Choose File

No file chosen

The Hold Harmless Agreement field is required

Please fill out the Hold Harmless Agreement, sign on the second page where it says "Organization Representative", and upload the file.

• • •

I hereby certify the above statements are true and correct, to the best of my knowledge, and that false statement(s) may be grounds for denial of the application. It is understood the activities at all times during the event shall comply with all applicable federal, state, county, and City laws and regulations. It is further understood that the individual, organization, association, and / or block party organizer will be responsible for any and all damages arising as a result of this event.

In accordance with the executed Indemnification and Hold Harmless Agreement, the applicant hereby waives any and all claims which the applicant may have as a result of this event against the City of Adel, Iowa, its officers, agents, employees, or board members.

I have been advised of policies and procedures for the conduct of a block party in the City of Adel and I, or the organization I represent, have met or will meet all requirements established by the City. Further, I understand that if all requirements are not met, the Block Party and Street Closure Permit may be canceled by the City at any time including at the start of or during the event. If this event is sponsored by an organization, I hereby certify I have the legal authority to represent the applicant and / or the participants, and I have read the requirements for issuance of the permit and the Hold Harmless Agreement, understand their provisions, and freely and voluntarily sign this application.

*** Applicant Signature**

Erin Milroy

RESOLUTION NO. 25-63

**RESOLUTION TEMPORARILY CLOSING PUBLIC WAYS OR GROUNDS IN
CONNECTION WITH A SPECIAL EVENT KNOWN AS
ADEL HAY DAY FALL FESTIVAL**

WHEREAS, Iowa Code Section 364.12(2) states "a city shall keep all public grounds, streets, sidewalks, alleys, bridges, culverts, overpasses, underpasses, grade crossing separations and approaches, public ways, squares, and commons open, in repair and free from nuisance;" and

WHEREAS, Iowa Code Section 364.12(2)(a) states "public ways and grounds may be temporarily closed by resolution;" and

WHEREAS, the Adel Partners Chamber has requested closure of the following streets and parking spaces for the date(s) & time(s) listed below, in conjunction with the special event known as Adel Hay Day Fall Festival.

City Hall Parking Lot – Friday October 3, 2025 – 1:00 p.m-7:00 p.m.

NOW, THEREFORE, BE IT RESOLVED, pursuant to Iowa Code Section 364.12(2)(a), the City Council of the City of Adel, Iowa does hereby temporarily close the streets as stated above.

Dated this date: _____

James F. Peters, Mayor

ATTEST:

Carrie Erickson, City Clerk

Sound Permit Application for Special Events & the Amplification of Live Performances

Print

Del

Submitted by: Adel Partners Chamber of Commerce Erin Milroy

Submitted On: 2025-09-04 08:55:52

Submission IP: 207.177.25.49 (172.31.20.121)
proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: Carrie Erickson

Due Date: Open

Attachments

- [Hay Day - sound orientation.docx](#) - 2025-09-04 08:55:54 am

Sound Permit Application

To apply for a sound permit, [please download and complete this form](#) and return it to Adel City Hall or City Administrative Clerk Sarah Hauser at shauser@adeliowa.gov.

Alternatively, you may submit the application by filling out the form below. If you apply via email or using the form below, please send the appropriate permit fee to City Hall.

A complete copy of the City of Adel Noise Ordinance (Ordinance No. 256) is available from the Code Compliance Department. The following is an excerpt from that ordinance as it pertains to the Sound Permit.

43.08 NOISE PERMIT FOR SOUND EQUIPMENT

No person shall use, operate or cause to be used or operated any sound equipment upon the public right-of-way, in any building or upon any public or private premises, if the sound emitted is plainly audible from the public right-of-way within the City, unless such person has obtained a noise permit in accordance with this section, and the actual use or operation of such sound equipment is not inconsistent with the statements made in the application, the conditions imposed in the sound equipment permit or the limitations specified in subsection 4 of this section. A noise permit shall not be transferable, and it shall be conspicuously displayed on or adjacent to the sound equipment.

- Application for Permit. Applications for noise permits shall be made in writing to the City Clerk and shall contain the following information:
 - A. Name, address, phone number(s) and signature of applicant.
 - B. The purpose for which the sound equipment will be used.
 - C. The location where the sound equipment will be used.
 - D. The number of days of use and proposed hours of operation of the sound equipment.
 - E. A general description of the sound equipment, including the license number of any motor vehicle upon which it is to be operated.
 - F. Any other information as may be required by the City Clerk.
 - Permit Fee. The fees for a noise permit are as follows:
 - A. Permits for 1 day or less = \$50.00
 - B. Permits for 2 through 7 days = \$100.00No fee is required for a noise permit issued to City, State or Federal government or any governmental subdivision or agency thereof.
 - Issuance of Permit. Permits may be issued by the City Clerk. Except as hereinafter provided, if the application contains the required information and is accompanied by the required fee, the noise permit for sound equipment shall be issued with reasonable dispatch. If

the event requiring a noise permit has an ending time of 10:00 p.m. or later, the application must be approved by the Council prior to the permit being issued.

Permit applications received less than two (2) weeks before the event may not be processed by the City in time for the event.

*** Is this for the amplification of a live performance?**

☒ **Yes**
☐ **No**

*** Applicant's First Name**

Adel Partners Chamber of Commerce

*** Applicant's Last Name**

Erin Milroy

*** Applicant's Phone Number**

5159935472

*** Applicant's Email Address**

chamber@adelpartners.org

*** Applicant's Address**

301 S 10th St

Street, City, State, Zip Code

*** Have you, the applicant, ever been cited for a violation of the Adel Noise Ordinance?**

☐ **Yes**
☒ **No**

If yes, please explain:

. . .

*** Property Owner's First Name**

City of Adel

*** Property Owner's Last Name**

City of Adel

*** Property Owner's Address**

301 S 10th St

Street, City, State, Zip Code

Property Owner's Signature

Choose File

 No file chosen

This is only required when the property owner is different than the applicant. Along with the signature and date, the file must contain the following statement: I, the undersigned, hereby acknowledge and certify that I am the record fee title holder of the property for which this sound permit is requested, and I hereby consent to this application for a sound permit as described on this application.

*** Describe the proposed activity (include times, dates, and number of people attending):**

Friday, October 3 from 2-7pm Raccoon River Valley Trailhead, Brickyard Rd, and S 18th Street City Hall, 301 S 10th Street Rotary Plaza, Nile Kinnick Drive S and Lighted Bridge, DALLas County S 5th Street and River Street No more than 200 anticipated

*** How will parking for this event be handled?**

Parking will be labeled, street parking available, anticipate a entrance and exit - one way routing as needed.

*** Attach a sketch plan of the proposed layout of the sound amplification equipment, including the orientation to and approximate distances from the adjoining properties.**

Choose File

No file chosen

The Attach a sketch plan of the proposed layout of the sound amplification equipment, including the orientation to and approximate distances from the adjoining properties. field is required

*** Have the adjoining property owners/residents been notified of the event for which this permit is requested?**

- ☐ Yes
- ☒ No

*** Addresses of adjoining property owners/residents that have been notified:**

301 S 10th St

You may upload a separate document of all addresses that have been notified if necessary.

Upload separate document of addresses that have been notified here:

Choose File

No file chosen

*** Describe what measures will be taken, if any, to minimize the effects of this performance on surrounding property:**

We will keep sound reasonable and ensure that all music is off by our slotted timeframe. We will communicate with those in the surrounding locations ahead of time.

. . .

APPLICANT'S CERTIFICATION - I hereby certify under penalty of perjury that the statements furnished including the drawing, present all information required for this application, and that the facts, statements and information presented are true and correct, and based upon my personal knowledge. I hereby acknowledge my obligation to comply with the City of Adel Municipal Code as it pertains to this activity and to obtain any and all necessary City, County, State and Federal permits, approvals and/or clearances, if applicable. Further, I hereby certify that I have read, understand and have received a copy of the conditions for the operation of the Sound Permit, and hereby agree to comply with such conditions. I also understand that should I fail to comply with the agreed upon conditions, my permit may be immediately revoked and that all other applicable penalties, including criminal prosecution may be pursued. Furthermore, by submitting this application online I acknowledge my electronic signature to carry the same weight as my print signature.

*** I have read and agree to the terms above:**

- ☒ Yes

*** Applicant's Signature**

Erin Milroy

Hay Day- Fall fest Sound Orientation

Sound orientation will depend on what power is available at each of the locations.

We are looking into live entertainment, but if unable to then we will use speakers/PA system.



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

ADEL CITY COUNCIL AGENDA ITEM REPORT

MEETING DATE: September 9, 2025

TO: Mayor & City Council

FROM: Brittany Sandquist, Deputy City Administrator/Finance Director

AGENDA HEADING: Update on Audit Timeline

ATTACHMENTS:

Timeline for Fiscal Year 2026-2027 Budget	
October 15	Begin preparation on all worksheets, staffing, CIP, wages, insurance, and narratives
October 31	Department heads submit major staffing and CIP requests
Oct. 27-31	<i>Dept. heads meet with Brittany & Carrie to review completed worksheets</i>
November 7	Deadline for department heads to submit all completed materials and handouts
November 10	Begin review of submitted materials and enter line-item budget into Incode
December 31	Input valuation data from County for general levy amount and complete rough draft of line-item budget and State budget forms
January 9	Department heads submit revisions, if necessary
January 22-23	Distribute first draft budget (balanced), CIP, new programs/personnel, & handouts
January 26	<i>Joint Budget Committee / Council / Department Head Meeting (food provided)</i>
January 30	Submit revisions to Budget Committee for review, if necessary
February 3	<i>Budget Committee Meeting, if necessary</i>
February 10	<i>Council Meeting – Set Public Hearings for Proposed Property Tax Amounts/ Taxpayer Statements</i>
March 5	Information submitted to Dept. of Management for taxpayer statements
Mar. 3 - Mar. 13	Proposed Property Tax Notice Published in DCN / Register (Confirm Latest Email Date) & Posted to Social Media No Later than the Date of Publication
March 15	Mailing of taxpayer statements to be completed by County Auditor
March 23	<i>Special Council Meeting (To Be Held Prior to Regular Council Meeting) – Public Hearing for Proposed Property Tax Amounts & Taxpayer Statements & Council Meeting – Set Public Hearing for FY26-27 Budget</i>
Mar. 25-Apr. 4	Budget Notice Published in DCN / Register (Confirm Latest Email Date)
April 14	<i>Council Meeting – Public Hearing and Adoption of FY26-27 Budget</i>

***Post notices online (including social media) and request newspaper clippings*

April 30	Budget certified to County Auditor and filed online with Dept. of Management
May 10	Persons affected by budget have 10 days after date of cert. to file written protest

Timeline for Fiscal Year 2025-2026 Budget Amendment*	
March 17	Distribute amendment worksheets and detail information to department heads
April 1	Deadline for department heads to submit completed amendment materials
April 14	<i>Council Meeting – Set FY25-26 Budget Amendment Hearing</i>
April 22-May 2	Amendment Notice published in DCN / Register <i>(confirm email dates)</i>
May 12	<i>Council Meeting – Public Hearing and Adoption of FY25-26 Budget Amendment</i>
May 13	Budget amendment certified to County Auditor

**Use similar timeline if a budget amendment is needed earlier in the fiscal year.*

***Post notices online (including social media) and request newspaper clippings*



AGENDA ITEM NO. 4.a
AGENDA SECTION: NEW
BUSINESS

ADEL CITY COUNCIL AGENDA ITEM REPORT

MEETING DATE: September 9, 2025

TO: Mayor & City Council

FROM: Carrie Erickson, City Clerk

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

STAFF/COMMITTEE RECOMMENDATION:

This item considers having the Mayor appoint one resident to fill a vacancy (term ending on July 1, 2026) on the City's Library Board.

As of Friday, September 5 at 12:00 p.m., five applications have been received: Dennis Gabler, Sarah Whittlesey, Sierra Johnson, Kate Marple, and Tamara Ryan.

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

ATTACHMENTS:

[Honor The Call To Serve - Library 2025 \(August Vacancy 2\).pdf](#)

[Dennis Gabler.pdf](#)

[Sierra Johnson.pdf](#)

[Tamara Ryan.pdf](#)

[Sarah Whittlesey.pdf](#)

[Kate Marple.pdf](#)



HONOR THE CALL TO SERVE

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

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

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

Library Board – One Opening*

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

*Resident Term (i.e., must be an eligible elector and resident of the City of Adel) would end July 1, 2026.

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

We anticipate appointing this position at the September 9, 2025 Adel City Council Meeting. While your attendance is not required, we encourage you to participate in case the Mayor or Council have any additional questions.

**APPLICATIONS SUBMITTED BY SEPTEMBER 3 WILL BE INCLUDED
IN THE COUNCIL PACKET ISSUED ON SEPTEMBER 5**

Serve on a City Board or Commission

PrintDel

Submitted by: Dennis Gabler

Submitted On: 2025-08-26 13:59:48

Submission IP: 172.56.13.69 (172.31.20.121)
proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: Carrie Erickson

Due Date: Open

SERVE ON A CITY BOARD OR COMMISSION

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

[Library Board Opening](#)

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

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

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

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

<div>* First Name</div> <div>Dennis</div>	<div>* Last Name</div> <div>Gabler</div>
<div>* Address</div> <div>1526 Prairie</div> <div>Please include: Street Address, City, State, and Zip</div>	
<div>* Phone</div> <div>5153062503</div>	<div>* Email</div> <div>w5dg@arrl.net</div>
<div>* I am interested in serving on the following board(s) / commission(s) - Please refer to the notes above for the latest openings.</div> <div><div><input checked="" type="checkbox"/> Library Board</div><div><input type="checkbox"/> Historic Preservation Commission</div><div><input type="checkbox"/> Planning & Zoning Commission</div><div><input type="checkbox"/> Board of Adjustment</div><div><input type="checkbox"/> Parks & Recreation Board</div></div>	

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

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

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

I periodically work as sub at MVE in the library.

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

To help with the library

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

None

*** Signature**

Dennis Gabler

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

Serve on a City Board or Commission

Print

Del

Submitted by: Sierra Johnson

Submitted On: 2025-08-26 21:05:43

Submission IP: 174.201.127.195 (172.31.68.12)
proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: Carrie Erickson

Due Date: Open

SERVE ON A CITY BOARD OR COMMISSION

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

[Library Board Opening](#)

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

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

* **First Name**

* **Last Name**

Sierra

Johnson

* **Address**

1315 Grove Stret, Adel, IA 50003

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

* **Phone**

* **Email**

5153206443

sierrajhnsn68@gmail.com

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

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

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

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

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

I am a current 6-12 Librarian for the Urbandale school district and I have a strong passion. For our Adel Public Library.

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

I want to support our public library and contribute to our community.

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

No other comments

*** Signature**

Sierra Johnson

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

Serve on a City Board or Commission

PrintDel

Submitted by: Tamara Ryan

Submitted On: 2025-08-27 18:45:11

Submission IP: 104.249.146.4 (172.31.68.12)
proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: Carrie Erickson

Due Date: Open

SERVE ON A CITY BOARD OR COMMISSION

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

[Library Board Opening](#)

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

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

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

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

<div>* First Name</div> <div>Tamara</div>	<div>* Last Name</div> <div>Ryan</div>
<div>* Address</div> <div>1339 S 5th St, Adel, IA 50003</div> <div>Please include: Street Address, City, State, and Zip</div>	
<div>* Phone</div> <div>5153712312</div>	<div>* Email</div> <div>tammy2990@yahoo.com</div>
<div>* I am interested in serving on the following board(s) / commission(s) - Please refer to the notes above for the latest openings.</div> <div><div><input checked="" type="checkbox"/> Library Board</div><div><input type="checkbox"/> Historic Preservation Commission</div><div><input type="checkbox"/> Planning & Zoning Commission</div><div><input type="checkbox"/> Board of Adjustment</div><div><input type="checkbox"/> Parks & Recreation Board</div></div>	

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

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

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

I have been involved in leadership roles within Boy Scouts in Adel and also the ADM SOCCER Club board.

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

I want to be more involved in my community and the library is an essential service in Adel beloved by many.

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

I appreciate the opportunity!

*** Signature**

Tamara Ryan

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

Serve on a City Board or Commission

PrintDel

Submitted by: SARAH Whittlesey

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

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

Status: Open

Priority: Normal

Assigned To: Carrie Erickson

Due Date: Open

SERVE ON A CITY BOARD OR COMMISSION

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

[Library Board Opening](#)

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

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

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

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

<div>* First Name</div> <div>SARAH</div>	<div>* Last Name</div> <div>Whittlesey</div>
<div>* Address</div> <div>415 Timberview Dr Apt, suite, floor, etc.</div>	
<div>Please include: Street Address, City, State, and Zip</div>	
<div>* Phone</div> <div>5152013132</div>	<div>* Email</div> <div>sarahwhittlesey@gmail.com</div>

- * I am interested in serving on the following board(s) / commission(s) - Please refer to the notes above for the latest openings.
- ☒ Library Board
 - ☒ Historic Preservation Commission
 - ☐ Planning & Zoning Commission
 - ☐ Board of Adjustment
 - ☐ Parks & Recreation Board

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

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

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

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

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

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

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

Na

*** Signature**

Sarah Whittlesey

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

Serve on a City Board or Commission

Print

Del

Submitted by: Kate Marple

Submitted On: 2025-09-04 16:37:12

Submission IP: 161.199.76.20 (172.31.77.134)
proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: Carrie Erickson

Due Date: Open

SERVE ON A CITY BOARD OR COMMISSION

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

[Library Board Opening](#)

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<div>* First Name</div> <div>Kate</div>	<div>* Last Name</div> <div>Marple</div>
<div>* Address</div> <div>916 Shelby Drive</div> <div>Please include: Street Address, City, State, and Zip</div>	
<div>* Phone</div> <div>5157836895</div>	<div>* Email</div> <div>katemarple@yahoo.com</div>
<div>* I am interested in serving on the following board(s) / commission(s) - Please refer to the notes above for the latest openings.</div> <div><div><input checked="" type="checkbox"/> Library Board</div><div><input type="checkbox"/> Historic Preservation Commission</div><div><input type="checkbox"/> Planning & Zoning Commission</div><div><input type="checkbox"/> Board of Adjustment</div><div><input type="checkbox"/> Parks & Recreation Board</div></div>	

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

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

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

I served for over 4 years as Secretary of the Friends of the Adel Public Library board. I enjoy helping out at library fundraisers that I know are an important piece to keeping our programs funded. I feel strongly about our library's importance to our community.

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

Since the Friends of the Adel Library board has since been dissolved, this board position would be a way to stay involved.

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

The library has a special place in my heart.

*** Signature**

Kate L Marple

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



AGENDA ITEM NO. 4.b
AGENDA SECTION: NEW
BUSINESS

ADEL CITY COUNCIL AGENDA ITEM REPORT

MEETING DATE: September 9, 2025

AGENDA HEADING: Consider Approval of the City of Adel Profile for the City Administrator Search

STAFF/COMMITTEE RECOMMENDATION:

The attached profile has been reviewed by City Clerk Erickson. Theia Management Consultants will be available at the City Council meeting on Tuesday, September 9, 2025 to receive feedback from Council and City Staff before publishing the profile to the City of Adel website and other sources.

ATTACHMENTS:

[20250904 Revised Draft profile - CA Search.pdf](#)



City Administrator



Adel, Iowa

Apply by October 13, 2025
4:30 PM Central Time

The City of Adel, Iowa (6,672) seeks a visionary leader with outstanding communication, planning, and economic development capabilities for its next City Administrator. Adel is a growing community located on the western edge of the Des Moines, Iowa metropolitan area. Adel's brick streets, excellent schools, and consistent growth offer an outstanding professional opportunity in an organization with tenured and talented staff and stable community leadership. The City Administrator will be highly collaborative and visible throughout the community.

Please contact Theia Management Consulting
at 515.322.6597 with any questions.

Recruitment Timeline

Application materials due
by: October 13, 2025, 4:30
p.m. CT

Zoom Interviews for
Candidates: October 16

Finalist interviews:
November 7 - November 8,
including community tours
and public meet and greet

Employment Start:
30-45 days post employment
agreement approval



City of Adel, Iowa

City Administrator

Population 6,672



Our Community

Adel is located in Dallas County, Iowa, approximately 13 miles west of the intersection of Interstates 80 and 35. The growing community is the county seat and oldest town within Dallas County, the fastest growing county in Iowa and one of the fastest growing counties in the nation. Adel is located on the west bank of the North Raccoon River. Its historic roots include being home to one of the most important stage routes in Iowa. Native American artifacts found in the area provide evidence of earlier residents including the Sac and Fox Indians in whose language Penoach means “far away”. Originally called Penoach, the town was founded as the county seat and was located on the first road in the county. Adel has been a community since 1847, growing with pride, to be the up-and-coming community it is today.



Dallas County Courthouse

Adding to the community’s scenic beauty is the charming brick streets, a point of pride for the community. Adel was home to brick factories, with abundant natural resources of clay deposits along the North Raccoon River. Adel Brick Works operated for several decades and was one of the key producers of bricks for the town and surrounding areas. Adel is also surrounded by rural farmland areas and yet is only a few minutes away from the Des Moines metropolitan area, offering the perfect balance of rural serenity and urban convenience.



STREET SCENE AT ADEL, IA.

MCMULLEN



City of Adel, Iowa City Administrator Apply by October 13

Economy

Adel boasts a diverse economy with several key employers across various sectors, including: Stine Seed Company, the world's largest private seed company specializing in soybean and corn genetics; Adel-De Soto-Minburn Community School District; United Brick and Tile; Hy-Vac Ag; and Chick Products.

Adel has an active Chamber of Commerce and is also home to vibrant and well-attended community festivals, such as the Sweet Corn Festival, Dallas County Fair, Celebrate Adel, and Hometown Holiday Celebration.

City Organization

Adel is a Council/Mayor form of government with a City Administrator. The City is governed by a Mayor elected to two-year terms and a five-member City Council elected to four-year terms. The Adel City Council meets regularly on the second Tuesday of every month at 6:00 p.m., reserving the fourth Monday for a second meeting if necessary. The Mayor and Council are assisted by citizen boards and commissions including Parks and Recreation, Planning and Zoning Commission, Board of Adjustment, Historic Preservation Commission, and the Library Board. The City employs a full-time staff of 24. The total budget is \$16.1 million, with a levy rate of \$13.25836. The City police force consists of 12 full-time and 3 part-time sworn staff, plus one administrative position. The county sheriff's department is based in Adel. Fire protection services are provided by a 28 member volunteer department. The City operates a water utility and a wastewater treatment plant. The water supply is from wells with an elevated storage capacity.



Adel Sweet Corn Festival



Adel Public Library (left) and City Hall (right)

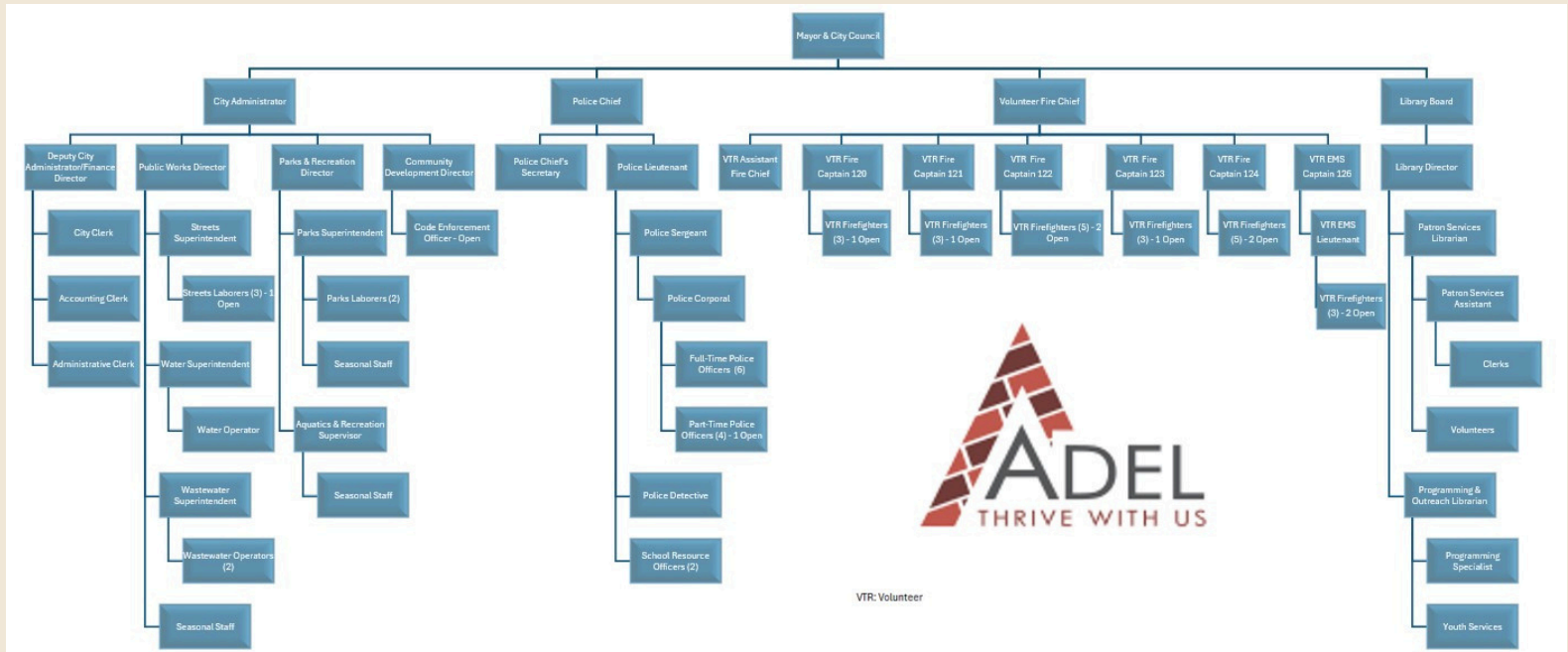


City of Adel, Iowa

City Administrator

Apply by October 13

Organizational Chart



Parks and Recreation

Adel is heavily invested in its parks system and recreational activities, dedicating a significant portion of the voter-approved Local Option Sales and Services Taxes to these activities. The City maintains several parks, a campground, and an aquatic center including the Kinnick-Feller that accommodates softball fields, flag football fields, and tennis courts. Island Park features a soccer field and camp grounds. Two golf courses serve Adel: a private 9-hole course, and a public 18-hole course.

The scenic 54-mile Raccoon River Valley Trail biking and hiking trail passes through Adel and connects with Des Moines, with 75,000+ cyclists trail annually. The City maintains 150+ acres of park land, a fifty site campground, two boat ramps, three cemeteries, three basketball courts, three sand volleyball courts, two tennis courts, seven baseball/softball fields, a nine hole disc golf course, three plus miles of multi-use asphalt trails, a football field, soccer complex and offers over 60 recreational programs throughout the year.





City of Adel, Iowa City Administrator Apply by October 13

Education

The Adel-DeSoto-Minburn Community School District is renowned for its commitment to academic excellence, and ADM High School consistently ranks among Iowa's top 10 high schools according to U.S. News & World Report. With an estimated student enrollment of more than 2,100, the District operates elementary schools in Adel and Desoto as well as a middle school and high school in Adel. A new \$56 million, 1,000 student high school in Adel broke ground in June 2025.

Opportunities for further education in the region are found at Drake University, Grand View College, Iowa State University, Simpson College, Des Moines University, and the Des Moines Area Community College. There are also private schools in the area.



Transportation

Adel is adjacent to Interstate 80, which runs from Boston, MA to San Francisco, CA and approximately 13 miles from Interstate 35, which runs from Laredo, TX to Duluth, MN. State Highway 169 runs through Adel and connects to Winterset to the south and Des Moines to the north/east. For train travel, Adel is 45 minutes away from Osceola, IA, a major Amtrak connection. The Des Moines International Airport is approximately 20 miles away, offering both domestic and international flights and is currently undergoing a major expansion. There are also smaller general aviation airports near Adel, such as the Perry Municipal Airport and the Winterset Municipal Airport, available for private flights and smaller aircraft.



Sweet Corn Festival Parade



City of Adel, Iowa City Administrator Apply by October 13

Cultural Opportunities

Adel has a charming historic downtown area with old buildings, boutiques, and local businesses. Walking tours of the area offer a glimpse into the town's past, and local festivals often take place. The Adel Museum showcases the history of the area, including exhibits on famed resident, Nile Kinnick's 1933 Undefeated Adel Football Season, local agriculture, the Civil War, and pioneer life. It's a great place to learn about the town's early days and its development over the years.

Additionally, the Des Moines area has multiple facilities, such as the Civic Center, The Playhouse, etc. that offer regular performances. There are smaller concert venues available in nearby Waukee and West Des Moines. Multiple festivals occur throughout the year in the region, including the World Food & Music Festival, the Des Moines Arts Festival, and the Iowa State Fair.

Other destinations of interest include Blank Park Zoo, Living History Farms, the Des Moines Science Center, the Botanical Center, etc.



Adel Historical Museum

Religious Opportunities

Adel is home to multiple churches, with the major denominations of Methodist, Catholic, Lutheran, and Baptist represented in the area.



Aquatic Center



City of Adel, Iowa

City Administrator

Apply by October 13

The Position

The City Administrator is the chief administrative officer of the City and is responsible for the general supervision and direction of the administration of the city government in accordance with codes, ordinances, resolutions and directives from the city council.

Specific Duties Include:

- 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.
- Oversee and coordinate all City departments, including Public Works, 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.



Historical Courthouse in Adel



Gazebo in Kinnick-Feller Riverside Park



City of Adel, Iowa City Administrator Apply by October 13

The Position

- 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.
- 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.

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.



Former Adel Library (Bow & Arrow Communications)



Car Show in Downtown Adel

City of Adel, Iowa

City Administrator

Apply by October 13

Qualifications

Candidates should possess a four year degree (Master's preferred) in public administration or a related field and 5-7 years of experience in a responsible municipal management or leadership. The new Administrator should also possess **strong communication and interpersonal skills as well as exceptional planning, personnel management, and economic development capabilities.** Additional qualifications:

- Experience in strategic planning, budgeting, staff management, and intergovernmental relations.
- Strong understanding of Iowa municipal government structure, finance, and community development practices preferred.
- Proven ability to work collaboratively with elected officials, staff, community members, and external partners.
- Must be bondable.
- Keep the council informed and prepared to address media and public in a timely manner.
- Work closely with the School District and the County Board.
- "Open door" policy, listen and follow through.
- Assist the city council to stay on task and move forward with direction.
- Possess strong negotiation skills.
- Promote coordination and emphasize communications among department's staff.
- Maintain a regular schedule of staff meetings.
- Establish expectations for staff performance and track results.
- Be a community booster and actively participate in service clubs.
- Create and maintain an open and respectful work environment. Set up the framework for a cohesive, team-driven city hall staff.



The Adel Sweet Corn Festival attracts nearly 30,000 visitors annually.

The next City Administrator will be an energetic and confident leader who can communicate effectively and provide strong direction for strategic actions to achieve the community's unified vision. The City Administrator will become involved in the community and promote an atmosphere of quality constituent service and collaboration.

The next City Administrator should also possess a dynamic and outgoing personality with a positive and progressive attitude, as well as a strong customer service orientation.



City of Adel, Iowa City Administrator Apply by October 13

Priorities and Projects

Upcoming projects and priorities that the new City Administrator will need to focus on include:

- Establish relationships with civic leaders and groups;
- Establish and promote effective interdepartmental and organizational communications;
- Promote effective public engagement;
- Finalize Rapids Street reconstruction;
- Create a Capital Improvement Plan;
- Proceed with annexation efforts;
- Develop a plan to implement pavement management program;
- Develop a plan to improve Meadow Road;
- Determine needs for the future of the fire department;
- Evaluate organizational structure and staff capabilities and develop recommendations for any structure or position changes needed;
- Update job descriptions and conduct wage study to remain competitive;

Application

The City offers a competitive benefits package and a starting salary between \$160-175K DOQ. City residency is required within six months of hire. Relocation allowance is negotiable.

To apply, submit resume, cover letter, and five references by October 13, 2025, 4:30 p.m. Central Time to theiamanagementconsulting@gmail.com. Inquiries can be directed to Theia Management Consulting, LLC at 515.322.6597.



Tennis lessons are offered through Parks & Recreation



City of Adel, Iowa City Administrator Apply by October 13

Announcement/Advertisement

The City of Adel, Iowa (6,672) seeks a visionary leader with outstanding communication, planning, and economic development capabilities for its next City Administrator. Adel is a growing community located on the western edge of the Des Moines, Iowa metropolitan area. Adel's brick streets, excellent schools, and consistent growth offer an outstanding professional opportunity in an organization with tenured and talented staff and stable community leadership. The City Administrator will be highly collaborative and visible throughout the community. The City offers a competitive benefits package and a starting salary between \$160-175K DOQ. City residency is required within six months of hire. Relocation allowance is negotiable.

To apply, submit resume, cover letter, and five references by October 13, 2025, 4:30 p.m. Central Time to theiamanagementconsulting@gmail.com. Inquiries can be directed to Theia Management Consulting, LLC at 515.322.6597.



Adel Parks & Recreation Offer Multiple Programs throughout the year (above) and offers camp sites (to the right)

Timetable for Search

It is the City's intent to conclude the search process as expediently as possible. Therefore, candidates are urged to tentatively mark the following dates on their schedules:

Application deadline: October 13, 2025, 4:30 PM
Semifinalists notified: October 14, 2025
Zoom interviews: October 16, 2025
Finalist interviews: November 7 & 8, 2025
Employment Agreement approval: November 12, 2025
Start of employment: 30-45 days after approval





AGENDA ITEM NO. 4.c
AGENDA SECTION: NEW
BUSINESS

ADEL CITY COUNCIL AGENDA ITEM REPORT

MEETING DATE: September 9, 2025

TO: Mayor & City Council

FROM: Steve Nichols, Community Development Director

AGENDA HEADING: Consider Approval of Sidewalk Regulations Waiver Request from O'Reilly Auto Parts

STAFF/COMMITTEE RECOMMENDATION:

This item concerns a waiver request from O'Reilly Auto Parts for the sidewalk requirements in the City of Adel code.

Please see the attached waiver request letter and map. If any questions, reach out to Steve Nichols before the meeting.

ATTACHMENTS:

[Adel IA O'Reilly Sidewalk Waiver Request Letter.pdf](#)

07-29-2025
City Council
Adel, IA.
Address: 301 S 10th St, Adel, IA 50003
Phone Number: 515-993-4525



Sidewalk Waiver Request – O'Reilly Auto Parts Site

Dear Council Members,

On behalf of O'Reilly Auto Parts, we are submitting this letter to formally request a partial waiver of the sidewalk installation requirement.

As shown on the attached site plan, sidewalks are proposed along the site frontage (highlighted in green) and will include ADA-compliant curb ramps with detectable warning domes where required. However, we are requesting a waiver for the portions shown in red—along the east side of the proposed building and at the south access to the property.

This request is based on existing conditions that make compliance with the sidewalk slope standard impractical. Specifically, the southern access has a substantial grade difference, making the required 2% cross slope infeasible.

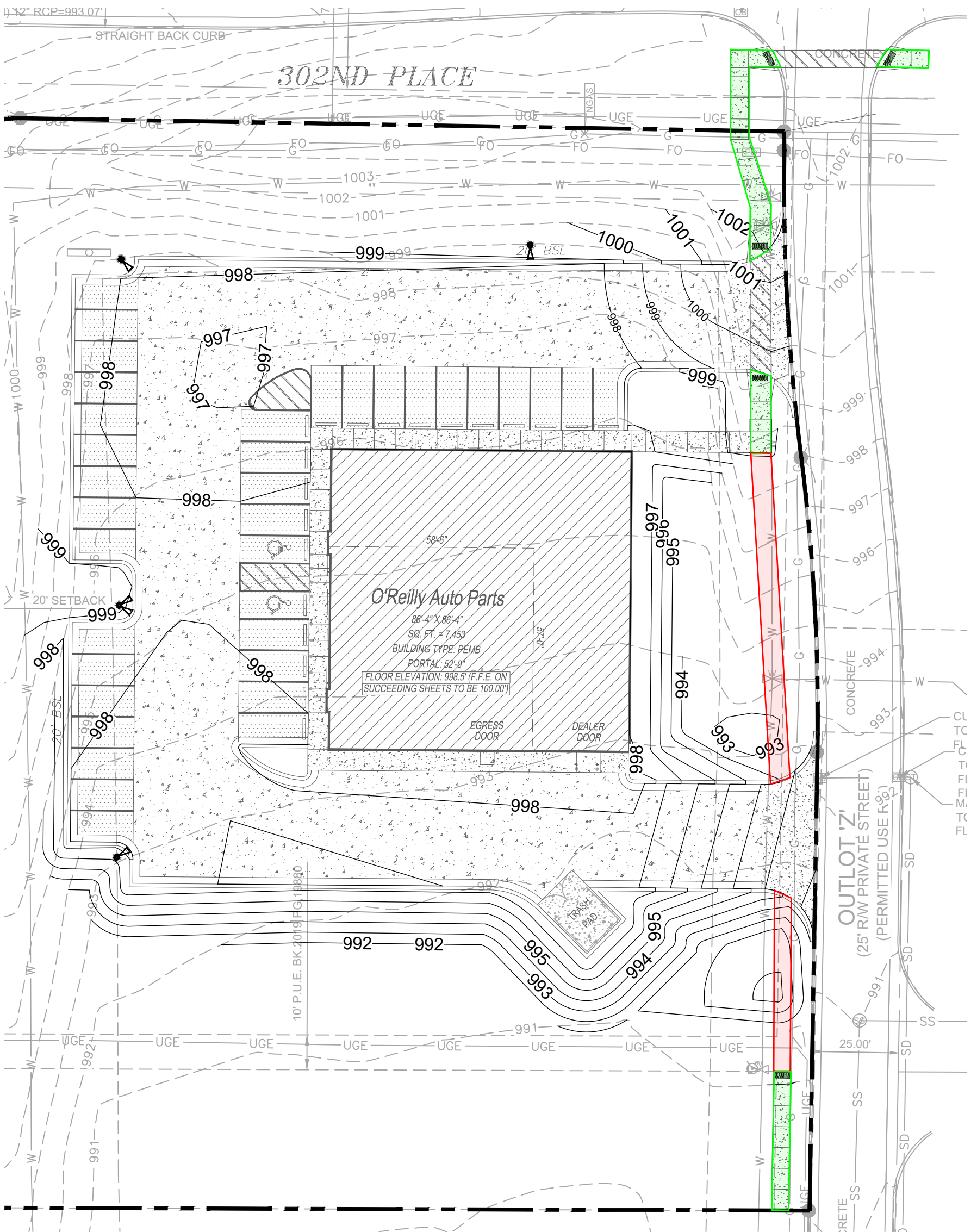
In accordance with Section 136.02(4), we respectfully ask that the Council consider these site-specific conditions as justification for granting a partial waiver. We also understand and accept that if these conditions are modified or removed in the future, the City may require installation of the sidewalk within 120 days of notification.

The enclosed site plan reflects recent discussions with the City Engineer and Public Works Director. We appreciate your time and consideration of this request.

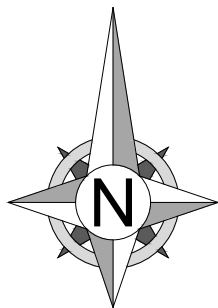
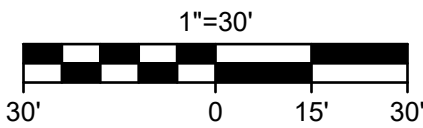
Sincerely,

 Digitally signed by
Jared M. Davis, PE
Date: 2025.08.29
11:08:07-05'00'

Jared Davis, PE
Land Development Division Lead



 **SIDEWALK EXHIBIT**
SCALE: 1" = 30'



3213 S. West Bypass
Springfield, MO 65807
417.866.2741
COA# 2925

CLIENT
O'REILLY AUTO PARTS
SIDEWALK EXHIBIT
711 302ND PLACE, ADEL, IOWA 50003

DRAWN BY:
DJC
DATE:
08-29-2025

FIELD BY:

FIELD BK:
-



AGENDA ITEM NO. 4.d AGENDA SECTION: NEW BUSINESS

ADEL CITY COUNCIL AGENDA ITEM REPORT

MEETING DATE: September 9, 2025

AGENDA HEADING: Consider Approval of Resolution No. 25-64, Determining the Necessity and Fixing a Date for a Public Hearing on the Matter of the Adoption of a Proposed Amended and Restated Adel Urban Revitalization Plan for Tuesday, October 14, 2025 at 6:00 p.m.

STAFF/COMMITTEE RECOMMENDATION:

The City's current commercial tax abatement program is set to expire on December 31, 2025. Due to recent changes in Iowa law, municipalities seeking to continue offering commercial tax abatements must update their urban revitalization plans to incorporate a *minimum assessment agreement*, which is now a statutory requirement for such programs.

To remain in compliance with state law and preserve this economic development incentive, City staff recommends engaging with Ahlers & Cooney, P.C. to amend and restate the City's Urban Revitalization Plan. This process would allow the City to extend the commercial tax abatement program while aligning it with the new legal requirements.

This item is to set a public hearing for Tuesday, October 14, 2025, at 6:00 p.m. The supporting documents show the draft Urban Revitalization Plan, the application for tax abatement, and the adoption schedule. These items and the acceptance of the Urban Revitalization Plan will be on the agenda for the October 14, 2025 City Council meeting.

City staff is recommending approval.

ATTACHMENTS:

[Resolution No. 25-64, Setting Date for PH - Amended and Restated Adel Urban Revit Plan.pdf](#)
[Amended and Restated Adel Urban Revit Plan - Draft Version.pdf](#)
[Application for Tax Abatement - Amended and Restated Adel Urban Revit Plan.pdf](#)

ITEM TO INCLUDE ON AGENDA

CITY OF ADEL, IOWA

September 9, 2025

6:00 P.M.

Amended and Restated Adel Urban Revitalization Plan

- Resolution determining the necessity and fixing a date for a public hearing on the matter of the adoption of a proposed Amended and Restated Adel Urban Revitalization 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.

September 9, 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 _____, in the chair, and the following named Council Members:

Absent: _____

Vacant: _____

* * * * *

Council Member _____ introduced the following Resolution entitled "RESOLUTION DETERMINING THE NECESSITY AND FIXING A DATE FOR A PUBLIC HEARING ON THE MATTER OF THE ADOPTION OF A PROPOSED AMENDED AND RESTATED ADEL URBAN REVITALIZATION PLAN", and moved its adoption. Council Member _____ seconded the motion to adopt. The roll was called, and the vote was:

AYES: _____

NAYS: _____

Whereupon, the Mayor declared the Resolution duly adopted as follows:

RESOLUTION NO. 25-64

RESOLUTION DETERMINING THE NECESSITY AND
FIXING A DATE FOR A PUBLIC HEARING ON THE MATTER
OF THE ADOPTION OF A PROPOSED AMENDED AND
RESTATED ADEL URBAN REVITALIZATION PLAN

WHEREAS, pursuant to the provisions of Iowa Code Chapter 404, by action of the City Council on December 14, 2010, the City of Adel, Iowa (the "City") adopted the Urban Revitalization Plan (the "Original Plan") for the Adel Urban Revitalization Area (the "Urban Revitalization Area" or "Area"); and

WHEREAS, the City Council subsequently adopted seven amendments to the Original Plan; and

WHEREAS, by the foregoing action, the Council has determined that the Revitalization Area within the City can be revitalized as authorized by Iowa Code Chapter 404; and

WHEREAS, a proposed Amended and Restated Adel Urban Revitalization Plan ("Amended and Restated Plan" or "Plan") has been prepared as a further amendment to the Original Plan, the purpose of which is to consolidate the Original Plan and the previously adopted amendments into a single document; to amend the Plan's provisions to reflect recent legislative changes to Iowa Code Chapter 404 that took effect on July 1, 2024; and to extend the term of the revitalization program; and

WHEREAS, before such Amended and Restated Plan can be adopted, it is necessary that a public hearing be held thereon and that due notice be given in accordance with the requirements of Iowa Code Chapter 404.

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

Section 1. It is determined that the rehabilitation, conservation, redevelopment, economic development or a combination thereof of the Area is necessary in the interest of the public health, safety, or welfare of the residents of the City, and the Area substantially meets the criteria of Iowa Code Section 404.1 and the proposed Amended and Restated Plan, attached to this Resolution as Exhibit 1, is declared to substantially meet the criteria of Iowa Code Section 404.2.

Section 2. It is determined that it is in the best interests of the citizens of the City to hold a public hearing on the matter of the adoption of the Amended and Restated Plan at a regularly scheduled meeting of the City Council, on October 14, 2025, at 6:00 P.M., in the Council Chambers, City Hall, 301 S. 10th Street, Adel, Iowa.

Section 3. That the City Clerk be and is hereby directed to publish a notice of a public hearing on the Amended and Restated Plan, at least once not less than four (4) days and not more than twenty (20) days prior to the date of said public hearing, as provided in Iowa Code Section 404.2(6).

Section 4. Be it further resolved that copies of the Amended and Restated Plan be made available to the public through the office of the City Clerk.

Section 5. The notice of the proposed hearing shall be in substantially the following form:

NOTICE OF PUBLIC HEARING OF THE CITY COUNCIL OF
THE CITY OF ADEL, IOWA, ON THE MATTER OF THE
ADOPTION OF A PROPOSED AMENDED AND RESTATED
ADEL URBAN REVITALIZATION PLAN

Public notice is hereby given that the City Council of the City of Adel, Iowa, will hold a public hearing on October 14, 2025, at 6:00 P.M., in the Council Chambers, City Hall, 301 S. 10th Street, Adel, Iowa, at which meeting the Council proposes to take action on the adoption of an Amended and Restated Adel Urban Revitalization Plan ("Amended and Restated Plan" or "Plan") for the Adel Urban Revitalization Area ("Urban Revitalization Area" or "Area") described therein, under the authority of Iowa Code Chapter 404.

The purpose of the Amended and Restated Plan is to consolidate the Original Plan and the previously adopted amendments into a single document; to amend the Plan's provisions to reflect recent legislative changes to Iowa Code Chapter 404 that took effect on July 1, 2024; and to extend the term of the revitalization program.

Any persons interested may appear at said meeting of the Council and present evidence for or against the adoption of the Amended and Restated Plan. The proposed Amended and Restated Plan is on file in the office of the City Clerk and available for public inspection or copying during ordinary business hours.

This notice is given by order of the City Council of the City of Adel, Iowa, pursuant to Section 404.2, Code of Iowa.

Dated this _____ day of _____, 2025.

City Clerk, City of Adel, State of Iowa

(End of Notice)

PASSED AND APPROVED this 9th day of September, 2025.

Mayor

ATTEST:

City Clerk

ATTACH AMENDED AND
RESTATED PLAN 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)

4914-9077-7442-1\10113-138

**AMENDED AND RESTATED ADEL
URBAN REVITALIZATION PLAN**

FOR THE

ADEL URBAN REVITALIZATION AREA

CITY OF ADEL, IOWA

2025

**AMENDED AND RESTATED ADEL
URBAN REVITALIZATION PLAN
FOR THE
ADEL URBAN REVITALIZATION AREA**

CITY OF ADEL, IOWA

I. INTRODUCTION AND HISTORY

The Urban Revitalization Act, Chapter 404 of the *Code of Iowa*, is intended to encourage development, redevelopment, and revitalization within a designated area of a city by authorizing property tax development incentives to the private sector. Qualified real estate within a designated area may be eligible to receive a total or partial exemption from property taxes on improvements for a specified number of years. The primary intent of this act is to provide communities with a long-term increase or stabilization in their tax base by encouraging rehabilitation or new construction which might not otherwise have occurred.

The Urban Revitalization Plan (“Original Plan”) for the City of Adel, Iowa (the “City”) adopted by Resolution 10-55 on December 14, 2010 set forth an Exemption Schedule for Improvements on Qualified Real Estate completed during the 2011, 2012, and 2013 calendar years in the Adel Urban Revitalization Area (the “Revitalization Area” or “Area”). Amendment No. 1 to the Plan, adopted by Resolution No. 12-13 on March 13, 2012, modified the Exemption Schedule. Amendment No. 2, adopted by Resolution No. 12-59 on October 9, 2012, added annexed land not previously included in the Area. Amendment No. 3, adopted by Resolution No. 12-66 on December 11, 2012, modified the Exemption Schedule for 2013 and extended the program through calendar years 2014, 2015, and 2016. Amendment No. 4, adopted by Resolution No. 13-63 on November 12, 2013, added previously annexed land to the Area as well as automatically incorporating all land annexed into the City in the future into the Area as of the annexation date. Amendment No. 5, adopted by Resolution No. 14-36 on August 12, 2014, extended the Exemption Schedule for an additional nine years, thereby covering Improvements completed through December 31, 2025. Amendment No. 6, adopted by Resolution No. 17-02 on January 10, 2017, clarified the duration of the Original Plan/Area, incorporated a limitation to eligibility for property in an Urban Renewal Area, redefined Qualified Real Estate to include commercial property and multi-residential property, and added an Exemption Schedule for Improvements to Qualified Real Estate assessed as commercial or multi-residential property. Amendment No. 7, adopted by Resolution No. 17-49 on October 10, 2017, modified the exemption schedule for improvements to qualified real estate assessed as residential or multi-residential property and terminated the exemption schedule for improvements to qualified real estate assessed as residential or multi-residential property for improvements completed after January 1, 2021.

The City is now adopting this Amended and Restated Adel Urban Revitalization Plan (the “Amended and Restated Plan” or “Plan”) for the Area in order to: (i) consolidate the Original Plan and Amendment Nos. 1-7 into a single revitalization plan document; (ii) update the Plan to accommodate legislative changes; and (iii) extend the term of the Plan. The City Council may adopt future amendments to this Plan that limit or adjust the eligibility provisions of the Plan.

Upon adoption of this Amended and Restated Plan, this Amended and Restated Plan shall replace the Original Plan, as previously amended. In case of any conflict or uncertainty, the terms of this Amended and Restated Plan shall control. Any parts of the Original Plan, as previously amended, in conflict with this Amended and Restated are hereby repealed.

II. DESCRIPTION OF REVITALIZATION AREA

The property to be included in the Adel Urban Revitalization Area is legally described as follows:

All real property contained within the incorporated limits of the City of Adel, Dallas County, State of Iowa as those boundaries existed on January 1, 2013, and all areas thereafter annexed in the City of Adel effective immediately upon their annexation.

The City may amend the land included in the Revitalization Area, or adjust the boundaries of the Area, by adoption of future amendments to this Plan and by the adoption of additional designating ordinances or the repeal of existing designating ordinances.

III. DESIGNATION OF REVITALIZATION AREA

Iowa Code Chapter 404 provides that the City Council may designate an area of the City as a revitalization area, if that area meets any of the criteria set forth in Iowa Code Section 404.1. The City Council has previously designated the Adel Urban Revitalization Area as an urban revitalization area under the criteria of Sections 404.1(2-4), which respectively provide the following criteria:

2. An area which by reason of the presence of a substantial number of deteriorated or deteriorating structures, predominance of defective or inadequate street layout, incompatible land use relationships, faulty lot layout in relation to size, adequacy, accessibility or usefulness, unsanitary or unsafe conditions, deterioration of site or other improvements, diversity of ownership, tax or special assessment delinquency exceeding the actual value of the land, defective or unusual conditions of title, or the existence of conditions which endanger life or property by fire and other causes, or a combination of such factors, substantially impairs or arrests the sound growth of a municipality, retards the provision of housing accommodations or constitutes an economic or social liability and is a menace to the public health, safety, or welfare in its present condition and use.
3. An area in which there is a predominance of buildings or improvements which by reason of age, history, architecture or significance should be preserved or restored to productive use.
4. An area which is appropriate as an economic development area as defined in section 403.17.

With the adoption of this Amended and Restated Plan, the City Council affirms that the rehabilitation, conservation, redevelopment, economic development, or a combination thereof, of the Revitalization Area, is necessary in the interest of the public health, safety, and welfare of the

residents of the City and that the Revitalization Area continues to substantially meets the criteria established in Iowa Code Section 404.1 (2-4) for a revitalization area.

IX. EXISTING ZONING; EXISTING AND PROPOSED LAND USE

The City's zoning ordinance(s) and a detailed zoning map are available for public inspection at City Hall.

Existing land use categories are the same as the zoning classifications described above.

New and expanded commercial development, including improvements to and revitalization of existing commercial structures, is proposed for the Revitalization Area, in accordance with the City's zoning ordinance(s) and the City's Comprehensive Plan.

V. PROPOSALS FOR EXPANDING CITY SERVICES

No extensions or upgrades to existing municipal services or infrastructure are currently planned as part of this Plan. As development and redevelopment within the Revitalization Area warrants, municipal services within the Revitalization Area will be expanded and improved, as needed and as financially feasible, to serve new and expanded development.

VI. ELIGIBLE IMPROVEMENTS

Qualified Real Estate, as used in this Plan, means all real property that is (i) assessed as commercial, (ii) located within the Revitalization Area, and (iii) to which Eligible Improvements have been added during the time the property was included in the designated revitalization area.

Eligible Improvements, as used in this Plan, means improvements to Qualified Real Estate, including rehabilitation of and additions to any existing structures and new construction, that increase the actual value of the Qualified Real Estate by at least 15%. In order to be considered Eligible Improvements, the improvements must be completed in conformance with all applicable ordinances and regulations for the City and must be completed during the time the Area has been designated as a revitalization area.

Actual Value Added by Eligible Improvements, as used in this Plan, means the actual value added to the property's assessed valuation due to the Eligible Improvements as of the first year for which the exemption was received.

VII. TIME FRAME

Revitalization activities in the Revitalization Area shall be eligible under this Plan until the City repeals or amends the ordinance(s) establishing the Revitalization Area, or repeals or amends the exemption benefits contained in this Plan.

If at any time, in the opinion of the City Council, the desired level of revitalization has been attained or economic conditions are such that the continuation of the exemptions granted in the

Plan would cease to be of benefit to the City, then, pursuant to Iowa Code Section 404.7, the City Council may repeal the ordinance(s) designating the Revitalization Area, or any portion of the Revitalization Area. Following the repeal of the ordinance(s) designating the Revitalization Area, all previously approved exemptions shall continue until their expiration. The City reserves the right to extend, amend, terminate, or repeal the Plan and/or the designating ordinances to the extent allowed by law.

VIII. EXEMPTIONS

The following exemption schedule is available under this Plan for Qualified Real Estate located within the Revitalization Area to which Eligible Improvements are made:

Commercial Property

All Qualified Real Estate assessed as commercial property is eligible to receive exemption from taxation on Actual Value Added by the Eligible Improvements according to the following schedule:

1st Year	Seventy-Five percent (75%) of actual value added
2nd Year	Sixty percent (60%) of actual value added
3rd Year	Forty-Five percent (45%) of actual value added
4th Year	Thirty percent (30%) of actual value added
5th year	Fifteen percent (15%) of actual value added

IX. APPLICATION PROCEDURES

Application for Completed Improvements – “First Year Application”

Property owners must file an application, on the form provided by the City, for each new exemption claimed. The application shall be filed by the property owner with the City Council by February 1 of the assessment year for which the exemption is first claimed, but not later than the year in which all improvements included in the project are first assessed for taxation, or the following two assessment years. The application shall contain, but is not limited to the following information:

- The nature of the improvement(s);
- The cost of the improvement(s);
- Estimated or actual completion date of the improvement(s);
- The tenants that occupied the property on the date the City adopted the resolution adopting the Original Plan, if known; and
- Identification of which exemption option the property owner is applying for under this Plan.

Additional Requirement for Properties Assessed as Commercial

Property owners submitting applications on or after July 1, 2024 for improvements to property assessed as commercial must also enter into a written assessment agreement with the City, in substantially the form attached as Exhibit A, specifying a minimum actual value for the completed improvements, consistent with and to the extent required by the provisions of Iowa Code Chapter 404 in effect at the time the application is submitted to the City.

Application for Prior Approval – Before Improvement Construction

Property owners may submit a proposal for an improvement project to the City Council to receive prior approval for eligibility for a tax exemption on the project prior to construction of the project. The City Council shall give its prior approval if the project is in conformance with this Plan for revitalization. However, if the proposal is not approved, the owner(s) may submit an amended proposal for the City Council to approve or reject. Such prior approval shall not entitle the owner(s) to exemption from taxation until the improvements have been completed and found to be qualified for the exemption. Additionally, after receiving approval of the application for prior approval, the property owner must submit a first-year application to the City between January 1 and February 1 of the year in which all improvements in the project as first assessed. Failure to timely submit the second application may result in ineligibility of the improvements for a tax exemption under this Plan.

X. APPLICATION REVIEW

The City Council shall, subject to review by the County Assessor, approve all applications submitted for approval if:

1. The project, as determined by the City Council, is in conformance with this Plan and all other requirements of City Code, including, but not limited to, zoning and building code requirements and receipt of a building permit (if required by City Code); and
2. The project is located within the Revitalization Area; and
3. The improvements were made during the time the Revitalization Area was so designated.

The City Council will determine which exemption is applicable to the project (if any), subject to review by the County Assessor, based upon the terms of the Plan in effect when the application is reviewed and approved by the Council.

All approved first-year applications shall be forwarded to the County Assessor by March 1 for review, pursuant to Iowa Code Section 404.5. The County Assessor shall make a physical review of all properties with approved applications. The County Assessor shall determine the increase in actual value for tax purposes due to the improvements and notify the applicant of the determination, which may be appealed to the local board of review pursuant to the provisions of the Iowa Code. After the initial tax exemption is granted, the County Assessor shall continue to grant the tax exemption for the time period specified on the approved application. The tax exemptions for the succeeding years shall be granted without the owner(s) having to file an application for succeeding years.

XI. OTHER SOURCES OF REVITALIZATION FUNDS

The City is not aware of a federal, state, or private grant or loan program that is permanently a source of funding for residential improvements in the Revitalization Area. However, it is not the intention of the City to prohibit the use of any other appropriate federal or state revitalization or incentive programs within the Revitalization Area. The City Council encourages all property owners to investigate other public and private funding sources for improvements to real property, and to apply to those sources which are applicable to the types of improvements being proposed.

XII. RELOCATION PROVISIONS

The City does not anticipate the displacement or relocation of any persons, families, or businesses as a result of the improvements to be made in the Revitalization Area. However, if the relocation or displacement of a qualified tenant results from a property owner's action to qualify for a tax exemption under this Plan, upon the City's verification of such relocation or displacement, the City may require the property owner to compensate the qualified tenant for at least one month's rent and actual relocation expenses. A "qualified tenant" means the legal occupant of a residential dwelling unit which is located within the designated Revitalization Area and who has occupied the same dwelling unit continuously since one year prior to the adoption of the Original Plan.

XIII. ASSESSED VALUATIONS AND OWNERS OF RECORD

Listings of the names and addresses of the owners of record for all real estate in the Revitalization Area, along with the assessed valuations stated separately for land and buildings for the real estate, as of the adoption date of the Original Plan, is maintained in the office of the City Clerk.

XIV. LIMITATION TO ELIGIBILITY FOR PROPERTY IN URBAN RENEWAL AREA

The City has one or more urban renewal areas that may overlap with the Revitalization Area and, in the future, may establish additional urban renewal areas that overlap with the Revitalization Area. The City has a tax increment financing program within these urban renewal areas that is designed to provide incentives for development. Accordingly, a property that, in the determination of the City Council, is within an urban renewal area and is receiving either direct or indirect benefits that were financed through a tax increment financing program, shall not be eligible for tax abatement under the Plan absent specific approval from the City Council.

XV. SEVERABILITY

If any part of the Amended and Restated Plan is determined to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity of the previously adopted urban revitalization plans as a whole or any part of the previously adopted urban revitalization plans, prior amendments to revitalization plans, or the Amended and Restated Plan not determined to be invalid or unconstitutional.

XVI. EFFECTIVE DATE

This Amended and Restated Plan shall be effective upon the approval of a resolution by the City Council adopting the Amended and Restated Plan (“Effective Date”).

Applications submitted under this Plan following the Effective Date shall be eligible to apply only for those exemptions contained in this Amended and Restated Plan, subject to the terms of the Plan. All exemptions awarded prior to the Effective Date shall continue until their expiration.

Prepared by:
Return to: [CITY ADDRESS]; Attn: City Clerk

EXHIBIT A
MINIMUM ASSESSMENT AGREEMENT

THIS MINIMUM ASSESSMENT AGREEMENT (“Minimum Assessment Agreement” or “Assessment Agreement”) is dated as of _____, 20____, by and between the City of Adel, Iowa (the “City”), an Iowa municipal corporation, and [OWNER OF QUALIFIED REAL ESTATE], a(n) Iowa _____ (“Owner”).

WHEREAS, consistent with the provisions of the City’s Amended and Restated Adel Urban Revitalization Plan (the “Plan”), the Owner has submitted an Application for Tax Abatement dated as of _____, 20____ (the “Application”) regarding certain commercial real estate owned by Owner and located in the Adel Urban Revitalization Area, which real estate is legally described as follows:

[LEGAL DESCRIPTION]

(the “Property”);

WHEREAS, the Application describes certain improvements that have been or are proposed to be constructed on the Property (the “Eligible Improvements”); and

WHEREAS, pursuant to Iowa Code Section 404.3C, the City and Owner desire to establish a Minimum Actual Value for the Eligible Improvements and Property following completion of the Eligible Improvements for the duration of the tax abatement requested by the Owner by submission of the Application, under the provisions of the Plan; and

WHEREAS, the Dallas County Assessor has reviewed the preliminary plans and specifications for the Eligible Improvements that are contemplated to be constructed.

NOW, THEREFORE, the parties to this Minimum Assessment Agreement, in consideration of the promises, covenants and agreements made by each other, do hereby agree as follows:

1. Upon substantial completion of construction of the Eligible Improvements, the minimum actual value fixed for assessment purposes for the Eligible Improvements and the Property (building and land value) in the aggregate shall be not less than _____ Dollars (\$ _____), before rollback

The Minimum Actual Value shall terminate and be of no further force or effect as of December 31, ____ (“Assessment Termination Date”). Upon the Assessment Termination Date, this Minimum Assessment Agreement shall no longer control the assessment of the Property.

2. This Minimum Assessment Agreement shall be promptly recorded by the City with the Recorder of Dallas County, Iowa. Such filing shall constitute notice to any subsequent encumbrancer of the Property (or part thereof), whether voluntary or involuntary, and this Minimum Assessment Agreement shall be binding and enforceable in its entirety against any such subsequent encumbrancer, including the holder of any mortgage. The City shall pay all costs of recording.

3. This Minimum Assessment Agreement shall be binding upon and inure to the benefit of and be enforceable by the parties hereto and their respective successors and permitted assigns.

4. Nothing herein shall be deemed to waive the rights of Owner from seeking administrative or legal remedies to reduce the actual value assignment made by the Assessor in excess of the Minimum Actual Value established herein. In no event, however, shall Owner seek to reduce the actual value to an amount below the Minimum Actual Value established herein during the term of this Agreement. This Minimum Assessment Agreement may be amended or modified and any of its terms, covenants, representations, warranties or conditions waived, only by a written instrument executed by the parties hereto, or in the case of a waiver, by the party waiving compliance.

5. If any term, condition or provision of this Minimum Assessment Agreement is for any reason held to be illegal, invalid or inoperable, such illegality, invalidity or inoperability shall not affect the remainder hereof, which shall at the time be construed and enforced as if such illegal or invalid or inoperable portion were not contained herein.

6. The Minimum Actual Value herein established shall be of no further force and effect and this Minimum Assessment Agreement shall terminate pursuant to the Assessment Termination Date set forth in Section 1 above.

[Remainder of this page is blank. Signatures start on the next page.]

CITY OF ADEL, IOWA

ATTEST:

STATE OF IOWA)
) SS
COUNTY OF DALLAS)

Notary Public in and for the State of Iowa

[Signature page to Minimum Assessment Agreement – City]

[OWNER]

By: _____

Print Name: _____

Its: _____

STATE OF _____)
) SS
COUNTY OF _____)

This record was acknowledged before me on this _____ day of _____, 2023, by _____, as the _____ of [OWNER], on behalf of whom the record was executed.

Notary Public in and for said state

[Signature page to Minimum Assessment Agreement – Owner]

CERTIFICATION OF ASSESSOR

The undersigned, having reviewed the plans and specifications for the Eligible Improvements to be constructed, and being of the opinion that the minimum actual value contained in the foregoing Minimum Assessment Agreement appears reasonable, hereby certifies as follows:

The undersigned Assessor, being legally responsible for the assessment of the above described property upon completion of the improvement to be made on it, certifies that the actual value assigned to that land and improvements upon completion shall be not less than \$_____.

Assessor for the County of DALLAS, Iowa

Date

STATE OF IOWA)
) SS
COUNTY OF DALLAS)

Subscribed and sworn to before me by _____, Assessor for the County of Dallas, Iowa on this _____ day of _____, 20____.

Notary Public for the State of Iowa

Consistent with Iowa Code §404.3C, a copy of Iowa Code §404.3C is attached, as follows:

1. For revitalization areas established under this chapter on or after the effective date of this division of this Act and for first-year exemption applications for property located in a revitalization area in existence on the effective date of this division of this Act filed on or after the effective date of this division of this Act, commercial property shall not receive a tax exemption under this chapter unless the city or county, as applicable, and the owner of the qualified real estate enter into a written assessment agreement specifying a minimum actual value until a specified termination date for the duration of the exemption period.

2. a. The assessment agreement shall be presented to the appropriate assessor. The assessor shall review the plans and specifications for the improvements to be made to the property and if the minimum actual value contained in the assessment agreement appears to be reasonable, the assessor shall execute the following certification upon the agreement:

The undersigned assessor, being legally responsible for the assessment of the above described property upon completion of the improvements to be made on it, certifies that the actual value assigned to that land and improvements upon completion shall not be less than\$

b. The assessment agreement with the certification of the assessor and a copy of this subsection shall be filed in the office of the county recorder of the county where the property is located. Upon completion of the improvements, the assessor shall value the property as required by law, except that the actual value shall not be less than the minimum actual value contained in the assessment agreement. This subsection does not prohibit the assessor from assigning a higher actual value to the property or prohibit the owner from seeking administrative or legal remedies to reduce the actual value assigned except that the actual value shall not be reduced below the minimum actual value contained in the assessment agreement. An assessor, county auditor, board of review, director of revenue, or court of this state shall not reduce or order the reduction of the actual value below the minimum actual value in the agreement during the term of the agreement regardless of the actual value which may result from the incomplete construction of improvements, destruction or diminution by any cause, insured or uninsured, except in the case of acquisition or reacquisition of the property by a public entity. Recording of an assessment agreement complying with this subsection constitutes notice of the assessment agreement to a subsequent purchaser or encumbrancer of the land or any part of it, whether voluntary or involuntary, and is binding upon a subsequent purchaser or encumbrancer.

4909-6987-8103-1\10113-138

**APPLICATION FOR TAX ABATEMENT
UNDER CITY OF ADEL'S
AMENDED AND RESTATED ADEL URBAN REVITALIZATION PLAN**

The City of Adel's Amended and Restated Adel Urban Revitalization Plan allows for the following property tax exemption for Actual Value Added by Eligible Improvements constructed on Qualified Property located in the Adel Urban Revitalization Area:

Property Assessed as Commercial

All Qualified Real Estate assessed as commercial property is eligible to receive exemption from taxation on Actual Value Added by Eligible Improvements according to the following schedule:

1st Year	Seventy-Five percent (75%) of actual value added
2nd Year	Sixty percent (60%) of actual value added
3rd Year	Forty-Five percent (45%) of actual value added
4th Year	Thirty percent (30%) of actual value added
5th year	Fifteen percent (15%) of actual value added

Select One:

☐

First-Year Application for Completed Improvements

(must be filed with the City by February 1st of the assessment year for which the exemption is first claimed, not later than the year in which the improvements are first assessed for taxation or the following two assessment years)

☐

Application for Prior Approval for Intended Improvements

(for conditional approval under the current exemption schedules; final eligibility is subject to completion of eligible improvements and filing of first-year application by February 1 of the first assessment year after completion of improvements)

PROPERTY FOR WHICH APPLICATION IS SUBMITTED:

Property Address: _____, Adel, IA

Legal Description (if known): _____

Property Assessment Category:

☐

Residential

☐

Industrial

☐

Commercial

☐

Other:

Tenants Occupying Property at time of Original Plan Adoption (if any/if known): _____

IMPROVEMENTS FOR WHICH APPLICATION IS SUBMITTED:

Select one:

☐

New Construction

☐

Improvements to Existing Structure

Describe Improvements: _____
Attach copies of any issued building permit(s).

Estimated or Actual Date of Completion: ____/____/____

Estimated or Actual Cost of Improvements: \$ _____

Is a completed Minimum Assessment Agreement attached to this Application (required for all property assessed as commercial): Y___ N___

PROPERTY OWNER SUBMITTING APPLICATION:

Name of Property Owner/Title Holder: _____

Address of Owner (if different than above): _____

Phone Number (to be reached during business hours): (_____) _____

Email Address: _____

Print Name of Property Owner: _____

Signature: _____ Date: _____

If Property Owner is an entity:

Print Name of Signatory: _____

Signatory title/position: _____

This application summarizes the Urban Revitalization Plan terms. For complete information, request a copy of the Amended and Restated Adel Urban Revitalization Plan, from Adel City Hall. In the event of any inconsistency, the Plan terms shall control.

FOLLOWING SECTIONS TO BE COMPLETED BY CITY/COUNTY:	
CITY COUNCIL REVIEW:	<p><input type="checkbox"/> PRIOR APPROVAL Application (if applicable) Approved by Resolution No. _____ adopted by City Council on ____/____/20____</p> <p><input type="checkbox"/> FIRST YEAR Application (required) Approved by Resolution No. _____ adopted by City Council on ____/____/20____</p> <p><input type="checkbox"/> Application Denied – Reason: _____</p> <p>Mayor's Signature: _____</p> <p>Attest by City Clerk: _____</p>
COUNTY ASSESSOR REVIEW:	<p>Prior Building/Improvements Assessed Value: \$ _____</p> <p>Assessed Value with New Improvements: \$ _____</p> <p>Percentage Increase in Assessed Value: _____%</p> <p>_____ Eligible under Plan _____ Not Eligible under Plan</p> <p>Assessor's Signature: _____ Date: _____</p>

4934-5447-8935-1\10113-138
4934-5447-8935-1\10113-138
4934-5447-8935-1\10113-138
4934-5447-8935-1\10113-138

FORM SCHEDULE FOR ADOPTION OF
Urban Revitalization Amendment
 (and information needed to complete relevant proceedings)

	DATE	TIME	LOCATION	NAME
FIRST COUNCIL MEETING (Set date of Public Hearing)	09/09/2025	6:00 PM	Adel City Hall 301 S. 10 th Street, Adel, IA	N/A
Send PUBLIC HEARING NOTICE to paper by this date: (in order to publish on time)	09/26/2025	N/A	N/A	Name of Paper to Publish in: Dallas County News
Date Notice to be PUBLISHED 4-20 days before public hearing/second City Council meeting	10/02/2025	N/A	N/A	N/A
SECOND COUNCIL MEETING (Public Hearing and Adoption of Amendment)	10/14/2025	6:00 PM	Adel City Hall 301 S. 10 th Street, Adel, IA	N/A

4911-1234-2879-1\10113-138



AGENDA ITEM NO. 4.e
AGENDA SECTION: NEW
BUSINESS

ADEL CITY COUNCIL AGENDA ITEM REPORT

MEETING DATE: September 9, 2025

AGENDA HEADING: Consider Approval of Resolution No. 25-65, Approving Preliminary Plat for Ortonville Industrial Park Plat 1

ATTACHMENTS:

[Resolution No. 25-65, Approval of Preliminary Plat - Ortonville Industrial Park Plat 1.pdf](#)
[Ortonville Industrial Park Plat 1 - Preliminary Plat.pdf](#)
[P&Z Minutes 09.03.2025 Ortonville plat and Northwater plats](#)

Resolution No. 25-65

**RESOLUTION APPROVING PRELIMINARY PLAT FOR
ORTONVILLE INDUSTRIAL PARK PLAT 1**

WHEREAS, a subdivision plat for a parcel of land was submitted by Mark Behr with Ortonville Holdings, LLC; hereinafter referred to as the Developer; and

WHEREAS, the Developer submitted a preliminary plat, known as Ortonville Industrial Park Plat 1; and

WHEREAS, on September 3, 2025, the Planning and Zoning Commission reviewed and recommended Ortonville Industrial Park Plat 1 subject to review by City staff and McClure; and

WHEREAS, the preliminary plat's approximately 19.50 acres will be zoned M-1 (Light Industrial); and

WHEREAS, the intent of the proposed subdivision is to separate the existing parcel into multiple individual lots, in accordance with applicable zoning and land use regulations; and

WHEREAS, City staff, McClure Engineering, and the members of the City Council of the City of Adel, Iowa, have reviewed and approved the preliminary plat of Ortonville Industrial Park Plat 1.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Adel, Iowa, that the preliminary plat of Ortonville Industrial Park Plat 1 be formally approved.

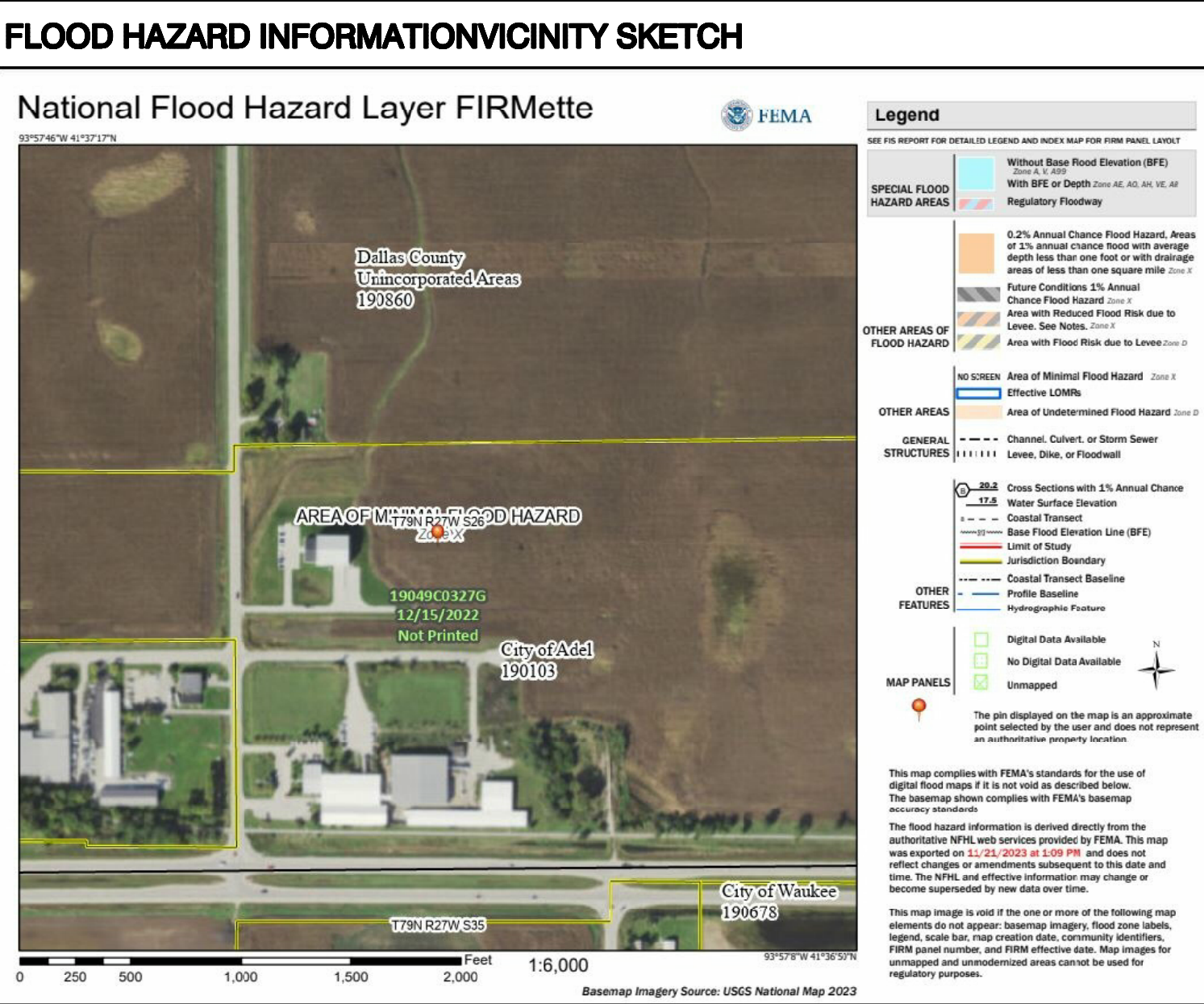
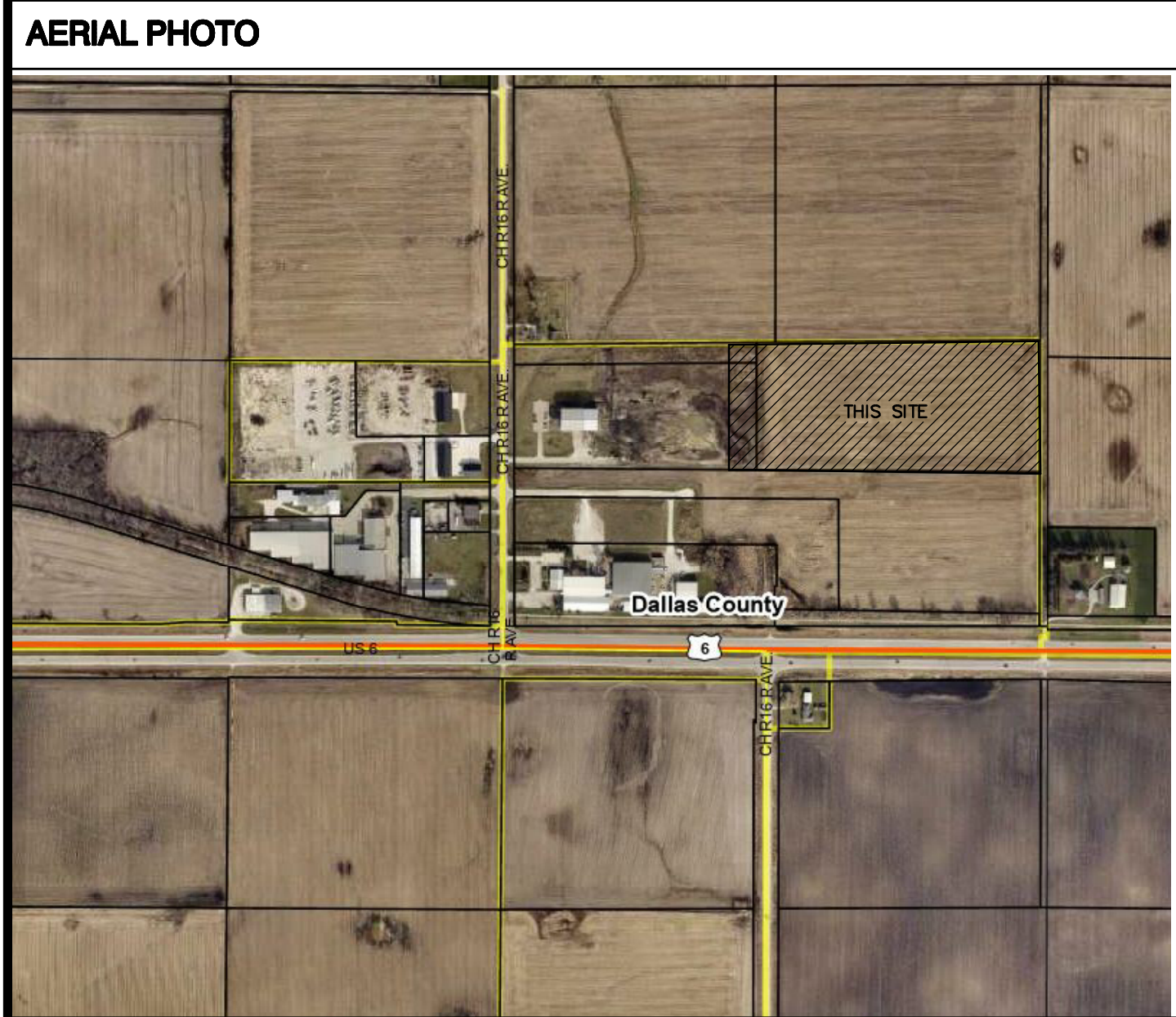
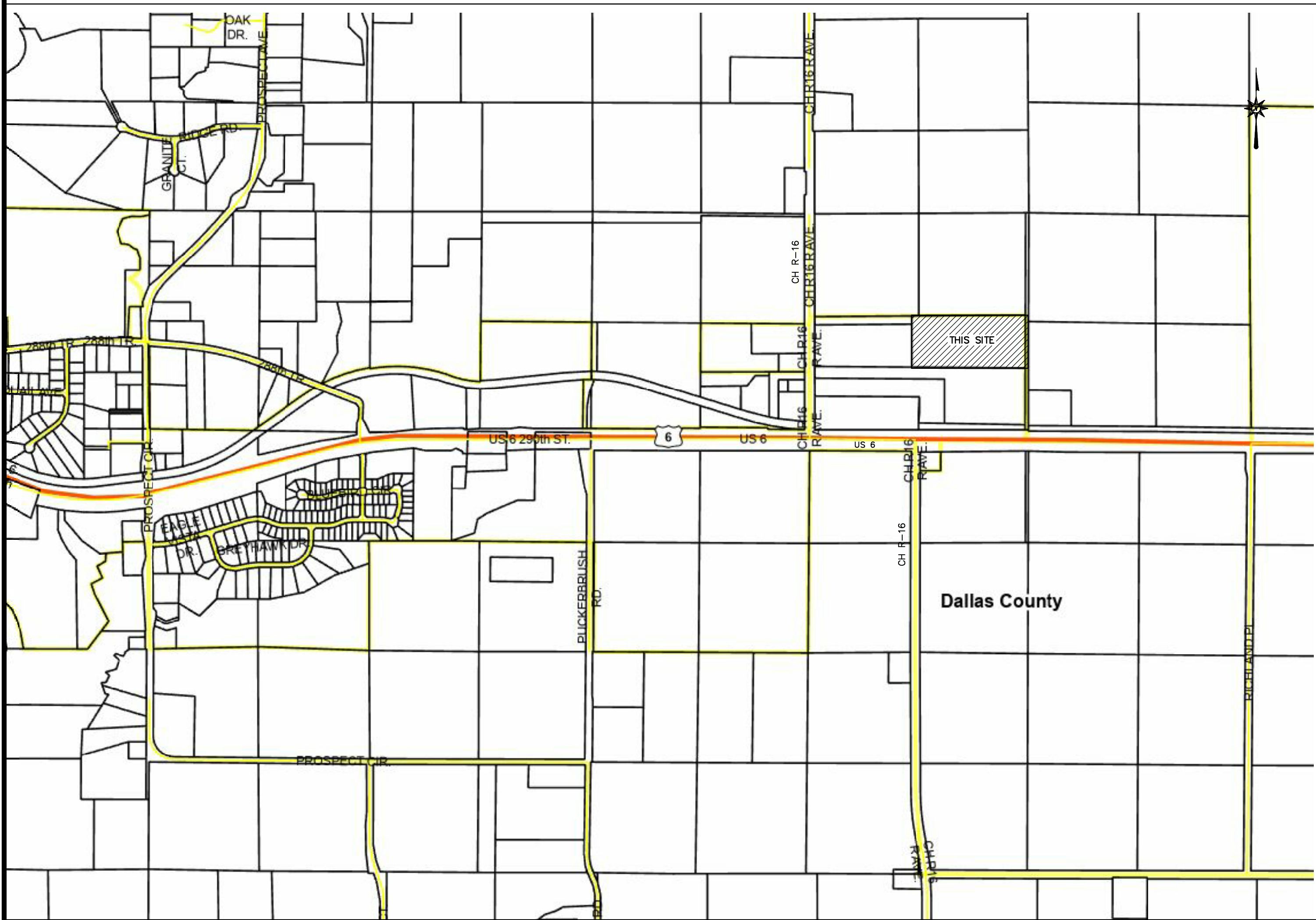
Passed and approved this 9th day of September, 2025.

James F. Peters, Mayor

Attest: _____
Carrie Erickson, City Clerk

Ortonville Industrial Park Plat I

PRELIMINARY PLAT



SITE OWNER

ORTONVILLE HOLDINGS LLC
974 13RD ST STE 16
WEST DES MOINES IA 50265-1026
CONTACT: MARK BEHR
PHONE: (515) 202-0633
EMAIL: BEHRTHEBUILDER@GMAIL.COM

LEGAL DESCRIPTION

ALL THAT PART OF PARCEL 23-124 AS SHOWN IN RECORD BOOK 2024 ON PAGE 19 AND PART OF PARCEL DD AS SHOWN IN BOOK 2016 ON PAGE 1331 IN THE DALLAS COUNTY RECORDER'S OFFICE ALL BEING IN THE SOUTHEAST QUARTER (SE1/4) OF SECTION 26, TOWNSHIP 74 NORTH, RANGE 27 WEST OF THE 5TH P.M., DALLAS COUNTY, IOWA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF SAID PARCEL 23-124, THENCE NORTH 89°30'56" EAST, A DISTANCE OF 90.00 FEET; THENCE NORTH 89°30'56" EAST, A DISTANCE OF 1264.94 FEET; THENCE SOUTH 00°22'20" EAST, A DISTANCE OF 634.36 FEET; THENCE NORTH 89°35'20" WEST, A DISTANCE OF 1274.24 FEET; THENCE NORTH 89°41'08" WEST, A DISTANCE OF 90.00 FEET; THENCE NORTH 00°01'06" EAST, A DISTANCE OF 613.21 FEET TO THE POINT OF BEGINNING. CONTAINING 14.50 ACRES, MORE OR LESS.

SURVEYOR

GREG L. ROSS (PLS 13266)
ASSOCIATED ENGINEERING COMPANY OF IOWA
1520 NW IRVINGDALE DRIVE SUITE 102
ANKENY, IOWA 50023
(515) 255-3156

ENGINEER

NICHOLAUS GOFFELT (PE 18973)
ASSOCIATED ENGINEERING COMPANY OF IOWA
1520 NW IRVINGDALE DRIVE SUITE 102
ANKENY, IOWA 50023
(515) 255-3156

PROJECT MANAGER

VIC PIAGENTINI
ASSOCIATED ENGINEERING COMPANY OF IOWA
1520 NW IRVINGDALE DRIVE SUITE 102
ANKENY, IOWA 50023
(515) 255-3156

INTENT OF SUBDIVISION

THE PURPOSE OF THE PROPOSED SUBDIVISION IS TO SEPARATE THE EXISTING PARCEL INTO MULTIPLE INDIVIDUAL LOTS, IN ACCORDANCE WITH APPLICABLE ZONING AND LAND USE REGULATIONS.

ZONING INFORMATION

(M-1) LIGHT INDUSTRIAL

- PURPOSE
THIS DISTRICT IS TO PROVIDE SPACE FOR MODERN LANDSCAPED INDUSTRIAL AND COMMERCIAL ESTABLISHMENTS WHICH CREATE LIMITED OR NO HAZARDS, NOISE, VIBRATIONS, SMOKE, DUST, ODORS, HEAT, GLARE OR OTHER OBJECTIONABLE INFLUENCES WHICH WOULD BE OFFENSIVE BEYOND THE BOUNDARIES OF THE INDUSTRIALLY ZONED LOT.
- PERMITTED USES: (SEE ADEL ZONING ORDINANCE SECTION 165.45 FOR FURTHER INFORMATION)
- ACCESSORY USES:
USES CLEARLY SUBORDINATE AND CUSTOMARILY INCIDENTAL TO THE PRINCIPAL USE SHALL BE PERMITTED SUBJECT TO THE STANDARDS SET FORTH IN SUBSECTION 5.
- CONDITIONAL USES: (SEE ADEL ZONING ORDINANCE SECTION 165.45 FOR FURTHER INFORMATION)
- PERFORMANCE STANDARDS:
 - ALL OUTDOOR STORAGE OF PRODUCTS OR MATERIALS SHALL BE EFFECTIVELY SCREENED FROM ADJACENT STREETS AND PROPERTIES.
 - ALL REFUSE COLLECTION AREAS SHALL BE FULLY ENCLOSED BY A SIX-FOOT HIGH OPAQUE WOOD FENCE OR MASONRY WALL.
 - WHERE THE LOT ADJUTS PROPERTY ZONED FOR RESIDENTIAL USE, A BUFFER SHALL BE PROVIDED ADJACENT TO SUCH PROPERTY.
 - A MINIMUM OF 15 PERCENT OF THE LOT IN ADDITION TO REQUIRED LANDSCAPE SETBACKS AND BUFFER YARDS SHALL BE MAINTAINED AS OPEN SPACE LANDSCAPED WITH GRASS, TREES, SHRUBS, AND OTHER PLANT MATERIAL.

LAND SURVEYOR CERTIFICATION

I HEREBY CERTIFY THAT THIS LAND SURVEYING DOCUMENT WAS PREPARED BY ME AND THE RELATED SURVEY WORK WAS PERFORMED UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA.

GREGORY L. ROSS P.L.S. 13286
IOWA LICENSE # 13286, EXPIRES 12/31/2025
FIRM: ASSOCIATED ENGINEERING COMPANY OF IOWA

ENGINEERING CERTIFICATION

I HEREBY CERTIFY THAT THIS ENGINEERING DOCUMENT WAS PREPARED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF IOWA.

SIGNED: NICHOLAUS GOFFELT P.E. # 18973
IOWA LICENSE # 18973, EXPIRES 12/31/2025
FIRM: ASSOCIATED ENGINEERING COMPANY OF IOWA

STANDARD NOTES

1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE CITY OF ADEL'S DEVELOPMENT REGULATIONS, POLICIES, AND STATEWIDE URBAN DESIGN (SUDAS).
2. ONE WEEK PRIOR TO CONSTRUCTION OF ANY PUBLIC IMPROVEMENTS, THE CONTRACTOR SHALL NOTIFY THE CITY OF ADEL.
3. THE CONTRACTOR AND DEVELOPER'S ENGINEER SHALL ATTEND A REQUIRED PRE-CONSTRUCTION WITH THE CITY PUBLIC WORKS AND ENGINEERING DEPARTMENTS PRIOR TO COMMENCEMENT OF CONSTRUCTION.
4. THE CONTRACTOR SHALL VERIFY THE LOCATION AND PROTECT ALL UTILITIES AND STRUCTURES. DAMAGE TO UTILITIES AND STRUCTURES SHALL BE REPAIRED BY THE CONTRACTOR AT THE CONTRACTOR'S EXPENSE TO THE SATISFACTION OF THE CITY AND THE OWNER.
5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR RECORDING THE AS-BUILT LOCATION OF ALL SANITARY SEWER, SUMP AND WATER MAIN SERVICES AND VERIFYING LOCATIONS ON THE AS-BUILT DRAWINGS.
6. RECONNECT ANY FIELD TILE THAT IS INTERCEPTED DURING UTILITY CONSTRUCTION. LOCATION OF FIELD TILE SHALL BE NOTED ON THE AS-BUILT DRAWINGS.
7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR INSTALLING AND MAINTAINING TRAFFIC CONTROL IN ACCORDANCE WITH THE CURRENT VERSION OF MUTCD.
8. PRIOR TO ACCEPTANCE OF ANY PUBLIC IMPROVEMENTS, THE CONTRACTOR SHALL SUBMIT AS-BUILT RECORD DRAWINGS (HORIZONTAL AND VERTICAL AS-BUILT DATA IN STATE PLANE COORDINATES AND NAVD 88 DATUM) FOR ALL WATER, SANITARY SEWER, STORM SEWER PIPING AND ASSOCIATED APPURTENANCES, AND SITE GRADING WILL BE PROVIDED. VOLUME CALCULATIONS FOR ALL STORM WATER DETENTION FACILITIES SHALL ALSO BE PROVIDED.
9. SIDEWALK AND DRIVEWAY APPROACH INSTALLATIONS SHALL BE INSPECTED BY THE CITY OF ADEL FOLLOWING A MINIMUM 48-HOUR NOTICE.
10. THE OWNER/CONTRACTOR SHALL REMOVE ALL DEBRIS SPILLED ON CITY OF ADEL RIGHT-OF-WAY AND ADJOINING PROPERTY IMMEDIATELY.
11. AT NO TIME SHALL EQUIPMENT, CONSTRUCTION MATERIAL AND/OR STOCKPILED FILL BE STORED ON CITY OF ADEL RIGHT-OF-WAY.
12. THE DEVELOPER IS RESPONSIBLE FOR MAINTAINING ALL EROSION AND SEDIMENTATION CONTROL DEVICES THROUGHOUT CONSTRUCTION.
13. OFF-STREET PARKING AND ACCESS DRIVES SHALL BE PROVIDED PRIOR TO CONSTRUCTION FOR CREWS AND EQUIPMENT.
14. ADDITIONAL EROSION AND SEDIMENTATION CONTROL DEVICES MAY BE REQUIRED BY CITY OF ADEL INSPECTORS BASED ON ACTUAL FIELD CONDITION.
15. PRIOR TO OBTAINING A CERTIFICATE OF OCCUPANCY/FINAL PLAT APPROVAL, ALL UTILITY STRUCTURES, MANHOLES, VALVES, INTAKES SHALL BE RAISED LEVEL WITH FINISH GRADE.
16. ALL UTILITIES INCLUDING ELECTRICAL AND TELEPHONE SHALL BE LOCATED UNDERGROUND.
17. ALL DISTURBED AREAS SHALL BE SODDED UNLESS OTHER LANDSCAPING IS IDENTIFIED ON THE SITE PLAN.

EROSION CONTROL

1. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ACCOMPLISHING THE REQUIRED CONSTRUCTION WORK ON THIS PROJECT IN SUCH A MANNER AS TO EFFECTIVELY MINIMIZE AND CONTROL THE WATER POLLUTION WHICH MIGHT BE CAUSED BY SOIL EROSION FROM THE PROJECT. IT IS INTENDED THAT THESE FEATURES BE MAINTAINED IN AN APPROPRIATE FUNCTIONAL CONDITION FROM INITIAL CONSTRUCTION STAGES TO FINAL COMPLETION OF PROJECT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR CONFORMANCE WITH LOCAL, STATE, AND FEDERAL SOIL EROSION AND SILTATION CONTROLS.
2. THE CONTRACTOR SHALL PROTECT ADJOINING PROPERTY INCLUDING PUBLIC UTILITIES, SANITARY AND STORM DRAINAGE SYSTEMS, AND OTHER DEBRIS FROM PROJECT SITE. REPAIR ANY DAMAGE IMMEDIATELY AT ADDITIONAL COST.
3. THE CONTRACTOR SHALL PREVENT TRANSFER OF EARTH, SILTATION, OR DEBRIS TO ADJOINING PUBLIC OR PRIVATE PROPERTY FROM PROJECT SITE. REMOVE ANY ACCUMULATION OF EARTH OR DEBRIS IMMEDIATELY, AND IMMEDIATELY TAKE REMEDIAL ACTIONS FOR PREVENTION.
4. EXISTING AND NEW INTAKES SHALL BE FILTERED DURING CONSTRUCTION.
5. ALL INTAKES NOT SPECIFIED TO BE FILTERED SHALL BE PLATED OR SAND BAGGED TO PREVENT TAKING WATER. THE FIBERGLASS MESH SHALL BE PLACED TO ENSURE NO FILTER MATERIAL WILL DROP INTO THE INLET. IN SOME CASES, IT MAY BE NECESSARY TO SET THE GRATE OR STEEL PLATE OVER THE FIBERGLASS MESH TO HOLD IT SECURELY IN PLACE. CONSTRUCT IN ACCORDANCE WITH DETAIL TYPE I, II, AND III INLET FILTERS.
6. SILT FENCES SHALL BE CONSTRUCTED AT LOCATIONS SPECIFIED ON THE PLANS OR AS DIRECTED BY THE JURISDICTIONAL ENGINEER. THE SILT FENCES SHALL BE IN PLACE PRIOR TO SITE CLEARING AND GRADING. THE BOTTOM OF THE FENCE AND FABRIC SHALL BE EMBEDDED IN THE GROUND A MINIMUM OF 6 INCHES EXCEPT AT LOCATIONS WHERE FENCE IS LOCATED WITHIN DRAINAGE WAYS, IN WHICH CASE IT SHALL BE EMBEDDED A MINIMUM OF 12 INCHES. CONSTRUCT IN ACCORDANCE WITH DETAIL PLATE FOR SILT FENCE.
7. IF TEMPORARY EROSION AND POLLUTION CONTROL MEASURES ARE REQUIRED DUE TO THE CONTRACTOR'S NEGLIGENCE, CARELESSNESS, OR FAILURE TO INSTALL PERMANENT CONTROLS AS A PART OF THE WORK AS SCHEDULED, AND ARE ORDERED BY THE JURISDICTIONAL ENGINEER, SUCH WORK SHALL BE PERFORMED BY THE CONTRACTOR AT OWN EXPENSE.
8. IN CASE OF REPEATED FAILURES ON THE PART OF THE CONTRACTOR TO CONTROL EROSION, POLLUTION, AND/OR SILTATION, THE JURISDICTIONAL ENGINEER RESERVES THE RIGHT TO EMPLOY OUTSIDE ASSISTANCE OR TO USE HIS OWN FORCES TO PROVIDE THE NECESSARY CORRECTIVE MEASURES. SUCH INCURRED DURING PLUS PROJECT ENGINEERING COSTS WILL BE CHARGED TO THE CONTRACTOR AND APPROPRIATE DEDUCTIONS WILL BE MADE FROM THE CONTRACTOR'S MONTHLY PROGRESS ESTIMATE AND FINAL PAYMENT.
9. THE CONTRACTOR SHALL BE RESPONSIBLE TO PERFORM CLEANING DURING INSTALLATION OF WORK AND UPON COMPLETION OF WORK.
10. REMOVE FROM THE SITE ALL EXCESS MATERIALS, DEBRIS, AND EQUIPMENT.
11. HOSE DOWN AND/OR BROOM CLEAN ALL PAVED SURFACES.
12. REPAIR ANY DAMAGE RESULTING FROM EROSION CONTROL OPERATIONS.
13. THE CONTRACTOR SHALL REMOVE EROSION CONTROL DEVICES UPON APPROVAL OF JURISDICTIONAL ENGINEER. THE CONTRACTOR SHALL REMOVE ALL EROSION CONTROL MATERIALS FROM THE SITE. THE CONTRACTOR SHALL PERFORM CLEANUP OPERATIONS UPON COMPLETION OF REMOVAL.

SANITARY SEWER SPECIFICATIONS

1. SANITARY SEWER
2. GRAVITY SANITARY SEWER SHALL BE PVC TRUSS PIPE WITH CLASS F3 BEDDING UNLESS OTHERWISE NOTED ON PLANS. PRESSURE SANITARY SEWER SHALL BE HDPE PIPE WITH TRENCH BEDDING (F3W-104).
3. THE CONTRACTOR SHALL INSTALL SEWER TAPE AT THE END OF EACH SANITARY SEWER SERVICE.
4. ALL INVERTS LOCATED AT AN ELEVATION ABOVE THE CENTERLINE OF THE EXISTING THROUGH PIPE AND LESS THAN 2.0 FEET ABOVE THE MANHOLE FLOOR SHALL HAVE A POURED-IN-PLACE SLOPED INVERT.
5. ALL MANHOLES WITHIN PAVEMENT SHALL HAVE TYPE B ADJUSTABLE CASTINGS AND INTERNAL CHIMNEY SEALS.
6. ALL MANHOLES NOT WITHIN PAVEMENT SHALL HAVE TYPE A NON-ADJUSTABLE CASTINGS AND EXTERNAL CHIMNEY SEALS.
7. ALL 4-INCH AND 6-INCH SANITARY SEWER SERVICES SHALL BE SDR 35 IN ACCORDANCE WITH SUDAS AND SHALL BE EXTENDED 40 FEET INSIDE LOT LINES UNLESS OTHERWISE NOTED ON PLANS.
8. MANHOLE STEPS ARE EQUIVALENT IN ALL SANITARY SEWER MANHOLE STRUCTURES.
9. MANHOLE COVERS SHALL HAVE RAISED DIAMOND ROUGHNESS PATTERNS.
10. THE CONTRACTOR SHALL TELEWISE EVERY SANITARY SEWER LINE AND PROVIDE A COPY OF THE DIGITAL REPORT INCLUDING A VIDEO RECORDING UTILIZING A PACP COMPLIANT FORMAT TO THE PUBLIC WORKS DIRECTOR USING A 500 GALLON TANK AND GARDEN HOSE. THE CONTRACTOR SHALL GRAVITY FLOW WATER DOWN THE PIPE DURING TELEVISIONING SO DIPS AND SAGS CAN BE IDENTIFIED. THE CITY SHALL NOTIFY THE CONTRACTOR OF ANY NECESSARY CLEANING AND/OR REPAIRS. THE CONTRACTOR SHALL JET CLEAN AND VACUUM ANY SECTION OF PIPE FROM MANHOLE TO MANHOLE WITH MUD OR DEBRIS GREATER THAN 1 FOOT DEEP ALONG WITH ANY DOWNSTREAM SECTIONS AS REQUIRED DUE TO CONSTRUCTION. THESE SEGMENTS SHALL THEN BE RE-TELEVIEWED TO DEMONSTRATE PIPES ARE CLEAN. REQUIRED TELEVISIONING SHALL BE AT THE CONTRACTOR'S EXPENSE.
11. SPECIAL SANITARY SEWER CONNECTIONS SHALL BE MADE WITH 441 STYLE WATER MAIN CLAMP.
12. PROVIDE SHOP DRAWINGS FOR MANHOLE STRUCTURES FOR APPROVAL BY CITY PRIOR TO ORDERING OR INSTALLING MANHOLES.

WATER MAIN SPECIFICATIONS

1. PIPE MATERIALS SHALL BE AWWA C900 CLASS 150 PVC.
2. INSTALL TRACER WIRE, #12 AWG COPPER CONDUCTOR WITH LINEAR LOW-DENSITY POLYETHYLENE INSULATION MATERIAL, UNDER PIPE AND BRING TRACER WIRE TO SURFACE AT HYDRANT WITH A TRIVIEW TRACER WIRE STATION.
3. CONNECT NEW TRACER TO EXISTING USING APPROVED SPLICER KIT AND PROVIDE A GROUND ROD AT END OF TRACER WIRE FOR LOCATION AND EXTENSION IN FUTURE. THE CITY WILL TEST THE TRACER WIRE PRIOR TO ACCEPTANCE.
4. ANY NECESSARY REPAIRS SHALL BE AT THE CONTRACTOR'S EXPENSE.
5. HYDRANTS SHALL BE SET 3.5 FEET FROM THE WATER MAIN.
6. HYDRANTS, VALVE BOXES AND COVERS SHALL BE SET TO CONFORM TO FINISHED PAVEMENT ELEVATIONS.
7. HYDRANTS SHALL BE WATROUS PRODUCTS, OPEN LEFT.
8. SERVICES SHALL BE 1-INCH COPPER.
9. STOP BOXES FOR 1 THROUGH 2 WATER SERVICE LINES SHALL INCLUDE A STAINLESS STEEL SELF-CENTERING ROD WITH STAINLESS STEEL COTTER PIN WITHIN THE STOP BOX HOUSING WITH A 1.25" EXTENDABLE UPPER SECTION AND LID WITH A 1.25" PENTAGON PLUG. ALL STOP BOX INSTALLATIONS SHALL BE COMPLETED IN SUCH A MANNER THAT THE LID IS ALLOWED TO RISE WITH THE FROST AND LOWER IF DRIVEN OVER WITHOUT DAMAGE TO CURB VALVE. FINISH GRADE OF THE LID SHALL BE LEVEL WITH THE SURROUNDING SURFACE SO AS NOT TO PRESENT A HAZARD TO THE PUBLIC.
10. WATER MAIN TO HAVE 5.5 FEET BURY, TYPICAL EXCEPT AT CRITICAL CROSSINGS.
11. ALL VALVES SHALL BE PAINTED YELLOW IN ACCORDANCE WITH CITY OF CLIVE STANDARDS.
12. ALL VALVES SHALL HAVE A VALVE BOX ADAPTER INSTALLED TO MAINTAIN ALIGNMENT.
13. THE CONTRACTOR SHALL REMOVE CHAINS ON ALL HYDRANTS.
14. THE CONTRACTOR SHALL CALL THE CITY OF CLIVE WATER DEPARTMENT FOR THE OPERATION OF EXISTING VALVES. WATER VALVES SHALL NOT BE OPERATED BY ANY ENTITY OTHER THAN THE CITY OF CLIVE WATER DEPARTMENT.
15. THE CONTRACTOR SHALL NOT USE WATER UNLESS IT IS PART OF THE PURIFICATION PROCESS OF THE NEW MAIN.
16. WATER NEEDED FOR ANY REASON AFTER BACTERIA TESTING HAS BEEN COMPLETED AND PASSED WILL REQUIRE PRIOR APPROVAL FROM THE CITY OF CLIVE.
17. THE CONTRACTOR SHALL INSTALL TEST PORTS AT LOCATIONS AS DIRECTED BY CITY STAFF DURING CONSTRUCTION TO AID IN DISINFECTION AND TESTING OF THE NEW SYSTEM.

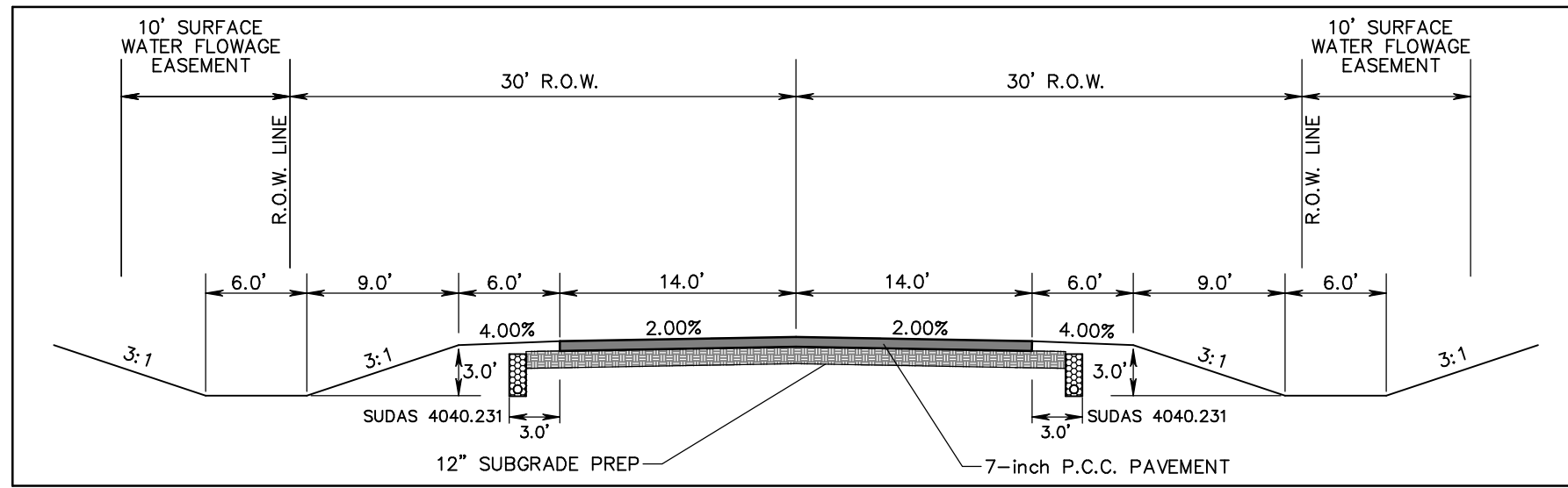
STORM SEWER SPECIFICATIONS

1. THE CONTRACTOR SHALL TELEWISE EVERY STORM SEWER LINE AND PROVIDE A COPY OF THE DIGITAL REPORT INCLUDING A VIDEO RECORDING UTILIZING A PACP COMPLIANT FORMAT TO THE PUBLIC WORKS DIRECTOR.
2. ALL INTAKE CASTINGS SHALL HAVE PHASE 2 ENVIRONMENTAL SYMBOLOLOGY OR TEXT.
3. ADDITIONAL RIPRAP MAY BE REQUIRED AT THE FES BASED UPON FIELD REVIEW BY CITY OF CLIVE.
4. PROVIDE SUBDRAIN BEHIND BACK OF CURB ON PUBLIC STREETS AS REQUIRED BASED ON SUBSURFACE MOISTURE CONDITIONS. CONNECT SUBDRAIN TO STORM SEWER INTAKE USING RCP PIPE BENEATH PAVEMENT.
5. ALL INTAKES SHALL HAVE MANE GRATES.
6. 8-INCH FOOTING DRAINS TO BE PVC, SDR 35.
7. FOOTING DRAIN SERVICES TO BE 4-INCH PVC, SDR 35. EXTEND SERVICES 10' INSIDE LOT UNLESS OTHERWISE NOTED.
8. ALL INTAKES SHALL BE LOCATED A MINIMUM OF 7.5 FEET FROM END OF RETURNS.
9. ALL INTAKES SHALL BE LOCATED A MINIMUM OF 1' FOOT FROM DRIVEWAY FLARES.
10. THE CONTRACTOR SHALL PROVIDE A COVER OF 3'-6" COVER ON ALL STORM SEWER, INCLUDING SUMP SERVICES.
11. ALL INTAKES SHALL BE POURED-IN-PLACE CONCRETE STRUCTURES.

PCC PAVING SPECIFICATIONS

A. LOCAL & PRIVATE STREETS

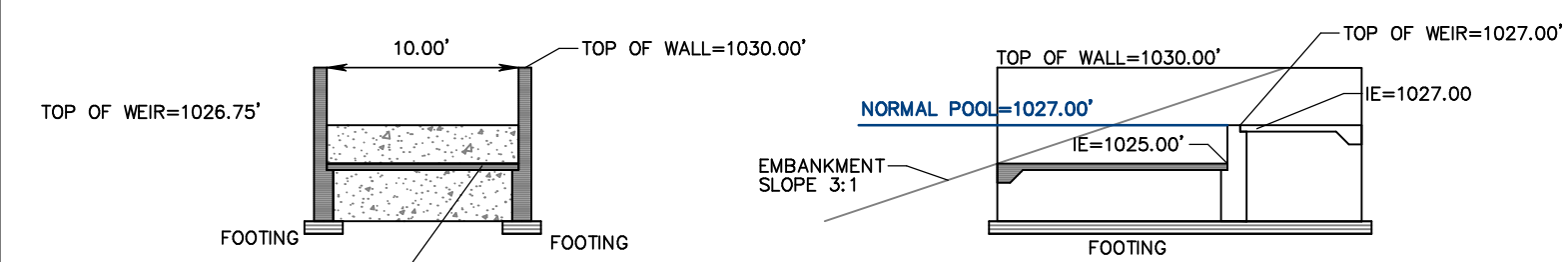
1. PAVEMENT FOUNDATION
A) A GEOTECHNICAL REPORT IS REQUIRED IN ACCORDANCE WITH CHAPTER 6 OF THE SUDAS DESIGN MANUAL. THE REPORT SHALL BE SIGNED BY A LICENSED PROFESSIONAL ENGINEER IN THE STATE OF IOWA. THE GEOTECHNICAL REPORT SHALL SPECIFY ACTIONS NECESSARY TO PROVIDE A SUBGRADE WITH A MINIMUM CBR OF 10. THE REPORT SHALL INCLUDE ALL DATA AND ANALYSIS NECESSARY TO SUPPORT THE RECOMMENDATIONS.
B) A MINIMUM OF 12" MGD BELOW SUBBASE SHALL BE REQUIRED.
C) 6" OF MODIFIED SUBBASE (SUDAS SPECIFICATIONS MANUAL, SECTION 2010, 2.04.D.3A) WITH SUBDRAINS (SUDAS SPECIFICATIONS MANUAL FIGURE 4040.231, AND BACKFILLING WITH POROUS BACKFILL MATERIAL (SUDAS SPECIFICATIONS MANUAL, SECTION 4040, 2.04) (POROUS BACKFILL MATERIAL MUST EXTEND TO MODIFIED SUBBASE).
2. PAVEMENT
A) CONCRETE - CLASS C MIX (C-SUD) (IOWA DOT, IM 529, WITH TYPE 1 CEMENT AND AGGREGATE PROPORTIONS OF 55% COARSE AND 45% FINE, SLAG IS NOT ALLOWED).
I. AIR ENTRAINMENT SHALL BE 6% TO 8% AFTER PLACEMENT.
II. WATER TO CEMENT (W/C) RATIO SHALL BE 0.40 WITH A MAX OF 0.45.
III. SUPPLEMENTARY CEMENTITIOUS MATERIALS (SCMS) - FLY ASH - 20% CLASS FOR CLASS C SHALL BE USED (SUDAS SPECIFICATIONS MANUAL SECTION 7010, 2.01.B1).
B) THICKNESS
I. 7" JOINTED PLAIN CONCRETE PAVEMENT (JPCP) OR
II. 6" JOINTED REINFORCED CONCRETE PAVEMENT (JRCP) (SUDAS DESIGN MANUAL FIGURE SG-2.11 FOR 26" WIDE PAVEMENT OR SUDAS DESIGN MANUAL FIGURE SG-2.12 FOR 31" WIDE PAVEMENT) (REINFORCEMENT FOR OTHER PAVEMENT WIDTHS MUST BE APPROVED BY THE CITY).
C) JOINTING
I. QUARTER POINT JOINTING SHALL BE USED FOR 28' PAVEMENTS (SUDAS SPECIFICATIONS MANUAL FIGURE 7010.901). QUARTER POINT JOINTING SHALL BE USED FOR OTHER PAVEMENT WIDTHS AND MUST BE APPROVED BY CITY.
II. TRANSVERSE JOINT SPACING SHALL BE 14' FOR 7" THICK PAVEMENT AND 12' FOR 6" THICK PAVEMENT.



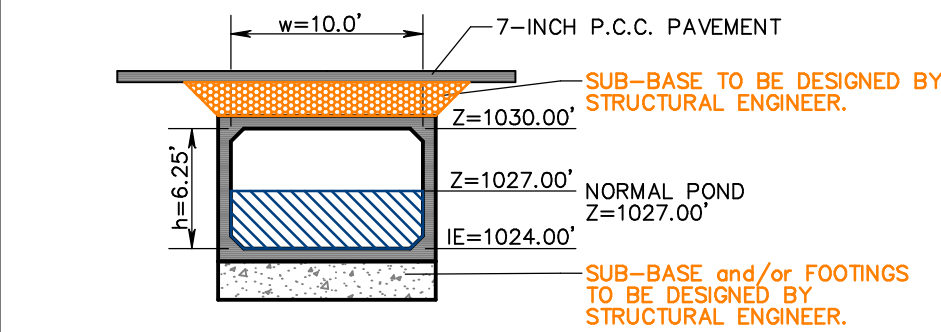
DIMENSIONING PLAN (ST-1) & (ST-2)

1. OUTLET STRUCTURE TO BE DESIGNED BY A STRUCTURAL ENGINEER.
2. DIMENSION SHOWN ARE CRITICAL ELEVATIONS THAT WILL NEED TO BE AS-BUILT DURING AND AFTER CONSTRUCTION.

DETENTION POND (DP1) OUTLET (ST-1)



DETENTION POND (DP2) OUTLET (ST-2)



July 30, 2025

Project No.: 252063ORT

Behr Construction
Attn: Mr. Mark Behr II
28901 R Ave.
Adel, IA 50003

Re: Geotechnical Investigation
Ortonville Industrial Plat 1
East end of 289th Pl
Adel, IA 50003

Dear Mr. Behr:

Thank you for the opportunity to provide our services for the above-mentioned project. Upon completion of the geotechnical drilling and analysis, the following summary of the findings can be concluded from the data.

- The site consists of mainly topsoil and glacial till soil deposits, classified as CL soils. The natural, on-site soils are non-expansive by nature. These soils are suitable for all types of fill applications. They can be easily compacted when properly moisture conditioned.
- The onsite soils can be sensitive to moisture content fluctuations by their variable sand and gravel content and seasonal water table changes. This could create low bearing or difficult compaction scenarios. It may be necessary to re-work (farm) or chemically stabilize the soils to adjust the moisture contents to an acceptable range for compaction.
- Groundwater was noted during boring operations at a depth of 9-11 feet in boreholes 3,4,5. No additional moisture seepage was noted. Dewatering techniques could become necessary during construction as these levels will likely fluctuate with seasonal changes and grading operations.
- Detention pond soils are suitable to be utilized as general fill soils across the site. There could be localized areas of sand present, which will need to be capped with additional cohesive materials prior to the detention ponds areas reaching normal pool level. It is recommended for a minimum of 12 inches of cohesive soil be reworked and compacted to provide an adequate layer.
- Bearing capacity of the soils were adequate for the proposed building. Foundations should be designed for values of 2,000 psf for continuous footings and 2,500 psf for isolated column piers. This can be enhanced, if desired. It is likely these values could fluctuate between the time of drilling and the time of foundation installation, due to changes in final elevations, groundwater levels, etc.
- Pavements can be supported on the natural soils, which should be scarified and recompacted to support the desired pavement sections. The pavement sections could also be supported on granular subbase for additional drainage enhancements. It is recommended to utilize a 7-inch pavement section. The pavement sections should be increased in thickness for areas receiving higher traffic loads, such as intersections, service vehicle approaches (trash enclosures), existing tie ins, etc.

Please feel free to call me should you have any questions or if I may be of any further assistance.

Sincerely,

Sybil Ferrier, P.E.

Sybil Ferrier, P.E.
Principal Engineer

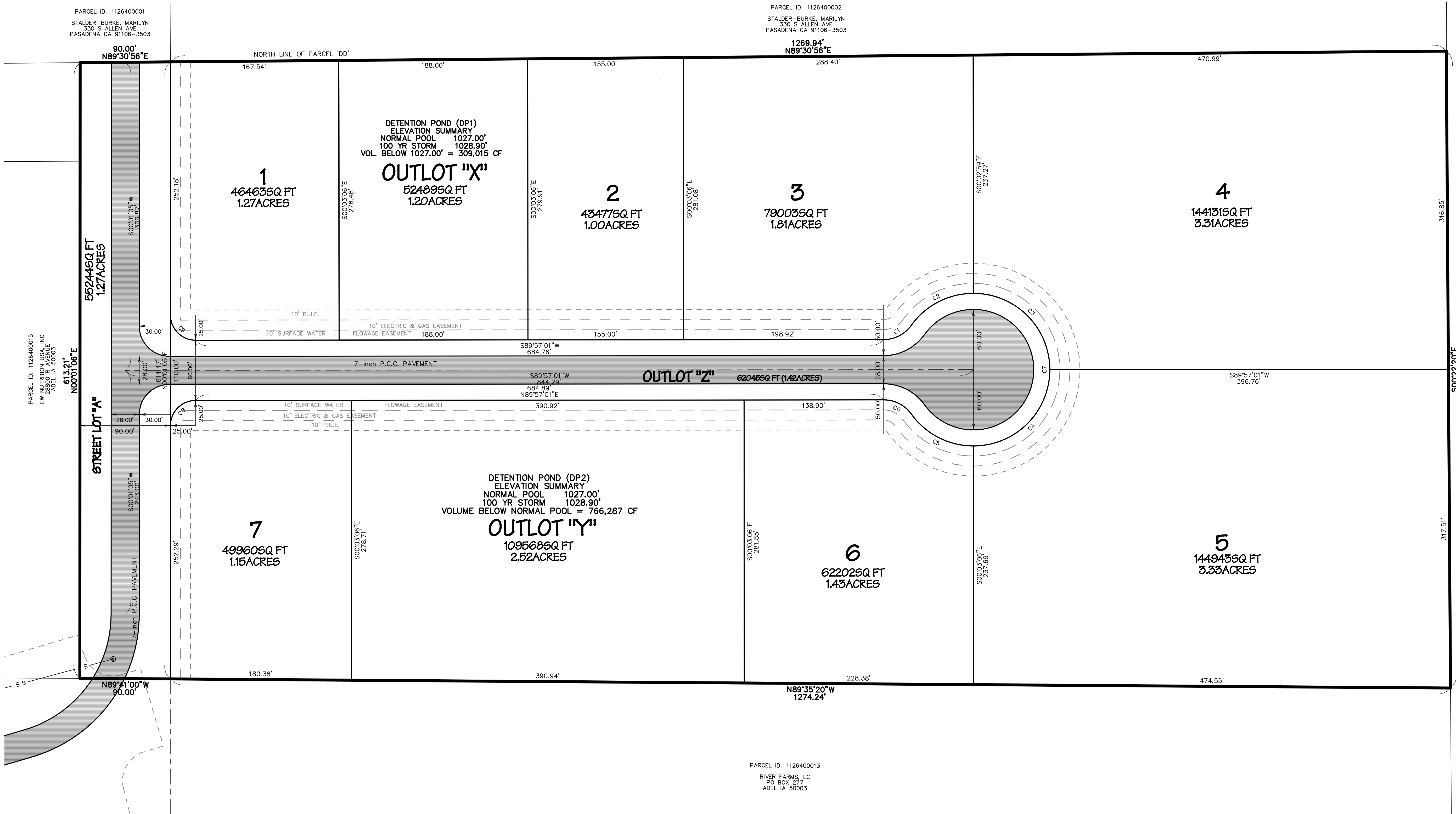
Brody Corner

Brody Corner
Staff Engineer

1610 East Madison Ave • Des Moines, Iowa 50313
(515) 263-0794 • Fax (515) 263-0851
www.cml-iowa.com

ASSOCIATED ENGINEERING
COMPANY OF IOWA
1620 NW Independence Drive, Suite 102, Ankeny, Iowa 50023
Phone: (515) 255-3156 Fax: (515) 255-3157

Ortonville Industrial Park Plat 1
NOTES



LINE	ARC	CHORD BEARING	RADIUS	DELTA	CHORD	TANGENT	MIDDLE ORDINATE	DEGREE OF CURVE
C1	32.29'	S62°44'22"W	34.00'	54°25'17"	31.09'	17.48'	3.76'	168°31'01"
C2	72.19'	S62°44'22"W	76.00'	54°25'17"	69.50'	39.08'	8.41'	75°23'21"
C3	119.38'	N45°02'59"W	76.00'	90°00'00"	107.48'	76.00'	22.26'	75°23'21"
C4	119.38'	N44°56'58"E	76.00'	89°59'53"	107.48'	76.00'	22.26'	75°23'21"
C5	72.19'	S62°50'24"E	76.00'	54°25'24"	69.51'	39.08'	8.41'	75°23'21"
C6	32.29'	S62°50'20"E	34.00'	54°25'17"	31.09'	17.48'	3.76'	168°31'01"
C7	383.14'	S00°02'59"E	76.00'	288°50'35"	88.44'			75°23'21"
C8	39.24'	N44°59'03"E	25.00'	89°53'56"	35.33'	24.97'	7.31'	229°10'59"
C9	39.30'	N45°00'57"W	25.00'	90°04'04"	35.38'	25.03'	7.33'	229°10'59"



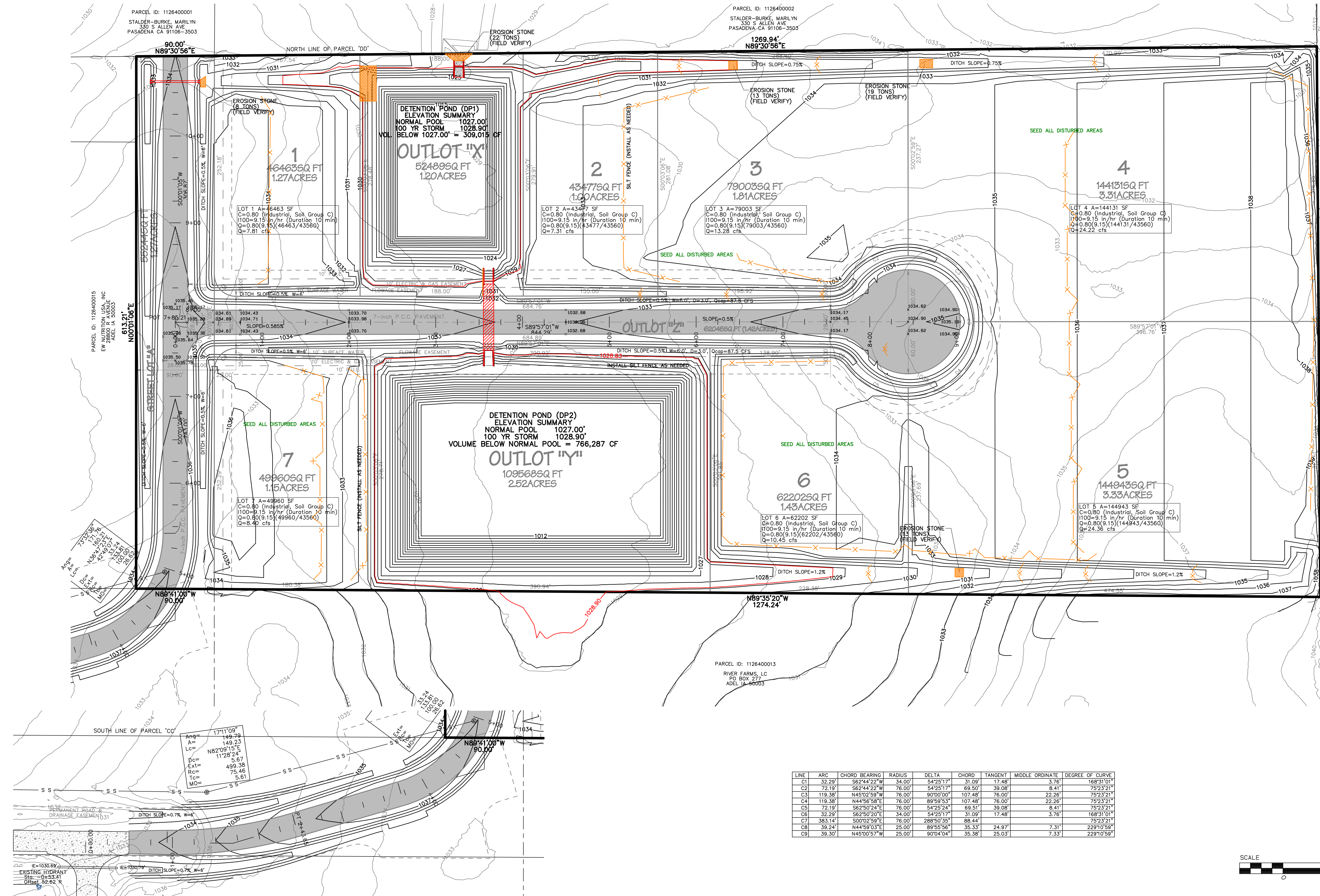
PARCEL ID: 1126400001
STALDER-BURKE, MARILYN
330 S ALLEN AVE
PASADENA CA 91106-3503

PARCEL ID: 1126400002
STALDER-BURKE, MARILYN
330 S ALLEN AVE
PASADENA CA 91106-3503

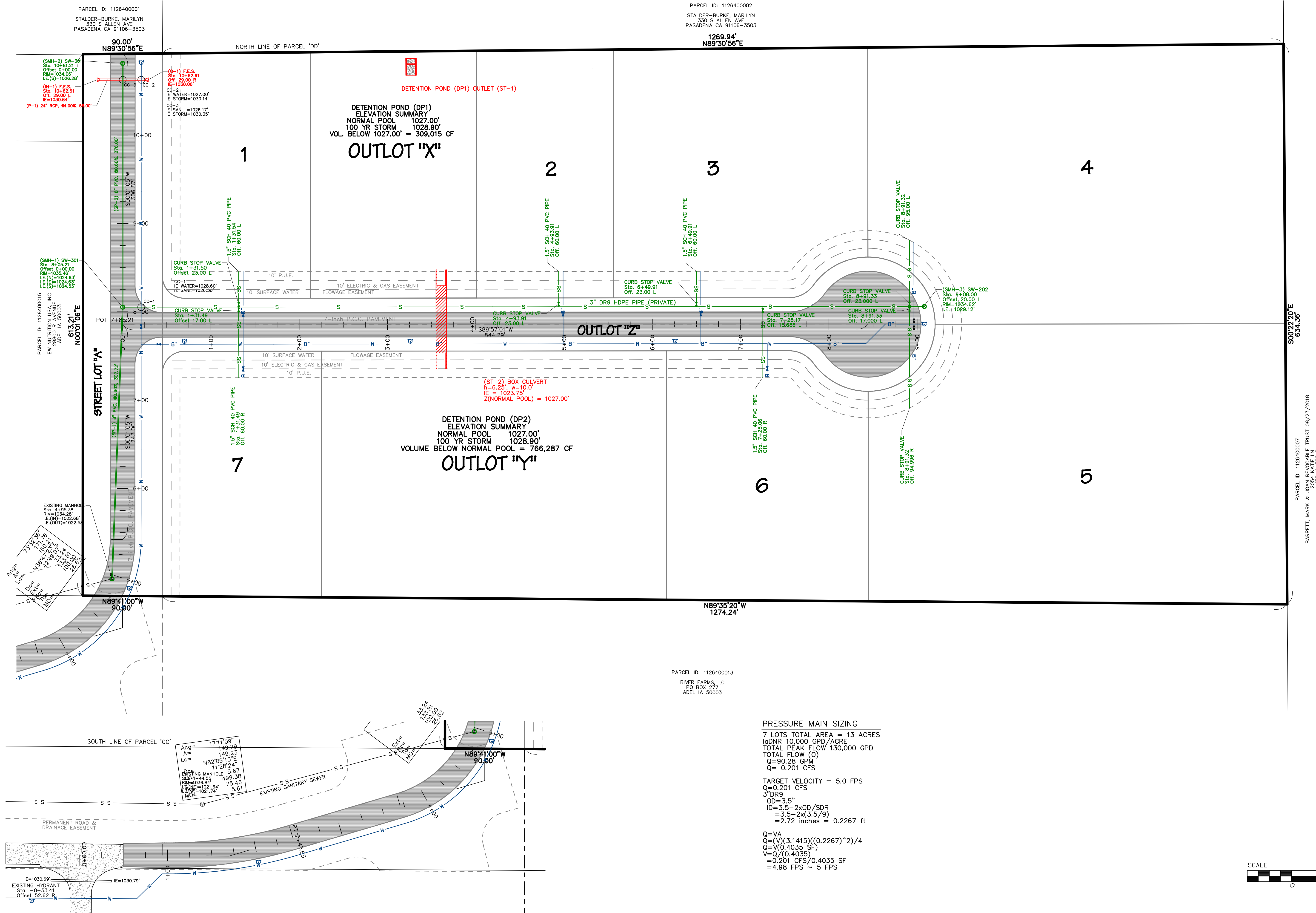
PARCEL ID: 1126400015
EW NUTRITION USA, INC
28800 R AVENUE
ADEL IA 50003

PARCEL ID: 1126400013
RIVER FARMS, LC
PO BOX 277
ADEL IA 50003

PARCEL ID: 1126400007
BARRETT, MARK & JOAN REVOCABLE TRUST 08/23/2018
ADEL IA 50010

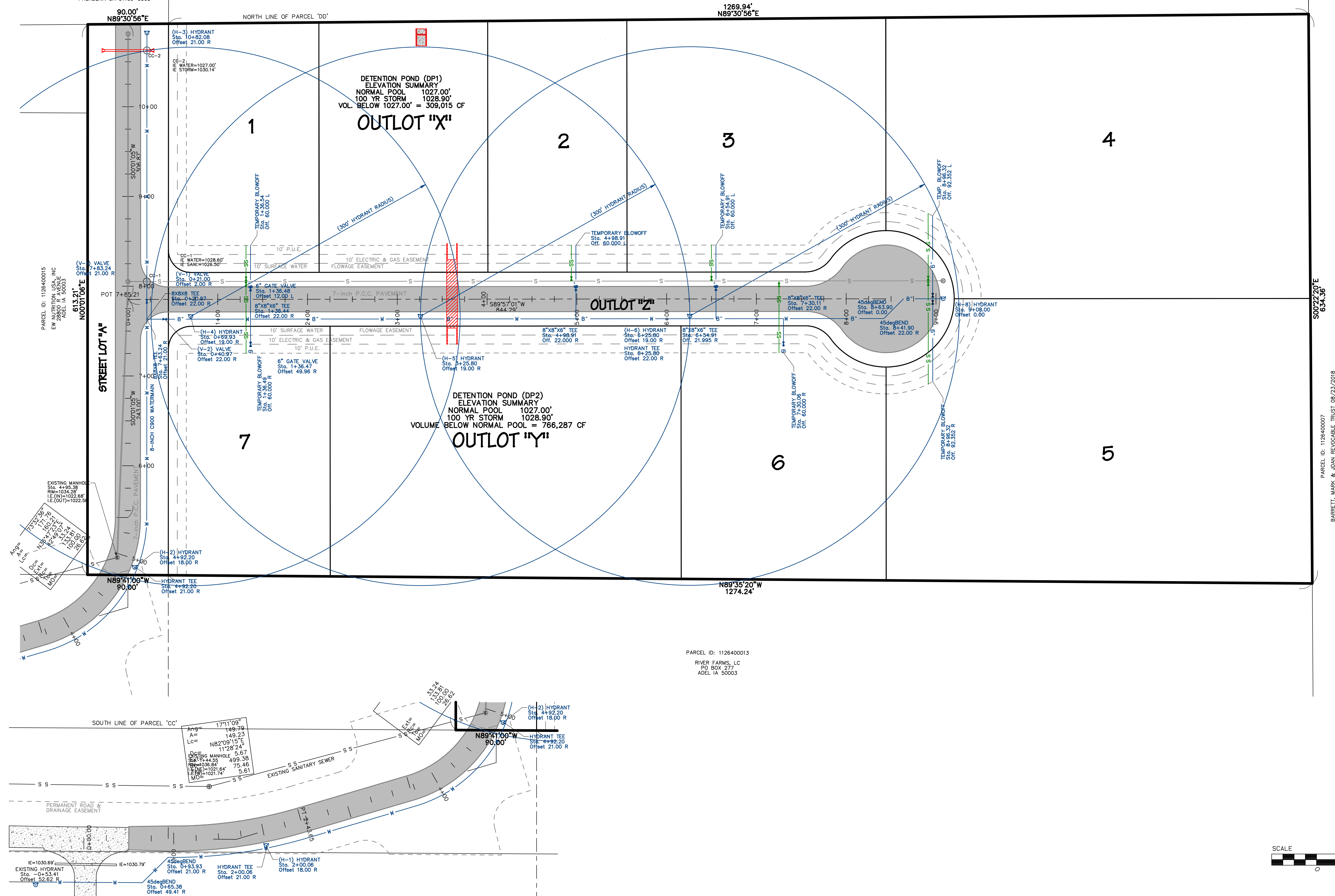


Ortonville Industrial Park Plat I
SANITARY & STORM SEWER LAYOUT



PRESSURE MAIN SIZING
7 LOTS TOTAL AREA = 13 ACRES
IcDNR 10,000 GPD/ACRE
TOTAL PEAK FLOW 130,000 GPD
TOTAL FLOW (Q)
Q=90.28 GPM
Q= 0.201 CFS
TARGET VELOCITY = 5.0 FPS
Q=0.201 CFS
3\"/>

1269.94'
N89°30'56"E



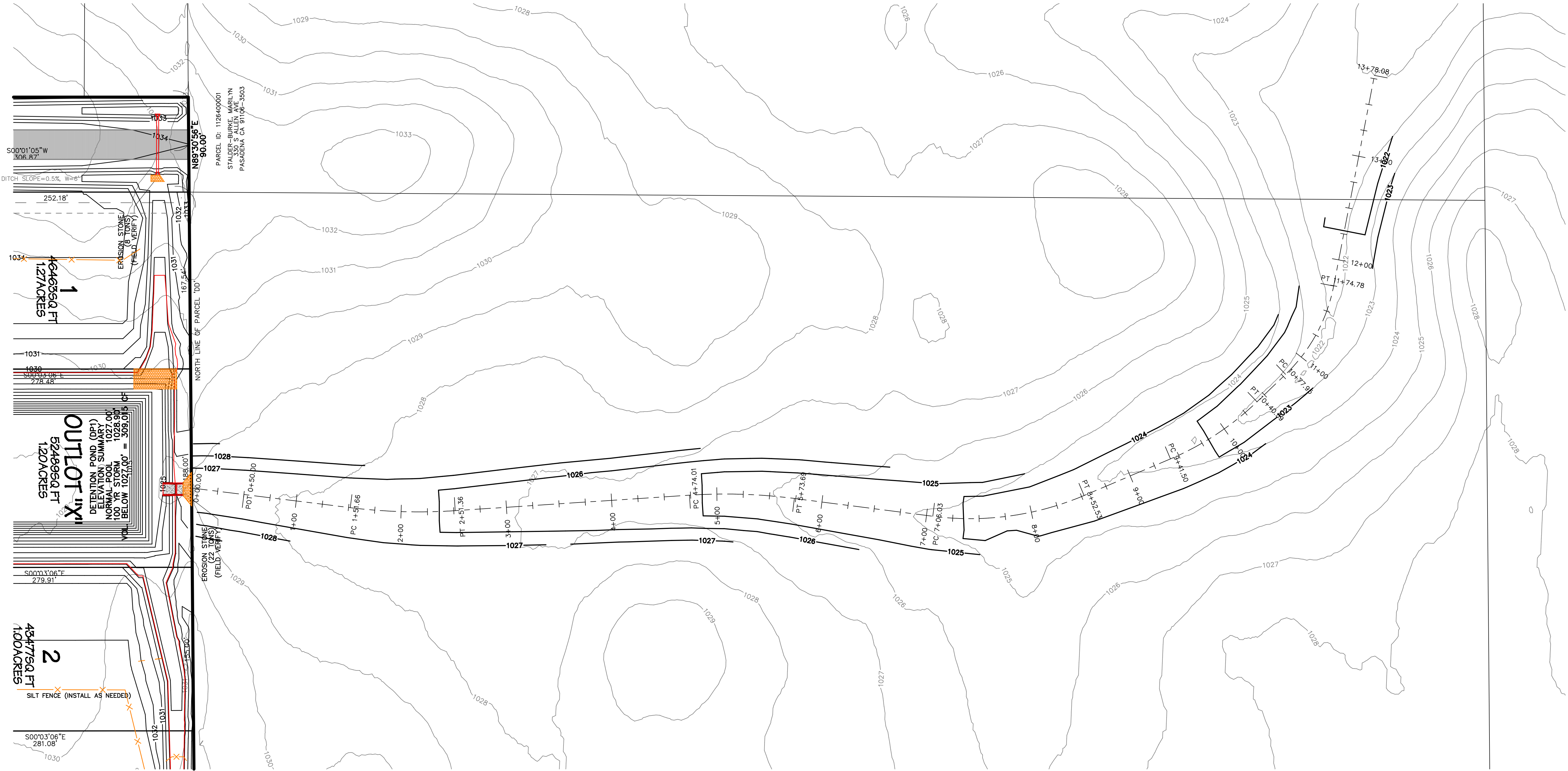
PARCEL ID: 1126400007
BARRETT, MARK & JOAN REVOCABLE TRUST 08/23/2018
2054 KATIE LN
AMES IA 50010



SCALE 1"=50'



A horizontal scale bar with alternating black and white segments. Below the bar, the word "0" is centered under the first segment, and "50'" is centered under the fifth segment.





The City of Adel's Planning and Zoning Commission met at Adel City Hall, 301 S. 10th Street, on Wednesday, September 3, 2025, at 6:00 p.m.

The Commissioners present were Stephanie Poole, Lane Pralle, Tim Crannell, Jerry Adams, and Code Compliance Officer Steve Nichols. The Commissioner absent was Danielle Roberts, Jonathan Fokken and Patrick Halsey. Also present were representative Associated Engineering Company of Iowa Vic Piagentini, Mark Behr for the Ortonville Project and John Sieck, Brian Caltrider and Julianna Cullin for the Northwater Plat.

I. Discussion / Possible Action on Preliminary Ortonville Industrial Plat 1 presented by Mark Behr. Piagentini introduced the plat to the board. It has 7 industrial lots from 1 acre to 3.33 acres. This land is flat, so two retention ponds are being used. Outlot Z, which is the road in the development, will remain private and the road running south to north will be the future R-16. Nichols stated that this has gone through review with Overton and McClures Engineering and corrections were made prior to the Planning and Zoning meeting. **Motion by Adams and second by Pralle, to approve Preliminary Ortonville Industrial Plat 1. Motion passed unanimously.**

II. Discussion / Possible Action Approving Preliminary Northwater Plat 3 Make Recommendation to Council. John Sieck presented the Northwater Plat to the Board. This plat is mirrored to the two existing Northwater plats. The difference is having only 8 lots to accommodate the square footage to the code for septic system use of 40,000 square feet. Nichols also stated that there will need to have a dry sewer system that will go east and will need an easement between lots 4 and 5 and end at the property line. This will continue having all roads being private and it will be part of the original Northwater HOA. Nichols stated that this is still in the review stage of McClure Engineering. This was originally looked at with Overton and Nichols with comments to Mr. Sieck **Adams made a motion to approve Northwater Plat 3 pending that all McCure's review of our Subdivision Ordinance comments are completed and stated on an updated Preliminary Plat before it goes to Council. Second by Crannell. Motion passed unanimously.**

Meeting adjourned at 6:45 p.m.

Steve Nichols
Code Compliance Officer
City of Adel
snichols@adeliowa.org



AGENDA ITEM NO. 4.f
AGENDA SECTION: NEW
BUSINESS

ADEL CITY COUNCIL AGENDA ITEM REPORT

MEETING DATE: September 9, 2025

AGENDA HEADING: Discussion on Northwater Preliminary Plat 3 with John Sieck,
Developer with Northwater, LLC

ATTACHMENTS:

[Northwater Preliminary Plat 8-27-2025.pdf](#)

[P&Z Minutes 09.03.2025 Ortonville plat and Northwater plats](#)

PRELIMINARY PLAT NORTHWATER PLAT 3

PREPARED FOR
IRONWOOD HOMES
101 MAIN STREET
BOONEVILLE, IOWA 50038

OWNER
NORTHWATER, LLC
522 SYCAMORE DRIVE
NORWALK, IOWA 50211

ZONING
R-2

LAND USE
SINGLE FAMILY RESIDENTIAL

SETBACKS
FRONT-30'
REAR-30'
SIDE-10'

LEGAL DESCRIPTION
PARCEL 'BB', AS SHOWN ON THE CORRECTED PLAT OF SURVEY RECORDED IN BOOK 2015, PAGE 4398, AT THE DALLAS COUNTY, IOWA RECORDER'S OFFICE, CONTAINING 8.52 ACRES MORE OR LESS.

LEGEND

EXISTING/PROPOSED

	PLAT BOUNDARY
	ST 18" STORM SEWER & SIZE
	SAN 8" SANITARY SEWER & SIZE
	W 8" WATER MAIN & SIZE
	MANHOLE
	STORM INTAKE
	FIRE HYDRANT
	VALVE
	F.E.S.
	EXISTING CONTOURS
	PROPOSED CONTOURS
	SILT FENCE OR APPROVED FILTRATION SOCK

CERTIFICATION

I HEREBY CERTIFY THAT THIS ENGINEERING DOCUMENT WAS PREPARED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF IOWA.

BRADLEY R. COOPER, IOWA LICENSE NO. 12980
MY LICENSE RENEWAL DATE IS DECEMBER 31, 2025
PAGES OR SHEETS COVERED BY THIS SEAL:
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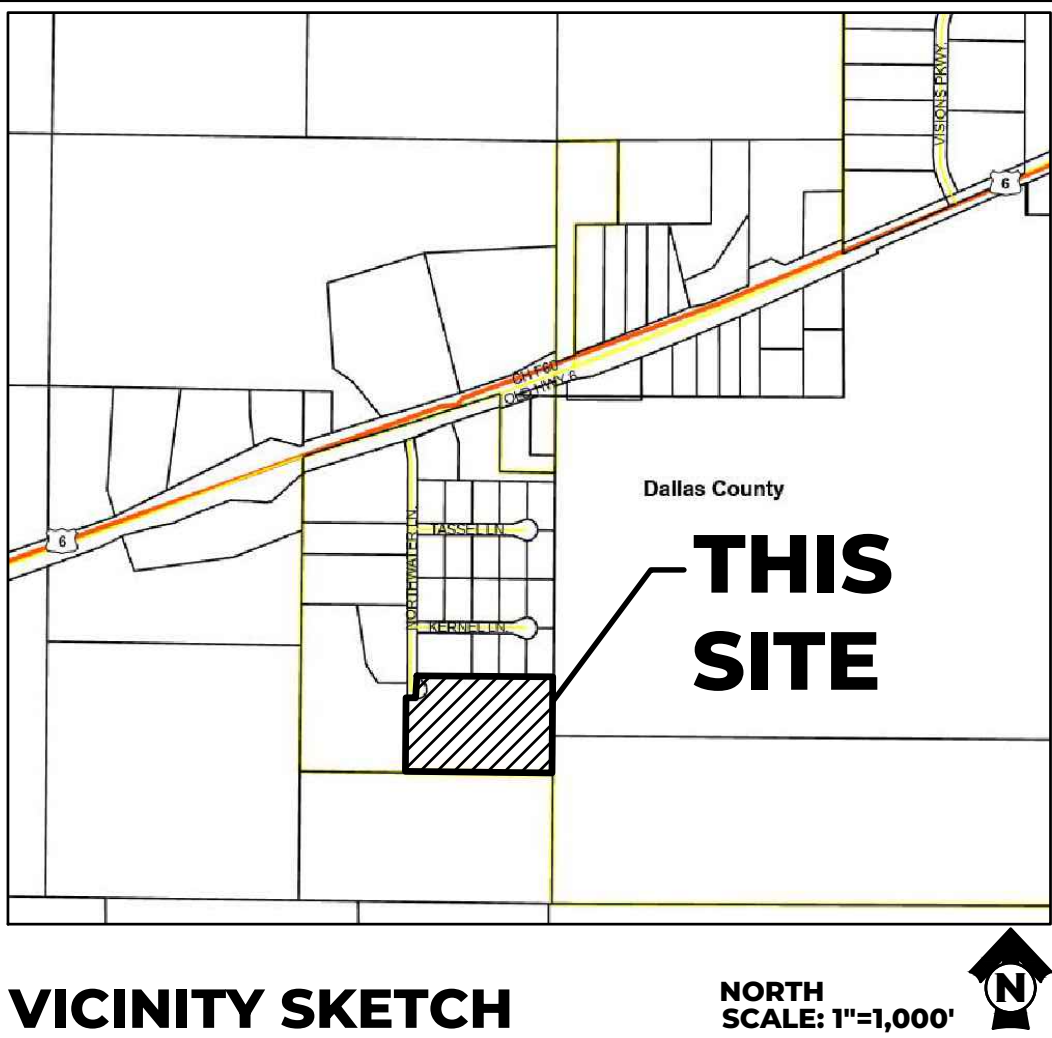
COOPER CRAWFORD & Associates
Civil Engineers & Land Surveyors
475 S. 50th STREET, SUITE 800, WEST DES MOINES, IOWA 50265
PHONE: (515) 224-1344 FAX: (515) 224-1345

DATE: 8-27-2025
REVISIONS: X-X-XXXX

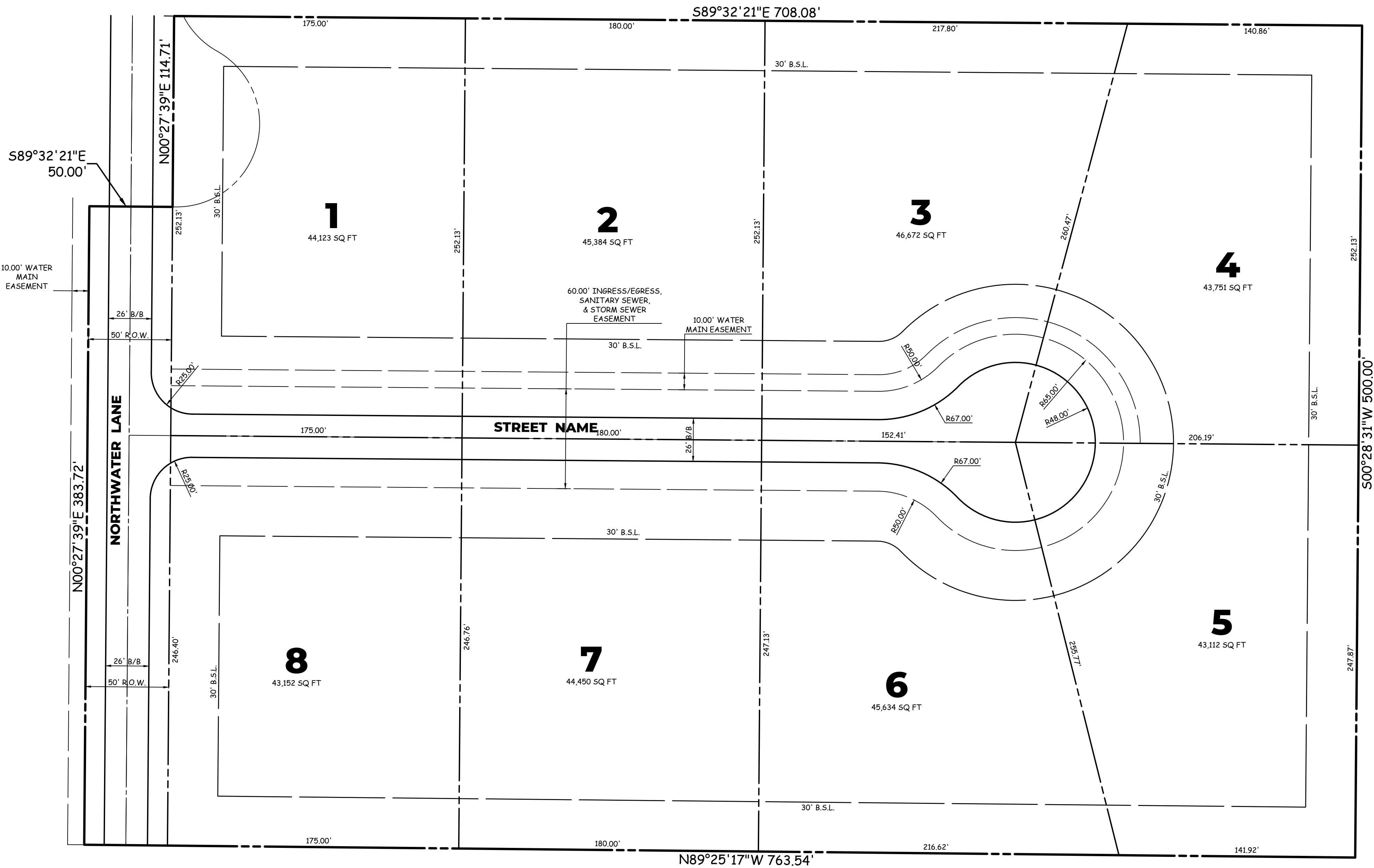
CC 3093

PRELIMINARY PLAT
NORTHWATER PLAT 3

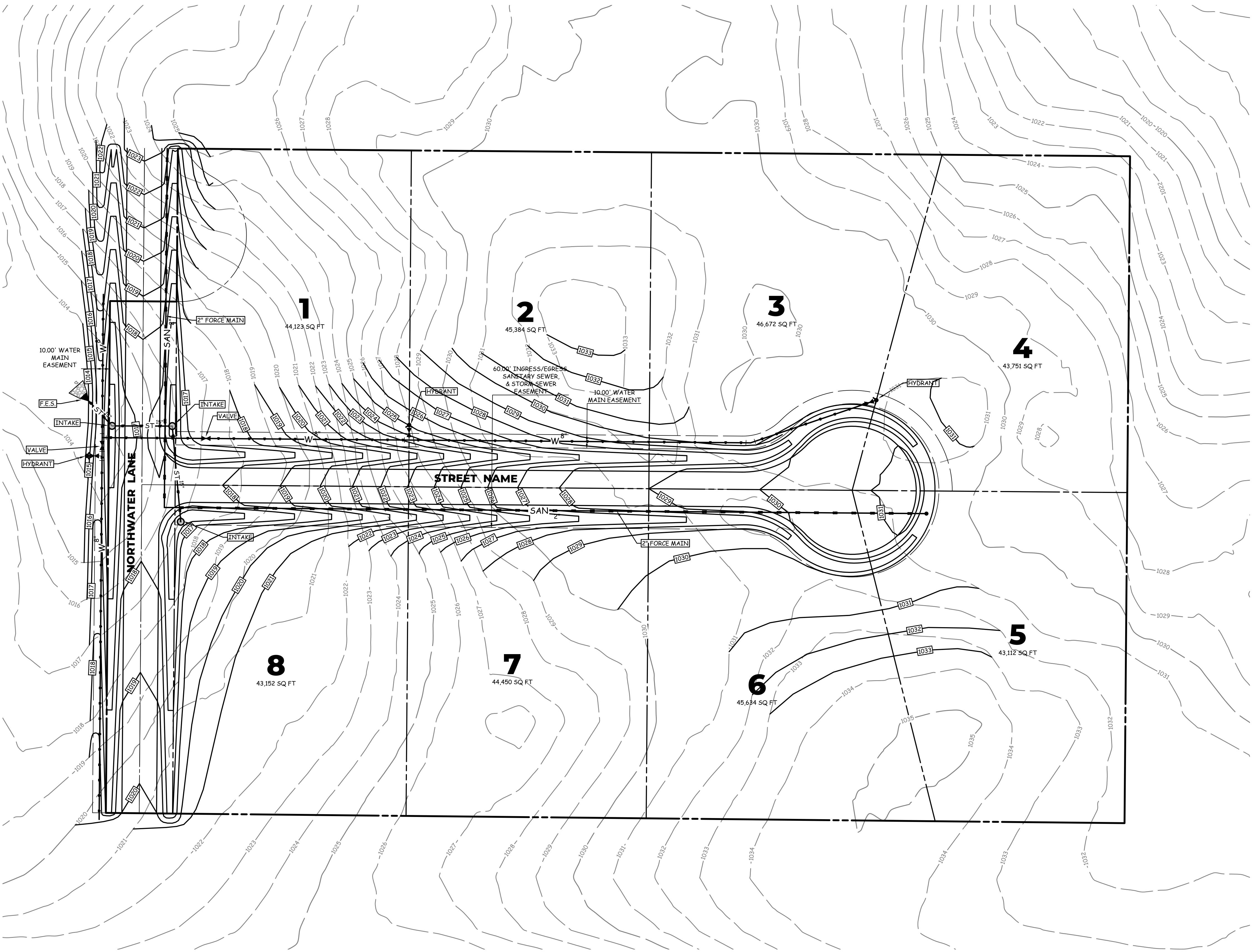
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1 OF 2



VICINITY SKETCH

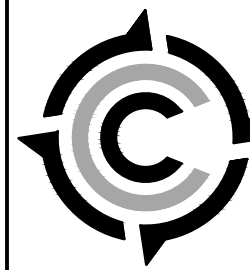


PRELIMINARY PLAT
NORTHWATER
PLAT 3

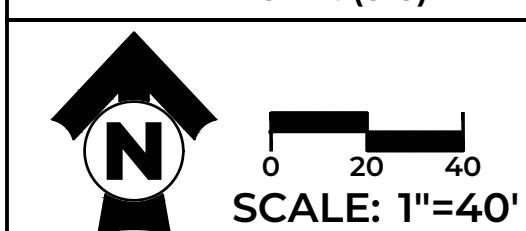


LEGEND
EXISTING/PROPOSED

---	PLAT BOUNDARY
ST 18"	STORM SEWER & SIZE
SAN 8"	SANITARY SEWER & SIZE
W 8"	WATER MAIN & SIZE
○	MANHOLE
⊕	STORM INTAKE
⊗	FIRE HYDRANT
△	VALVE
▲	F.E.S.
- - - 990	EXISTING CONTOURS
— 990 —	PROPOSED CONTOURS
* * *	SILT FENCE OR APPROVED FILTRATION SOCK



COOPER CRAWFORD & Associates
Civil Engineers & Land Surveyors
475 S. 50th STREET, SUITE 800, WEST DES MOINES, IOWA 50265
PHONE: (515) 224-1344 FAX: (515) 224-1345



DATE: 8-27-2025
REVISIONS: X-X-XXXX
SCALE: 1"=40'

JOB NUMBER
CC 3093

AS-BUILT: ---
PRELIMINARY PLAT
NORTHWATER PLAT 3

SHEET
2 OF 2





The City of Adel's Planning and Zoning Commission met at Adel City Hall, 301 S. 10th Street, on Wednesday, September 3, 2025, at 6:00 p.m.

The Commissioners present were Stephanie Poole, Lane Pralle, Tim Crannell, Jerry Adams, and Code Compliance Officer Steve Nichols. The Commissioner absent was Danielle Roberts, Jonathan Fokken and Patrick Halsey. Also present were representative Associated Engineering Company of Iowa Vic Piagentini, Mark Behr for the Ortonville Project and John Sieck, Brian Caltrider and Julianna Cullin for the Northwater Plat.

I. Discussion / Possible Action on Preliminary Ortonville Industrial Plat 1 presented by Mark Behr. Piagentini introduced the plat to the board. It has 7 industrial lots from 1 acre to 3.33 acres. This land is flat, so two retention ponds are being used. Outlot Z, which is the road in the development, will remain private and the road running south to north will be the future R-16. Nichols stated that this has gone through review with Overton and McClures Engineering and corrections were made prior to the Planning and Zoning meeting. **Motion by Adams and second by Pralle, to approve Preliminary Ortonville Industrial Plat 1. Motion passed unanimously.**

II. Discussion / Possible Action Approving Preliminary Northwater Plat 3 Make Recommendation to Council. John Sieck presented the Northwater Plat to the Board. This plat is mirrored to the two existing Northwater plats. The difference is having only 8 lots to accommodate the square footage to the code for septic system use of 40,000 square feet. Nichols also stated that there will need to have a dry sewer system that will go east and will need an easement between lots 4 and 5 and end at the property line. This will continue having all roads being private and it will be part of the original Northwater HOA. Nichols stated that this is still in the review stage of McClure Engineering. This was originally looked at with Overton and Nichols with comments to Mr. Sieck **Adams made a motion to approve Northwater Plat 3 pending that all McCure's review of our Subdivision Ordinance comments are completed and stated on an updated Preliminary Plat before it goes to Council. Second by Crannell. Motion passed unanimously.**

Meeting adjourned at 6:45 p.m.

Steve Nichols
Code Compliance Officer
City of Adel
snichols@adeliowa.org



AGENDA ITEM NO. 4.g
AGENDA SECTION: NEW
BUSINESS

ADEL CITY COUNCIL AGENDA ITEM REPORT

MEETING DATE: September 9, 2025

TO: Mayor & City Council

FROM: City Staff

AGENDA HEADING: Consider Approval of Change Order No. 1 - Bailey's Grove Channel Improvements Project

STAFF/COMMITTEE RECOMMENDATION:

This item is concerning the Bailey's Grove Channel Improvements Project and decreasing the total amount of the project by \$4,284.00 for balancing of item quantities. This item is directly before the final pay application and the acceptance of the project.

City staff is recommending approval.

ATTACHMENTS:

[Change Order 01 - Bailey's Grove.pdf](#)



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	As-Built Quantities
Summary	Balancing of Item Quantities
Awarded Project Amount	\$121,089.00
Authorized Project Amount	\$121,089.00
Change Order Amount	-\$4,284.00
Revised Project Amount	\$116,805.00

Increases/Decreases

Line Number	Item ID	Unit	Unit Price	Current		Change		Revised	
				Quantity	Amount	Quantity	Amount	Quantity	Amount
Section: 1 - Description									
0040	4	SY	\$60.000	11.000	\$660.00	5.000	\$300.00	16.000	\$960.00
REMOVAL OF SIDEWALK									
Reason: Balancing Change Order									
0050	5	SY	\$250.000	11.000	\$2,750.00	5.000	\$1,250.00	16.000	\$4,000.00
SIDEWALK, PCC									
Reason: Balancing Change Order									
0070	7	AC	\$3,000.000	0.250	\$750.00	-0.250	-\$750.00	0.000	\$0.00
CONVENTIONAL SEEDING & FERTILIZING, (SPECIAL)									
Reason: Balancing Change Order									
0080	8	LF	\$2.500	474.000	\$1,185.00	-274.000	-\$685.00	200.000	\$500.00
FILTER SOCK (9-INCH)									
Reason: Balancing Change Order									
0090	9	LF	\$1.000	474.000	\$474.00	-474.000	-\$474.00	0.000	\$0.00
FILTER SOCK, REMOVAL									

Line Number	Item ID	Unit	Unit Price	Current		Change		Revised	
				Quantity	Amount	Quantity	Amount	Quantity	Amount
Reason: Balancing Change Order									
0110	11	AC	\$4,000.000	0.500	\$2,000.00	-0.500	-\$2,000.00	0.000	\$0.00
EROSION CONTROL MULCHING, HYDROMULCHING, BONDED FIBER MATRIX (BFM)									
Reason: Balancing Change Order									
0130	13	LF	\$3.500	550.000	\$1,925.00	-550.000	-\$1,925.00	0.000	\$0.00
TEMPORARY FENCE (48-INCH)									
Reason: Balancing Change Order									
7 items			Totals		\$9,744.00		-\$4,284.00		\$5,460.00

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

Brian Meyer

McClure Engineering Company

9/4/25

Date

Kane Crawford

Absolute Group

8/28/25

Date

City of Adel

Date



<p>AGENDA ITEM NO. 4.h AGENDA SECTION: NEW BUSINESS</p>
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ADEL CITY COUNCIL AGENDA ITEM REPORT

MEETING DATE: September 9, 2025

AGENDA HEADING: Consider Approval of Final Pay Application - Bailey's Grove Channel Improvements Project

ATTACHMENTS:
[Bailey's Grove Final Pay App.pdf](#)



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	3
Pay Period	07/02/2025 to 09/04/2025
Prime Contractor	ABSOLUTE GROUP 505 1st Ave SLATER, IA 50244
Payment Status	Pending
Awarded Project Amount	\$121,089.00
Authorized Amount	\$116,805.00

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										
0020	2	CY	\$20.000	200.000	0.000	200.000	200.000	200.000	\$0.00	\$4,000.00
TOPSOIL, ON-SITE										

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	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	16.000	0.000	16.000	16.000	16.000	\$0.00	\$960.00
REMOVAL OF SIDEWALK										
0050	5	SY	\$250.000	16.000	0.000	16.000	16.000	16.000	\$0.00	\$4,000.00
SIDEWALK, PCC										
0060	6	AC	\$3,000.000	0.250	0.000	0.250	0.250	0.250	\$0.00	\$750.00
CONVENTIONAL SEEDING & FERTILIZING, TYPE 1										
0070	7	AC	\$3,000.000	0.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
CONVENTIONAL SEEDING & FERTILIZING, (SPECIAL)										
0080	8	LF	\$2.500	200.000	0.000	200.000	200.000	200.000	\$0.00	\$500.00
FILTER SOCK (9-INCH)										
0090	9	LF	\$1.000	0.000	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	0.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
EROSION CONTROL MULCHING, HYDROMULCHING, BONDED FIBER MATRIX (BFM)										
0120	12	SF	\$11.000	4,625.000	0.000	4,625.000	4,625.000	4,625.000	\$0.00	\$50,875.00
TIED CONCRETE BLOCK MAT										
0130	13	LF	\$3.500	0.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
TEMPORARY FENCE (48-INCH)										

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
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										
Section Totals:									\$0.00	\$116,805.00
Total Payments:									\$0.00	\$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:	\$0.00
Current Stockpile Advancement:	\$0.00
Current Stockpile Recovery:	\$0.00
Current Retainage:	\$0.00
Current Retainage Released:	\$0.00
Current Liquidated Damages:	\$0.00
Current Adjustment:	\$0.00
Current Payment:	\$0.00
Previous Payment:	\$56,585.00

Approved Work To Date:	\$116,805.00
Stockpile Advancement To Date:	\$0.00
Stockpile Recovery To Date:	\$0.00
Retainage To Date:	\$0.00
Retainage Released To Date:	\$0.00
Liquidated Damages To Date:	\$0.00
Adjustments To Date:	\$0.00
Payments To Date:	\$116,805.00
Previous Payments To Date:	\$116,805.00

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

9/4/25

Date

Kane Crawford

Absolute Group

8/28/25

Date

City of Adel

Date



AGENDA ITEM NO. 4.i
AGENDA SECTION: NEW
BUSINESS

ADEL CITY COUNCIL AGENDA ITEM REPORT

MEETING DATE: September 9, 2025

TO: Mayor & City Council

FROM: City Staff

AGENDA HEADING: Consider Approval of Final Acceptance Letter for Bailey's
Grove Channel Improvements Project

STAFF/COMMITTEE RECOMMENDATION:

This item shows that the Bailey's Grove Channel Improvements project has been substantially complete as of August 11th, 2025. The total construction cost is \$116,805.00.

City staff is recommending approval.

ATTACHMENTS:

[Bailey's Grove Acceptance Letter.pdf](#)

CONTRACTOR: Absolute Group

PROJECT: Bailey's Grove Channel Improvements

PROJECT TYPE: Grading and Site Improvements

CONTRACT COMPLETION DATE: 8/11/25

Kip,

This letter is to certify that the work covered by the Public Improvement Contract between the City of Adel and Absolute Group on the above project let December 11th, 2024 consisting of clearing and grubbing of vegetation, channel grading, channel stabilization application including tied concrete block mat and rip rap, temporary erosion control, and permanent seeding located In the City of Adel, west of US 6, NW of Shelby Dr, N of Bailey's Grove Dr. was substantially completed on August 11th, 2025.

This document further certifies that all work covered by said public improvement contract has been administered by McClure Engineering Co. and is found to have been performed in substantial compliance with the terms of said contract.

The total construction cost of the completed work is \$116,805.00 and recommendation is hereby submitted for acceptance of said work and payment to the Contractor in accord with Chapter 384.58, State Code of Iowa.

Submitted with this letter is the balancing change order, semi-final pay app reflecting as-built quantities, and final pay app indicating the release of retainage. The release of retainage will occur 30 days after the final acceptance of the project per Iowa Code section 573.14.

Respectfully submitted this 9th day of September, 2025

Sincerely,

Brian Meyer

Brian Meyer, PE
Project Manager
McClure Engineering



AGENDA ITEM NO. 4.j
AGENDA SECTION: NEW
BUSINESS

ADEL CITY COUNCIL AGENDA ITEM REPORT

MEETING DATE: September 9, 2025

TO: Mayor & City Council

FROM: City Staff

AGENDA HEADING: Consider Approval of Resolution No. 25-66, Accepting the Bailey's Grove Channel Improvements Project

STAFF/COMMITTEE RECOMMENDATION:

This item is to accept the Bailey's Grove Channel Improvements project.

The issue of the channel erosion issue near the Bailey's Grove development was first brought forth to Council in early 2023 and the Council entered into an engineering services agreement with McClure Engineering to complete a design to provide a solution to the erosion issue in December 2023.

The project was awarded to Absolute Group in January 2025.

The previous items on this agenda show the final change order, pay application, and acceptance letter for the project.

City staff recommends approval.

ATTACHMENTS:

[Resolution No. 25-66, Accepting the Bailey's Grove Channel Improvements.pdf](#)

ITEM TO INCLUDE ON AGENDA

CITY OF ADEL, IOWA

- Resolution accepting the Bailey's Grove Channel Improvements.

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

_____, _____

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 _____, in the chair, and the following named Council Members:

Absent: _____

Vacant: _____

* * * * *

Council Member _____ introduced the following Resolution entitled "RESOLUTION ACCEPTING THE BAILEY'S GROVE CHANNEL IMPROVEMENTS", and moved that the same be adopted. Council Member _____ seconded the motion to adopt. The roll was called, and the vote was:

AYES: _____

NAYS: _____

Whereupon, the Mayor declared the following Resolution duly adopted:

RESOLUTION ACCEPTING THE BAILEY'S GROVE
CHANNEL IMPROVEMENTS

WHEREAS, on the _____ day of _____, 2025, the Mayor and Clerk of the City of Adel, Iowa, entered into a construction contract with _____ of _____, for the construction of certain public improvements generally described as the Bailey's Grove Channel Improvements; and

WHEREAS, the contractor has fully completed the construction of the public improvements in accordance with the terms and conditions of the contract and plans and specifications, as shown by the certificate of the Engineer filed with the Clerk on _____, _____:

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

Section 1. That the report of the Engineer be and the same is hereby approved and adopted, and the public improvements are hereby approved and accepted as having been fully completed in accordance with the plans, specifications and form of contract and the total final construction cost thereof is hereby determined to be \$ _____, as shown in the report of the Engineer.

PASSED AND APPROVED this _____ day of _____, _____.

Mayor

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 City hereto affixed this _____ day of _____, _____.

City Clerk, City of Adel, State of Iowa

(SEAL)



AGENDA ITEM NO. 4.k
AGENDA SECTION: NEW
BUSINESS

ADEL CITY COUNCIL AGENDA ITEM REPORT

MEETING DATE: September 9, 2025

TO: Mayor & City Council

FROM: Brittany Sandquist, Deputy City Administrator/Finance Director

AGENDA HEADING: Consider Approval of Accepting a Proposal with McClure Engineering for the Meadow Road Functional Design Study

STAFF/COMMITTEE RECOMMENDATION:

The City of Adel has requested a proposal from McClure Engineering to prepare a functional design study for the Meadow Road corridor between S. 15th Street and US Highway 169. With significant private development planned on both sides of this roadway, traffic volumes are anticipated to increase substantially. Establishing a clear planning document is essential to identify the anticipated full build-out of this designated collector roadway, guide utility planning, and provide a framework for coordinated cost participation between developers and the City.

This item seeks City Council approval to accept the proposal from McClure Engineering to prepare the functional design study for the Meadow Road corridor.

City staff recommends approval.

ATTACHMENTS:

[PROP_MeadowFunctionalStudy.pdf](#)

DATE 09/04/2025

PROJECT 2025000053-002 (Task Order 002)

TO Adel Mayor and City Council
CC Brittany Sandquist, Deputy City Administrator; Kip Overton, Public Works Director
FROM Alex Schlader, PE, Project Manager (McClure)

SUBJECT Meadow Road Functional Design Study

Please inform Alex Schlader, PE of any additions, corrections, or clarifications to these notes.

Purpose of Project:

The City of Adel has requested a proposal to prepare a functional design for the Meadow Road corridor between S. 15th Street and US Highway 169. With significant private development occurring in the vicinity of this corridor, it is important to establish a clear planning document that identifies the anticipated full build-out of this designated collector roadway, provides utility planning, and establishes a framework for cost participation between developers and the City. The following is a breakdown of our proposed scope of services, associated fees, and an anticipated schedule for this functional design study.

Scope of Services:

The proposed scope of services will include the following tasks:

1. Topographic Survey

- Utilize survey information collected in 2018.
- Obtain areas updated since original survey including roadway profile survey to establish accurate existing elevations and the areas near US Highway 169.
- Supplement survey with LiDAR and City GIS data for adjacent grades and right-of-way information.

2. Functional Design

Traffic Engineering

- Review the anticipated trip generation based on surrounding developments and current traffic counts to verify the proposed 3-lane urban section meets the need for additional traffic volumes.

Roadway Modeling

- Develop roadway model for a 3-lane urban section (two through lanes with a center two-way left-turn lane).
- Define anticipated grading limits to accommodate future sidewalks, trails, and utility corridors.

Utility Planning

- Evaluate sanitary sewer needs, including force main and gravity sewer alignments.

- Identify water main adjustments and connections.
- Plan for storm sewer collection and conveyance.

Right-of-Way Analysis

- Identify required right-of-way and easements based on roadway and utility layout.

Cost Estimation

- Prepare a cost opinion for the full corridor build-out.
- Define boundaries between developer-funded and City-funded infrastructure.

Deliverable

- A planning-level design document with exhibits, cross-sections, utility layouts, and financial breakdowns to guide future development coordination and infrastructure investment.

3. Project Management and Coordination

- Prepare and attend meetings with City staff to discuss the draft study.
- Prepare and deliver a final presentation to City Council summarizing the functional design, right-of-way needs, and financial framework.

Study Area:

See attached exhibit

Associated Fees:

Topographic Survey:	\$4,400.00
Functional Design:	\$17,800.00
Project Management:	\$2,700.00
Total:	\$24,900.00

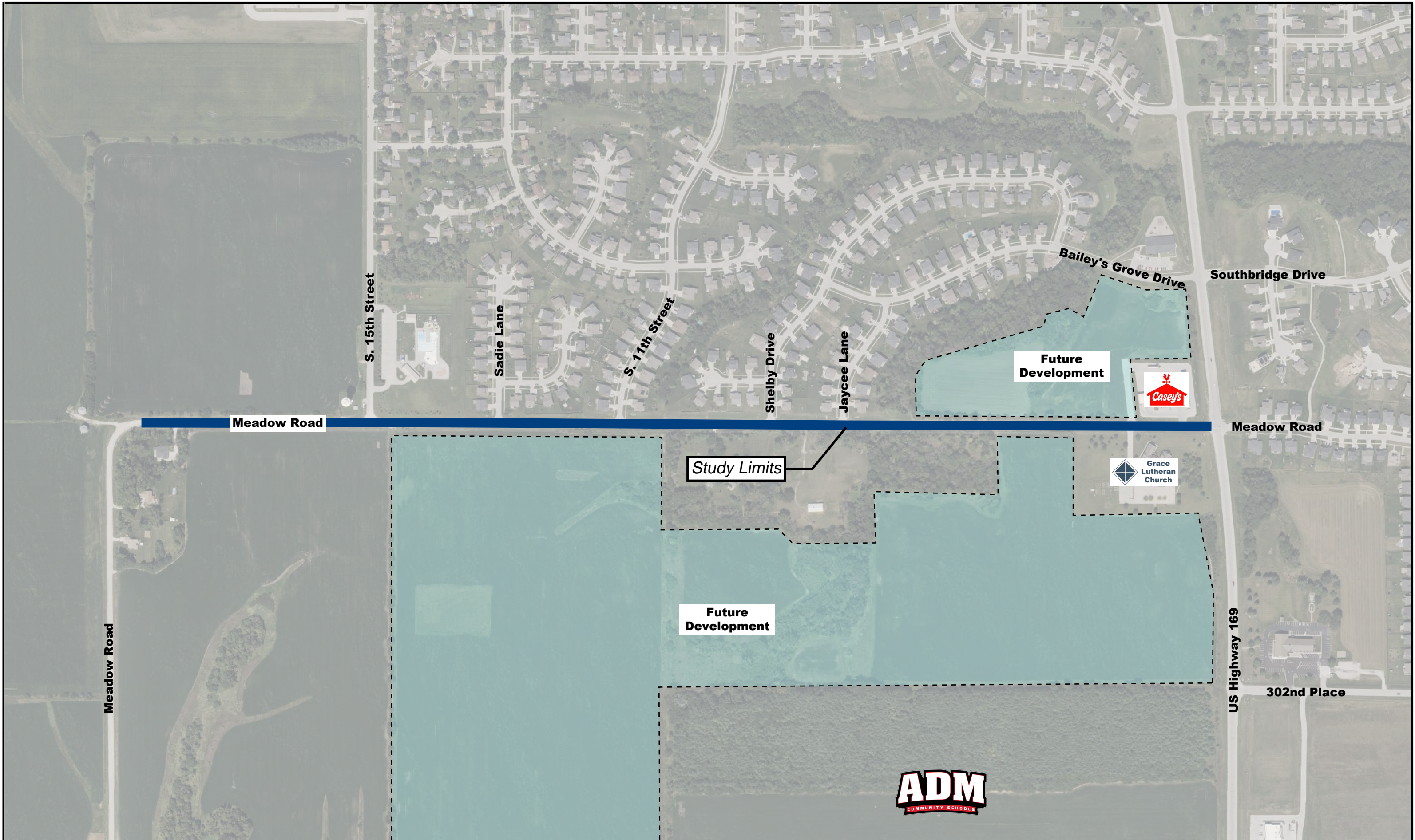
Anticipated Schedule:

Upon notice to proceed, the anticipated schedule for the functional design study will be completed as follows:

Milestone	Date*
Topographic Survey	October 21, 2025
Draft Functional Design Study	November 18, 2025
Draft Functional Design Study Meeting	November 21, 2025
Final Draft Functional Design Study	December 5, 2025
Presentation to City Council	December 9, 2025

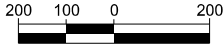
* Assumes NTP is at City Council Meeting scheduled for 10/14/25.

Note: A formal task order will be prepared with detailed scoping items and fees if directed by Council decision



ADEL, IOWA
MEADOW ROAD

FULL FILE PATH\NAME



McCLUR140



AGENDA ITEM NO. 4.I
AGENDA SECTION: NEW
BUSINESS

ADEL CITY COUNCIL AGENDA ITEM REPORT

MEETING DATE: September 9, 2025

AGENDA HEADING: Consider Approval of Ordinance No. 430, Amending Provisions Pertaining to Liquor Licenses and Wine and Beer Permits - First Reading

STAFF/COMMITTEE RECOMMENDATION:

This item is an update to the Adel Code of Ordinances based on state legislation. The state legislation is HF 470 and relates to mixed drinks or cocktails mixed on the premises that are not for immediate consumption.

This is the first reading.

City staff recommends waiving of the second and third readings. City staff recommends approval.

ATTACHMENTS:

[Ordinance No. 430, Alcohol.pdf](#)

ORDINANCE NO. 430

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF ADEL, IOWA, BY AMENDING PROVISIONS PERTAINING TO LIQUOR LICENSES AND WINE AND BEER PERMITS

Be It Enacted by the City Council of the City of Adel, Iowa:

SECTION 1. SUBSECTION MODIFIED. Subsection 8 of Section 120.05 of the Code of Ordinances of the City of Adel, Iowa, is repealed and the following adopted in lieu thereof:

8. Keep on premises covered by a retail alcohol license any alcoholic liquor in any container except the original package purchased from the Iowa Department of Revenue and except mixed drinks or cocktails mixed on the premises for immediate consumption. However, mixed drinks or cocktails that are mixed on the premises and are not for immediate consumption may be consumed on the licensed premises, subject to Section 123.49, Subsection 2, Paragraph D, Subparagraphs (2), (3), and (4) of the *Code of Iowa*.

(Code of Iowa, Sec. 123.49(2)(d)(2), (3), and (4))

SECTION 2. SEVERABILITY CLAUSE. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 3. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed by the Council on the _____ day of _____, _____, and approved this _____ day of _____, _____.

Mayor

ATTEST:

City Clerk

First Reading: _____

Second Reading: _____

Third Reading: _____

I certify that the foregoing was published as Ordinance No. _____ on the _____ day of _____, _____.

City Clerk



AGENDA ITEM NO. 4.m
AGENDA SECTION: NEW
BUSINESS

ADEL CITY COUNCIL AGENDA ITEM REPORT

MEETING DATE: September 9, 2025

TO: Mayor & City Council

FROM: Carrie Erickson, City Clerk

AGENDA HEADING: Consider Approval of Ordinance No. 431, Amending Provisions Pertaining to Cigarette and Tobacco Permits - First Reading

STAFF/COMMITTEE RECOMMENDATION:

This item is an update to the Adel Code of Ordinances based on state legislation. The state legislation is SF 612 and relates to who is responsible for submitting a retail permit.

This is the first reading.

City staff recommends waiving of the second and third readings. City staff recommends approval.

ATTACHMENTS:

[Ordinance No. 431, Cigarette Permits.pdf](#)

ORDINANCE NO. 431

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF ADEL, IOWA, BY AMENDING PROVISIONS PERTAINING TO CIGARETTE AND TOBACCO PERMITS

Be It Enacted by the City Council of the City of Adel, Iowa:

SECTION 1. CHAPTER MODIFIED. Chapter 121 of the Code of Ordinances of the City of Adel, Iowa, is repealed and the following adopted in lieu thereof:

CHAPTER 121

CIGARETTE AND TOBACCO PERMITS

121.01 Definitions

121.02 Permit Required

121.03 Application

121.04 City Approval

121.05 Fees

121.06 Issuance

121.07 Expiration

121.08 Refunds

121.09 Persons Under Legal Age

121.10 Self-Service Sales Prohibited

121.11 Permit Revocation

121.01 DEFINITIONS. For use in this chapter the following terms are defined:
(*Code of Iowa, Sec. 453A.1*)

1. “Alternative nicotine product” means a product, not consisting of or containing tobacco, that provides for the ingestion into the body of nicotine, whether by chewing, absorbing, dissolving, inhaling, snorting, or sniffing, or by any other means. “Alternative nicotine product” does not include cigarettes, tobacco products, or vapor products, or a product that is regulated as a drug or device by the United States Food and Drug Administration under Chapter V of the Federal Food, Drug, and Cosmetic Act.
2. “Cigarette” means any roll for smoking made wholly or in part of tobacco, or any substitute for tobacco, irrespective of size or shape and irrespective of tobacco or any substitute for tobacco being flavored, adulterated, or mixed with any other ingredient, where such roll has a wrapper or cover made of paper or any other material. However, cigars shall not be construed to include cigars.
3. “Department” means the State Department of Revenue.
4. “Place of business” means any place where cigarettes, tobacco products, alternative nicotine products, or vapor products are sold, stored, or kept for the purpose of sale or consumption by a retailer.
5. “Retailer” means every person who sells, distributes, or offers for sale for consumption, or possesses for the purpose of sale for consumption, cigarettes, alternative nicotine products, or vapor products, irrespective of the quantity or amount or the number of sales, or who engages in the business of selling tobacco, tobacco products, alternative nicotine products, or vapor products to ultimate consumers.
6. “Self-service display” means any manner of product display, placement, or storage from which a person purchasing the product may take possession of the product, prior to purchase, without assistance from the retailer or employee of the retailer, in removing the product from a restricted access location.

7. “Tobacco products” means the following: cigars; little cigars; cheroots; stogies; periques; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; cavendish; plug and twist tobacco; fine-cut and other chewing tobaccos; shorts or refuse scraps, clippings, cuttings, and sweepings of tobacco; and other kinds and forms of tobacco prepared in such manner as to be suitable for chewing or smoking in a pipe or otherwise, or for both chewing and smoking, but does not mean cigarettes.

8. “Vapor product” means any noncombustible product, which may or may not contain nicotine, that employs a heating element, power source, electronic circuit, or other electronic, chemical, or mechanical means, regardless of shape or size, that can be used to produce vapor from a solution or other substance. “Vapor product” includes an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device, and any cartridge or other container of a solution or other substance, which may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device. “Vapor product” does not include a product regulated as a drug or device by the United States Food and Drug Administration under Chapter V of the Federal Food, Drug, and Cosmetic Act.

121.02 PERMIT REQUIRED.

1. Retail Cigarette Permits. It is unlawful for any person, other than a holder of a retail permit, to sell cigarettes, alternative nicotine products, or vapor products at retail and no retailer shall distribute, sell, or solicit the sale of any cigarettes, alternative nicotine products, or vapor products within the City without a valid permit for each place of business. The permit shall, at all times, be publicly displayed at the place of business so as to be easily seen by the public and the persons authorized to inspect the place of business.

(Code of Iowa, Sec. 453A.13(1))

2. Retail Tobacco Permits. It is unlawful for any person to engage in the business of a retailer of tobacco, tobacco products, alternative nicotine products, or vapor products at any place of business without first having received a permit as a retailer for each place of business owned or operated by the retailer.

(Code of Iowa, Sec. 453A.47A(1))

A retailer who holds a retail cigarette permit is not required to also obtain a retail tobacco permit. However, if a retailer only holds a retail cigarette permit and that permit is suspended, revoked, or expired, the retailer shall not sell any tobacco, tobacco products, alternative nicotine products, or vapor products, during such time.

(Code of Iowa, Sec. 453A.47A(4))

121.03 APPLICATION. A retailer shall submit to the department an application on forms furnished by the department, accompanied by the required fees and adequate bond as provided in Section 453A.14, of the *Code of Iowa*. Applications, any supporting documentation, and the associated fees shall be submitted electronically to the department.

(Code of Iowa, Sec. 453A.13(5))

121.04 CITY APPROVAL. The City may approve retail permit applications for applicants with a place of business within the City limits. The City shall use the electronic portal of the department to process retail permit applications. Upon approval of a retail permit application by the City the department shall issue the permit to the applicant on behalf of the City.

(Code of Iowa, Sec. 453A.13(2))

121.05 FEES. The fee for a retail cigarette or tobacco permit shall be as follows:
(*Code of Iowa, Sec. 453A.13(3)(b) and 453A.47A(7)*)

FOR PERMITS GRANTED DURING:	FEE:
July, August, or September	\$ 75.00
October, November, or December	\$ 56.25
January, February, or March	\$ 37.50
April, May, or June	\$ 18.75

121.06 ISSUANCE. Each permit issued shall describe clearly the place of business for which it is issued and shall be nonassignable.
(*Code of Iowa, Sec. 453A.13(9)*)

121.07 EXPIRATION. All permits shall expire on June 30 of each year. A permit shall not be granted or issued until the applicant has paid the fees to the department for the next period ending on June 30.
(*Code of Iowa, Sec. 453A.13(3)(a)*)

121.08 REFUNDS. A retailer may surrender an unrevoked permit and receive a refund from the City, except during April, May, or June, in accordance with the schedule of refunds as provided in Section 453A.13 or 453A.47A of the *Code of Iowa*.
(*Code of Iowa, 453A.13(4) and 453A.47A(8)*)

121.09 PERSONS UNDER LEGAL AGE. A person shall not sell, give, or otherwise supply any tobacco, tobacco products, alternative nicotine products, vapor products, or cigarettes to any person under 21 years of age. The provision of this section includes prohibiting a person under 21 years of age from purchasing tobacco, tobacco products, alternative nicotine products, vapor products, and cigarettes from a vending machine. If a retailer or employee of a retailer violates the provisions of this section, the Council shall, after written notice and hearing, and in addition to the other penalties fixed for such violation, assess the following:

1. For a first violation, the retailer shall be assessed a civil penalty in the amount of \$300.00. Failure to pay the civil penalty as ordered under this subsection shall result in automatic suspension of the permit for a period of 14 days.
2. For a second violation within a period of two years, the retailer shall be assessed a civil penalty in the amount of \$1,500.00 or the retailer's permit shall be suspended for a period of 30 days. The retailer may select its preference in the penalty to be applied under this subsection.
3. For a third violation within a period of three years, the retailer shall be assessed a civil penalty in the amount of \$1,500.00 and the retailer's permit shall be suspended for a period of 30 days.
4. For a fourth violation within a period of three years, the retailer shall be assessed a civil penalty in the amount of \$1,500.00 and the retailer's permit shall be suspended for a period of 60 days.
5. For a fifth violation within a period of four years, the retailer's permit shall be revoked.

The Clerk shall give 10 days' written notice to the retailer by mailing a copy of the notice to the place of business as it appears on the application for a permit. The notice shall state the reason for the contemplated action and the time and place at which the retailer may appear and be heard.

(*Code of Iowa, Sec. 453A.2, 453A.22, and 453A.36(6)*)

121.10 SELF-SERVICE SALES PROHIBITED. Except for the sale of cigarettes through a cigarette vending machine as provided in Section 453A.36(6) of the *Code of Iowa*, a retailer shall not sell or offer for sale tobacco, tobacco products, alternative nicotine products, vapor products, or cigarettes through the use of a self-service display.

(Code of Iowa, Sec. 453A.36A)

121.11 PERMIT REVOCATION. Following a written notice and an opportunity for a hearing, as provided by the *Code of Iowa*, the Council may also revoke a permit issued pursuant to this chapter for a violation of Division I of Chapter 453A of the *Code of Iowa* or any rule adopted thereunder. If a permit is revoked, a new permit shall not be issued to the permit holder for any place of business, or to any other person for the place of business at which the violation occurred, until one year has expired from the date of revocation, unless good cause to the contrary is shown to the Council. The Clerk shall report the revocation or suspension of a retail permit to the department within 30 days of the revocation or suspension.

(Code of Iowa, Sec. 453A.22)

SECTION 2. SEVERABILITY CLAUSE. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 3. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed by the Council on the _____ day of _____, _____, and approved this _____ day of _____, _____.

Mayor

ATTEST:

City Clerk

First Reading: _____

Second Reading: _____

Third Reading: _____

I certify that the foregoing was published as Ordinance No. _____ on the _____ day of _____, _____.

City Clerk



AGENDA ITEM NO. 4.n AGENDA SECTION: NEW BUSINESS

ADEL CITY COUNCIL AGENDA ITEM REPORT

MEETING DATE: September 9, 2025

AGENDA HEADING: Consider Approval of Resolution No. 25-67, Setting a Public Hearing on Whether to Grant An Access Easement to Fairfax Properties, LLC, Across Property Located East of the City of Ade's Water Tower on Meadow Road

ATTACHMENTS: