



ADEL CITY COUNCIL AGENDA

Tuesday, June 11, 2024 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 \(adeliowa.org\)](#) and click on the link to the Agenda Packet for this meeting.*

PUBLIC HEARING

- 1.a. Public Hearing on Amending the Zoning Ordinance of the City of Adel, Iowa by Repealing and Replacing the Southbridge Plat 8 PUD Ordinance for Property Located at the Intersection of Hwy 169 and Bradfield Street

COMMENTS FROM THE PUBLIC

- 2.a. Resident(s) of Timberview West Neighborhood Regarding City's Trail Connection Project

PRESENTATION

- 3.a. Presentation of Adel Design Guidelines by Michelle Cunliffe, RDG

CONSENT AGENDA

- 4.a. Consider Approval of City Minutes Dated May 14, 2024
- 4.b. Consider Approval of May Bills and May 31, 2024 Treasurer's Report
- 4.c. Consider Approval of Class C Retail Alcohol License for Country Lane Lodge - *Pending Dramshop Review*
- 4.d. Consider Approval of Class B Retail Permit for Family Dollar Stores
- 4.e. Consider Approval of Class C Retail Alcohol License for The Main Street Adel Chamber of Commerce - Sweet Corn Festival - *Pending Dramshop Review*
- 4.f. Consider Approval of 2024/2025 Cigarette Permits - Fareway, Adel L&T LLC, Family Dollar
- 4.g. Consider Approval of Pay Application No. 1 - Adel Evans Park Trail Connections Project

DEPARTMENT HEAD REPORT

NEW BUSINESS

- 6.a. Consider Approval of Mayor Board and Commission Appointments: Historic Preservation Commission - Three Openings
- 6.b. Consider Approval of Council Board and Commission Appointments: Board of Adjustment - One Opening
- 6.c. Consider Approval of Mayor Board and Commission Appointments: Parks and Recreation Board - Two Openings
- 6.d. Consider Approval of Council Board and Commission Appointments: Planning & Zoning

Commission - One Opening

- 6.e. Consider Approval of Mayor Board and Commission Appointments: Library Board - Two Openings
- 6.f. Consider Approval of Resolution No. 24-37, Approving and Adopting the Adel Design Guidelines Prepared by RDG Planning & Design and Approved by Adel Historic Preservation Commission
- 6.g. Consider Approval of RFQ for Engineering Services for Rapids Streets Project
- 6.h. Consider Approval of Ordinance No. 408, Amending the Zoning Ordinance of the City of Adel, Iowa by Repealing and Replacing the Southbridge Plat 8 PUD Ordinance for Property Located at the Intersection of Hwy 169 and Bradfield Street, City of Adel, Dallas County, Iowa - First Reading
- 6.i. Consider Approval of Resolution No. 24-38, Approving 2023-2024 Budget Transfers
- 6.j. Consider Approval of Resolution No. 24-39, Setting A Date for a Public Hearing on the Proposed Vacation of Right-of-Way Along Bradfield Street Within Southbridge Plat 7

OTHER BUSINESS

ADJOURNMENT



AGENDA ITEM NO. 1.a
AGENDA SECTION: PUBLIC
HEARING

ADEL CITY COUNCIL AGENDA ITEM REPORT

MEETING DATE: June 11, 2024

TO: Mayor & City Council

FROM: Anthony Brown, City Administrator

AGENDA HEADING: Public Hearing on Amending the Zoning Ordinance of the City of Adel, Iowa by Repealing and Replacing the Southbridge Plat 8 PUD Ordinance for Property Located at the Intersection of Hwy 169 and Bradfield Street

PREVIOUS COUNCIL ACTION: The council will consider the Ordinance related to this public hearing later in the same meeting.

ATTACHMENTS:

[2024.05.31 PH notice for Southbridge Plat 8 PUD.pdf](#)

**NOTICE OF PUBLIC HEARING
ZONING AMENDMENT
SOUTHBRIDGE PLAT 8 PUD**

PUBLIC NOTICE is hereby given that the City Council of the City of Adel, Iowa, will hold a public hearing on the 11th day of June, 2024, at 6:00 p.m., in the council chambers at Adel City Hall, 301 S. 10th Street, Adel, Iowa. During the public hearing, the Council will consider an ordinance repealing and replacing the PUD Ordinance for property located at the intersection of HWY 169 and Bradfield Street, City of Adel. A copy of the proposed ordinance may be viewed at City Hall, 301 S. 10th Street, Adel, IA during business hours of 7:30 a.m. to 4:30 p.m. Monday through Thursday, and 7:30 a.m. through noon on Friday.

At the above meeting the Council shall receive oral or written objections from any resident or property owner of the City to the above action. After all objections have been received and considered, the Council will, at this meeting or at any adjournment thereof, take additional action for the authorization of said rezoning described above or will abandon the proposal.

This Notice is given by order of the Council of the City of Adel, Iowa, pursuant to Section 414.4 of the Code of Iowa.

Dated this 31st day of May, 2024.



AGENDA ITEM NO. 2.a
AGENDA SECTION: COMMENTS
FROM THE PUBLIC

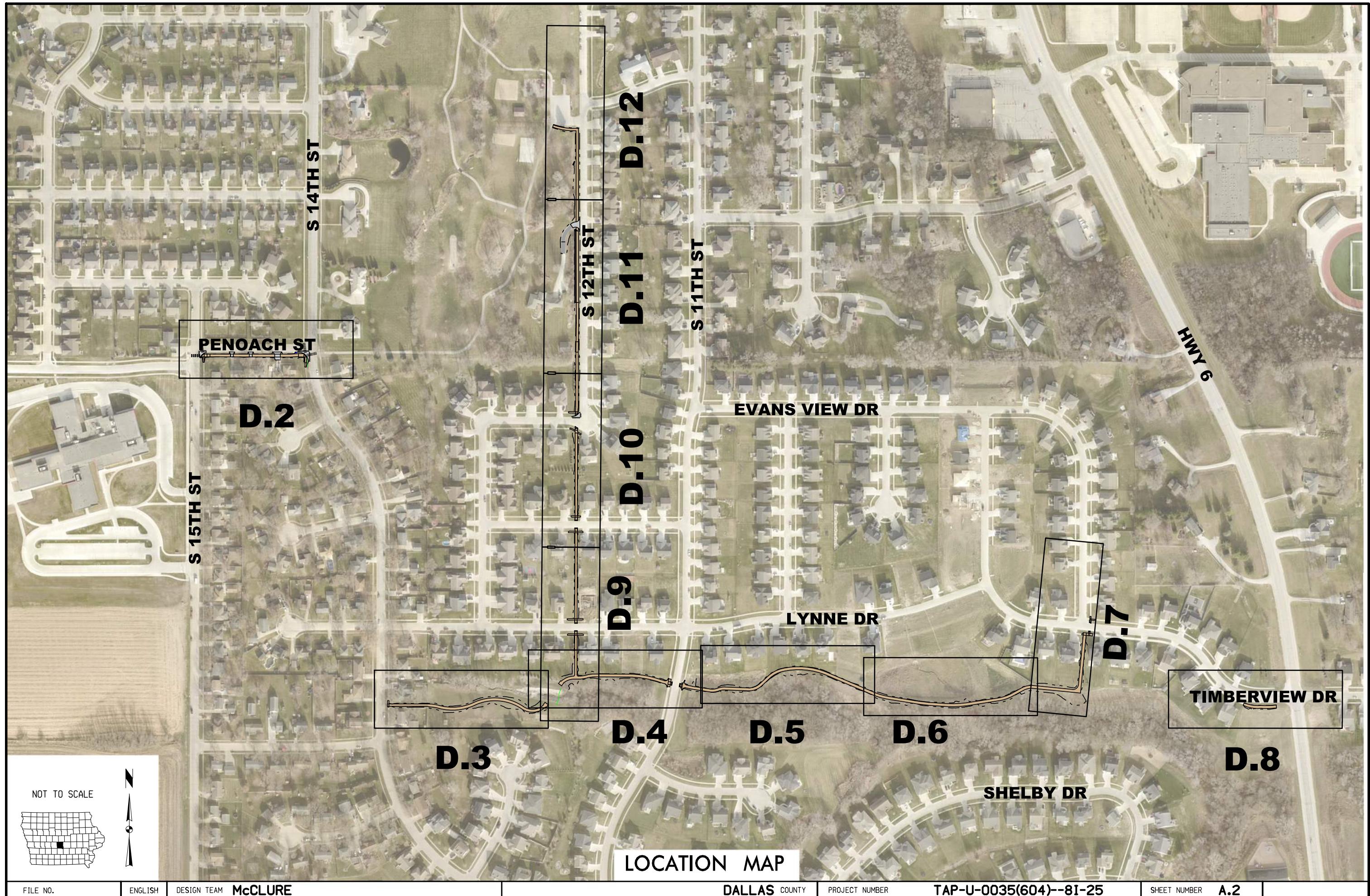
ADEL CITY COUNCIL AGENDA ITEM REPORT

MEETING DATE: June 11, 2024

AGENDA HEADING: Resident(s) of Timberview West Neighborhood Regarding City's Trail Connection Project

ATTACHMENTS:

[**2024 Trail Connection Project Map.pdf**](#)





AGENDA ITEM NO. 3.a
AGENDA SECTION:
PRESENTATION

ADEL CITY COUNCIL AGENDA ITEM REPORT

MEETING DATE: June 11, 2024

AGENDA HEADING: Presentation of Adel Design Guidelines by Michelle Cunliffe, RDG

STAFF/COMMITTEE RECOMMENDATION:

Architect Michelle Cunliffe from [RDG Planning & Design](#) will present the City's downtown design guidelines.

The City, with a grant from [Iowa's State Historic Preservation Office](#), hired RDG last year to work with the City's Historic Preservation Commission on this project for the City's downtown buildings.

Later in this meeting, the council will consider approval of the guidelines.

ATTACHMENTS:

[Adel Design Guidelines_FINAL_051624.pdf](#)



ADEL DESIGN GUIDELINES

Submitted by RDG Planning & Design - Spring 2024



A special thank you to the following groups for their efforts and support of these Guidelines:

A special thank you to all who have made this document possible:



STATE **HISTORIC**
PRESERVATION
OFFICE OF IOWA
IOWA DEPARTMENT OF CULTURAL AFFAIRS



ADM Class of 2001

ADM Class of 1998

Adel Historic Preservation Commission:

Rich Hughes (Chair)

Benjamin Bobier

Deb Christensen

Robert Hall

Vonadale 'Vonz' Odem

Cori Pickett

Lanae Wilcox-Enriquez

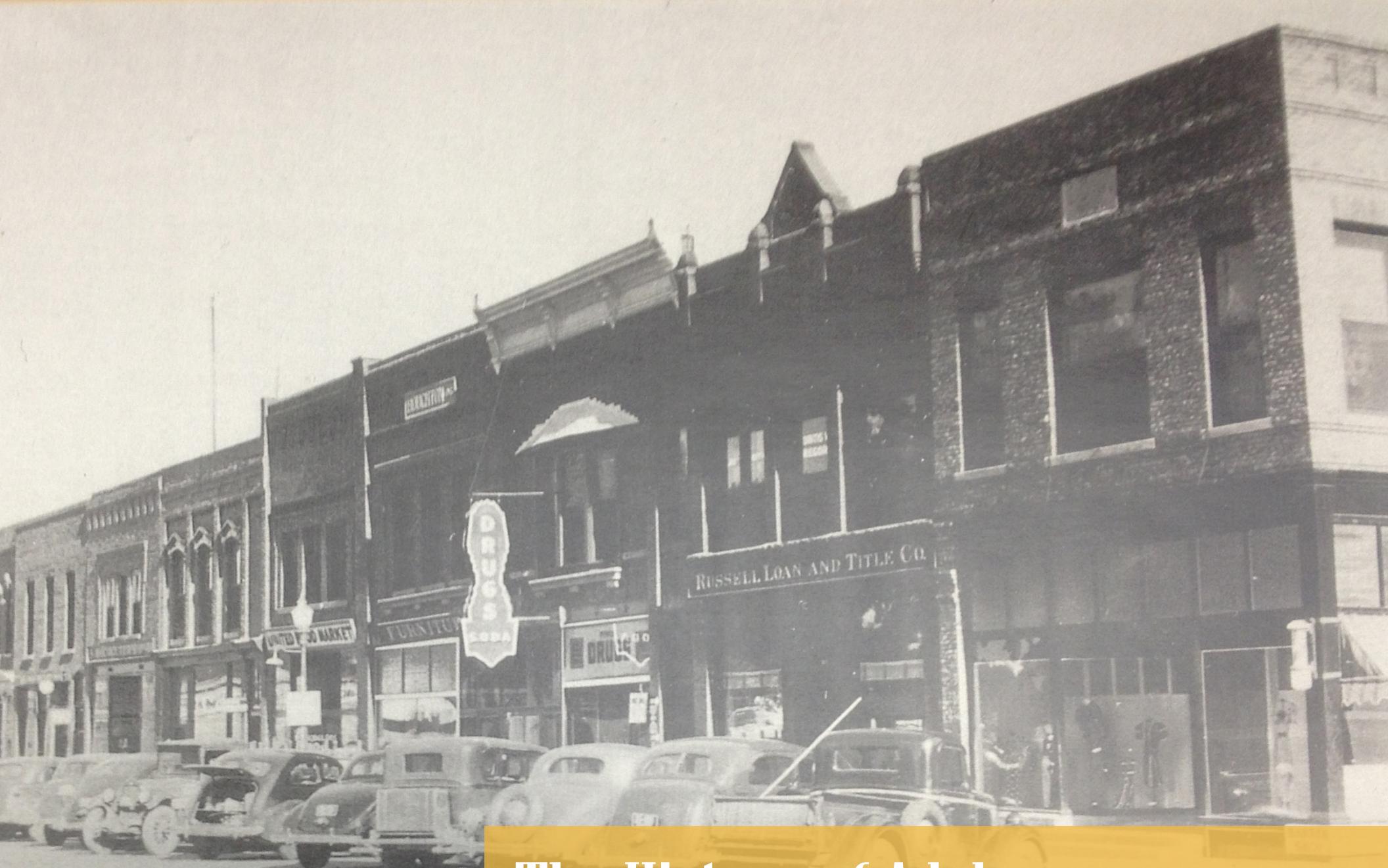
...and additional Volunteers:

Chris Brocka

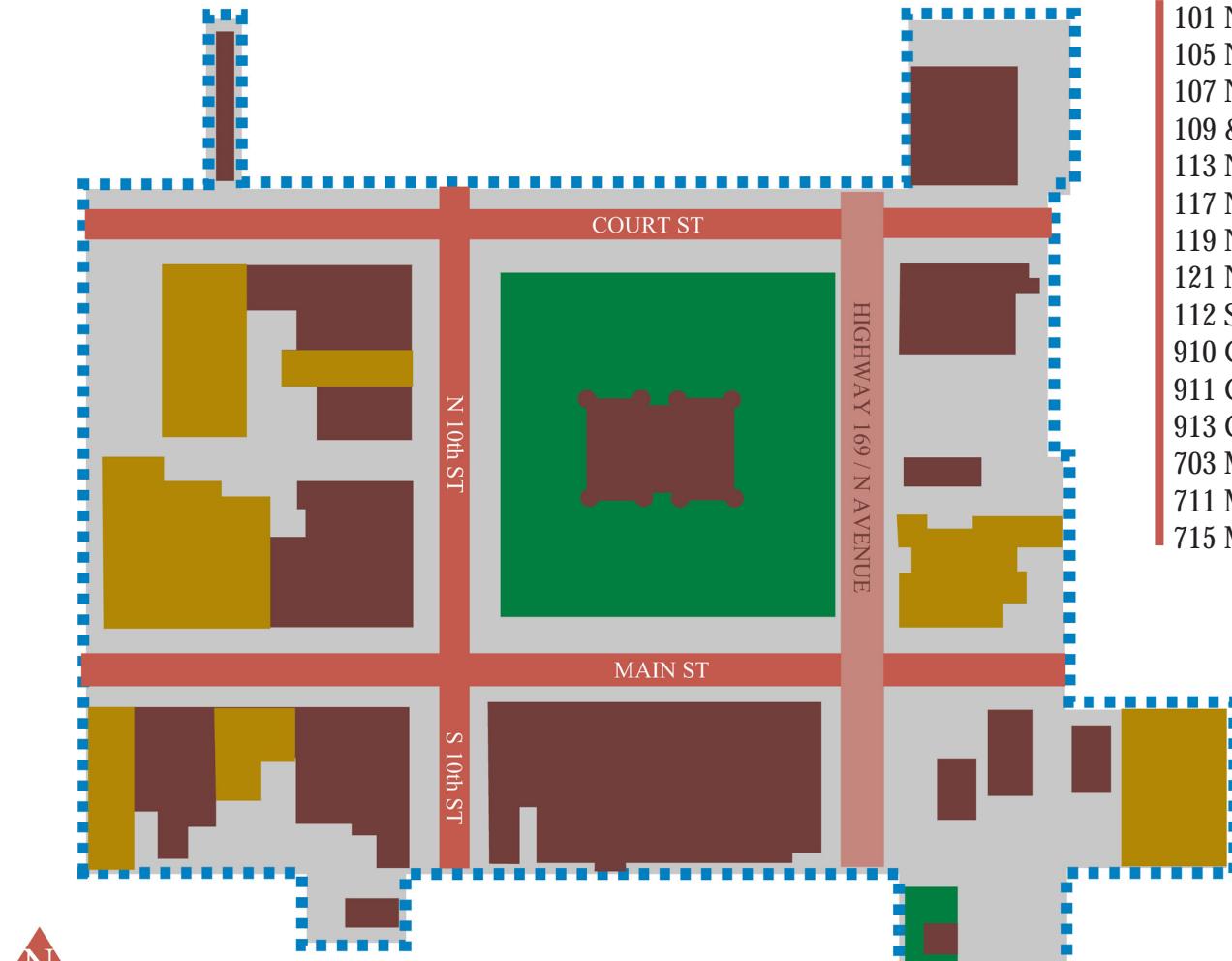
Dan Juffer

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The History of Adel



- BUILDING WITHIN THE HISTORIC DISTRICT, CONTRIBUTING
- BUILDING WITHIN THE HISTORIC DISTRICT, NON-CONTRIBUTING
- BRICK STREET
- HIGHWAY

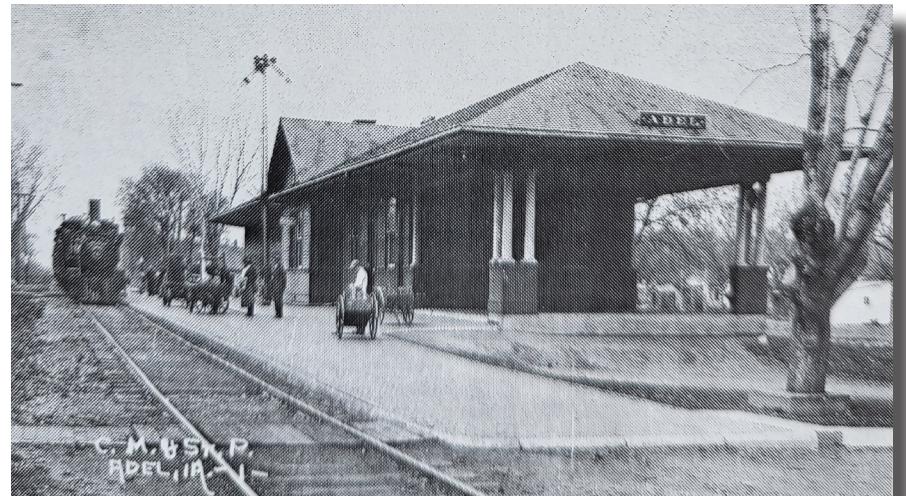
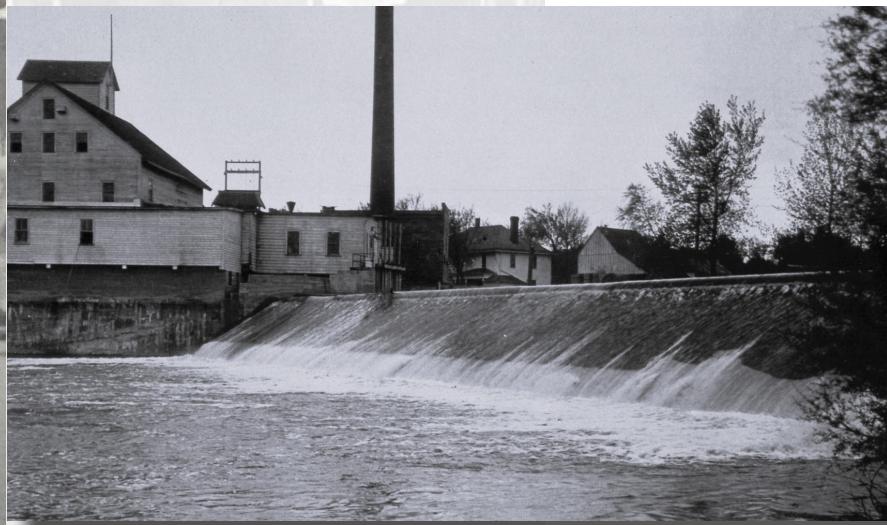
THE ADEL PUBLIC SQUARE HISTORIC DISTRICT CONTAINS APPROXIMATELY FOUR BLOCKS IN DOWNTOWN ADEL, CENTERED AROUND THE DALLAS COUNTY COURTHOUSE. THE DISTRICT WAS LISTED ON THE NATIONAL REGISTER OF HISTORIC PLACES IN 2009. CONTRIBUTING/NON-CONTRIBUTING STATUS SHOWN ON THE MAP ABOVE IS BASED ON THE 2009 NOMINATION.

101 N 9TH STREET	801 MAIN STREET
105 N 9TH STREET	803 MAIN STREET
107 N 9TH STREET	805 MAIN STREET
109 & 111 N 9TH STREET	807 MAIN STREET
113 N 9TH STREET	809 MAIN STREET
117 N 9TH STREET	811 MAIN STREET
119 N 9TH STREET	813 MAIN STREET
121 N 9TH STREET	815 MAIN STREET
112 S 9TH STREET	817 MAIN STREET
910 COURT STREET	819 MAIN STREET
911 COURT STREET	821 MAIN STREET
913 COURT STREET	823 MAIN STREET
703 MAIN STREET	901 MAIN STREET
711 MAIN STREET	903 MAIN STREET
715 MAIN STREET	906 MAIN STREET
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A History of Adel

On February 16, 1847 the General Assembly of the State of Iowa approved the boundaries of Dallas County. Less than three months later land owned by John Miller was platted for what would become the city of Adel. Located in a picturesque basin, surrounded by upland prairie, rolling hills and the North Raccoon River, the city derived its name from “a dell” – a small, wooded valley. Earlier accounts referred to the town as “Penoach,” a Native American term meaning “far away.”

Dallas County was named for George Mifflin Dallas, vice president under sitting president James K. Polk, the namesake for neighboring Polk County. As had much of the land of Iowa, Dallas County had been under the rule of the Sac and Fox nations until it was signed over in a treaty on October 11, 1842.



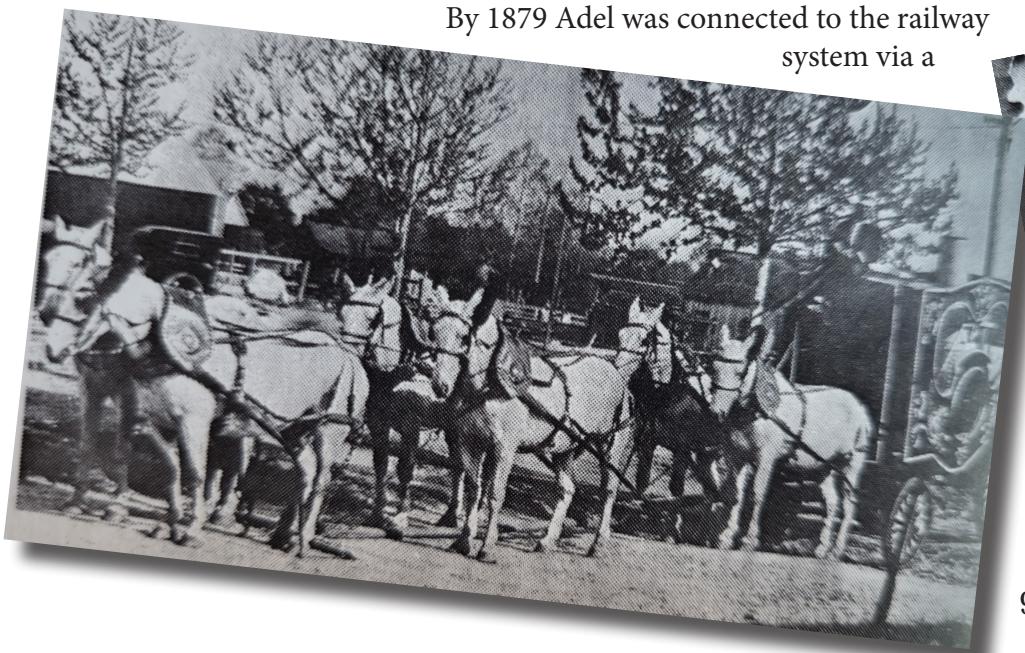
The city of Adel was platted in a way that was devoid of the railroad's influence but rather drew upon planning schemes reminiscent of the nation's early republic. Lots were platted in a way to allow freedom to property owners who wished to build upon the lot, avoiding restrictions that other Iowa towns included. The design also demonstrated equality – avoiding labels such as boulevards, avenues and other names that might impose more importance over others. Numbered streets were also avoided. Without the concern of the needs a railroad might require, the original city of Adel featured a simplistic, harmonic grid of city blocks and streets.

The early days of settlement were also a time of great movement in American history. Thousands of settlers and adventure seekers moved across the plains of Iowa to points further west. Adel's location along this trail between Des Moines and Council Bluffs assisted

in its growth as it supplied many travelers with necessary supplies. Though the sale of lots for the city started off slow, by 1856 a flour mill was located along Mill Slough, a branch of the North Raccoon River, prompting further settlement. Being centrally located within Dallas County Adel was naturally given the designation of county seat. Over the years this designation would be tried and tested but would ultimately succeed in remaining the governmental authority of the county. This stimulated further development in the form of law firms, newspapers and other civic needs.

By 1855, the town hosted only twenty-five houses and three stores. Despite its slow growth, Adel did continue to grow, but extensive growth was stunted due to its lack of railroad connection. The lack of railroad in its early days offered Adel its uncomplicated city plan, but by the 1870s society was becoming more and more dependent on the services a railway connection could offer. Many communities lived or died based on their connection (or lack thereof) to a railway system. The inhabitants of Adel were determined to not only retain their county seat title but to also flourish. With much effort, Adel boosters were successful.

By 1879 Adel was connected to the railway system via a



narrow gauge railway. Local boosters and a group organized as the Adel Improvement Company further advocated for advancements in civic infrastructure projects to improve the town. Public water works, a new public library, hotels and additional brick lined streets were all part of their plan to maintain and grow the city. Many felt these efforts would demonstrate Adel's right to retain the county seat designation; the construction of the beautiful French Renaissance inspired courthouse in 1902 would solidify this decision.

While many small, rural communities suffered decline after the end of World War II, Adel's location once again offered it a lifeline. Located in proximity to the Des Moines metropolitan area, Adel and other Dallas County communities benefit from serving as bedroom communities to the capitol city.

The citizens of Adel always have, and continue to prove themselves as a community that respects its past and works to preserve its future. The implementation of these design guidelines is a testimony to that standard.

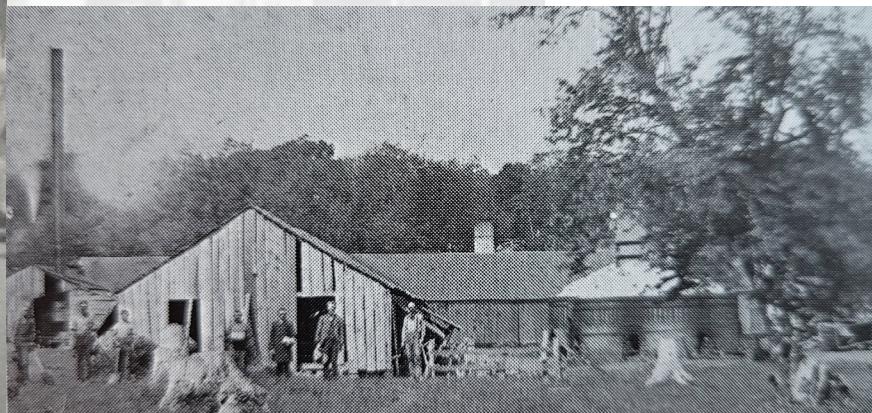


Adel's Masonry History

The high-quality red and blue clay and shale deposits found in Dallas County have contributed significantly to the success of Adel's brick manufacturing history. These deposits, left behind thousands of years ago by the retreating Wisconsin glacier have given local brick makers a reputation of producing quality, consistently colored brick.

Adel's first brick plant was constructed in 1882 by R.M. Kerns & Company. The company underwent a series of name changes, mergers and acquisitions including: Kerns and McKissick, Harris and Company, Adel Clay Products, United Clay Products Company, Sioux City Brick and Tile and United Brick and Tile.

R.M. Kearns & Company's first plant was located south of Oakdale Cemetery on Butler Creek. Once railroad service was extended to Adel, the plant was relocated near the tracks on the southwest edge of town, where it remains to this day.

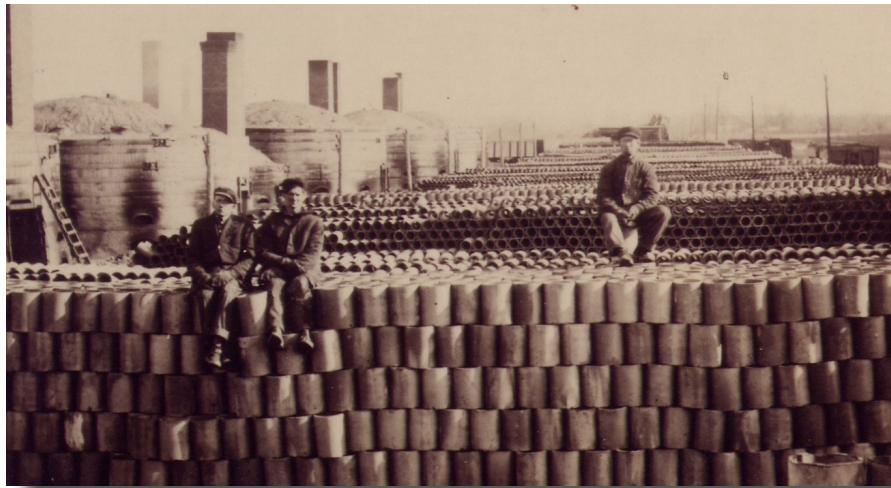


Adel was not only known for its brick of consistent size, color and quality, but was also the epicenter for numerous patents for equipment used in the brickmaking process. With the ingenious mind of Havor Rufus Straight, the ancient practice of brick making became more efficient and modern, helping the Adel plants to thrive when other plants were struggling.

In 1926 a merger of red brick plants changed the landscape of Iowa brickmaking. Thirty-two plants across four states consolidated into a new company - United Clay Products Company. The Adel plant was considered to be the most efficient, in large part to the patents of H.R. Straight.

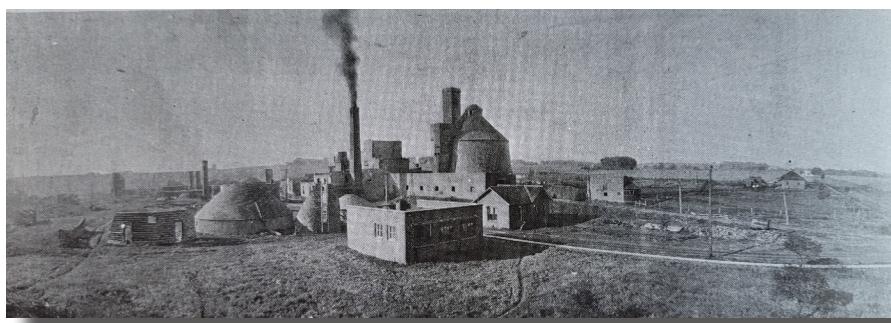
Brick was not only a popular building material, but also served well as a paving material. Though Adel experimented with various materials, by the 1890s brick was the material of choice for city paving projects and continued to be for the next several decades.





Road improvement projects were piecemeal, happening when city funds could support them. Because of this, the appearance of each street differs as the manufacturers and techniques of installation varied over the years. Some streets were laid with the beds facing up, others with the stretcher. Some used a running bond while others incorporated a more decorative herringbone pattern. Installation patterns varied, but one feature remained consistent: the orangish-red hue.

Though the process of manufacturing brick has modernized in the decades since Adel's first brick plants and employs far fewer workers, the production of brick continues and serves as a defining characteristic in the culture of the town.



A Timeline of Adel's Brick Streets

1892 - Adel's first brick streets are constructed. These four streets were those surrounding the courthouse square.

1914 - The City of Adel considers other materials for future street improvement projects, including vitrified brick ("vertical fibre block"). This material was a combination of asphalt and concrete. Several out of town contractors proposed this new approach, but Adel residents objected to the change.

1924 - Brick paving projects continue to expand. The City Council ordered 18 new blocks of paving. Once again, other materials are considered but brick prevails, in large part due to the backing of the local newspaper, The Dallas County News. Comparisons were made to the recent asphalt projects in Perry and Dallas Center that had turned out "far from satisfactory."

1977 - The City Council allows concrete to replace the brick street in the 100 block of Nile Kinnick Drive North.

1980s - Adel residents petition to preserve the Rapids Street brick pavement project with 255 signatures. This section of brick paving remains today, stretching from N 9th Street to N 15th Street.

1990s - The Iowa Department of Transportation begins a reconstruction of US Highway 169 through Adel. Brick paving is removed and replaced with concrete.

1995 - A report commissioned by the City of Adel is used to determine the appropriate treatment of existing resources such as brick paving and other streetscape improvements.

Adel's Architectural History

The architecture of the Adel Public Square Historic District can be divided into two very different areas. The buildings on the west and south sides of the square are filled with two-story buildings of Victorian and early 20th century commercial buildings and a few single story ones. The two remaining edges are of more recent construction, with those on the east being of earlier construction, in the post World War II era. These two sides of the square are a mix of single and two-story buildings.

The style of architecture around the Square is typical of Midwest commercial buildings constructed around the turn of the century. Classical Revivals are common, with the earliest stylistic features being influenced by Late Victorian styles and later construction with nods to the Art Moderne movement.

Architectural design was heavily influenced by classical architecture prior to the Civil War. Early construction in Adel, which was emerging from its pioneer beginnings of log buildings and into frame construction, was no different. This first generation set of buildings, which were often only one story, can be seen in early

photographs and drawings of Adel but none of the structures are still standing.

Once the Civil War had commenced and construction began to ramp up, it was common for down-buildings to be influenced by Victorian styles such as the Italianate style. This style expressed an exuberance unlike the more refined styles of earlier decades with its elaborate cornices and decorative window hoods over tall, narrow windows. The extravagant details of this style was made possible due to the advancement of manufacturing and the availability of building materials, in large part due to the expansion of the network of the railway system.

Approaching the turn of the 20th century, Americans were gradually departing from the over-the-top details of the Victorian period and were becoming more receptive to going back to the basics with classical revivals. Buildings constructed during this time period were more restrained in their detailing but still featured some



town commercial





decoration in the form of arched openings with keystone hood molds and straightforward cornices. One prominent design element, however, was the incorporation of a set of stairs used to approach the entry. This can be seen in two bank buildings that were constructed in the first decade of the new century – the Dallas County Savings Bank (1901) at 801 Main Street and the Adel State Bank (1908) at 901 Main Street. The Dallas County Courthouse, of French Renaissance style, also incorporates this approach at its most prominent elevation.

By the early decades of the 20th century most of the building stock in Adel had already been constructed. With new construction that did occur, the Commercial Style was heavily referenced. This style was even more restrained and streamlined than its predecessors. This style was easily adapted to most building types, which was helpful considering the wide variety found surrounding the town square.

Construction over the next couple of decades was generally limited to storefront remodels until after World War II. Because of this the Art Deco influence is limited within the District. After the War new construction made an abrupt departure from the past decades. Designs were focused on unadorned facades with asymmetrically placed windows and doors. New materials and applications also impacted the district with the introduction of metal canopies, metal casement windows, face brick veneers and hollow tile block.

Regardless of the style, with easy access to the brick manufacturing process Adel's buildings are uniquely different, with many buildings featuring polychromatic brick. Numerous brick colors, patterns and textures are used to provide a varied aesthetic to the overall appearance of the District.

Dallas County Courthouse: 1902



Adel's crown jewel is certainly its three and a half story Bedford stone courthouse situated in the middle of the downtown public square. A courthouse in the middle of the town square was not always the case, however. The first Dallas County Courthouse (1847) was a double log cabin located at the northwest corner of 7th and Court Streets. A second courthouse (1853) - a one-story frame building - was located at the southeast corner of Main and South 9th Streets. This building was for temporary purposes only, with a new, more permanent building being constructed in 1858. This two-story brick building was Greek Revival in aesthetic and at this time the courthouse was finally located within the downtown public square. Within a few decades it was evident that this building was not big enough to serve the needs of the people and securing funds for a bigger courthouse began. After several failed attempts, an \$85,000 referendum was passed in 1900 to construct a new courthouse. The cost of the courthouse would end up costing \$109,243.

This fourth and final courthouse was designed by the firm Proudfoot & Bird, operating out of Des Moines. Proudfoot & Bird were well known for their many public buildings across the state and even across the nation. They were responsible for the Salt Lake City Courthouse in Utah (1894) and would go on to design neighboring Polk County Courthouse in 1906. The design itself was to have been inspired by Azay-le-Rideau at Idre-et-Loire, a 16th century chateau near Tours, France. Its ornately carved dormers, rounded conical-topped corners, high pitched, irregular roof certainly exhibits elements inspired by the French Renaissance.

Adel's Building Types



TRADITIONAL COMMERCIAL BUILDINGS

Commercial buildings make up the majority of the building stock in the District. Two types of commercial structures exist: commercial buildings (generally 22' in width) and blocks, which are generally twice as wide. Most of Adel's commercial buildings are two story in height; one three story building sits at the corner of Main and N. 9th Streets. Single story buildings began popping up after the turn of the 20th century, notably after World War II.



PUBLIC BUILDINGS

Being the seat of government for the county, Adel's Public Square District hosts many offices for government use. With the exception of the courthouse, these are all single story buildings most commonly spread along the northern portions of the District. These facilities or the land upon which they were built were acquired over the course of several years as the need for governmental office space grew beyond what was available within the courthouse.



PROFESSIONAL OFFICES

Professional offices were often located off of the square where land was more economical. Gable roofs allow the buildings to blend in with its residential surroundings.



AUTOMOTIVE AND FARM EQUIPMENT RELATED

These types required extra space and were generally one story in height. They are located on the periphery of the District.

LODGE HALLS

Lodge halls were often located downtown for convenience and visibility. Many were built (or renovated existing buildings) as a business venture with rentable space on the first floor and meeting halls on the second floor (above, left). As with many other building types, lodge halls saw a notable difference after World War II (above, right).

Town Square Types



SINGLE FAMILY DWELLING

Only one single-family dwelling is within the district: 711 Main Street. It is a one and a half story, Craftsman inspired dwelling which serves as a reminder of the close proximity of residential land use prior to the expansion of the immediately adjacent commercial district.



HATCHERIES

With commercial lots being slow to sell, unconventional, more agricultural focused businesses located within the District. Architectural designs varied with these buildings.

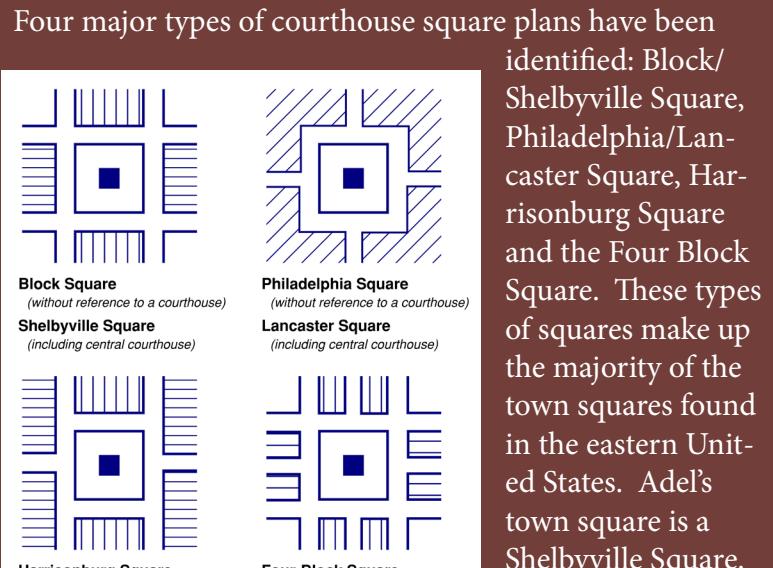


CONTEMPORARY BUILDING TYPES

Nontraditional building types started to be constructed after World War II. These buildings featured various shapes and massings, breaking from the traditional storefront type with their regular rhythms, scale and zero-lot line building footprints.

FOR MORE INFORMATION ON THE BUILDING TYPES OF ADEL'S PUBLIC SQUARE DISTRICT, CHECK OUT THE NATIONAL REGISTER OF HISTORIC PLACES NOMINATION FORM BY HISTORIAN WILLIAM C. PAGE, 2009. AVAILABLE AT WWW.NPS.GOV.

The town square such as found in Adel is truly a Middle West and upland South concept and not one that is consistently found across the country. City planners typically plan a town in which a main street is the integral part of the community; adopting a centralized public space in which to erect a structure dedicated to the governing body of the county was a choice rooted in equality. With equal views of the courthouse, this concept projected a sense of fairness and equality to its property owners and citizens as well. Adel had been chosen as the county seat for its geographically centered location within the county; the instrumentation of a centrally located courthouse within the public square further illustrates this concept.





TYPICAL COMMERCIAL BUILDING ELEMENTS

Adel's Building Materials



17

As with most small town historic districts, Adel's Public Square District features a variety of building materials. Wood, brick, stone, concrete block and even exterior insulated finishing systems (EIFS) can be found.

The earliest buildings stock, as was typical in most growing communities in the Midwest, was wood. Brick soon became the choice replacement building material and no wood structures remain within the District today. While stone was a common material at this time of Adel's growth, little is found with the exception of the Dallas County Courthouse.

Brick continued to dominate until the post World War II era, when concrete block became an economical choice for many owners wishing to construct new buildings. This product could reduce labor costs and could serve structural purposes as well. Concrete block, however, did not provide the warmth and detailing that brick offered.

Towards the end of the twentieth century, EIFS was a popular choice for its cost and ease of installation. While from afar it can mimic historic building materials such as stucco, its ability to perform over time cannot compete with time-tested masonry such as brick and stone.

Adel's Architectural Style Influences

The styles of architecture that have influenced the buildings within Adel Public Square District span four categories as laid out by the National Park Service. An additional category, Greek Revival, was a heavy influencing style in Adel's early architecture. None of these buildings are extant. These four categories are further broken down into subcategories, as shown on the following pages.

As is typical of any rural community, the design and construction of these downtown buildings are rarely pure examples of any one design. More often, they exhibit trace or copious amounts of influences from one or more styles as the building owner, contractor or owner saw fit. This was often influenced by popular styles of the day, but as can be seen, the years in which a particular style of architecture was popular nationally could sometimes differ from what was popular and being implemented in Middle America.

Several good resources can help identify architectural components and styles. For more information, check out the following:

“A Field Guide to American Architecture” - Carole Rifkind

“A Field Guide to American Houses” - Virginia McAlester and Lee McAlester

“American Vernacular Buildings and Interiors” - Herbert Gottfried and Jan Jennings

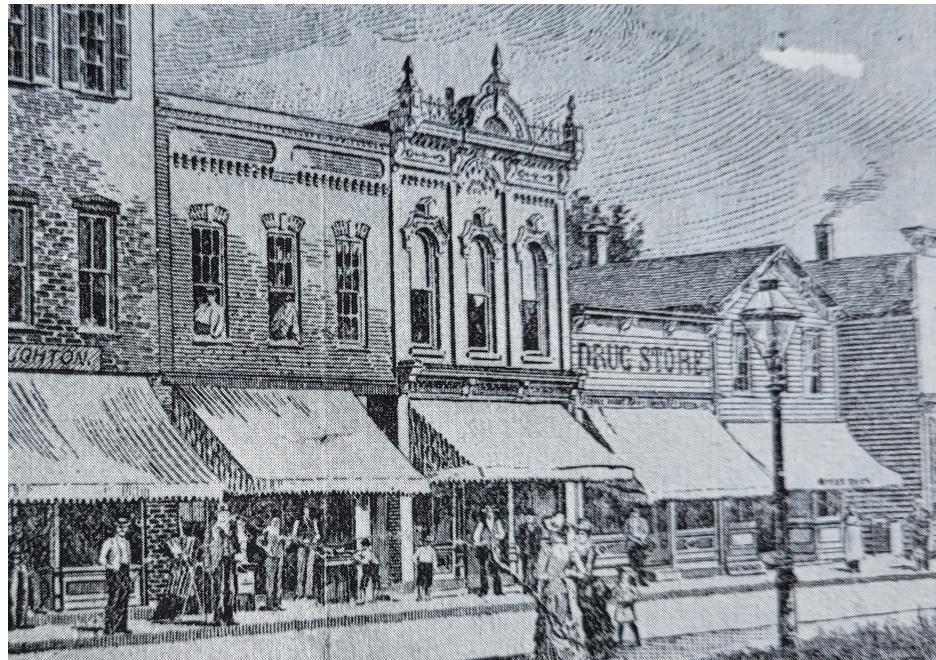
“American Houses: A Field Guide to the Architecture of the Home” - Gerald Foster

“Identifying American Architecture: A Pictorial Guide to Styles and Terms, 1600 - 1945” - John J. G. Blumenson



Mid 19th Century: Greek Revival

Early Adel architecture was often influenced by the Greek Revival style that was prevalent across the country from 1820 - 1860. It is an adaptation of the Greek temple front, applying details such as prominent pediment roofs, entablatures, dentils and columns or pilasters with Doric, Ionic or Corinthian order details.



Late Victorian: Italianate

Italianate was a popular style for commercial buildings in the 1870s and 1880s across the Midwest and even earlier nationally. It is a formal style featuring decorative hoods above tall, thin windows, large brackets and wide eaves. Pronounced moldings and details such as quoins and stringcourses are common features.



Late 19th & 20th Century Revivals: Classical Revival

Classical Revivals were popular in the decades just prior and just after the turn of the 20th century. This style reintroduced components and design aesthetics that were popular in ancient architecture including arched openings, keystone-shaped hood molds and cornices that were more simplistic than earlier Victorian versions.

Adel's Architectural Style Influences



Late 19th & 20th Century Revivals: French Renaissance

Renaissance Classical styles spring from the renewed interest in Ancient Classical designs. This influence started in Italy in the early 15th century and moved north to France and later to England. By the 18th century it was heavily influencing design in the American colonies. In Adel, the French Renaissance style is seen in the Dallas County Courthouse. It is characterized by a prominent roofs (often including conical shapes), symmetrical facades, dentils, pediments, pilasters and quoins.



Late 19th & 20th Century Revivals: Tudor Revival

The Tudor Revival style was a popular style for residential buildings. It is less frequently seen in commercial architecture and is not commonly found within the commercial district of Adel. The District's National Register of Historic Places nomination recognizes the Tudor Revival style as being the influence for the building at 115 Nile Kinnick Drive South - originally the Iowa Highway Commission District Office. Style elements of the Tudor Revival style include steeply pitched roofs with side gables, massive chimneys, decorative half-timbering and tall, narrow windows.



Late 19th & Early 20th Century American Movements: Commercial

The Commercial style lent itself well to downtown buildings with its simple details such as rectilinear shapes, smooth surfaces, pediments and thoughtful use of building materials and color. Popular during the first three decades of the 20th century, this style was used most commonly on renovations to already existing Adel buildings as new construction during this time was limited.



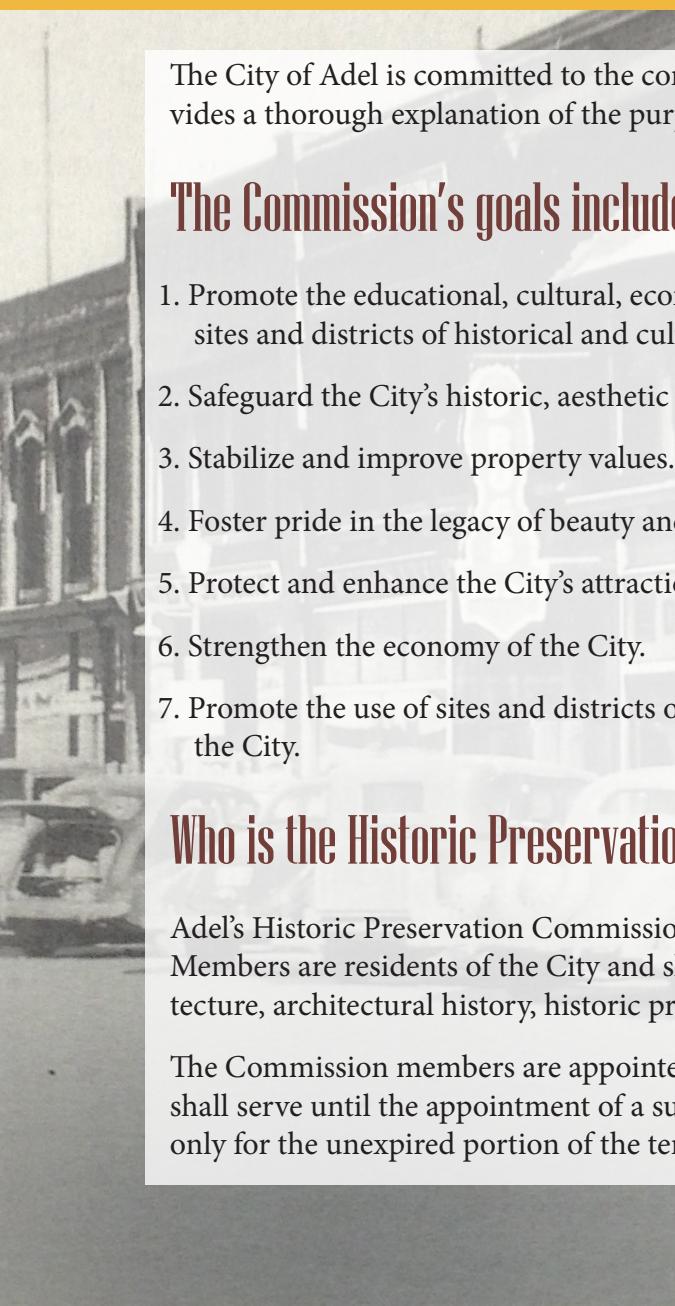
Modern Movement: Moderne/Art Moderne & Later Styles

Adel's downtown district has no true example of moderne style of architecture but later renovations (after the 1940s) were influenced by the design. By the time these styles were popular, most of Adel's building stock was in existence. Therefore, only slight traces of the styles can be found. These qualities include asymmetrical placement of second floor fenestration, unadorned wall surfaces and a break from other traditional applications.



Starting Your Project

Adel's Historic Preservation Commission



The City of Adel is committed to the continued preservation of its historic architecture. Chapter 25 of the Adel Code of Ordinances provides a thorough explanation of the purpose, intent and roles of Adel's Historic Preservation Commission.

The Commission's goals include:

1. Promote the educational, cultural, economic and general welfare of the public through the recognition, enhancement and perpetuation of sites and districts of historical and cultural significance.
2. Safeguard the City's historic, aesthetic and cultural heritage by preserving sites and districts of historic and cultural significance;
3. Stabilize and improve property values.
4. Foster pride in the legacy of beauty and achievements of the past.
5. Protect and enhance the City's attractions to tourists and visitors and the support and stimulus to business thereby provided.
6. Strengthen the economy of the City.
7. Promote the use of sites and districts of historic and cultural significance as places for the education, pleasure and welfare of the people of the City.

Who is the Historic Preservation Commission?

Adel's Historic Preservation Commission is made up of seven members appointed by the Mayor with the advice and consent of the Council. Members are residents of the City and shall demonstrate a positive interest in historic preservation, possessing interest or expertise in architecture, architectural history, historic preservation, city planning building rehabilitation conservation in general or real estate.

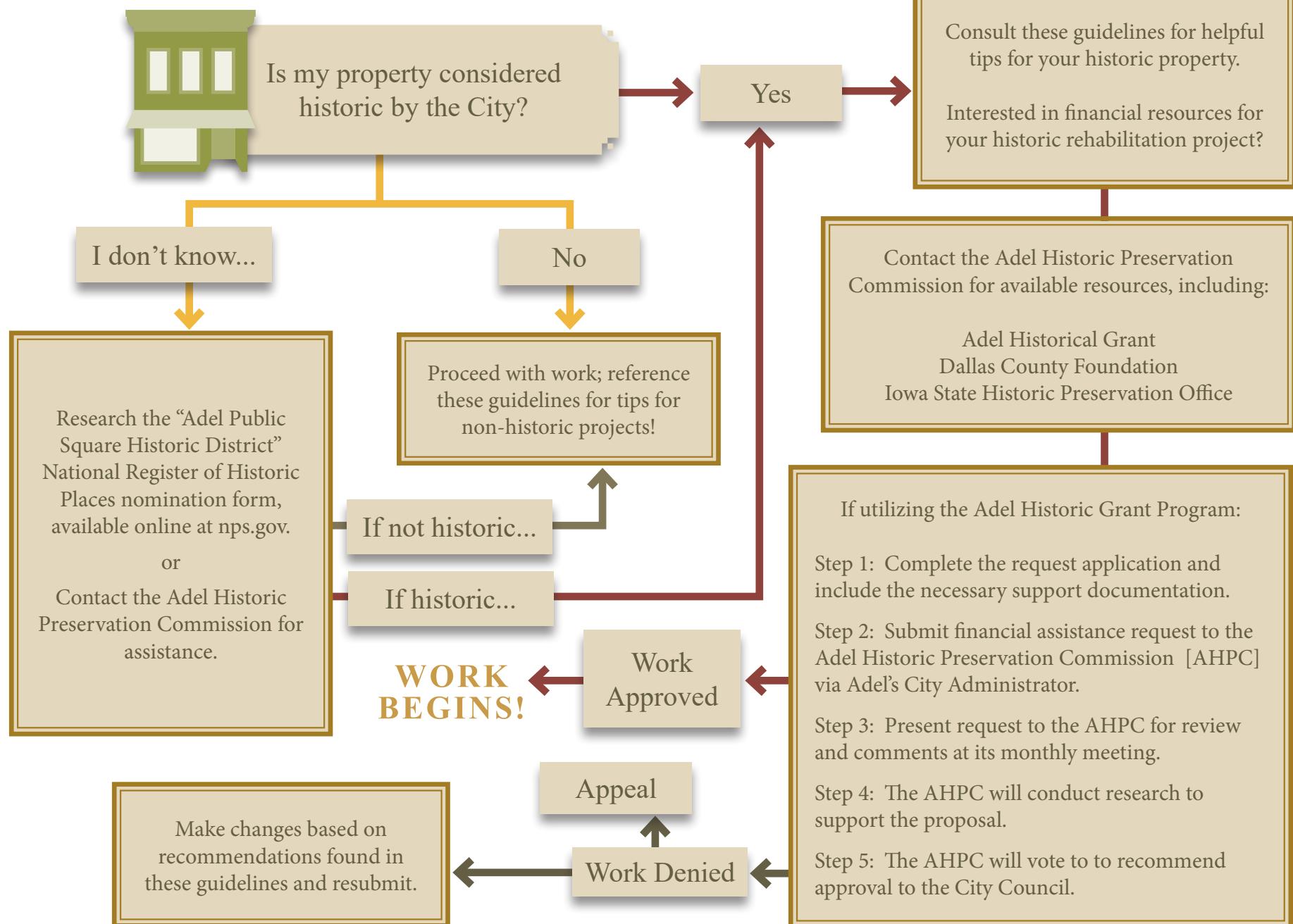
The Commission members are appointed for staggered terms of three years. Members may serve for more than one term. Each member shall serve until the appointment of a successor. Vacancies occurring in the Commission, other than expiration of term of office, shall be only for the unexpired portion of the term of the member replaced.

What are the duties of the Commission?

1. The Commission may conduct studies for the identification and designation of historic districts and sites meeting the definitions established by this chapter. The Commission may proceed at its own initiative or upon a petition from any person, group or association. The Commission shall maintain records of all studies and inventories for public use.
2. The Commission may make a recommendation to the State Bureau of Historic Preservation for the listing of a historic district or site in the National Register of Historic Places and may conduct a public hearing thereon.
3. The Commission may investigate and recommend to the Council the adoption of ordinances designating historic sites and historic districts if they qualify as defined herein.
4. In addition to those duties and powers specified above, the Commission may, with Council approval,
 - A. Accept unconditional gifts and donations of real and personal property, including money, for the purpose of historic preservation.
 - B. Acquire, by purchase, bequest or donation, fee and lesser interests in historic properties, including properties adjacent to or associated with historic properties.
 - C. Preserve, restore, maintain and operate historic properties under the ownership or control of the Commission.
 - D. Lease, sell, and otherwise transfer or dispose of historic properties subject to rights of public access and other covenants and in a manner that will preserve the property.
 - E. Contract with State or federal government or other organizations.
 - F. Cooperate with federal, State and local governments in the pursuance of the objectives of historic preservation.
 - G. Provide information for the purpose of historic preservation to the Council.
 - H. Promote and conduct an educational and interpretive program on historic properties within its jurisdiction.



I want to do work on my property. Now what?



What are the Guidelines?

What are the Guidelines?

These design guidelines were created for the Adel Public Square Historic District. This District contains a beautiful collection of 19th and 20th century commercial architecture; the purpose of this Document is to allow building owners to understand what is and is not appropriate for the buildings contained herein. It is also a tool for the community as a whole to better understand the historic architecture of the community in an effort to appreciate and encourage the preservation of historic architecture.

How do I use the Guidelines?

1. Read through the guidelines and become familiar with them.
2. Identify areas that are applicable to your building. Do more research if a particular topic is of importance to your building.
3. Apply the guidelines to your project: determine what is right for your project. Base your design decisions on the history of your building – based on historic photographs and historic materials still remaining. Avoid creating a “false past” for your building.
4. For access to a hard copy of this document, check with the Adel Historic Preservation Commission.

The objectives of these guidelines are to:

1. Encourage property owners to retain the visual and historical integrity of the district and the buildings within it.
2. Protect and enhance property values.
3. Aid in quality design decisions, based on the “Secretary of the Interior’s Standards for Rehabilitation.”
4. Aid in qualifying for financial incentives.

Planning Your Project

Projects within the Adel Public Square Historic District should be approached in a way to maintain its historic integrity. A good plan takes into account what is best for the District, the individual building and the Owner’s current needs to become a successful rehabilitation for future generations to enjoy.

Step 1: Planning Your Project

The first step is to determine the big picture goal and to consider the following:

If the building is fairly intact but deteriorated, what repairs should be done first?

If significant alterations have been made, should they be kept, should the building be restored to its original appearance, or should another approach be taken?

If the building is no longer in commercial use, can the new use be accommodated while retaining the commercial appearance of the building?

What is an appropriate and acceptable budget for the building owner?

Is the rehabilitation feasible?

Step 2: Look at Your Building

Let your building speak to you! Taking a good look at the details that you might not have ever noticed could reveal new information such as construction dates or evidence of additions that were not original to the property.

Step 3: Research Your Building

Understanding its history will help guide decisions you make during a project. See the following pages for more information on the resources available.

Step 4: Determine Character Defining Features

Character defining features are features that allow us to understand the historic integrity of the building and define the style or influential style that it represents. The National Park Service offers a three step process to help identify the visual character of architecture:

Step 1: Overall Visual Aspects

Step 2: Visual Character at Close Range

Step 3: Interior Spaces, Features and Finishes

Step 5: Make a Plan

1. Assess your building's conditions and develop a plan:
2. Inventory the existing condition of the building and relate it back to treatment types. Answer the question, "What needs attention and why?"
3. Write a description of work. List what is needed to stabilize the building, meet specific treatment types and what is needed to meet your overall goal.
4. Consider how historic materials will be protected during construction.
5. If needs exceeds the budget available, consider prioritizing and phasing the project. Critical projects should be given priority over aesthetic ones.

Step 6: Research Materials & Contractors

Use this set of guidelines and the suggested resources to evaluate proper materials.

Frequently Asked Questions

Q: Are there advantages of owning and maintaining an historic property?

A: There are numerous benefits to owning and maintaining an historic property. The preservation of these historic buildings not only preserves the history of your community for future generations, but also creates a sense of place that attracts tourism. Financial benefits are also available; see below.

Q: If my building is listed on the National Register of Historic Places, [NRHP] am I limited to what I can do to my building?

A: Generally, no. Unless you are receiving Federal funding you can make your own choices. However, we strongly recommend following these Guidelines to avoid jeopardizing your NRHP status and to maintain the high degree of historic integrity that allowed your property to be listed in the first place.

Q: Is there financial funding available for my project?

A: There are several financial sources available for historical projects. Two key questions concerning the selection of a funding source are: the amount of assistance requested and the timing of the assistance. Contact the Adel Historical Preservation Commission to obtain additional information and directions. For information on these grants, see Page 33.

Types of Work

Treatment Definitions

There are many terms that are used for work on historic buildings. It is important to understand the difference of each treatment and to use these terms correctly. Definitions of the four major treatments as described by the National Park Service are listed below. Other terms you might encounter that may or may not be appropriate for your type of project:

Conservation:

The repairing of existing historic construction materials by stabilizing and consolidating the damage, instead of removing and replacing the material with new. For example, a severely rotted wood window sill might be left in place and injected with a glue, rather than being removed and replaced. This term may also refer to the cleaning and repair of fine art, such as paintings and sculptures.

Renovation or Remodel:

The work taking place to repair or modernize existing buildings while ignoring or disregarding any historic features or significance. The results may be inappropriate and irreversible. These terms are not found in the Secretary of the Interior's Standards.



National Park Service - Treatment Definitions:

The National Park Service defines four treatment approaches for historic buildings. The following approaches are in hierarchical order:

Preservation:

Places a high premium on the retention of all historic fabric through conservation, maintenance and repair. It reflects a building's continuum over time, through successive occupancies, and the respectful changes and alterations that are made. For example, maintaining an historic library in its original design and materials through regular maintenance and repair.

Rehabilitation:

The most common treatment, rehabilitation, is defined by the National Park Service as "the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values." For example: Taking an old warehouse and converting it into apartments while keeping the historic fabric intact as much as possible. Similar to "adaptive reuse."

Restoration:

Focuses on the retention of materials from the most significant time in a property's history, while permitting the removal of materials from other periods. For example: Removing a metal slipcover that covers a nineteenth century storefront and repairing and replicating missing and damaged elements.

Reconstruction:

Recreation of a non-surviving site, landscape, building, structure or object in all new materials. For example: Rebuilding an historic residence from building plans with new materials at a place where the structure no longer exists.



Resources

Learning more about your historic property and the people and events associated with it can be both fascinating and helpful, regardless of whether or not you are considering a project or simply wanting to have a better understanding of its past. Below are some helpful steps to researching your property:

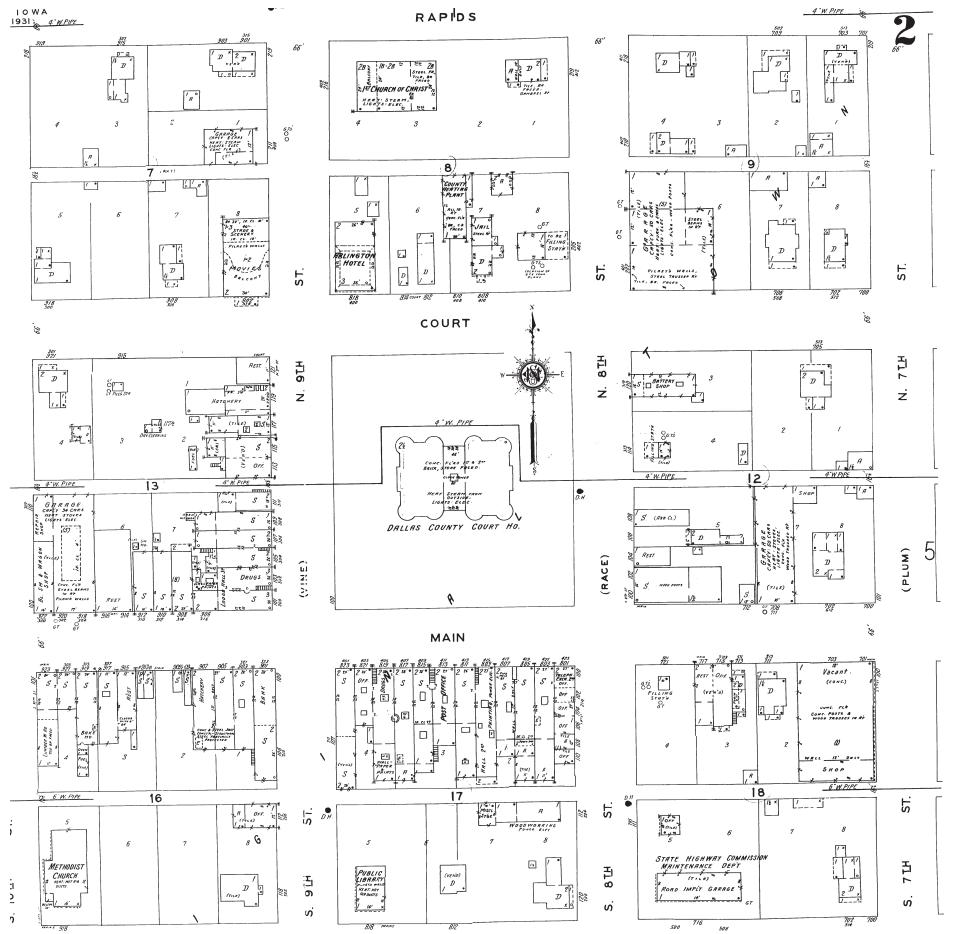
Follow the paper trail: Research documents such as city directories, censuses or obituaries. Historic maps are also a good resource. See the following page to learn more about historic maps.

Create a timeline: As you research, document what you find and when it happened. Compare your various sources and compare to local history.

Search for historic photographs: Photographs are often the best evidence. Don't forget to ask the library, historical society, previous owners or other members of the community!

Resources to consider:

- Abstract/chain of title/recorded deeds
- Architectural style resources
- City Directories
- Census data
- County histories
- Former owner and resident's information
- Historic district designation documents
- Historic maps
- Legal property description
- Local history files
- National Register of Historic Places Nominations
- Newspapers
- Obituaries
- Photographs
- Probate records



SANBORN MAPS ARE AN INVALUABLE TOOL FOR HISTORIANS, BUILDING OWNERS, ARCHITECTS AND OTHERS INTERESTED IN THE HISTORY AND CONSTRUCTION OF A BUILDING. SANBORN MAPS CAN BE FOUND ON THE LIBRARY OF CONGRESS WEBSITE AT WWW.LOC.GOV/COLLECTIONS/SANBORN-MAPS.

Suggested Reading

“Adel Public Square Historic District” - National Register of Historic Places Nomination Form, 2009 - William C. Page

“A Field Guide to American Architecture” - Carole Rifkind

“Dallas County Courthouse” - National Register of Historic Places Nomination Form, 1973 - Mrs. Clarence S. Hill

“Historic Building Facades: The Manual for Maintenance and Rehabilitation” - New York Landmarks Conservancy

“Identifying American Architecture: A Pictorial Guide to Styles and Terms, 1600 - 1945” - John J. G. Blumenson

“Main Street Revisited” - Richard V. Francaviglia

“Nearby History: Exploring the Past Around You” - David E. Kyvig

“Repairing Old and Historic Windows: A Manual for Architects and Homeowners” - New York Landmarks Conservancy

“The Buildings of Main Street” - Richard Longstreth

“The Past and Future City” - Stephanie Meeks

“The Secretary of the Interior’s Standards for Rehabilitation & Illustrated Guidelines for Rehabilitating Historic Buildings” - U.S. Department of the Interior National Park Service

“Walkable City: How Downtown Can Save America, One Step at a Time” - Jeff Speck

Technical Resources

Many resources are available for building owners to research when learning proper methodologies for their historic property. Be sure to check out the Bloomfield Public library, where many of the resources can be found. Can’t find what you are looking for? Contact the staff at the library for interlibrary loan and other options for availability. Below are a few resources to start with:

National Park Service - Preservation Briefs

These preservation briefs describe recommended solutions to many construction issues building owners deal with on projects. The NPS continues to add to this collection.

www.nps.gov/orgs/1739/preservation-briefs.htm

National Park Service - Interpreting the Standards Bulletins

These bulletins provide further insight and explanation to many of the topics covered in the Preservation Briefs.

www.nps.gov/tps/standards/applying-rehabilitation/standards-bulletins.htm

“Technical Preservation Services”

This website offers a compilation of resources for various preservation topics.

www.nps.gov/orgs/1739/preservation-by-topic.htm

The State Historic Preservation Office [SHPO]

Iowa State Historic Preservation Officers offer a wealth of information.

<https://culture.iowaeda.com/shpo/>

Also consider contacting the Adel Historic Preservation Commission.

Resources, continued

The National Park Services offers an extensive library of literature on a variety of topics to help inform those who are planning any kind of preservation work. The following is a select list of Briefs and Notes that may be of interest to property owners in Adel who are planning work to their building.

Find these resources and more at www.nps.gov.

Preservation Briefs

- #1 - CLEANING AND WATER-REPELLENT TREATMENTS FOR HISTORIC MASONRY BUILDINGS
- #2 - REPOINTING MORTAR JOINTS IN HISTORIC MASONRY BUILDINGS
- #6 - DANGERS OF ABRASIVE CLEANING TO HISTORIC BUILDINGS
- #9 - THE REPAIR OF HISTORIC WOODEN WINDOWS
- #10 - EXTERIOR PAINT PROBLEMS ON HISTORIC WOODWORK
- #11 - REHABILITATION OF HISTORIC STOREFRONTS
- #12 - THE PRESERVATION OF HISTORIC PIGMENTED STRUCTURAL GLASS (VITROLIGHT AND CARRARA GLASS)
- #13 - THE REPAIR AND THERMAL UPGRADING OF HISTORIC STEEL WINDOWS
- #14 - NEW EXTERIOR ADDITIONS TO HISTORIC BUILDINGS: PRESERVATION CONCERN

#16 - THE USE OF SUBSTITUTE MATERIALS ON HISTORIC BUILDING EXTERIORS

#27 - THE MAINTENANCE AND REPAIR OF ARCHITECTURAL CAST IRON

#35 - UNDERSTANDING OLD BUILDINGS: THE PROCESS OF ARCHITECTURAL INVESTIGATION

#38 - REMOVING GRAFFITI FROM HISTORIC MASONRY

#39 - HOLDING THE LINE: CONTROLLING UNWANTED MOISTURE IN HISTORIC BUILDINGS

#44 - THE USE OF AWNINGS ON HISTORIC BUILDINGS: REPAIR, REPLACEMENT AND NEW DESIGN

#47 - MAINTAINING THE EXTERIOR OF SMALL AND MEDIUM SIZE HISTORIC BUILDINGS.

Preservation Tech Notes

PROPER PAINTING AND SURFACE PREPARATION

PROTECTING WOODWORK AGAINST DECAY USING BORATE PRESERVATION

REPAIR AND REPRODUCTION OF PRISMATIC GLASS TRANSOMS

SUBSTITUTE MATERIALS: REPLACING DETERIORATED SERPENTINE STONE WITH PRE-CAST CONCRETE

WATER SOAK CLEANING OF LIMESTONE

NON-DESTRUCTIVE EVALUATION TECHNIQUES FOR MASONRY CONSTRUCTION

RESTORING METAL ROOF CORNICES

PROTECTING A HISTORIC STRUCTURE DURING ADJACENT CONSTRUCTION

PLANNING APPROACHES TO WINDOW PRESERVATION

INSTALLING INSULATING GLASS IN EXISTING STEEL WINDOWS

EXTERIOR STORM WINDOWS: CASEMENT DESIGN WOODEN STORM SASH

REPLACEMENT WOODEN FRAMES AND SASH

REPLACEMENT WOODEN SASH AND FRAMES WITH INSULATING GLASS AND INTEGRAL MUNTINS

INTERIOR STORM WINDOWS: MAGNETIC SEAL

TEMPORARY WINDOW VENTS IN UNOCCUPIED HISTORIC BUILDINGS

INSTALLING INSULATING GLASS IN EXISTING WOODEN SASH

INCORPORATING THE HISTORIC GLASS

REINFORCING DETERIORATED WOODEN WINDOWS

Financial Resources for Adel Buildings

Adel Historical Grant Information

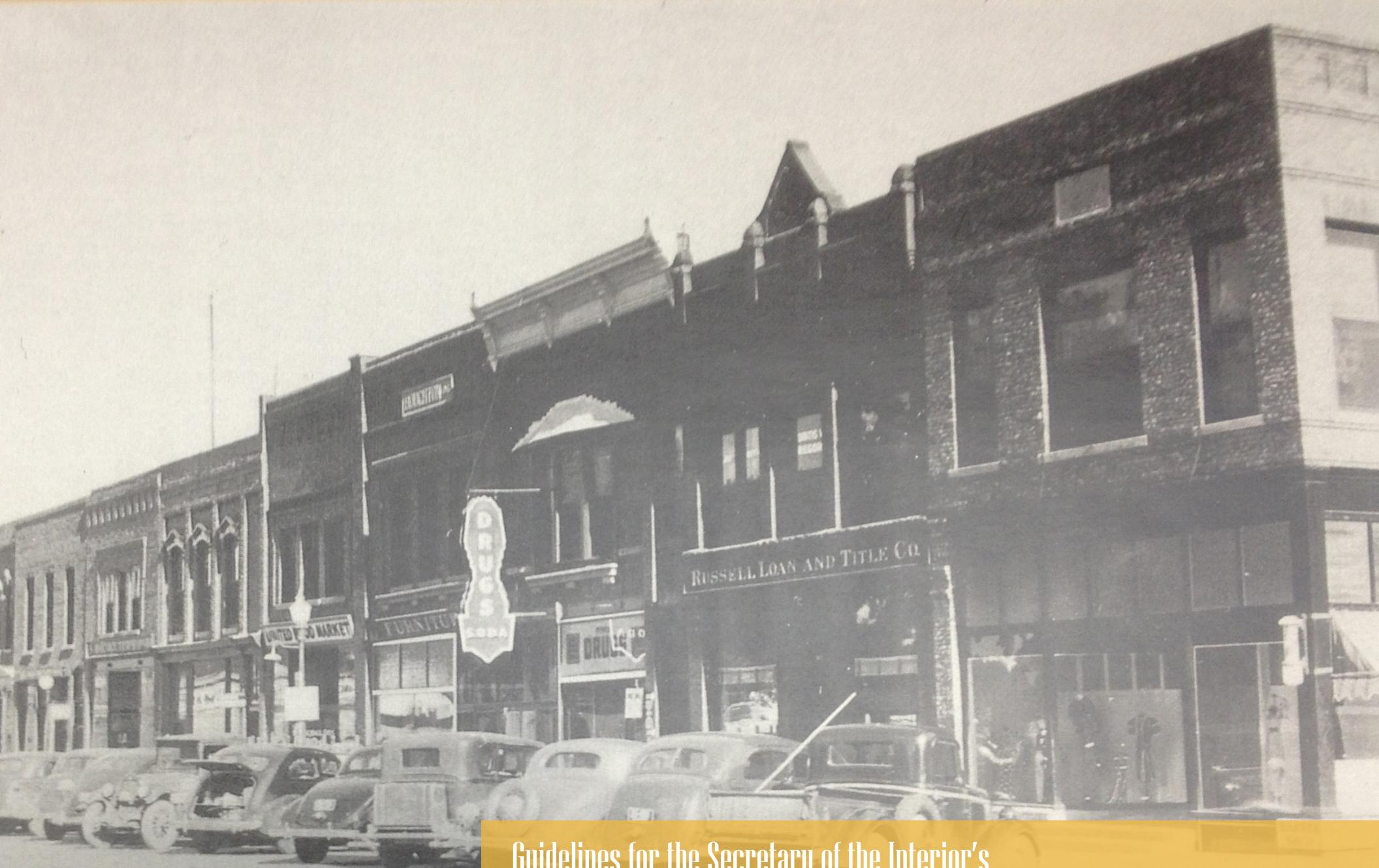
Information concerning Adel's Historic Preservation Grant program can be accessed via the "City of Adel, Iowa" website under the heading of "Economic Development". Scroll down to "Historic Preservation Grant". General information about the application process and the online grant application page are located there. The application period is throughout the fiscal year, depending on available funding.

Dallas County Foundation

Information concerning the Dallas County Foundation grant program, including the instructions and application can be found on "Dallas County Foundation" website under "Grant Info". The application period is from December through January.

Iowa State Historic Preservation Office

Under the "Historic Preservation" heading on the "Iowa State Historic Preservation Office" website there are numerous financial assistance options available. Most would be applicable under the "Historic Preservation Planning & Program" section as "Certified Local Governments" (CLG) grants. The application period varies with the individual programs.



Guidelines for the Secretary of the Interior's
Standards for Rehabilitation

An Introduction to the Standards



The guidelines established in this document follow the Secretary of the Interior's Standards for Rehabilitation. The Standards are intended to be a guide to building owners, architects, contractors and project reviewers prior to work being initiated.

The "Standards" do not offer technical advice, but rather outline the important considerations to keep in mind and follow when planning a project involving an historic property.

The "Standards" define rehabilitation as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values. Following the "Standards" is a key step to ensuring the preservation of any historic district.

Read through the following pages to gain a better understanding of how the Standards can apply to your property.

“A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.”

To maintain its historic integrity, the best use of a building is to maintain its original use as this requires minimal change to the historic fabric. When it is not feasible or desired to continue using the building for its intended use, the ideal solution is to use the building in a manner that closely resembles the original use and minimize the need for alterations.

“The historic character of a property shall be retained and preserved. The removal of historic materials or alterations of features and spaces that characterize a property shall be avoided.”

Features unique to the building are an important aspect of the overall historic integrity of the building. If too many features are removed, damaged, or covered up, the building will lose its historic qualities and historic designation.

“Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.”

In the same way a journal from long ago tells a first account history of a specific time, historic buildings are also records of the past. It is important to maintain an accurate historical account and to avoid creating a “false history” that tells a story that isn’t true.

4

“Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.”

As technology advances and our culture adapts, so does the way we use buildings. Remodeling and expanding are common in all buildings over the course of its lifetime. Sometimes these additions or remodels add to the important history of the building. These changes should be carefully considered to determine if they should be maintained if a rehabilitation is underway.

5

“Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.”

Historic buildings are excellent examples of the quality of craftsmanship that was once common in trades such as carpentry, masonry and plaster work. Every effort should be taken to maintain any remaining examples of such work.

6

“Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.”

To maintain the historic integrity of an historic property it is important to take care in the replacement of any materials that need repair. Every effort should be taken to repair rather than replace. If repair is not feasible, detailed documentation of the historic fabric should be done for future possible work.

7

“Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.”

Historic buildings are excellent examples of the quality of craftsmanship that was once common in trades such as carpentry, masonry and plaster work. Every effort should be taken to maintain any remaining examples of such work.

8

“Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.”

Because of the activity that has occurred over the decades, it is possible that any digging could uncover archaeological resources that could shed some light on the history of the building. Any work that requires excavation should be done carefully and any notable findings should be documented.

“New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

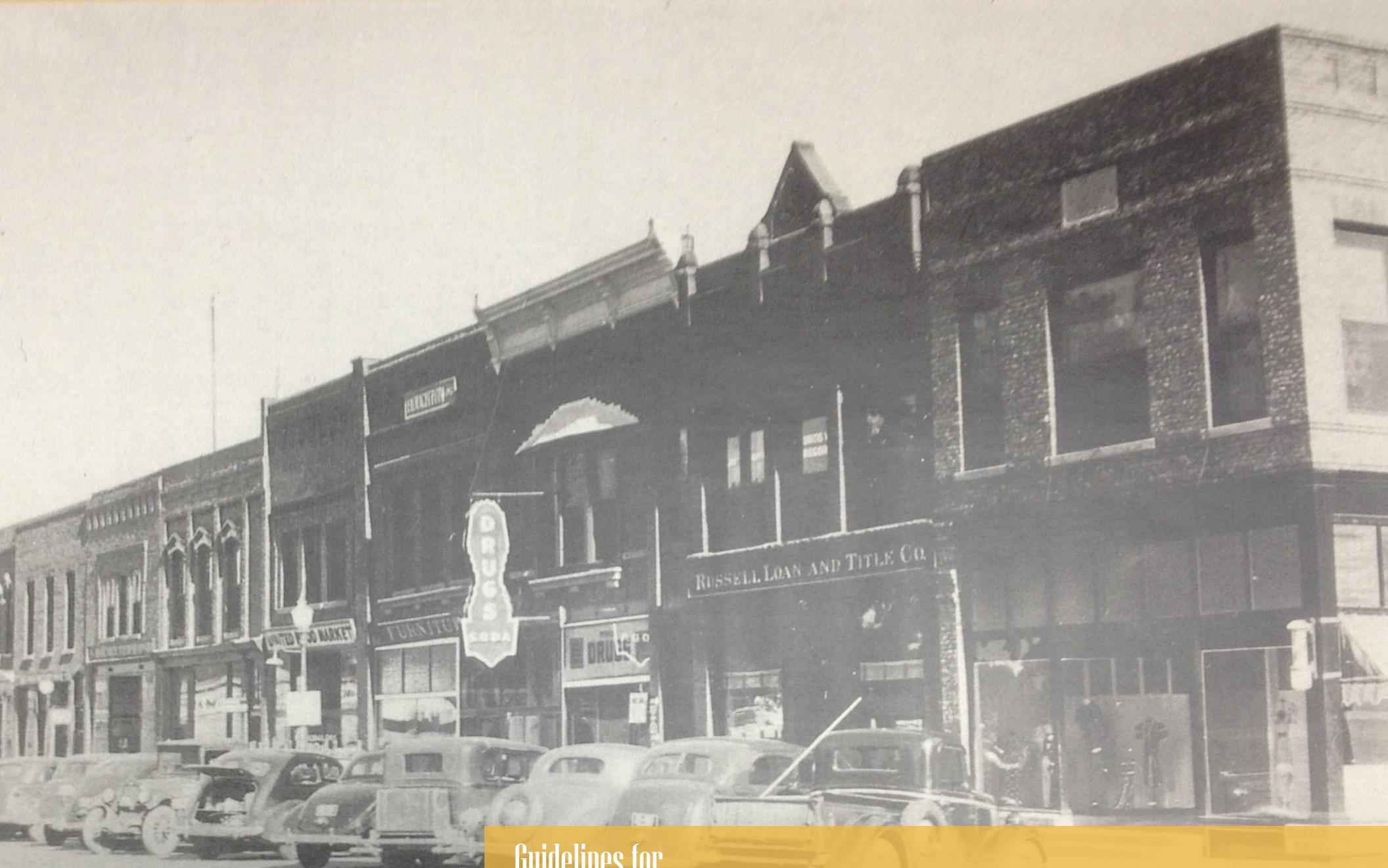
9

Maintaining the historic form and scale of an historic building is important to both individual buildings and the District as a whole. If a new addition is proposed, careful attention to these features should be considered. Work should be done in a way so as to not damage any historic fabric.

10

“New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.”

This Standard is a companion to Standard #9. If any work is proposed to an historic building it should be “reversible” so that in the future it could be undone and the original building would remain intact.



Guidelines for
Architectural Elements

Storefronts



1. Maintain the scale, location and size of the storefront glass.
2. Maintain the original location of the entry.
3. Maintain all decorative elements that are original or significant to the building.
4. Use paint colors that are appropriate for the District. See Page 54 for more information.
5. Use appropriate signage and light fixtures that are not overwhelming for the building and/or District.
6. Use appropriate materials for new or replacement features, including clear glass (not reflective, painted or tinted) and fabric awnings. See the section on materials starting on Page 67 for more information.
7. Use appropriate signage. See Page 58 for more information.

Storefronts: Recommended

Storefronts: Not Recommended

1. Do not remove or alter the storefront from its historic character.
2. Do not alter the entrance location or remove a recessed entry.
3. Do not remove historic materials.
4. Do not use oversides and/or “light box” style signage.
5. Do not install signage that obscures or alters historic elements.
6. Do not add details that do not fit the original time period of the building.
7. Do not remove or cover up cornices, panels or columns.
8. Do not alter the amount of storefront glass either by reducing or adding to the original design of the building.
9. Do not use materials that are inappropriate for the building. See the section on materials starting on Page 67 for more information.
10. Do not use replacement or substitute materials that do not convey the same appearance as other, original aspects of the building.
11. Do not remove or recess the entire storefront to create an “outdoor space.”



<LEFT: DO MAINTAIN
ORIGINAL RECESSED
ENTRIES AND
STOREFRONT GLAZING.



<LEFT: DO USE
APPROPRIATE
REPLACEMENT
MATERIALS, INCLUDING
WOOD WINDOWS AND
FABRIC AWNINGS.



<LEFT: DO MAINTAIN
DISTINCTIVE ELEMENTS
SUCH AS CORNICES AND
STONEWORK.



<LEFT: DON'T
COVER UP OR REMOVE
HISTORIC MATERIALS
OR USE MATERIALS IN
AN INAPPROPRIATE
MANNER.

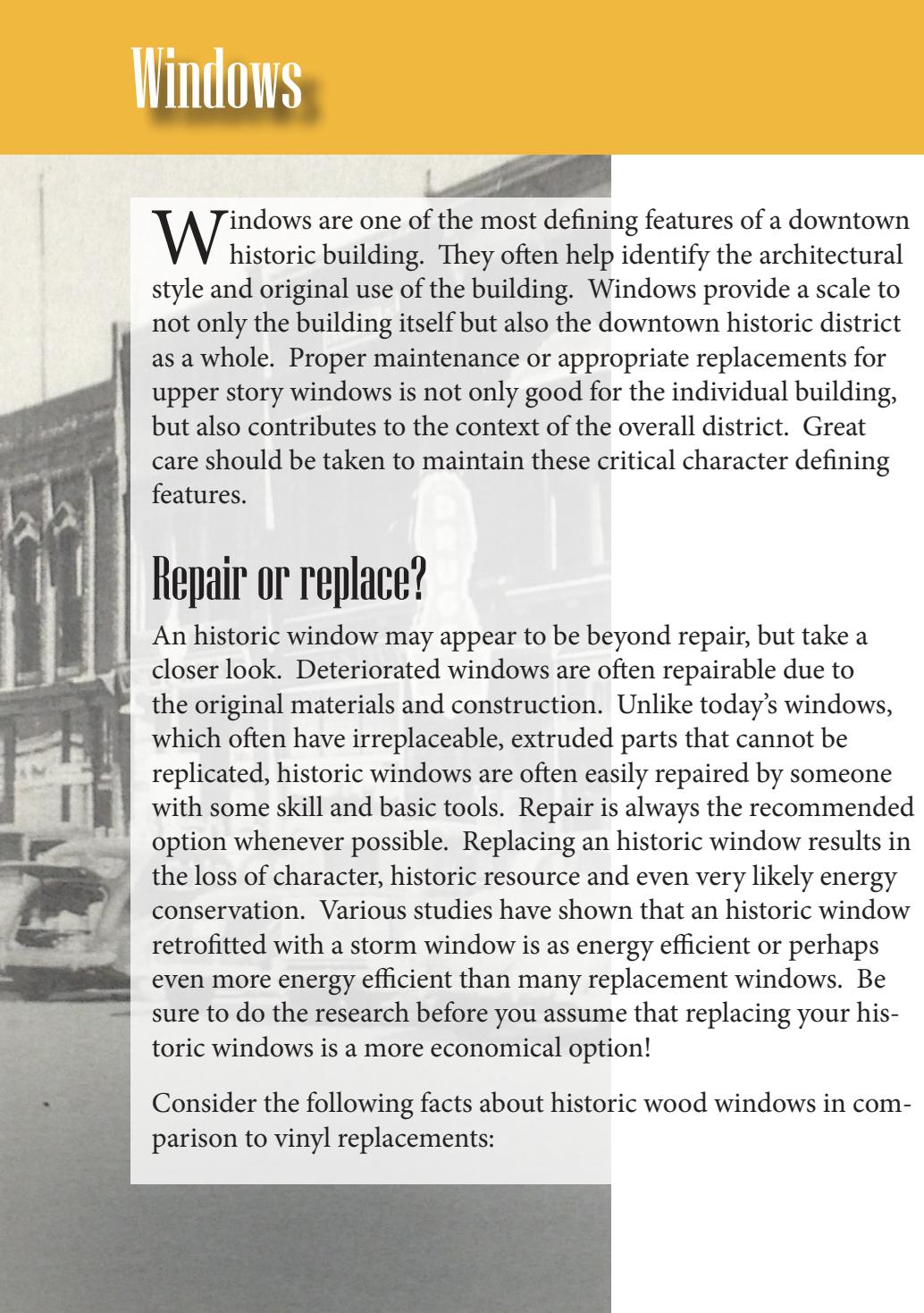


<LEFT: DON'T REMOVE
THE STOREFRONT TO
CREATE AN OUTDOOR
SPACE.



<LEFT: DON'T
ELIMINATE A RECESSED
ENTRY AND INFILL WITH
MATERIALS THAT ARE
INAPPROPRIATE AND
OUT OF SCALE WITH THE
ORIGINAL LAYOUT OF
THE STOREFRONT.

Windows



Windows are one of the most defining features of a downtown historic building. They often help identify the architectural style and original use of the building. Windows provide a scale to not only the building itself but also the downtown historic district as a whole. Proper maintenance or appropriate replacements for upper story windows is not only good for the individual building, but also contributes to the context of the overall district. Great care should be taken to maintain these critical character defining features.

Repair or replace?

An historic window may appear to be beyond repair, but take a closer look. Deteriorated windows are often repairable due to the original materials and construction. Unlike today's windows, which often have irreplaceable, extruded parts that cannot be replicated, historic windows are often easily repaired by someone with some skill and basic tools. Repair is always the recommended option whenever possible. Replacing an historic window results in the loss of character, historic resource and even very likely energy conservation. Various studies have shown that an historic window retrofitted with a storm window is as energy efficient or perhaps even more energy efficient than many replacement windows. Be sure to do the research before you assume that replacing your historic windows is a more economical option!

Consider the following facts about historic wood windows in comparison to vinyl replacements:

- Most energy loss occurs through the roof and uninsulated walls, not through windows.
- Rehabilitating and weatherizing an historic wood window is more cost effective than buying a new replacement window. The average payback for a commercial replacement window can easily be 150+ years. In comparison, the average payback for a properly rehabilitated and weather stripped historic window with a proper storm window is approximately 3 – 7 years.
- Air infiltration is a bigger issue with replacement windows than properly weather-stripped historic windows.
- Many window manufacturers claim that replacement windows are the “green” choice. However, reusing existing windows eliminates the need for the production and use of virgin materials; thus resulting in a greener decision.
- The change in R-value (the measure of resistance to heat gain/loss) between historic windows and replacement windows is negligible and does not significantly improve the thermal value of the building envelope.
- The lifespan of a typical vinyl window is approximately 15 years.

If your wood windows were constructed prior to 1940, repair is likely the best option. Wood windows up to this point were built from individual parts, allowing repairs and replacement pieces to be easily administered. Wood used during this time was typically



slow-growth wood, meaning it is denser and of higher quality than what we are able to purchase today. This wood is often more rot and warp-resistant than wood currently on the market.

Considerations for Replacement Windows

If an historic window is deemed too deteriorated to repair, The Secretary of the Interior's Standards for Rehabilitation, Standard #6 should be your guide to replacement choices.

Replacement windows on primary, street-facing or other highly visible elevation should match the historic window in all ways, including size, details and materials. Windows on secondary elevations with limited visibility must match the historic window in size, configuration and overall characteristics. Substitute materials may be considered and finer details may not need to be replicated.

Consider the following when selecting a replacement window:

1. Review a three-dimensional mock-up rather than simply looking at drawings.
2. Maintain the same window placement in relationship within the wall as the original window. Installing the window more closely to the exterior plane of the wall will greatly diminish the historic appearance of the building.
3. Match the window frame size and shape. For a wood window this would include the brick mold, blind stop and sill.
4. Maintain the historic window's glass size and configuration. Replicate the muntin pattern; simulated divided lights are recommended over "in-between the glass grilles" or muntins that are only applied to the exterior of the glass. Simulated divided lights include a spacer between the glass which offers a more appropriate look.
5. Replicate sash features such as width and depth of rails, stiles and muntins on a wood window. For steel windows these features would be the operator frame and muntins.
6. Select appropriate materials and finishes. Selecting the correct material allows other details to be replicated more accurately.
7. The appropriate glass selection is important to the overall visual impact of the window. Choose clear, untinted or colored glass for your replacements. Coatings should not increase the reflectivity of the window.

If no historic window is available for comparison and no historic photographs show what the original windows looked like, a replacement should still complement the overall historic district. Replacing existing, inappropriate windows with new inappropriate windows does not satisfy the Standards.

Windows



Maintenance

Proper maintenance is the best way to ensure your historic windows continue to serve your building well. Consider the following tips:

1. Maintain proper paint coatings on the exterior. This will

protect the wood from degrading and requiring additional repairs.

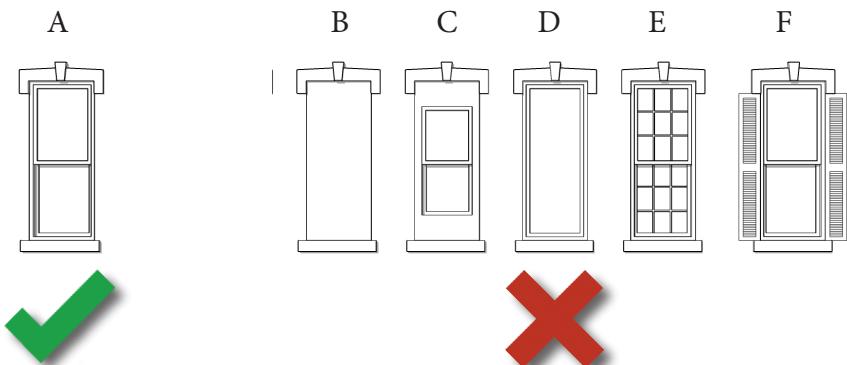
2. Glazing putty will not last forever. Regularly check for dried out putty and perform spot repairs as needed. Eventually the sash will need to be completely re-glazed, which is done with simple materials and tools.

3. Prevent paint build-up from moveable surfaces such as the inside jamb. If your sashes are hung with cords keep them free of paint.

Energy Conservation

Consider the following tips for reducing energy loss from your building:

1. Ensure the sash lock is closed. This lock not only serves as a security feature but also helps keep the meeting rails held together, reducing air infiltration.
2. Check your weather stripping. Most energy lost happens at the perimeter of the window, not through the glass. If your window does not have weatherstripping consider installing some. This can increase the efficiency of your window by as much as 50%.
3. Install a storm window. Storm windows are relatively inexpensive options for historic windows. They can be operable or fixed, interior or exterior. Wood storm windows are preferred as they reduce less heat than metal storm windows.



AVOID THE NUMEROUS ERRORS WHEN INSTALLING NEW WINDOWS OR INFILLS:
SOLID INFILL IN LIEU OF A WINDOW (B), INADEQUATELY SIZED WINDOW (C),
SINGLE SASH (D), INCORRECT MUNTIN CONFIGURATION (E), NON-ORIGINAL
SHUTTERS (F).

Resources

Jordan, Steve. "Strips and Storms: Techniques for tuning up sash windows for winter." *Old House Journal* (November/December 2004): 46-51.

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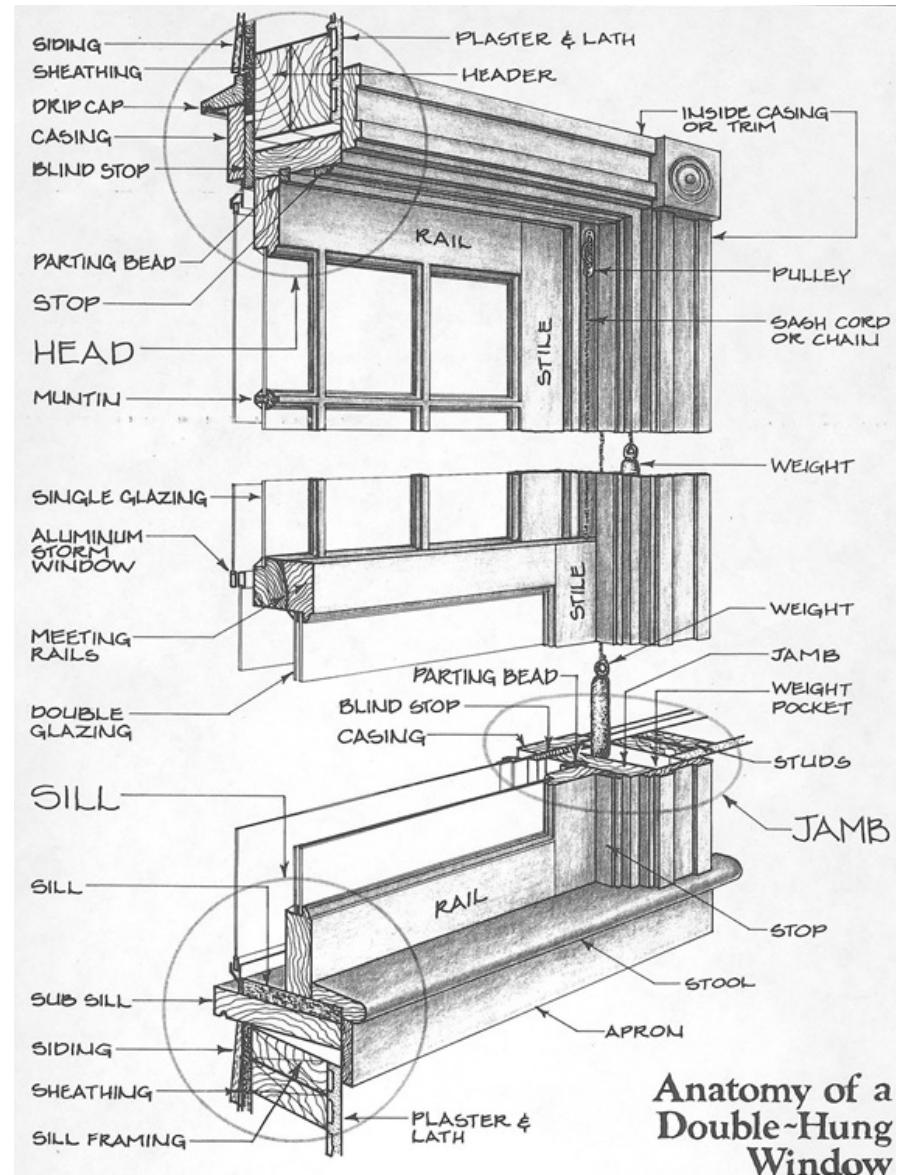


IMAGE: JONATHAN POORE, 1982

Windows: continued

Windows: Recommended

1. Preserve glass, sash, hardware and window surrounds (such as lintels or decorative hoods).
2. If upper stories are vacant avoid enclosing or covering up the windows. Instead, consider using blinds or curtains to maintain an occupied appearance. Additionally, the use of removable, semi-transparent film can be applied to disguise dropped ceilings or other undesirable elements.
3. Re-establish any closed-up window openings. These should be restored to their original opening size, material and design. Consult historic photographs for accuracy of new windows.
4. Use clear, non-reflective glass without tint should be used.
5. Maintain operable windows to allow the building to be heated and cooled as designed to do.
6. Maintain the original sash and muntin patterns and layout.

Windows: Not Recommended

1. Do not replace windows that can be repaired. Consult a window rehabilitation expert if there is any question of the salvageability of the historic window.
2. Do not board up openings by bricking in or adding wood “lattice” to windows.
3. Do not install glazing or replacement sashes that are not compatible with the historic window.
4. Do not add shutters unless research indicates that they were used historically.
5. Do not install reflective, dark or tinted glass.
6. Do not create new window openings that are not original to the building on a prominent facade. New openings on non-primary facades can be considered carefully.
7. Do not partially enclose an original window opening.
8. Do not remove historic materials such as wood, cast iron and bronze, or decorative elements such as window hoods.
9. Do not use inappropriate window materials such as vinyl or metal.
10. Do not cover up or alter window trim with other materials such as metal.
11. Do not install windows that are inappropriate in scale to the original building.
12. Do not create a false history by installing a window that is inappropriate or is not based on historic research.
13. Do not insert new floors, mezzanines or dropped ceilings that are visible through the glazed areas of windows in a way that affects the appearance of the window from the exterior.



<LEFT: DO USE PROPERLY SIZED WINDOWS WITH CLEAR GLASS BY INSTALLING WINDOWS THAT FILL THE ENTIRE MASONRY OPENING.



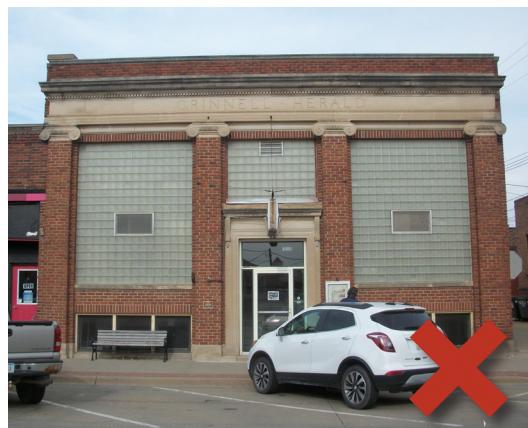
<LEFT: DO MAINTAIN ORIEL WINDOWS, WHICH ARE CHARACTER DEFINING FEATURES.



<LEFT: DO USE REVERSIBLE WINDOW FILM OR SPANDREL GLASS IN AREAS WHICH NEED OPAQUE MATERIALS TO MASK VACANT SPACES BEHIND HISTORIC WINDOWS.



<LEFT: DON'T INSTALL WINDOWS THAT DO NOT PROPERLY FILL THE ENTIRE MASONRY OPENING.



<LEFT: DON'T USE INAPPROPRIATE MATERIALS TO FILL MASONRY OPENINGS.



<LEFT: DON'T USE INAPPROPRIATE MATERIALS TO COVER UP WINDOWS. THIS APPROACH MAGNIFIES THE APPEARANCE OF VACANCY. OPT FOR CURTAINS OR SPANDREL GLASS IF THE VIEW NEEDS TO BE OBSCURED.

Awnings



awnings to allow more flexibility for sun shading and maintenance.

1. Cloth awnings are the most appropriate material choice for most buildings in an historic district.
2. Retractable awnings are preferred over fixed awnings.
3. Consider other awnings in the District for style, color and height. Research historic photographs to understand where awnings were typically located. Note that it is often impossible to recreate the exact size of awning as head height clearances are often required through today's building codes.
4. Install awnings where they can be used to conceal inappropriate alterations to a storefront (such as an infilled or removed transom window).
5. Triangular, 'shed' style awnings with free-hanging valances are the most appropriate for the Adel Square District.
6. The use of signage on the hanging valance is appropriate.

Awnings: Recommended

Awnings: Not Recommended

1. Do not install awnings that conceal architectural details such as decorative lintels.
2. Do not install awnings that do not match the shape of the opening.
3. Do not install awnings that overwhelm the storefront or facade.
4. Do not install staple-system awnings as these are not generally appropriate for historic buildings. They may, however, be appropriate for infill buildings.
5. Do not install awnings that simulate mansard roofs or umbrellas.
6. Do not use backlit awnings.
7. Do not use metal stock awnings.
8. Do not install awnings on a building where an awning would be inappropriate.
9. Awnings were generally not used on buildings facing north.
10. The bottom most point of the awning should not drop more than 8' from the sidewalk. The awning should not extend further from the building than within two feet of the inside of the curb.



<LEFT: DO USE AWNINGS THAT ARE BASED ON HISTORIC PHOTOGRAPHS.



<LEFT: DO UTILIZE DROP ARM OR OTHER RETRACTABLE AWNING TYPES TO PROVIDE FLEXIBILITY AND HISTORICAL ACCURACY.



<LEFT: DO USE APPROPRIATELY SIZED AWNINGS TO PROVIDE SCALE TO BUILDINGS THAT HAVE BEEN ALTERED FROM THEIR ORIGINAL LAYOUT OR TO COVER UP MISSING TRANSOM WINDOWS.



<LEFT: DON'T USE STAPLE-STYLE AWNINGS WITH INAPPROPRIATE SHAPES SUCH AS THIS BARREL SHAPED AWNING.



<LEFT: DON'T INSTALL AWNINGS IN INAPPROPRIATE LOCATIONS OR WITH INAPPROPRIATE SHAPED AWNINGS SUCH AS THESE UMBRELLA SHAPED AWNINGS.



<LEFT: DON'T INSTALL AWNINGS THAT OVERWHELM THE STOREFRONT OR USE INAPPROPRIATE MATERIALS.

Paint & Color



Paint & Color: Recommended

1. Maintain painted materials with proper application procedures and regular maintenance.
2. Oil based paints are traditionally used on wood elements and is generally regarded as a better choice than latex paints.
3. Consider colors that are historically appropriate and compatible with the building and surrounding structures.
4. Consult historic resources to understand what colors were available for your building at the time of construction. Historic paint catalogs from manufacturers can be found online.
5. Color choices are generally allowed to be at the discretion of the owner and appropriate choices can cover a wide range of options. Generally, however, earth tones (greens, browns, dark reds, pale yellows) were popular in the latter off of the 19th century. Lighter colors were more common in the decades to follow.
6. Contrasting colors and a shade lighter or darker on the doors, window frames, molding and cornices offer an appropriate color scheme. Consider the saturation and shade of colors. Colors should emphasize details - dark colors can obscure them. Selecting no

more than two principal colors is recommended.

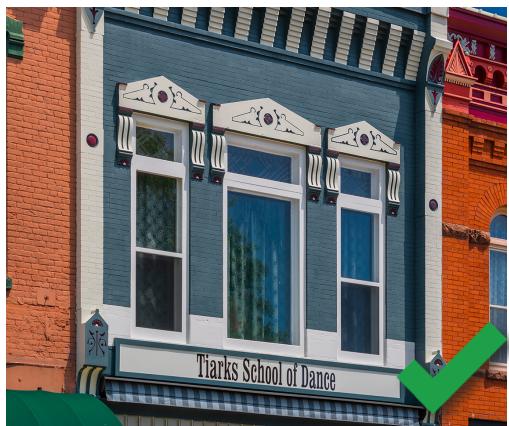
7. Bright, white, black or primary colors should be limited to accents, covering no more than 10% of the building. Selecting no more than two accent colors is recommended.
8. Consider a paint analysis if you wish to determine actual historic colors used on your building.
9. It is not necessary for all buildings within an historic district to match identically. Continuity will be achieved, however, if appropriate colors are researched and selected.
10. The same recommendations for paint colors can be applied to awning fabric choices. Historic photographs may reveal the use of striped or solid awnings.
11. Consider the fading effects of the sun when selecting awning fabrics. Stripes mask some of the fading or other discoloration that may occur over time.

Paint & Color: Not Recommended

1. Do not allow painted materials to go unmaintained. This accelerates the deterioration of your building.
2. Avoid bright or unusual colors that are inappropriate for your building's period of construction.
3. Avoid painting brick that has never been painted, including brick details and stone.



<LEFT: DO: RESEARCH HISTORIC MATERIALS AVAILABLE ONLINE, SUCH AS THIS PAINT BROCHURE FROM THE 1880S. SITES SUCH AS WWW.ARCHIVE.ORG HAVE DIGITIZED NUMEROUS TRADE CATALOGS FOR VIEWING.



<LEFT: DO: CONSIDER MONOCROMATIC COLOR SCHEMES, WITH CONTRASTING COLORS TO HIGHLIGHT DECORATIVE FEATURES.



<LEFT: DO: CHECK OUT CURRENT PAINT MANUFACTURERS TO SEE HISTORIC COLOR LINES THEY MAY HAVE AVAILABLE.



<LEFT: DON'T ALLOW PAINTED MATERIALS TO GO UNMAINTAINED. THIS ALLOWS DETERIORATION TO ACCELERATE, CAUSING MORE EXPENSIVE REPAIRS OR A COMPLETE LOSS OF HISTORIC FABRIC.



<LEFT: DON'T SELECT INAPPROPRIATE COLORS THAT ARE TOO BOLD FOR THE HISTORIC DISTRICT.



<LEFT: DON'T PAINT BRICK THAT WAS NOT ORIGINALLY PAINTED.

Site



building.

4. Modern building services such as elevators and exit stairs should be built in areas that require the least alteration to the building.

5. Off-street parking should be encouraged and located behind the building.

Site: Recommended

1. Benches, outdoor seating and trash receptacles must be in keeping with the overall character of the building and district.

2. Benches and other streetscape items may be placed within the public right-of-way, but must not block the free movement of pedestrians.

3. Exterior waste and storage areas should be placed at the back of the

Site: Not Recommended

1. Do not repurpose a vacant lot where a building once stood as a parking lot. Vacant lots do not encourage a vibrant downtown scene. Additional parking should be located behind the building.

2. Avoid placing gas and electrical meters along the primary facade of the building.

3. Avoid placing mechanical equipment and other services within view of the public right-of-way. Screen these items if necessary to limit their visibility.

4. Loading docks and other service entrances should not be located on the primary facade of the building.

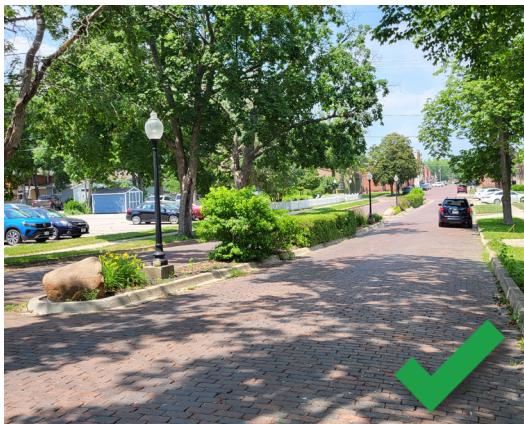
5. Limit the implementation of “pocket parks” on vacant lots. As with parking lots, incorporating too many of these does not create a dynamic downtown atmosphere.

6. Buildings (new and existing) should maintain a ‘zero lot line.’ Buildings should not be recessed from the front property line. Recessed entries should be maintained while also maintaining the original footprint of the building.

7. Do not ignore non-primary facades of the building. Rear elevations and secondary facades are important components that support the building.



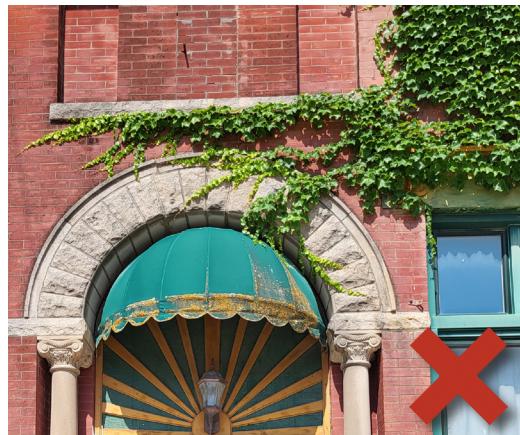
<LEFT: DO: SELECT LANDSCAPE PRODUCTS THAT ARE COMPLEMENTARY TO THE HISTORIC DISTRICT.



<LEFT: DO: MAINTAIN HISTORIC FEATURES THAT DEFINE YOUR DISTRICT, SUCH AS BRICK STREETS AND LANDSCAPED AREAS.



<LEFT: DO: ENCOURAGE PARKING BEHIND BUILDINGS OR IN OTHER OFF-SITE LOCATIONS RATHER THAN TURNING VACANT LOTS INTO PARKING LOTS. INFILL BUILDING SHOULD BE ENCOURAGED TO MAINTAIN A VIBRANT DOWNTOWN.



<LEFT: DON'T ALLOW PLANT MATERIAL OR BIOLOGICAL GROWTH TO TAKE HOLD ON YOUR BUILDING. THIS CAN CAUSE IRREVERSIBLE DAMAGE. PREPARE AN ANNUAL MAINTENANCE PLAN TO PREVENT SUCH ISSUES.



<LEFT: DON'T CONSTRUCT BUILDINGS SET BACK FROM THE FACE OF THE ADJACENT BUILDINGS.



<LEFT: DON'T ALTER THE FRONT FAÇADE OF A BUILDING TO INCREASE THE OUTDOOR SPACE OF YOUR PROPERTY.

Signage & Lighting



Signage & Lighting: Recommended

1. Locate signage at the lintel or transom area. If this is not possible, locate on a flat, unadorned part of the facade.
2. Consider applying lettering on awning valances or directly onto storefront glass.
3. Consider the size of your building and install appropriate sized signage. Signage should not overwhelm your building.
4. New murals or other artwork should be sympathetic to the historic district's character.
5. Signage should be approved by the Code of the City of Adel. (Reference City Code 165.54.)
6. Lighting fixtures should be minimal in appearance and not detract from the facade. Entrances should be well lighted, with a minimum footcandle (fc) of 4 fc.
7. Direct lighting downward.
8. Wiring and power lines should be concealed from view.

Signage & Lighting: Not Recommended

1. Do not install signage that obscures or alters architectural details.
2. Inappropriate materials, such as vinyl banners, back-lit or internally lit signs, unshielded fluorescent, tube gas, mercury vapor, flashing or neon signs or highly reflective materials are not allowed.
3. Do not install signage on the roof, unless historic photographs illustrates the use of this application.
4. Lettering exceeding 18" is generally not acceptable.
5. Do not allow the installation of the signage or lighting to damage or destroy the building's historic fabric. Anchors and other hardware should be located at mortar joints, not the brick.
6. Movable or portable signs are generally not acceptable, with the exception of temporary sandwich boards.
7. Do not use handwritten signs except for temporary purposes.
8. Inappropriate lighting styles such as colonial reproductions should not be used.
9. Lighting should not conceal architectural features.
10. Flood lighting of the building is not appropriate.
11. Do not allow lighting to go unmaintained. Repair damaged or non-functioning lighting as quickly as possible.



<LEFT: DO: VINYL SIGNAGE ON GLASS OR AWNINGS IS A RECOMMENDED APPROACH DUE TO ITS HISTORIC APPROPRIATENESS AND REVERSIBILITY.



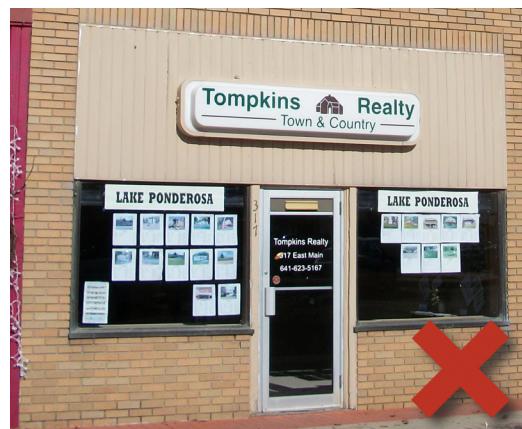
<LEFT: DO: SMALL PROJECT SIGNS ARE APPROPRIATE IN HISTORIC DISTRICTS.



<LEFT: DO: INFORMATIONAL PLAQUES ARE APPROPRIATE AND EDUCATIONAL FOR THE PUBLIC.



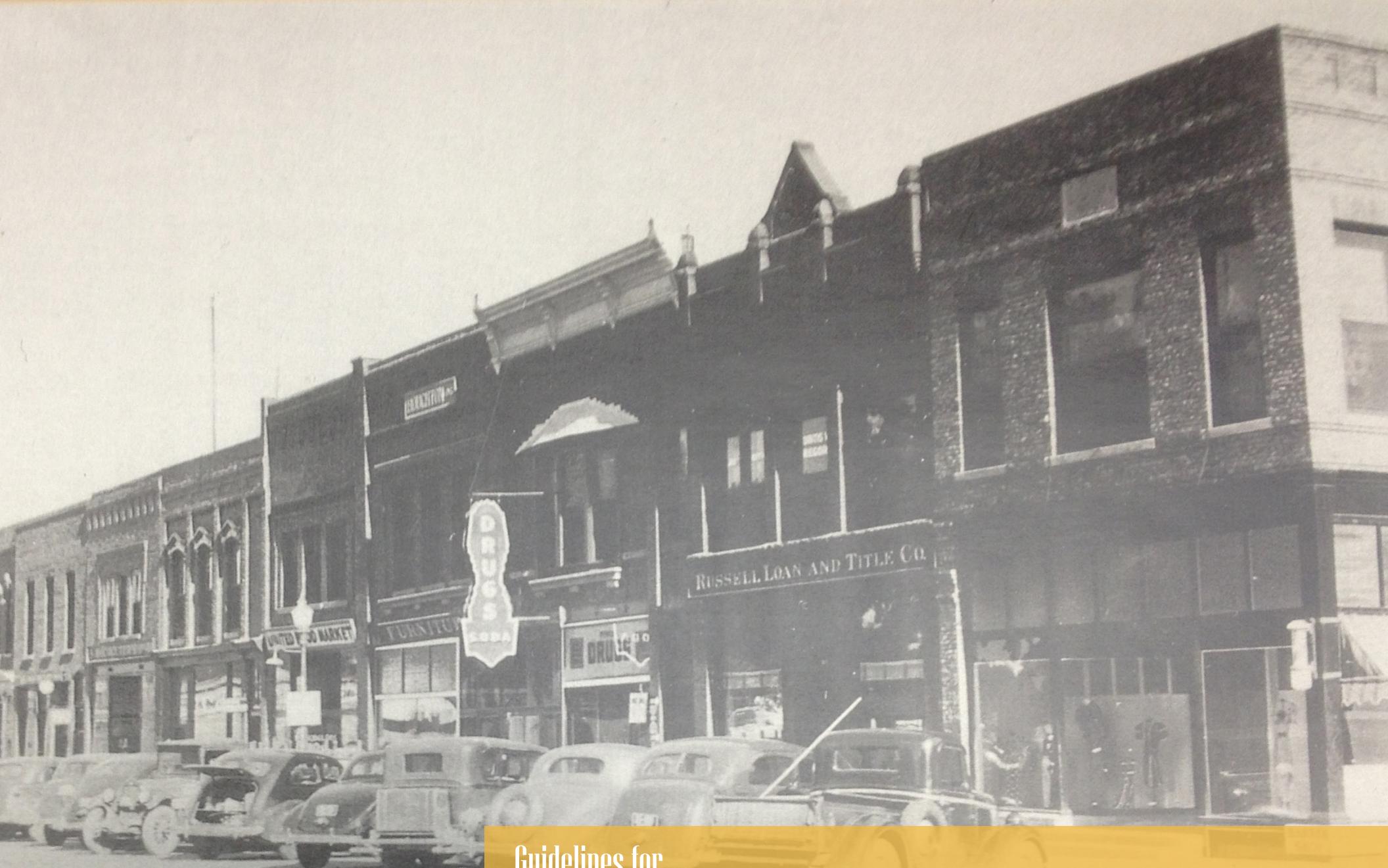
<LEFT: DON'T: THE USE OF NEON SIGNAGE IS NOT RECOMMENDED. FLASHING OR FLOODING LIGHTING OR SIGNAGE IS ALSO NOT RECOMMENDED.



<LEFT: DON'T: BOX-LIT SIGNS ARE NOT RECOMMENDED.



<LEFT: DON'T: ALLOWING SIGNAGE TO OVERWHELM THE STOREFRONT OF THE BUILDING OR COVER UP ARCHITECTURAL ELEMENTS IS NOT APPROPRIATE.



Guidelines for
New Construction

New Construction

SCALE & RHYTHM

The size and shape of proposed construction should be of similar scale to the historic buildings located within the historic district. [Figure 1]

The front facade of the building should be flush with adjacent buildings. Avoid setbacks that detract from the flow of storefronts. [Figure 2]

Where building sizes are not comparable, larger building facades shall be broken down into units that resemble the size of existing building facades. [Figure 3]

Symmetry and balance should be incorporated on the building facade. [Figure 3]

Recessed entries as part of a three bay concept are encouraged to maintain the rhythm of the District. [Figure 4]



FIGURE 1



FIGURE 2



FIGURE 3

STOREFRONT

Storefront facades should include:

- Clearly delineated upper and lower level facades.
- A lower level facade dominated by display windows and a clearly defined entry or entries.
- Smaller, regularly spaced windows in the upper level.

Building entries must be architecturally emphasized and visible from the street.

ROOF

Pitched roof structures shall have a minimum roof pitch of 6:12.

Flat roofs are permitted with detailed stepped parapets or detailed brick coursing.

Parapet corners must be stepped or the parapet must be designed to emphasize the center or primary entrance(s) of the building.

Visible sloped roofs must be a “non-color,” such as gray, black or brown.

Roof shape, color and texture shall be coordinated with the building’s perimeter walls and adjacent buildings and roof lines.

Visible roof materials must be wood or architectural grade composition shingle, slate, tile or sheet metal with standing or batten seam. Copper roofing may be considered appropriate for some building accents.

All roof and wall-mounted mechanical, electrical, communications and service equipment, including satellite dishes and vent pipes, must be screened from public view by parapets, walls or by other approved means.

New Construction, continued

WINDOWS (STOREFRONT AND UPPER FLOORS)

Windows which allow views to the interior activity or display areas are encouraged.

Glass curtain walls, reflective glass and painted or darkly tinted glass shall not be used.

All new buildings in the District must have ground floor windows; any wall that faces the street must contain at least 20% of the ground floor wall area in display areas, windows or doorways. Blank walls are prohibited.

Glass dimensions on upper floor windows shall not exceed 5' x 7'.

Windows must have trim or molding.

DETAILS

Incorporation of ornamental devices such as moldings, entablatures and friezes are encouraged at the roofline.

Incorporating features such as arcades, recessed entries, porticoes and awnings are encouraged.

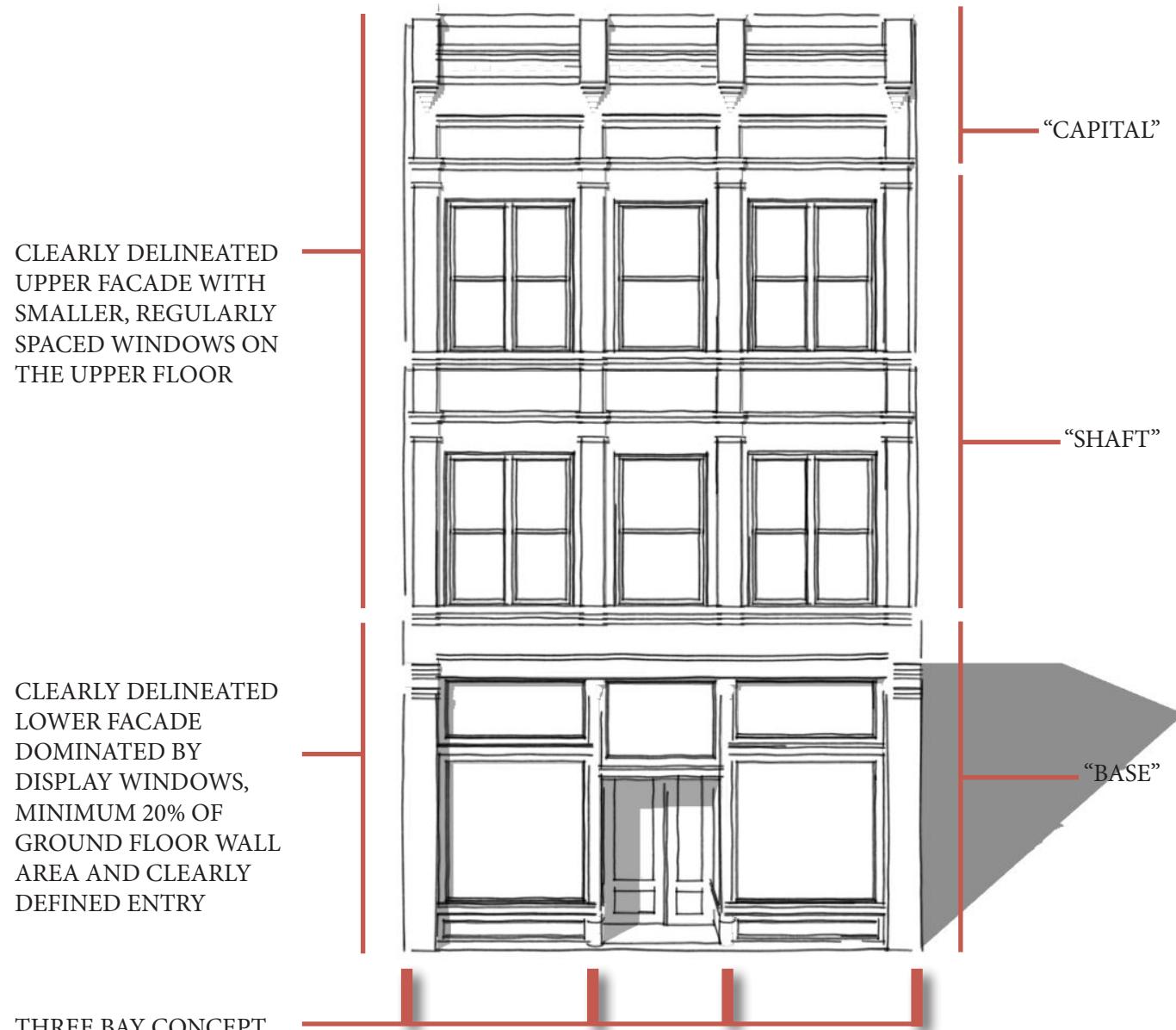
MATERIALS

Masonry, stone, stucco and wood are encouraged for exterior building materials in keeping with the feeling of the District.

If masonry is used, decorative patterns should be used. Decorative patterns includ masonry units such as brick, stone or cast stone in layered or geometric patterns. Split-faced concrete block to simulate a rusticated stone-type construction is also acceptable.

Metal is not allowed as the primary exterior building material, but may be used for accents.

Wood siding must be bevel, shingle siding or channel siding and must not be applied in a diagonal or herringbone pattern.



THE COMPOSITION OF MANY BUILDINGS WITHIN HISTORIC DISTRICT ARE BASED ON THE COMPONENTS OF A TRADITIONAL COLUMN WITH THE STOREFRONT SERVING AS THE BASE, THE UPPER FLOORS REPRESENTING THE SHAFT AND THE DECORATIVE CORNICE INTERPRETED AS THE CAPITAL.

FIGURE 4

TYPICAL COMMERCIAL BUILDING ELEMENTS



Materials & Maintenance

Materials

The use of substitute materials should be carefully considered with any project involving an historic property. Failure to do so could cause irreversible damage to any remaining historic materials, as well as the building itself. Further destruction could impact the historic district as well.

The National Park Service's Preservation Brief #16: The Use of Substitute Materials on Historic Building Exteriors offers a substantial amount of information on this topic and should be consulted prior to planning your project. This Brief, along with many others, can be found at www.nps.gov.

Substitute or new materials can successfully be used on historic properties, but extra care is needed in order to maintain the historic integrity of the building now and in the future. *To meet The Standards for Rehabilitation, new materials should match the old in both physical and visual properties.*

Other Considerations:

In some instances, imitative materials have been used during the original period of construction. When these materials are in need of repair or replacement it is generally acceptable to use the material that was being imitated if the substitute materials meets the qualifications of The Standards.

The following pages provide information on the process of the selection and use of substitute materials.

Historic Use of Substitute Materials

The use of substitute materials is not a new concept. For centuries, builders have used one material to imitate another for various purposes. Whether it be for cost savings, ease of workmanship, product availability or other reason, the following materials can be found on historic buildings:

Material Used:

Wood with sand impregnated paint

Rusticated stone

Scored stucco

Stone

Molded or cast cementitious materials

Carved stone

Cast Stone

Natural stone

Concrete masonry units (CMU's)

Natural stone

using mail-ordered molds

Terra Cotta

Stone

Cast Iron (window hoods, columns, piers, balustrades, whole facades)

Stone

Stamped or brake-formed sheet metal
(typically galvanized for cornices, window hoods, roofing tiles or facades)

Masonry

Asbestos shingles

Wood or slate shingles



New Materials: Recommended

The following are instances in which substitute materials are generally appropriate:

1. Unavailability of historic material.
2. Unavailability of skilled artisans or historic craft techniques.
3. Inadequate durability of the original material.
4. Replacement of a secondary feature.
5. Construction of a new addition.
6. Reconstruction of a missing feature.
7. Code-required performance.



New Materials: Criteria

All substitute materials must meet the following criteria:

1. Match the appearance of the historic material.
2. Match the physical properties of the historic material. (Physical properties should be compatible to avoid damage to existing materials. For example, expansion and contraction characteristics should be similar between the new and old. Additionally, consider the chemical composition of materials to avoid galvanic corrosion or other chemical reactions.)
3. Be able to perform over time in a similar manner to the historic materials.

USED FOR:			HISTORIC MATERIALS:										POSSIBLE SUBSTITUTE MATERIALS									
Masonry	corbels, brackets, balusters, cornices, window and door surrounds, friezes, wall surfaces, horizontal surfaces, incidental ornament, columns	terra cotta, cast stone, stone, concrete	Stone	Cast Stone	Pre-cast Concrete	GFRC	GFRP	Non-composite Polymers (polyurethane)	Cast or Stamped Metal	Aluminum	Metallic/polymer composite	Cellular PVC	Wood fiber/polymer composite	Fiber Cement	Mineral/polymer Composite	Metal						
Architectural Metals	pilasters, door and window surrounds, cornices, incidental ornament, columns, spandrels, ceilings, sheathing, roofing	cast and wrought iron, steel, bronze, lead, aluminum and stamped steel (usually galvanized or terne-coated)			•	•	•	•	•	•	•											
Siding	clapboard, tongue-and-groove or shiplap siding, board and batten, shingles	wood and asbestos										•	•	•	•							
Roofing		wood shingle, slate shingle, asbestos shingle, clay tile, concrete tile metal			•							•	•	•	•	•						
Molding/Trim	run moldings, flat boards, casings, cornice, frieze, railings, balustrade, columns	wood, metal				•	•					•	•	•	•	•						

Potential Substitute Materials



aluminum through a die.

Wrought aluminum is worked by heating the material and then manipulating it into the desired shape.

Cast Stone & Precast Concrete has proven to be an excellent substitute for stone due to its time tested qualities. It is a cement lime and aggregate mixture that is dry-tamped into a mold.

Cellular Polyvinyl Chloride (PVC) is produced in sheets, boards and moldings by incorporating calcium carbonate and a foaming agent into melted PVC.

Cellulose Fiber/Polymer Composite is a product created with wood strands or fibers coated with resin for moisture resistance. Zinc-borate is included for insect and fungal-decay resistance. Some products feature a wood grain on one side and a smooth surface on the other. The smooth surface should be visible when used to imitate planed wood.

Fiber Cement is a composite building material comprised of fiber, sand that is ground to a powder, cement and proprietary additives that prevent moisture absorption:

Aluminum is a lightweight, highly corrosion-resistant alloy. It can be used in several different ways:

Molten aluminum is cast into permanent or single-use molds.

Extruded aluminum is formed by passing heated

Products used for roofing contain only glass fiber.

Products used for siding and trim consist primarily of wood fiber.

Fiber cement siding products often come with a wood grain appearance on one side and a smooth surface on the other. The smooth surface should be exposed when using this material as a substitute for wood planed siding.

Fiber Reinforced Concretes (GFRC) serve as excellent substitutes for decorative architectural features. Because of its low shrinkage during the curing process, GFRC pieces can be produced with molds taken directly from a building. It is a lightweight material made from concrete compounds modified with additives and reinforced with alkaline resistant glass fibers.

Glass Fiber Reinforced Polymers (FRP, Fiberglass) is a composite material made of a polymer matrix and glass fibers. As with GFRC products, it is an excellent choice for recreating decorative features due to its low shrinkage during the curing process and its ability to create a mold directly from the building.

Mineral/Polymer Composite is a mixture of mineral ingredients such as calcium carbonate or fly ash held together in a matrix of various polymers. Various combinations create materials with different properties depending on the use of the material.

Non-composite Polymers such as polyurethane and polyvinyl chloride (PVC) are two of the most popular polymer materials. Polyurethane products are typically used for interior applications such as moldings and decorative elements. Polyvinyl chloride can be extruded and used for tongue-and-groove decking.

Masonry Repairs & Maintenance

Adel is well known for its rich history of brick. It is therefore even more imperative to ensure the preservation of its building stock and brick streets. Properly maintaining the masonry on your building is the best form of preservation. A well maintained masonry building will stand the test of time, requiring minimal replacement repairs unlike other cladding materials. Read through this section to understand this classic and amazing building material that has been used for thousands of years.

Brick provides a visual variety through its various colors, patterns and textures. Mortar colors and bond patterns can also be varied, offering a unique appearance for each building and creating another defining feature for the historic district. Shown on these pages are some of the variations one can find throughout the District.



LAYING THE BRICKS IN A DIAGONAL PATTERN PRIOR TO FIRING PROVIDES A UNIQUE PATTERN IN THE BRICK.



THE RED CLAY OF DALLAS COUNTY PROVIDED THE AREA WITH PLENTY OF HIGH-QUALITY, ORANGISH-RED BRICK.



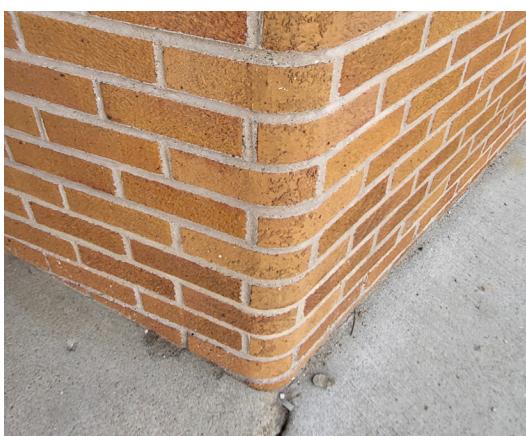
VARIOUS METHODS HAVE BEEN USED TO EXTRUDE AND CUT BRICK, GIVING A VARIETY OF TEXTURES TO THE DISTRICT.



RUNNING BOND PATTERN, LAID WITH THE STRETCHER FACING UP IS USED ON SOME STREETS.



BRICKS COME IN VARIOUS TEXTURES WHICH GREATLY IMPACTS THE OVERALL APPEARANCE OF THE DISTRICT.



BLOND BRICK HUES WERE MORE POPULAR IN LATER DECADES, ESPECIALLY BY THE MID-20TH CENTURY. VARIOUS CORNER TREATMENTS CAN BE FOUND THROUGHOUT THE DISTRICT, SUCH AS THIS BULLNOSE DETAIL.



HERRING BONE PATTERN, LAID WITH THE BED FACING UP IS USED ON SOME STREETS.



STACK BOND PATTERNS BECAME POPULAR IN THE MID-20TH CENTURY.



GLAZED MASONRY UNITS PROVIDE A DIFFERENT TEXTURE TO THE DOWNTOWN DISTRICT AMONGST THE MORE TRADITIONAL FIRED BRICK.

Masonry Repairs & Maintenance

Masonry: Recommended

1. Create a cyclical maintenance checklist for your building. Keep a record of repairs and maintenance, including dates, materials used and personnel consulted.
2. Routinely clean your building using the proper supplies. The gentlest means possible should be used. Keep in mind that some stains cannot be safely removed; consider these a part of your building's history.
3. When cleaning masonry, start with a mild detergent and natural bristle brush. Try this approach on a small test patch before proceeding with larger sections.
4. Unlike new additions, repairs to masonry should blend in with the existing materials. Materials used for replacement or repointing should match as closely as possible.
5. Ensure proper drainage to avoid damage to your building. Water should not accumulate. Check gutters for proper water displacement.
6. Repoint masonry joints that are missing or deteriorated. Have a mortar analysis performed to ensure the use of the proper mortar type. This will help prevent damage to existing masonry.
7. Hire masons with experience and skill with historic buildings. Ask for references.



ADEL IS KNOWN FOR ITS HISTORY IN THE BRICK MANUFACTURING PROCESS AND ITS BRICK STREETS.

8. If painting a building that is already painted, remove damage or deteriorated paint down to the next sound layer with the gentlest means possible. This is usually done by hand scraping.
9. Research proper paint products as well as appropriate paint colors. Consult the section on color in this document.
10. Properly maintain other materials on your building. Rotting wood, for example, can increase the chances of damage to the masonry.

Masonry: Not Recommended

1. Refrain from painting your building if it was not originally painted. Improperly applying coatings to masonry will prevent the masonry from “breathing,” which allows unwanted moisture to escape. This will cause damage to the masonry and mortar.
2. “Waterproof” sealers are often not recommended for masonry walls. Use with extreme caution. Thorough research should be done before using. See Item 1.
3. Sealants are not long term solutions. Regularly check for deteriorated sealant and replace if and when necessary.
4. Do NOT sandblast a masonry building. This technique, which was popular decades ago in efforts to “clean” masonry causes irreversible damage.
5. Avoid using salts near a masonry building. Salts can erode finishes, which fosters rapid deterioration.
6. Do not apply mortar without first confirming the proper mortar type necessary for your project. Have a mortar analysis completed.
7. Do not cover up deteriorated brick to improve the aesthetics of your building. Make repairs to ensure the lifespan of your building is extended.
8. Do not hire a mason without checking references. Historic masonry requires a different skill set than new masonry. Experience with historic masonry repairs is highly recommended.

My masonry building needs work! What do I do?

1. Read this set of guidelines thoroughly.
2. Examine your building and determine if the work is general maintenance or if you need the help of an experienced mason.
3. Consult with and hire a mason with experience in historic masonry. Ask for references.
4. If mortar joints are missing, and repointing (or rebuilding) needs to be done, have a mortar analysis completed to ensure the proper mortar is used. Appropriate mortar is critical to the lifespan of your building.
5. If 50% or more of the mortar is missing, repointing the entire facade is recommended. Repointing is the removal of old, deteriorated mortar and applying new mortar.
6. If replacement brick is needed, ask your mason to look for salvaged brick that matches or complements the existing brick on your building.
7. It is not uncommon to find multiple mortars of varying color within your walls. Mortar can also change color over time. Determine the best color for new work but don’t expect an exact match.
8. Leave brick unpainted. Painted brick can be repainted.
9. If cracks are visible within the wall, determine if they are cracks caused by settling and have been there for a long period of time or if they are new, have changed recently or are causing other problems within the wall. If this is the case, consult a structural engineer.



Glossary of Terms

A

Abacus – The slab that forms the top of a column capital.

Acanthus – Mediterranean plant whose leaves are often found on Corinthian and Composite capitals.

Ancones – A bracket that supports the cornice.

Architrave – (1) The lowest component of the three main parts of an entablature, immediately above the column capital. (2) A moulded frame around a door or window.

Areaway - A sunken area leading to a cellar or a basement entrance, or in front of basement or cellar windows. (Photo, right.)

Asbestos - A flexible, noncombustible, inorganic fiber used primarily in construction as a fireproofing and insulating material. The airborne fibers are now linked to health hazards; great care should be taken with the removal of asbestos.

Ashlar – Rectangular blocks of stone with a smooth face and fine joints.



Baluster – Closely spaced supports for a railing.

Batten – A small strip of wood or board that covers the joints between boards.

Beltcourse – A horizontal band that often projects beyond the face of the building.

Brackets – A projection that provides visual or structural support for cornices, balconies or other decorative feature.

Broken Pediment – A pediment with an opening at the apex, base or both.

Bulkhead - A box-like structure above a roof or floor.

C

Camber window - A window with an arched top.

Cantilever – A rigid structural member that projects from a vertical support.

Capital – The upper portion of a column or pilaster that is distinctively treated.

Carrara Glass - A pigmented, structural glass popular in the 1920s - 1940s.

Cast Stone - A mixture of mortar with an aggregate of stone chips or fragments, which has the appearance of natural stone when molded.

Cementitious - Capable of setting like cement.

Chamfer – The edge of a material that is beveled (angled), usually at a 45 degree angle.

Cladding – External covering over a structure.

Clapboard – Thin, narrow boards used for exterior cladding.

B

Balconet – A railing or balustrade in front of a window, simulating a balcony.

Bay Window – A windowed bay that protrudes from the ground for one or more stories. (Note difference between oriel window.)

Colonette – A small or thin column.

Coping – A finishing or protective course or cap to an exterior masonry wall or other wall.

Corbel – A bracket, especially brick or stone.

Cornice – A horizontally projecting feature that surmounts a wall that is prominent, continuous and horizontal. The uppermost portion of an entablature.

Cornice Return – Detail that occurs where a horizontal cornice of a roof connects to the rake of a gable.

Course – A continuous layer of masonry, tile, shingles or other building material.

Cresting - Ornamental finish of a wall or ridge of a building.

D

Dentils – Small rectangular block used in series to form a molding. (photo, above, right)

Divided Light - A pane of glass which is separated by a muntin.



E

Entablature – Found in classical architecture; the top of an order – made up of a cornice, frieze and architrave.

F

Façade – The exterior face of a building.

Fanlight – A type of transom window: a window above a door or window, typically semicircular or semielliptical with muntins that radiate in a fan-like pattern.

Fenestration - The design and placement of windows and other exterior openings in a building.

Foils – A leaf-shaped curve formed between cusps inside a circle or arch.

Footcandle - A unit of illumination equal to 1 lumen per square foot.

Flat Arch – A structural member that spans an opening with supporting voussoirs, having straight or almost straight intrados and extrados (curves).

Fleuron – The flower at the center of each side of a Corinthian abacus.

Fluting – Decorative, parallel grooves on a column.

Frieze – The middle section of an entablature.

G

Gambrel Roof – A roof in which two slopes create a ridge, the lower slope having a steeper pitch.

Galvanic corrosion - The electrochemical action that occurs as a result of the contact of dissimilar metals in the presence of an electrolyte.

Galvanize - The process of protectively coating iron or steel with zinc, either by immersion or electroplating.

GFRC – Glass Fiber Reinforced Concrete; often used as a substitute material for sculpted elements.

H

Hood mold – A molding which projects from a wall above a door, window or archway. Used to shed water. (Photo, right.)



I

Impregnated paint - The coating process used to fill gaps and pores in porous substrates.

J

Jack Arch - A structural element in masonry construction that provides support at openings in masonry. Also known as a “flat arch” or “straight arch.” (Photo, right.)



K

Knee brace – Diagonal support connecting two members that are joined at right angles.

L

Label molding – A hood mold with squared corners.

Lintel – A horizontal member supporting the weight above an opening such as a door or window.

Light – In a window, the openings between muntins and mullions; commonly called panes.

Lumen - A unit of luminous flux that defines the quantity of light.

Lunette – An area enframed by an arch or vault.

M

Mansard Roof – A two-sloped roof in which the lower slope is nearly vertical.

Mesker Facade - Ornamental sheet-metal storefront manufactured by the Mesker companies in the late 1800s and early 1900s.

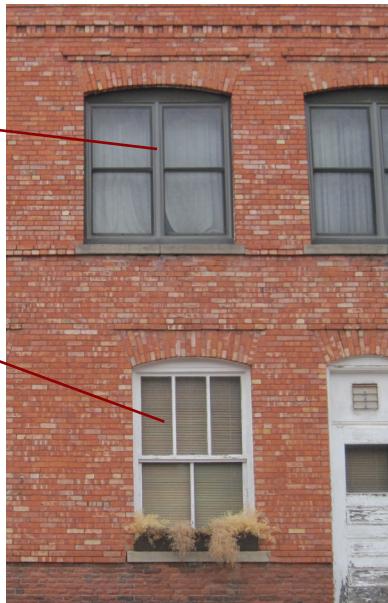
Mezzanine - A low-ceilinged story between two stories; often above the ground floor and projecting as a balcony.

Modillion brackets – Ornamental brackets supporting a cornice that are often in the form of a scroll, featuring acanthus leaves.

Moulding – A contoured strip located just below the juncture of a wall and ceiling. Can also refer to trim in both horizontal and vertical applications.

Mullion – The vertical piece that creates a division between units of a door or window.

Muntin – The pieces of frame within a window sash that hold the glass in place.



N

Niche – A recess in the wall, often ornamental, usually semicircular in plan and arched.

O

Oriel Window – A projecting window that juts out from the wall but does not reach the ground. (Note difference between bay window.) (Photo, above.)



P

Parapet – A low wall around a roof or platform.

Pediment – A low gable, often triangular with a horizontal cornice and

raking cornices above a colonnade, an end wall, or major division of a façade. (Photo, right.)

Pilaster – A shallow feature that projects from the wall featuring a capital and base; usually imitating the form of a column.

Plinth – A square base beneath the base of a column or pier.



Q

Quatrefoil trim pattern – Pattern with four-lobed circles or arches formed by cusping.

Quoins – Dressed stones at the corners of buildings.

R

Rail - In carpentry, the horizontal member of a door or sash.

Repointing - The process of renewing the outer mortar within mortar joints, in masonry construction.

Rusticated – Masonry featuring large blocks, deep joints and roughened surfaces.

S

Sash – A fixed or operable frame in which pieces of glass are set.

Scale - How the sizes of different architectural elements relate to one another, based on a referenced standard.

Score - (1) In concrete work, to modify the top surface of one pour, as by roughening, so as to improve the mechanical bond with the succeeding pour. (2) To tool grooves in a freshly placed concrete surface to reduce cracking from shrinkage. (3) To scratch or otherwise roughen a surface to enhance the bond of plaster, mortar or stucco which will be applied to it. (4) To groove, notch or mark a surface for practical or decorative purposes.

Segmental Arch – An arch that is less than half of a circle.

Side Light – A fixed sash adjacent to a door or window opening.

Sill - The lowest member beneath an opening, such as a window or door.

Spandrel – The area between adjoining arches and the ceiling or moulding above.

Stile - In carpentry, the vertical members of a door or sash.

Storefront sill - The sill of the storefront window.

String course – A projecting course or molding that runs horizontally along a face of a building. Also called a belt course.

Terneplate - Sheet steel coated with an alloy of lead and tine, used chiefly in roofing.

Transom Light (or **Transom Window**) – A window above a door or window; sometimes operable. Transom lights can be rectangular or arched. (Photo, right.)



Tuckpointing - A technique of finishing mortar joints with a decorative, raised mortar ridge instead of the customary, convex finish in ordinary masonry. Note the difference to repointing.

Tympanum – The recessed portion of a pediment, typically triangular.

W

Vermiculated quoins – Quoins which are carved to feature markings resembling the tracks of a worm.

Vernacular architecture - Common, domestic architecture of a region; usually far simpler than what technology of the time is capable of maintaining.

Vitrolite Glass - Trade name for a opaque, structural glass. (Photo, right.)



Voussoirs – Wedge shaped pieces that form an arch or vault.

T

Terra Cotta – A hard, fired clay used for architectural ornamentation.

W

Water table – A projecting string course, molding or ledge which is used to shed rainwater from the building.

Adel City Council
May 14, 2024 - Meeting Minutes

The Adel City Council met in regular session at Adel City Hall, 301 S. 10th Street, Adel, Iowa on Tuesday, May 14, 2024. At 6:00 p.m., Mayor Peters called the meeting to order. The following answered roll: Christensen, West, Selby, and Ockerman. McAdon arrived after the meeting began and did not participate in voting for the opening and closing of the public hearing. McAdon was in attendance from the point of 2.a.

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

PUBLIC HEARING

- 1.a. Public Hearing for the Fiscal Year 2023-2024 Budget Amendment

Motion by West, seconded by Ockerman, to open the public hearing.

Roll: Ayes – Ockerman, Christensen, West, Selby. Absent – McAdon. Motion Carried.

No written or verbal comments were received.

Motion by Christensen, seconded by Selby, to close the public hearing.

Roll: Ayes – Ockerman, Christensen, West, Selby. Absent – McAdon. Motion Carried.

COMMENTS FROM THE PUBLIC

- 2.a. Adel Chamber of Commerce Update and Introducing New President Kim Cosgriff

Deb Bengtson, Adel Chamber President, gave an update on what is going on with the Chamber and businesses around Adel. Bengtson introduced Kim Cosgriff, the new Adel Chamber President upon Bengtson's retirement at the end of May.

CONSENT AGENDA

- 3.a. Consider Approval of City Minutes Dated April 9, 2024

- 3.b. Consider Approval of City Minutes Dated April 22, 2024

- 3.c. Consider Approval of April Bills and April 30, 2024 Treasurer's Report

- 3.d. Consider Approval of 2024/2025 Cigarette Permits - Casey's #3826, Casey's #1680

- 3.e. Consider Approval of Resolution No. 24-30, Amending the Temporary Closing of Public Ways or Grounds In Connection With Eagle Vista Block Party

- 3.f. Consider Approval of Special Event - Dallas County Sheriffs 2024 All Wheel Car Show - Saturday, June 1, 2024

- 3.g. Consider Approval of Resolution No. 24-31, Approving Road Closure for All Wheel Show Event

- 3.h. Consider Approval of Sound Permit - Dallas County Sheriffs All Wheel Show - June 1, 2024

- 3.i. Consider Approval of Pay Application No. 2 for the Adel N. 15th Street Bridge Replacement Over Butler Creek Project

- 3.j. Consider Approval of Changing the Public Works Department Summer Hours (Memorial Day - Labor Day) to 7:00 a.m.-4:30 p.m. Monday-Thursday and 7:00 a.m.-11:00 a.m. on Fridays

- 3.k. Consider Approval of Request by Snappy's Stick Fire BBQ to Operate on City Property at Kinnick Feller Park (483 N. 10th Street) and Little League Baseball Fields (7th and Grove Street) During the Adel Parks & Recreation Baseball and Softball Seasons - *Pending Approval of Mobile Food Unit License*

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

Roll: Ayes - Unanimous. Motion Carried.

DEPARTMENT HEAD REPORT

OLD BUSINESS

5.a. Consider Approval of Resolution No. 24-23, In Support of the Development of a Roundabout on U.S. HWY 169 Near the New ADM High School and Southbridge Common Place Drive
Council Member Christensen shared that this item was brought up during last month's City Council meeting and was tabled until this month's City Council meeting to give a chance for the Council to visit with ADM Schools and the DOT. All parties discussed how the roundabout at Common Place Drive would work, the future of the school, the future traffic patterns, and how to work on safe routes for pedestrians and bicycle riders to and from the new high school.

Motion by Christensen, seconded by McAdon, to approve Resolution No. 24-23, with direction for City Staff and Council to continue to work with Cramer & Associates on multiple items surrounding this future roundabout. First, how to maintain Common Place Drive with additional traffic, efficient snow removal, continue to monitor traffic in the area, work with ADM Schools and the DOT to develop pedestrian routes, and work with the DOT on how the roundabout looks.

Roll: Ayes - Unanimous. Motion Carried.

NEW BUSINESS

6.a. Consider Approval of Resolution No. 24-32, Approving Construction Contract and Bond for the Evans Park Trail Connection Project

Motion by Ockerman, seconded by West, to approve Resolution No. 24-32.

Roll: Ayes - Unanimous. Motion Carried.

6.b. Consider Approval of Resolution No. 24-33, Amending the Current Budget for the Fiscal Year Ending June 30, 2024

Motion by Selby, seconded by McAdon, to approve Resolution No. 24-33.

Roll: Ayes - Unanimous. Motion Carried.

6.c. Consider Approval of Resolution No. 24-34, Approving the Website Sales Agreement with Revize Software Solutions

Council Member Christensen asked City Staff to request that Revize, along with the redesign of the website, assist the city with the transition of the website domain to a ".gov" instead of the current ".org".

Motion by Christensen, seconded by Selby, to approve Resolution No. 24-34.

Roll: Ayes - Unanimous. Motion Carried.

6.d. Consider Approval of Ordinance No. 407, Adjusting Storm Water Rates - First Reading

Motion by Ockerman, seconded by Selby, to approve the first reading of Ordinance No. 407.

Roll: Ayes - Unanimous. Motion Carried.

Motion by Ockerman, seconded by Christensen, to waive the second and third readings and adopt Ordinance No. 407.

Roll: Ayes - Unanimous. Motion Carried.

6.e. Consider Approval of Resolution No. 24-35, Setting the FY2024-2025 Fees for Services

Motion by Selby, seconded by Ockerman, to approve Resolution No. 24-35.

Roll: Ayes - Unanimous. Motion Carried.

6.f. Consider Approval of Resolution No. 24-36, Support for Increasing Board Membership of the Dallas County Board of Supervisors

Discussion ensued about the possible ramifications of increasing the board for Adel and for Dallas County.

Motion by West, seconded by Selby, to approve Resolution No. 24-36.

Roll: Ayes - Unanimous. Motion Carried.

6.g. Consider Approval of Setting a Public Hearing for Amending Ordinance No. 404 Plat 8 PUD for Tuesday, May 14, 2024 at 6:00 p.m.
Motion by Selby, seconded by West, to approve setting a public hearing to amend Ordinance No. 404 Plat 8 PUD for Tuesday, June 11, 2024.
Roll: Ayes - Unanimous. Motion Carried.

OTHER BUSINESS

1. Council Member McAdon shared that the Adel Rotary Club and Adel Police Department partnered on the annual Safety Bike Rodeo on Saturday, May 4th. The event was successful even though it rained and 30 kids and their parents were in attendance.
2. Council Member McAdon reminded the Council that the Adel Rotary Club is celebrating it's 100th year in Adel with a celebration at Rotary Plaza from 4:00-7:00 p.m. on May 24th. There will be live music, ice cream, etc.

ADJOURNMENT

Meeting was adjourned at 6:38 p.m.

James F. Peters, Mayor

Attest: _____
Carrie Erickson, City Clerk

	BALANCE 7-1-23	RECEIPTS	TRANSFERS IN	DISBURSEMENTS	TRANSFERS OUT	ACCOUNTS PAYABLE	BALANCE 5-31-24
General Funds							
General	2,346,853.31	3,658,188.17	954,728.49	3,005,293.56	88,775.85	-	3,865,700.56
SPEC RESERVE	452,003.81	172.66	34,700.00	-	40,000.00	-	446,876.47
Emergency Levy	17,283.07	59,106.77	-	-	58,080.53	-	18,299.31
Police Academy	8,625.17	-	-	-	8,625.00	-	0.17
Police cops fast	10.00	-	-	-	-	-	10.00
Fire	9,897.37	1,503.00	-	-	8,317.00	-	3,083.37
Refunds	28,307.08	-	-	-	-	-	28,307.08
CP - Fire Equipment Upgrade	0.00	-	-	-	-	-	0.00
CP - Industrial Park	118,469.31	-	-	-	-	-	118,469.31
Donations -Rec	6,890.86	1,155.00	-	7,626.40	-	-	419.46
Hotel-Motel Tax	43,895.80	8,487.36	-	-	-	-	52,383.16
Oakdale Pride	113.45	-	-	-	-	-	113.45
Friends/Foundation	337.14	9,894.68	-	6,401.30	-	-	3,830.52
Historic Pres Plaques	10.55	-	-	-	-	-	10.55
Holiday Lights	0.00	-	-	-	-	-	0.00
Nile Kinnick Addition	16,397.57	7,556.75	-	8,012.34	-	-	15,941.98
Total	3,049,094.49	3,746,064.39	989,428.49	3,027,333.60	203,808.38	-	4,553,445.39
Special Revenue Funds							
Road Use Tax	554,402.84	771,022.56	-	638,491.05	31,000.00	-	655,934.35
Urban Renewal Tax Increment	24,421.36	485,163.97	-	-	492,544.00	-	17,041.33
Employee Benefits/HRA	439,173.79	801,421.54	16,687.00	663,979.94	1,272.46	-	592,029.93
LOST FUNDS	1,752,161.58	1,710,701.19	72,088.85	-	842,152.00	-	2,692,799.62
Library Memorial	7,171.55	9,101.56	-	10,774.92	-	-	5,498.19
Police DARE	2,853.77	272.25	-	562.00	-	-	2,564.02
POLICE FORFEITURE FUND	3,397.27	-	-	818.40	-	-	2,578.87
Total	2,783,582.16	3,777,683.07	88,775.85	1,314,626.31	1,366,968.46	-	3,968,446.31
Capital Project Funds							
CP - Brownfield Project	2,359.33	-	-	-	-	-	2,359.33
CP - 2008 Flood Repair	2,949.18	-	-	-	-	-	2,949.18
CP - 2010 St Project	2,691.86	-	-	-	-	-	2,691.86
CP - Sidewalk Project	(16,043.00)	-	-	-	-	-	(16,043.00)
CP - 2006 Street Improvement	(10,483.83)	-	-	-	-	-	(10,483.83)
DS - 2002 Street	28,424.00	-	-	-	-	-	28,424.00
2010 Brick St Spec Assess	18,189.73	-	-	-	-	-	18,189.73
2014 Brick St Spec Assess	138,550.69	6,145.00	-	-	15,336.00	-	129,359.69
Adel Hwy 169 Improv	(44,812.67)	-	-	-	-	-	(44,812.67)
2019 Flood	76,231.40	-	-	-	-	-	76,231.40
2020 Derecho	10,798.38	-	-	-	-	-	10,798.38
Eadie Vista Dr Rehab	-	-	-	-	-	-	-
Fire Trucks	717,810.66	-	-	735,331.35	-	-	(17,520.69)
N 15th St Bridge Replacement	(69,455.78)	-	31,000.00	108,579.97	-	-	(147,035.75)
CIRTPA Trails	758,891.00	-	-	126,321.86	-	-	632,569.14
2022 St Resurfacing	(35,300.00)	-	-	-	-	-	(35,300.00)
Rapids St Reconstruction	(36,000.00)	-	-	-	-	-	(36,000.00)
Total	1,544,800.95	6,145.00	31,000.00	970,233.18	15,336.00	-	596,376.77
Debt Service Fund							
Debt Service-Property Tax	170,948.84	475,802.15	497,880.00	831,305.00	-	-	313,325.99
	170,948.84	475,802.15	497,880.00	831,305.00	-	-	313,325.99
Internal Service Funds							
Flex Plan	4,367.27	9,035.52	-	8,876.98	-	-	4,525.81
	4,367.27	9,035.52	-	8,876.98	-	-	4,525.81
Enterprise Funds							
Water	699,662.07	1,150,208.62	-	946,993.29	-	-	902,877.40
Sinking Fund	56,351.00	619,861.00	-	619,861.00	-	-	56,351.00
USDA #3 Bond Reserve (\$7,000,000)	65,268.00	19,943.00	-	-	-	-	85,211.00
USDA #3 Bond Reserve (\$9,603,000)	91,620.00	27,995.00	-	-	-	-	119,615.00
USDA #3 Short Lived Asset Reserve (\$32,740 P	98,220.24	30,011.74	-	-	-	-	128,231.98
USDA #6 Bond Reserve	30,672.00	14,058.00	-	-	-	-	44,730.00
USDA #6 Short Lived Asset Reserve (\$14,737 P	29,474.08	13,508.99	-	-	-	-	42,983.07
Improvement	2,483,656.81	76,556.43	-	-	-	-	2,560,213.24
CWI	(0.00)	-	-	-	-	-	(0.00)
Water Deposits	211,151.22	32,728.20	-	18,320.00	-	-	225,559.42
CP - Water Utility Improvements - Phase 2	(4,351.25)	213,017.10	-	214,917.16	-	-	(6,251.31)
Sewer	847,314.37	906,222.13	-	979,227.14	7,299.38	-	767,009.98
Sinking Fund	53,324.00	586,564.00	-	586,564.00	-	-	53,324.00
USDA #1 Bond Reserve	22,945.00	3,883.00	-	-	-	-	26,828.00
USDA #1 Short Lived Asset Reserve (\$10,000 P	60,000.40	9,166.74	-	-	-	-	69,167.14
USDA #4 Bond Reserve	73,584.00	19,272.00	-	-	-	-	92,856.00
USDA #4 Short Lived Asset Reserve (Add'l \$6,00	24,000.00	5,500.00	-	-	-	-	29,500.00
USDA #5 Bond Reserve	77,496.00	35,519.00	-	-	-	-	113,015.00
USDA #5 Short Lived Asset Reserve (Add'l \$4,00	24,060.08	3,694.24	-	-	-	-	27,754.32
Improvement	1,861,702.45	175,796.24	-	-	-	-	2,037,498.69
CSI	(0.00)	-	-	-	-	-	(0.00)
E. Annex Sewer Connection Fees	271,471.75	-	-	-	-	-	271,471.75
CP - New Wastewater Treatment Plant	(1,080.00)	508,667.85	-	525,096.74	-	-	(17,508.89)
CP - Southbridge Lift Station	(4,747.71)	701.21	1,327.88	98,733.69	-	-	(101,452.31)
Storm Water	559,287.32	145,717.26	-	88,512.46	-	-	616,492.12
USDA #2 Bond Reserve	27,280.00	5,456.00	-	-	-	-	32,736.00
USDA #2 Short Lived Asset Reserve	7,500.00	1,375.00	-	-	-	-	8,875.00
CSWI	395,877.36	161,129.85	-	54,505.00	-	-	502,502.21
Channel Stabilization	-	-	-	21,380.00	-	-	(21,380.00)
Garbage / Recycling	60,739.15	450,033.22	-	428,960.42	15,000.00	-	66,811.95
	8,122,478.34	5,216,585.82	1,327.88	4,583,070.90	22,299.38	-	8,735,021.76
Total	15,675,272.05	13,231,315.95	1,608,412.22	10,735,445.97	1,608,412.22	-	18,171,142.03
CASH							
Certificate of Deposit - RVB	106,403.43	-	-	-	-	-	-
Peoples Bank Balance	17,243,001.87	-	-	-	-	-	-
Peoples Bank - Merchant Account	-	-	-	-	-	-	-
Peoples Bank - Storm Water Project	-	-	-	-	-	-	-
Peoples Bank - Water Util Improv	165,330.06	-	-	-	-	-	-
Peoples Bank - East Sewer Ext	-	-	-	-	-	-	-
Peoples Bank - WWTP	-	-	-	-	-	-	-
IPAIT	851,471.81	-	-	-	-	-	-
		Outstanding		Total			
Total CIB	18,366,207.17	(195,065.14)		18,171,142.03			

	BALANCE 5-1-24	RECEIPTS	TRANSFERS IN	DISBURSEMENTS	TRANSFERS OUT	ACCOUNTS PAYABLE	BALANCE 5-31-24
General Funds							
General	3,857,211.53	283,883.86		275,394.83			3,865,700.56
SPEC RESERVE	446,860.08	16.39					446,876.47
Emergency Levy	15,285.45	3,013.86					18,299.31
Police Academy	0.17						0.17
Police cops fast	10.00						10.00
Fire	3,015.37	68.00					3,083.37
Refunds	28,307.08						28,307.08
CP - Fire Equipment Upgrade	0.00						0.00
CP - Industrial Park	118,469.31						118,469.31
Donations -Rec	409.46	10.00					419.46
Hotel-Motel Tax	51,336.55	1,046.61					52,383.16
Oakdale Pride	113.45						113.45
Friends/Foundation	3,277.34	719.81		166.63			3,830.52
Historic Pres Plaques	10.55						10.55
Holiday Lights	0.00						0.00
Nile Kinnick Addition	15,041.98	900.00					15,941.98
Total	4,559,348.32	289,658.53	-	275,561.46	-	-	4,553,445.39
Special Revenue Funds							
Road Use Tax	626,055.06	70,070.86		40,191.57			655,934.35
Urban Renewal Tax Increment	(5,105.11)	22,146.44					17,041.33
Employee Benefits/HRA	631,043.64	40,805.67		79,819.38			592,029.93
LOST FUNDS	2,532,261.16	160,538.46					2,692,799.62
Library Memorial	6,123.19	550.00		1,175.00			5,498.19
Police DARE	2,564.02						2,564.02
POLICE FORFEITURE FUND	2,578.87						2,578.87
Total	3,795,520.83	294,111.43	-	121,185.95	-	-	3,968,446.31
Capital Project Funds							
CP - Brownfield Project	2,359.33						2,359.33
CP - 2008 Flood Repair	2,949.18						2,949.18
CP - 2010 St Project	2,691.86						2,691.86
CP - Sidewalk Project	(16,043.00)						(16,043.00)
CP - 2006 Street Improvement	(10,483.83)						(10,483.83)
DS - 2002 Street	28,424.00						28,424.00
2010 Brick St Spec Assess	18,189.73						18,189.73
2014 Brick St Spec Assess	129,359.69						129,359.69
Adel Hwy 169 Improv	(44,812.67)						(44,812.67)
2019 Flood	76,231.40						76,231.40
2020 Derecho	10,798.38						10,798.38
Eagle Vista Dr Rehab	-						-
Fire Trucks	(14,669.49)			2,851.20			(17,520.69)
N 15th St Bridge Replacement	(95,923.26)			51,112.49			(147,035.75)
CIRTPA Trails	644,919.14			12,350.00			632,569.14
2022 St Resurfacing	(35,300.00)						(35,300.00)
Rapids St Reconstruction	(36,000.00)						(36,000.00)
Total	662,690.46	-	-	66,313.69	-	-	596,376.77
Debt Service Fund							
Debt Service-Property Tax	1,059,256.71	24,296.78		770,227.50			313,325.99
	1,059,256.71	24,296.78	-	770,227.50	-	-	313,325.99
Internal Service Funds							
Flex Plan	3,861.80	789.00		124.99			4,525.81
	3,861.80	789.00	-	124.99	-	-	4,525.81
Enterprise Funds							
Water	892,262.75	104,564.42		93,949.77			902,877.40
Sinking Fund	56,351.00	56,351.00		56,351.00			56,351.00
USDA #3 Bond Reserve (\$7,000,000)	83,398.00	1,813.00					85,211.00
USDA #3 Bond Reserve (\$9,603,000)	117,070.00	2,545.00					119,615.00
USDA #3 Short Lived Asset Reserve (\$32,740 P	125,503.64	2,728.34					128,231.98
USDA #6 Bond Reserve	43,452.00	1,278.00					44,730.00
USDA #6 Short Lived Asset Reserve (\$14,737 P	41,754.98	1,228.09					42,983.07
Improvement	2,560,627.65	(414,411)					2,560,213.24
CWI	(0.00)						(0.00)
Water Deposits	224,122.68	2,821.74		1,385.00			225,559.42
CP - Water Utility Improvements - Phase 2	(12,374.83)	165,330.06		159,206.54			(6,251.31)
Sewer	764,575.51	82,383.83		79,949.36			767,009.98
Sinking Fund	53,324.00	53,324.00		53,324.00			53,324.00
USDA #1 Bond Reserve	26,475.00	353.00					26,828.00
USDA #1 Short Lived Asset Reserve (\$10,000 P	68,333.80	833.34					69,167.14
USDA #4 Bond Reserve	91,104.00	1,752.00					92,856.00
USDA #4 Short Lived Asset Reserve (Add'l \$6,00	29,000.00	500.00					29,500.00
USDA #5 Bond Reserve	109,786.00	3,229.00					113,015.00
USDA #5 Short Lived Asset Reserve (Add'l \$4,00	27,418.48	335.84					27,754.32
Improvement	2,020,720.87	16,777.82					2,037,498.69
CSI	(0.00)						(0.00)
E. Annex Sewer Connection Fees	271,471.75						271,471.75
CP - New Wastewater Treatment Plant	(5,668.39)			11,840.50			(17,508.89)
CP - Southbridge Lift Station	(101,452.31)						(101,452.31)
Storm Water	609,856.75	13,883.58		7,248.21			616,492.12
USDA #2 Bond Reserve	32,240.00	496.00					32,736.00
USDA #2 Short Lived Asset Reserve	8,750.00	125.00					8,875.00
CSWI	492,195.68	15,261.53		4,955.00			502,502.21
Channel Stabilization	(17,240.00)			4,140.00			(21,380.00)
Garbage / Recycling	66,024.41	41,723.66		40,936.12			66,811.95
	8,679,083.42	569,223.84	-	513,285.50	-	-	8,735,021.76
Total	18,739,761.54	1,178,079.58	-	1,746,699.09	-	-	18,171,142.03
CASH							
Certificate of Deposit - RVB	106,403.43						
Peoples Bank Balance	17,243,001.87						
Peoples Bank - Merchant Account	-						
Peoples Bank - Storm Water Project	-						
Peoples Bank - Water Util Improv	165,330.06						
Peoples Bank - East Sewer Ext	-						
Peoples Bank - WWTP	-						
IPAIT	851,471.81						
		Outstanding		Total			
Total CIB	18,366,207.17			(195,065.14)			18,171,142.03

CITY OF ADEL
MONTH TO DATE TREASURERS REPORT
AS OF: MAY 31ST, 2024

FUND	BEGINNING CASH BALANCE	MTD REVENUES	MTD EXPENSES	ACCOUNTS PAYABLE	ENDING CASH BALANCE	TOTAL INVESTMENTS	TOTAL CASH & INVESTMENTS
GENERAL FUND	3,857,211.53	283,883.86	275,394.83	0.00	3,865,700.56	0.00	3,865,700.56
SPECIAL RESERVE TRANSFER	446,860.08	16.39	0.00	0.00	446,876.47	0.00	446,876.47
ROAD USE TAX	626,055.06	70,070.86	40,191.57	0.00	655,934.35	0.00	655,934.35
TRUST AND AGENCY	917,321.73	48,058.27	82,504.37	0.00	882,875.63	0.00	882,875.63
HOTEL-MOTEL TAX	51,336.55	1,046.61	0.00	0.00	52,383.16	0.00	52,383.16
TIF	(5,105.11)	22,146.44	0.00	0.00	17,041.33	0.00	17,041.33
2010 BRICK ST SPEC ASSES	18,189.73	0.00	0.00	0.00	18,189.73	0.00	18,189.73
2002 ST/UTIL-SPEC ASSESS	28,424.00	0.00	0.00	0.00	28,424.00	0.00	28,424.00
2017 BRICK ST SPEC ASSESS	129,359.69	0.00	0.00	0.00	129,359.69	0.00	129,359.69
DEBT SERVICE	1,059,256.71	24,296.78	770,227.50	0.00	313,325.99	0.00	313,325.99
2006 STREET IMP PROJECT	(10,483.83)	0.00	0.00	0.00	(10,483.83)	0.00	(10,483.83)
BROWNFIELD PROJECT	2,359.33	0.00	0.00	0.00	2,359.33	0.00	2,359.33
2008 FLOOD REPAIR PROJEC	2,949.18	0.00	0.00	0.00	2,949.18	0.00	2,949.18
2010 STREET PROJECT	2,691.86	0.00	0.00	0.00	2,691.86	0.00	2,691.86
SIDEWALK PROJECT	(16,043.00)	0.00	0.00	0.00	(16,043.00)	0.00	(16,043.00)
INDUSTRIAL PARK PROJECT	118,469.31	0.00	0.00	0.00	118,469.31	0.00	118,469.31
LOST FUNDS - AQUATIC CEN	2,532,261.16	160,538.46	0.00	0.00	2,692,799.62	0.00	2,692,799.62
FIRE TRUCKS	(14,669.49)	0.00	2,851.20	0.00	(17,520.69)	0.00	(17,520.69)
NEW WASTEWTR TRTMNT PLNT	(5,668.39)	0.00	11,840.50	0.00	(17,508.89)	0.00	(17,508.89)
ADEL HWY 169 IMPROV	(44,812.67)	0.00	0.00	0.00	(44,812.67)	0.00	(44,812.67)
2019 FLOOD	76,231.40	0.00	0.00	0.00	76,231.40	0.00	76,231.40
WATER UTIL IMPROV P2	(12,374.83)	165,330.06	159,206.54	0.00	(6,251.31)	0.00	(6,251.31)
SOUTHERBRIDGE LIFT STATION	(101,452.31)	0.00	0.00	0.00	(101,452.31)	0.00	(101,452.31)
2020 Derecho	10,798.38	0.00	0.00	0.00	10,798.38	0.00	10,798.38
N 15TH ST BRIDGE REPLACE	(95,923.26)	0.00	51,112.49	0.00	(147,035.75)	0.00	(147,035.75)
CIRTPA TRAILS	644,919.14	0.00	12,350.00	0.00	632,569.14	0.00	632,569.14
2022 ST RESURFACING	(35,300.00)	0.00	0.00	0.00	(35,300.00)	0.00	(35,300.00)
RAPIDS ST RECONSTRUCTION	(36,000.00)	0.00	0.00	0.00	(36,000.00)	0.00	(36,000.00)
CHANNEL STABILIZATION	(17,240.00)	0.00	4,140.00	0.00	(21,380.00)	0.00	(21,380.00)
WATER UTILITY	3,920,420.02	170,093.44	150,300.77	0.00	3,940,212.69	0.00	3,940,212.69
SEWER UTILITY FUND	3,462,209.41	159,488.83	133,273.36	0.00	3,488,424.88	0.00	3,488,424.88
STORM WATER UTILITY	1,143,042.43	29,766.11	12,203.21	0.00	1,160,605.33	0.00	1,160,605.33
GARBAGE/RECYCLING UTILITY	66,024.41	41,723.66	40,936.12	0.00	66,811.95	0.00	66,811.95
OAKDALE PRIDE	113.45	0.00	0.00	0.00	113.45	0.00	113.45
FRIENDS/FOUNDATION	3,277.34	719.81	166.63	0.00	3,830.52	0.00	3,830.52
HISTORIC PRES PLAQUES	10.55	0.00	0.00	0.00	10.55	0.00	10.55
NILE KINNICK ADDITION	15,041.98	900.00	0.00	0.00	15,941.98	0.00	15,941.98
GRAND TOTAL	18,739,761.54	1,178,079.58	1,746,699.09	0.00	18,171,142.03	0.00	18,171,142.03
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*** END OF REPORT ***

CITY OF ADEL
STATEMENT OF REVENUES - BUDGET VS. ACTUAL
AS OF: MAY 31ST, 2024

REVENUES	ORIGINAL BUDGET	CURRENT BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	PRIOR YEAR YEAR-TO-DATE	BUDGET REMAINING	% BUDGET REMAINING
001-GENERAL FUND	3,615,643	4,036,474	283,883.86	4,612,916.66	3,581,796.32 (576,442.25)	14.28-
002-SPECIAL RESERVE TRANS	34,700	34,700	16.39	34,872.66	34,808.16 (172.66)	0.50-
110-ROAD USE TAX	787,584	787,584	70,070.86	771,022.56	764,651.97	16,561.44	2.10
112-TRUST AND AGENCY	931,484	943,439	48,058.27	931,010.84	773,852.20	12,428.16	1.32
122-HOTEL-MOTEL TAX	0	0	1,046.61	8,487.36	11,506.70 (8,487.36)	0.00
125-TIF	492,544	492,544	22,146.44	485,163.97	465,486.04	7,380.03	1.50
135-2017 BRICK ST SPEC AS	7,741	7,741	0.00	6,145.00	7,691.00	1,596.00	20.62
200-DEBT SERVICE	977,449	977,449	24,296.78	973,682.15	878,824.51	3,766.85	0.39
324-LOST FUNDS - AQUATIC	1,485,344	1,485,344	160,538.46	1,782,790.04	1,726,983.83 (297,446.04)	20.03-
328-FIRE TRUCKS	0	0	0.00	0.00	407,823.83	0.00	0.00
333-NEW WASTEWTR TRTMNT P	360,000	538,000	0.00	508,667.85	1,015,642.83	29,332.15	5.45
338-WATER UTIL IMPROV P2	765,000	765,000	165,330.06	213,017.10	469,610.21	551,982.90	72.15
339-SOUTHERBRIDGE LIFT STAT	0	702	0.00	2,029.09	475,000.00 (1,327.09)	189.04-
341-EAGLE VISTA DR REHAB	0	0	0.00	0.00	6,384.29	0.00	0.00
342-N 15TH ST BRIDGE REPL	556,000	470,000	0.00	31,000.00	95,000.00	439,000.00	93.40
343-CIRTPA TRAILS	0	0	0.00	0.00	950,000.00	0.00	0.00
600-WATER UTILITY	2,034,439	2,160,439	170,093.44	1,952,142.78	1,797,254.20	208,296.22	9.64
610-SEWER UTILITY FUND	1,691,651	1,877,251	159,488.83	1,745,617.35	1,628,107.68	131,633.65	7.01
615-STORM WATER UTILITY	329,370	329,370	29,766.11	313,678.11	309,185.97	15,691.89	4.76
670-GARBAGE/RECYCLING UTI	479,984	482,984	41,723.66	450,033.22	438,383.13	32,950.78	6.82
951-FRIENDS/FOUNDATION	7,000	9,174	719.81	9,894.68	10,493.80 (720.68)	7.86-
955-HOLIDAY LIGHTS	0	0	0.00	0.00	500.00	0.00	0.00
956-NILE KINNICK ADDITION	0	0	900.00	7,556.75	2,775.00 (7,556.75)	0.00
 TOTAL REVENUES	14,555,933	15,398,195	1,178,079.58	14,839,728.17	15,851,761.67	558,467.24	3.63
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CITY OF ADEL
STATEMENT OF EXPENDITURES - BUDGET vs ACTUAL
AS OF: MAY 31ST, 2024

PAGE: 2

EXPENDITURES	ORIGINAL BUDGET	CURRENT BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXP.+ ENCUMB.	PRIOR YEAR YEAR-TO-DATE	BUDGET REMAINING	% BUDGET REMAINING
001-GENERAL FUND	3,617,525	3,908,186	275,394.83	3,094,069.41	2,840,965.26	814,116.59	20.83
002-SPECIAL RESERVE TRANS	40,000	40,000	0.00	40,000.00	20,000.00	0.00	0.00
110-ROAD USE TAX	820,103	1,148,426	40,191.57	669,491.05	699,006.26	478,934.95	41.70
112-TRUST AND AGENCY	911,135	943,461	82,504.37	787,263.63	633,598.32	156,197.37	16.56
125-TIF	492,544	492,544	0.00	492,544.00	492,544.00	0.00	0.00
135-2017 BRICK ST SPEC AS	15,336	15,336	0.00	15,336.00	15,571.00	0.00	0.00
200-DEBT SERVICE	831,555	831,555	770,227.50	831,305.00	832,955.00	250.00	0.03
324-LOST FUNDS - AQUATIC	842,152	842,152	0.00	842,152.00	1,664,536.00	0.00	0.00
328-FIRE TRUCKS	815,648	740,474	2,851.20	735,331.35	97,837.00	5,142.65	0.69
333-NEW WASTEWTR TRTMNT P	360,000	538,000	11,840.50	525,096.74	1,015,396.92	12,903.26	2.40
338-WATER UTIL IMPROV P2	765,000	765,000	159,206.54	214,917.16	465,910.21	550,082.84	71.91
339-SOUTHERBRIDGE LIFT STAT	0	99,000	0.00	98,733.69	701,381.63	266.31	0.27
341-EAGLE VISTA DR REHAB	0	0	0.00	0.00	6,384.29	0.00	0.00
342-N 15TH ST BRIDGE REPL	556,000	400,000	51,112.49	108,579.97	155,962.58	291,420.03	72.86
343-CIRTPA TRAILS	561,000	150,000	12,350.00	126,321.86	167,774.00	23,678.14	15.79
346-CHANNEL STABILIZATION	0	114,000	4,140.00	21,380.00	0.00	92,620.00	81.25
600-WATER UTILITY	1,930,985	1,969,200	150,300.77	1,566,854.29	1,400,590.27	402,345.71	20.43
610-SEWER UTILITY FUND	1,628,494	1,868,240	133,273.36	1,573,090.52	1,947,225.17	295,149.48	15.80
615-STORM WATER UTILITY	276,965	277,807	12,203.21	143,017.46	145,869.71	134,789.54	48.52
670-GARBAGE/RECYCLING UTI	475,112	483,212	40,936.12	443,960.42	425,258.85	39,251.58	8.12
951-FRIENDS/FOUNDATION	7,000	9,513	166.63	6,401.30	18,467.43	3,111.70	32.71
955-HOLIDAY LIGHTS	0	0	0.00	0.00	2,176.56	0.00	0.00
956-NILE KINNICK ADDITION	0	0	0.00	8,012.34	0.00	(8,012.34)	0.00
 TOTAL EXPENDITURES	14,946,554	15,636,106	1,746,699.09	12,343,858.19	13,749,410.46	3,292,247.81	21.06
 REVENUE OVER/ (UNDER) EXPENDITURES	(390,621)	(237,911)	(568,619.51)	2,495,869.98	2,102,351.21	(2,733,780.57)	4,798.62

CITY OF ADEL
REVENUE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2024

PAGE: 1

001-GENERAL FUND

91.67% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Non Departmental</u>					
<u>=====</u>					
<u>TAXES</u>					
001-4-000-4-4000 PROPERTY TAXES	1,702,709.00	78,494.55	1,680,958.92	98.72	21,750.08
001-4-000-4-4003 AG LAND - CORP ROAD	3,977.00	202.39	3,976.79	99.99	0.21
001-4-000-4-4013 PROPERTY/LIABILITY INSURANCE	93,539.00	4,303.26	92,113.52	98.48	1,425.48
001-4-000-4-4060 UTILITY EXCISE TAX	0.00	0.00	9,972.90	0.00 (9,972.90)
001-4-000-4-4080 MOBILE HOME TAX	<u>3,499.00</u>	<u>157.97</u>	<u>2,917.06</u>	<u>83.37</u>	<u>581.94</u>
TOTAL TAXES	1,803,724.00	83,158.17	1,789,939.19	99.24	13,784.81
<u>LICENSES & PERMITS</u>					
001-4-000-1-4100 BEER & LIQUOR PERMITS	5,000.00	585.00	5,113.45	102.27 (113.45)
001-4-000-1-4105 CIGARETTE PERMITS	450.00	150.00	300.00	66.67	150.00
001-4-000-1-4160 UTILITY FRANCHISE FEES	8,000.00	0.00	6,283.76	78.55	1,716.24
001-4-000-1-4170 PEDDLERS, SOLICITERS, TRANSIENT	1,000.00	375.00	1,300.00	130.00 (300.00)
001-4-000-1-4175 SPECIAL EVENT PERMITS	300.00	150.00	225.00	75.00	75.00
001-4-000-1-4185 BICYCLE/GOLF CART PERMIT	<u>1,000.00</u>	<u>500.00</u>	<u>2,250.00</u>	<u>225.00</u> (<u>1,250.00</u>)
TOTAL LICENSES & PERMITS	15,750.00	1,760.00	15,472.21	98.24	277.79
<u>USE OF MONEY & PROPERTY</u>					
001-4-000-4-4300 INTEREST ON INVESTMENTS-N.O.W.	162,000.00	76,637.78	770,458.50	475.59 (608,458.50)
001-4-000-4-4320 RENTALS	<u>75,000.00</u>	<u>4,350.15</u>	<u>84,988.07</u>	<u>113.32</u> (<u>9,988.07</u>)
TOTAL USE OF MONEY & PROPERTY	237,000.00	80,987.93	855,446.57	360.95 (618,446.57)
<u>INTERGOVERNMENTAL</u>					
001-4-000-4-4463 BUSINESS PROP TAX REIM	0.00	0.00	59,576.34	0.00 (59,576.34)
001-4-000-4-4464 COMM-IND PROP TAX BACKFILL	<u>81,415.00</u>	<u>12,444.11</u>	<u>24,888.21</u>	<u>30.57</u>	<u>56,526.79</u>
TOTAL INTERGOVERNMENTAL	81,415.00	12,444.11	84,464.55	103.75 (3,049.55)
<u>CHARGES FOR SERVICES</u>					
001-4-000-1-4534 COPIES	<u>10.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10.00</u>
TOTAL CHARGES FOR SERVICES	10.00	0.00	0.00	0.00	10.00
<u>MISCELLANEOUS REVENUES</u>					
001-4-000-1-4735 MISC REVENUES	1,000.00	2,553.17	7,411.27	741.13 (6,411.27)
001-4-000-1-4737 SALES TAX REFUNDS	2,000.00	0.00	0.00	0.00	2,000.00
001-4-000-4-4746 SALE OF OLD EQUIP/PROPERTY	<u>41,500.00</u>	<u>10,750.00</u>	<u>52,250.00</u>	<u>125.90</u> (<u>10,750.00</u>)
TOTAL MISCELLANEOUS REVENUES	44,500.00	13,303.17	59,661.27	134.07 (15,161.27)
TOTAL Non Departmental	2,182,399.00	191,653.38	2,804,983.79	128.53 (622,584.79)

Police Department

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001-GENERAL FUND

91.67% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
INTERGOVERNMENTAL					
001-4-110-4-4490 SRO REIMBURSEMENT	52,665.00	0.00	45,294.35	86.00	7,370.65
TOTAL INTERGOVERNMENTAL	52,665.00	0.00	45,294.35	86.00	7,370.65
CHARGES FOR SERVICES					
001-4-110-1-4550 POL SERV - REPORTS, FINGERPRNT	2,000.00	100.00	1,135.00	56.75	865.00
TOTAL CHARGES FOR SERVICES	2,000.00	100.00	1,135.00	56.75	865.00
MISCELLANEOUS REVENUES					
001-4-110-1-4770 TICKETS AND COURT FINES	2,750.00	67.22	1,370.35	49.83	1,379.65
TOTAL MISCELLANEOUS REVENUES	2,750.00	67.22	1,370.35	49.83	1,379.65
OTHER FINANCING SOURCES					
TOTAL Police Department	57,415.00	167.22	47,799.70	83.25	9,615.30
Fire Department					
INTERGOVERNMENTAL					
001-4-150-2-4475 FIRE SERVICE	127,196.41	0.00	90,680.41	71.29	36,516.00
TOTAL INTERGOVERNMENTAL	127,196.41	0.00	90,680.41	71.29	36,516.00
CHARGES FOR SERVICES					
001-4-150-1-4500 CHARGES/FEES FOR SERVICE	0.00	1,604.43	1,609.43	0.00 (1,609.43)
TOTAL CHARGES FOR SERVICES	0.00	1,604.43	1,609.43	0.00 (1,609.43)
MISCELLANEOUS REVENUES					
001-4-150-2-4710 REIMBURSEMENTS	11,683.00	0.00	9,793.63	83.83	1,889.37
TOTAL MISCELLANEOUS REVENUES	11,683.00	0.00	9,793.63	83.83	1,889.37
TOTAL Fire Department	138,879.41	1,604.43	102,083.47	73.51	36,795.94
Animal Control					
LICENSES & PERMITS					
001-4-190-1-4180 PET LICENSE	1,500.00	0.00	0.00	0.00	1,500.00
TOTAL LICENSES & PERMITS	1,500.00	0.00	0.00	0.00	1,500.00
TOTAL Animal Control	1,500.00	0.00	0.00	0.00	1,500.00

001-GENERAL FUND

91.67% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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Library
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INTERGOVERNMENTAL

001-4-410-2-4470 LIBRARY-COUNTY SERVICE	18,000.00	0.00	18,600.00	103.33	(600.00)
TOTAL INTERGOVERNMENTAL	18,000.00	0.00	18,600.00	103.33	(600.00)

MISCELLANEOUS REVENUES

001-4-410-1-4766 LIBRARY FINES & OPEN ACCESS	2,000.00	213.20	2,227.41	111.37	(227.41)
001-4-410-1-4767 MEETING ROOM FEE	300.00	225.00	2,031.75	677.25	(1,731.75)
TOTAL MISCELLANEOUS REVENUES	2,300.00	438.20	4,259.16	185.18	(1,959.16)

TOTAL Library	20,300.00	438.20	22,859.16	112.61	(2,559.16)
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Museum
=====OTHER FINANCING SOURCESParks
=====LICENSES & PERMITS

001-4-430-1-4122 PARK FUND - SOUTH	0.00	0.00	8,734.00	0.00	(8,734.00)
TOTAL LICENSES & PERMITS	0.00	0.00	8,734.00	0.00	(8,734.00)

USE OF MONEY & PROPERTY

001-4-430-3-4310 CAMPGROUND RENT	8,232.00	686.00	6,860.00	83.33	1,372.00
TOTAL USE OF MONEY & PROPERTY	8,232.00	686.00	6,860.00	83.33	1,372.00

CHARGES FOR SERVICES

001-4-430-1-4556 PARK SHELTER RENT	1,200.00	529.65	1,815.55	151.30	(615.55)
001-4-430-1-4566 PARK-DONATONS	0.00	0.00	7,500.00	0.00	(7,500.00)
TOTAL CHARGES FOR SERVICES	1,200.00	529.65	9,315.55	776.30	(8,115.55)

TOTAL Parks	9,432.00	1,215.65	24,909.55	264.10	(15,477.55)
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Island Park
=====CHARGES FOR SERVICES

001-GENERAL FUND

91.67% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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Cemetery
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MISCELLANEOUS REVENUES

001-4-450-1-4740 CEMETERY STANDARD SPACE	13,000.00	4,000.00	18,500.00	142.31	(5,500.00)
001-4-450-1-4742 REGULAR SPACE OPEN/CLOSE	5,000.00	500.00	5,300.00	106.00	(300.00)
001-4-450-1-4743 CREMATION OPEN/CLOSE	2,000.00	0.00	4,200.00	210.00	(2,200.00)
TOTAL MISCELLANEOUS REVENUES	20,000.00	4,500.00	28,000.00	140.00	(8,000.00)

TOTAL Cemetery	20,000.00	4,500.00	28,000.00	140.00	(8,000.00)
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Pool
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CHARGES FOR SERVICES

001-4-460-1-4554 POOL ADMISSIONS	145,000.00	41,222.35	94,437.70	65.13	50,562.30
001-4-460-1-4555 POOL-LESSONS	25,000.00	1,195.00	28,934.65	115.74	(3,934.65)
001-4-460-1-4556 POOL BIRTHDAY PARTY PACKAGES	1,000.00	1,802.95	4,877.30	487.73	(3,877.30)
001-4-460-1-4557 CONCESSIONS RECEIPTS	32,000.00	1,878.75	21,307.00	66.58	10,693.00
001-4-460-1-4558 LIFEGUARD CLASSES	1,000.00	60.00	2,575.00	257.50	(1,575.00)
TOTAL CHARGES FOR SERVICES	204,000.00	46,159.05	152,131.65	74.57	51,868.35

MISCELLANEOUS REVENUES

TOTAL Pool	204,000.00	46,159.05	152,131.65	74.57	51,868.35
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Recreation
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USE OF MONEY & PROPERTY

001-4-470-4-4310 BALLFIELD RENTALS	2,500.00	544.45	3,380.05	135.20	(880.05)
TOTAL USE OF MONEY & PROPERTY	2,500.00	544.45	3,380.05	135.20	(880.05)

CHARGES FOR SERVICES

001-4-470-1-4550 ARCHERY PERMITS	500.00	50.00	488.40	97.68	11.60
001-4-470-1-4558 SOFTBALL REGISTRATIONS	11,000.00	0.00	11,330.00	103.00	(330.00)
001-4-470-1-4559 BASEBALL REGISTRATION	22,000.00	765.00	24,550.00	111.59	(2,550.00)
001-4-470-1-4560 SOCCER REGISTRATIONS	4,000.00	0.00	3,680.00	92.00	320.00
001-4-470-1-4561 FOOTBALL REGISTRATIONS	1,000.00	0.00	1,000.00	100.00	0.00
001-4-470-1-4562 ADULT LEAGUES	8,000.00	3,705.00	9,025.00	112.81	(1,025.00)
001-4-470-1-4563 OTHER, SPONSORS	1,000.00	0.00	0.00	0.00	1,000.00
001-4-470-1-4564 YOUTH BASKETBALL	12,000.00	0.00	14,745.00	122.88	(2,745.00)
001-4-470-1-4565 SPECIAL EVENTS	500.00	0.00	643.20	128.64	(143.20)
001-4-470-1-4566 YOUTH TENNIS	3,500.00	420.00	4,480.00	128.00	(980.00)
001-4-470-1-4568 ARCHERY LEAGUE REGISTRATIONS	200.00	0.00	0.00	0.00	200.00
TOTAL CHARGES FOR SERVICES	63,700.00	4,940.00	69,941.60	109.80	(6,241.60)

001-GENERAL FUND

91.67% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
MISCELLANEOUS REVENUES					
001-4-470-1-4736 CONCESSION REVENUE	4,500.00	4,735.98	5,655.03	125.67	(1,155.03)
TOTAL MISCELLANEOUS REVENUES	4,500.00	4,735.98	5,655.03	125.67	(1,155.03)
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TOTAL Recreation	70,700.00	10,220.43	78,976.68	111.71	(8,276.68)
Finance					
<hr/>					
INTERGOVERNMENTAL					
001-4-620-2-4440 STATE GRANTS	15,000.00	0.00	0.00	0.00	15,000.00
TOTAL INTERGOVERNMENTAL	15,000.00	0.00	0.00	0.00	15,000.00
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MISCELLANEOUS REVENUES					
001-4-620-2-4705 CONTRIBUTIONS-PRIV SOURCES	15,000.00	9,790.00	19,085.00	127.23	(4,085.00)
TOTAL MISCELLANEOUS REVENUES	15,000.00	9,790.00	19,085.00	127.23	(4,085.00)
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TOTAL Finance	30,000.00	9,790.00	19,085.00	63.62	10,915.00
Zoning/Compliance/Permits					
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LICENSES & PERMITS					
001-4-630-1-4120 BUILDING PERMITS	318,086.00	18,135.50	337,191.80	106.01	(19,105.80)
001-4-630-1-4165 ZONING FEES	250.00	0.00	395.00	158.00	(145.00)
001-4-630-1-4166 SUBDIVISION FEES	30,000.00	0.00	39,772.37	132.57	(9,772.37)
TOTAL LICENSES & PERMITS	348,336.00	18,135.50	377,359.17	108.33	(29,023.17)
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TOTAL Zoning/Compliance/Permits	348,336.00	18,135.50	377,359.17	108.33	(29,023.17)
Emergency Levy					
<hr/>					
OTHER FINANCING SOURCES					
001-4-690-4-4834 TRANSFER--EMERGENCY LEVY	56,874.00	0.00	58,090.53	102.14	(1,216.53)
001-4-690-4-4836 OTHER TRANSFERS	896,639.00	0.00	896,637.96	100.00	1.04
TOTAL OTHER FINANCING SOURCES	953,513.00	0.00	954,728.49	100.13	(1,215.49)
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TOTAL Emergency Levy	953,513.00	0.00	954,728.49	100.13	(1,215.49)

CITY OF ADEL
REVENUE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2024

001-GENERAL FUND

91.67% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
Debt Service =====					
OTHER FINANCING SOURCES					
TOTAL REVENUE	4,036,474.41	283,883.86	4,612,916.66	114.28	(576,442.25)
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CITY OF ADEL
 REVENUE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2024

110-ROAD USE TAX

91.67% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Road Use Tax</u>					
<u>=====</u>					
<u>USE OF MONEY & PROPERTY</u>					
<u>INTERGOVERNMENTAL</u>					
110-4-210-2-4430 RUT	787,584.00	70,070.86	771,022.56	97.90	16,561.44
TOTAL INTERGOVERNMENTAL	787,584.00	70,070.86	771,022.56	97.90	16,561.44
<u>MISCELLANEOUS REVENUES</u>					
<u>OTHER FINANCING SOURCES</u>					
TOTAL Road Use Tax	787,584.00	70,070.86	771,022.56	97.90	16,561.44
TOTAL REVENUE	787,584.00	70,070.86	771,022.56	97.90	16,561.44
<u>=====</u>					

600-WATER UTILITY

91.67% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>					
Water					
<hr/>					
USE OF MONEY & PROPERTY					
600-4-810-4-4300 INTEREST	126,000.00	0.00	0.00	0.00	126,000.00
TOTAL USE OF MONEY & PROPERTY	126,000.00	0.00	0.00	0.00	126,000.00
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INTERGOVERNMENTAL					
CHARGES FOR SERVICES					
600-4-810-1-4500 WATER METERED SALES	1,911,939.00	160,988.16	1,826,689.15	95.54	85,249.85
600-4-810-1-4501 WATER SERVICE EXCISE TAX	115,000.00	8,990.28	104,166.13	90.58	10,833.87
600-4-810-1-4511 BULK SALES	0.00	0.00	715.50	0.00	(715.50)
600-4-810-1-4540 CONNECTING FEES	7,500.00	0.00	10,600.00	141.33	(3,100.00)
600-4-810-1-4550 CWI SURCHARGE	0.00	0.00	17.00	0.00	(17.00)
TOTAL CHARGES FOR SERVICES	2,034,439.00	169,978.44	1,942,187.78	95.47	92,251.22
MISCELLANEOUS REVENUES					
600-4-810-2-4716 MISC.- REFUNDS	0.00	115.00	9,955.00	0.00	(9,955.00)
TOTAL MISCELLANEOUS REVENUES	0.00	115.00	9,955.00	0.00	(9,955.00)
OTHER FINANCING SOURCES					
TOTAL Water	2,160,439.00	170,093.44	1,952,142.78	90.36	208,296.22
TOTAL REVENUE	2,160,439.00	170,093.44	1,952,142.78	90.36	208,296.22
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CITY OF ADEL
 REVENUE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2024

610-SEWER UTILITY FUND

91.67% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>					
Sewer					
=====					
USE OF MONEY & PROPERTY					
610-4-815-4-4300 INTEREST	113,000.00	0.00	0.00	0.00	113,000.00
TOTAL USE OF MONEY & PROPERTY	113,000.00	0.00	0.00	0.00	113,000.00
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INTERGOVERNMENTAL					
CHARGES FOR SERVICES					
610-4-815-1-4510 SEWER SERVICE FEES	1,684,151.00	153,088.83	1,659,102.85	98.51	25,048.15
610-4-815-1-4541 SEWER CONNECTION FEE	80,100.00	6,400.00	86,500.00	107.99	(6,400.00)
610-4-815-1-4550 CSI SURCHARGE	0.00	0.00	14.50	0.00	(14.50)
TOTAL CHARGES FOR SERVICES	1,764,251.00	159,488.83	1,745,617.35	98.94	18,633.65
MISCELLANEOUS REVENUES					
OTHER FINANCING SOURCES					
TOTAL Sewer	1,877,251.00	159,488.83	1,745,617.35	92.99	131,633.65
TOTAL REVENUE	1,877,251.00	159,488.83	1,745,617.35	92.99	131,633.65
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CITY OF ADEL
 REVENUE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2024

615-STORM WATER UTILITY

91.67% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
STORM WATER UTILITY					
=====					
USE OF MONEY & PROPERTY					
CHARGES FOR SERVICES					
615-4-820-1-4510 SWU SERVICE FEE	162,603.00	14,504.58	152,548.26	93.82	10,054.74
615-4-820-1-4550 CSWI SURCHARGE	166,767.00	15,261.53	161,129.85	96.62	5,637.15
TOTAL CHARGES FOR SERVICES	329,370.00	29,766.11	313,678.11	95.24	15,691.89
MISCELLANEOUS REVENUES					
OTHER FINANCING SOURCES					
TOTAL STORM WATER UTILITY	329,370.00	29,766.11	313,678.11	95.24	15,691.89
TOTAL REVENUE	329,370.00	29,766.11	313,678.11	95.24	15,691.89
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CITY OF ADEL
 EXPENDITURES REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2024

001-GENERAL FUND

91.67% OF YEAR COMP.

Non Departmental

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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TRANSFERS

001-5-000-5-6910 TRANSFER OUT	16,687.00	0.00	88,775.85	532.01	(72,088.85)
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TOTAL TRANSFERS

	16,687.00	0.00	88,775.85	532.01	(72,088.85)
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TOTAL Non Departmental	16,687.00	0.00	88,775.85	532.01	(72,088.85)
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CITY OF ADEL
EXPENDITURES REPORT (UNAUDITED)
AS OF: MAY 31ST, 2024

PAGE: 2

001-GENERAL FUND

91.67% OF YEAR COMP.

Police Department

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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PERSONAL SERVICES

001-5-110-1-6010 FULL TIME WAGES	823,813.00	61,418.68	709,010.03	86.06	114,802.97
001-5-110-1-6020 PART TIME WAGES	12,000.00	5,832.51	20,015.93	166.80 (8,015.93)
001-5-110-1-6040 OVERTIME WAGES	8,000.00	716.29	8,860.51	110.76 (860.51)
001-5-110-1-6062 HOLIDAY WAGES	18,000.00	0.00	15,061.75	83.68	2,938.25
001-5-110-1-6069 COURT TIME WAGES	1,000.00	180.50	1,018.58	101.86 (18.58)
001-5-110-1-6181 UNIFORM ALLOWANCE	11,708.00	0.00	11,707.44	100.00	0.56
001-5-110-1-6210 DUES, MEMBERSHIPS, SUBSCRIPTIO	400.00	63.03	134.83	33.71	265.17
001-5-110-1-6230 EDUCATION & TRAINING	6,000.00	530.00	6,545.56	109.09 (545.56)
001-5-110-1-6231 ACADEMY TRAINING	9,000.00	0.00	0.00	0.00	9,000.00
001-5-110-1-6240 MEETINGS AND TRAVEL	2,000.00	57.89	883.97	44.20	1,116.03
TOTAL PERSONAL SERVICES	891,921.00	68,798.90	773,238.60	86.69	118,682.40

SERVICES AND COMMODITIES

001-5-110-2-6331 VEHICLE FUEL-OIL-LUBRICANTS	24,000.00	2,936.35	21,243.11	88.51	2,756.89
001-5-110-2-6332 VEHICLE, EQUIP & RADIO MAINT.	20,000.00	2,977.22	16,344.50	81.72	3,655.50
001-5-110-2-6371 UTILITIES-ELEC,GAS-SANITATION	10,000.00	678.68	8,142.73	81.43	1,857.27
001-5-110-2-6372 DISASTER SERVICES	5,000.00	783.35	3,697.27	73.95	1,302.73
001-5-110-2-6373 TELEPHONE/RADIO	9,800.00	859.13	10,359.61	105.71 (559.61)
001-5-110-2-6402 ADVERTISING LEGAL PUBLICATIO	2,000.00	0.00	34.00	1.70	1,966.00
001-5-110-2-6407 PROFESS FEES-DRS, LAWYERS, ENG	9,259.00	0.00	9,491.02	102.51 (232.02)
001-5-110-2-6408 INSURANCE-FIRE & AUTO-GENERAL	21,731.00	0.00	7,243.27	33.33	14,487.73
001-5-110-2-6411 COURT COSTS	350.00	15.00	85.00	24.29	265.00
001-5-110-2-6413 PMTS TO OTHER AGENCIES	5,000.00	0.00	1,520.25	30.41	3,479.75
001-5-110-2-6419 DATA PROCESSING EXPENSES	16,000.00	322.00	15,831.99	98.95	168.01
001-5-110-2-6426 BUILDING & GROUNDS MAINTENANCE	8,000.00	405.00	6,192.31	77.40	1,807.69
001-5-110-2-6432 SERVICE/MAINT AGREEMENTS	3,500.00	1,568.94	3,461.79	98.91	38.21
001-5-110-2-6506 OFFICE SUPPLIES	3,250.00	0.00	2,714.84	83.53	535.16
001-5-110-2-6516 FILM & PROCESSING	500.00	0.00	0.00	0.00	500.00
001-5-110-2-6598 PETTY CASH & MISCELLANEOUS	200.00	0.00	74.01	37.01	125.99
001-5-110-2-6599 MISC SUPPLIES	2,000.00	1,381.71	2,158.66	107.93 (158.66)
TOTAL SERVICES AND COMMODITIES	140,590.00	11,927.38	108,594.36	77.24	31,995.64

CAPITAL OUTLAY

001-5-110-3-6711 CAPITAL OUTLAY-VEHICLE	82,893.00	0.00	82,892.84	100.00	0.16
001-5-110-3-6726 EQUIPMENT UPGRADE	26,879.00	2,376.46	25,302.50	94.13	1,576.50
TOTAL CAPITAL OUTLAY	109,772.00	2,376.46	108,195.34	98.56	1,576.66

TRANSFERS

TOTAL Police Department	1,142,283.00	83,102.74	990,028.30	86.67	152,254.70
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CITY OF ADEL
EXPENDITURES REPORT (UNAUDITED)
AS OF: MAY 31ST, 2024

001-GENERAL FUND

91.67% OF YEAR COMP.

Fire Department

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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PERSONAL SERVICES

001-5-150-1-6050 FIRE CALL STIPEND	24,000.00	0.00	28,085.00	117.02 (4,085.00)
001-5-150-1-6052 FIRST RESPONDERS	9,000.00	0.00	6,964.84	77.39	2,035.16
001-5-150-1-6210 DUES, MEMBERSHIPS, SUBSCRIPTIO	400.00	0.00	397.00	99.25	3.00
001-5-150-1-6230 EDUCATION & TRAINING	3,500.00	0.00	3,204.60	91.56	295.40
001-5-150-1-6260 AWARDS	500.00	0.00	113.95	22.79	386.05
TOTAL PERSONAL SERVICES	37,400.00	0.00	38,765.39	103.65 (1,365.39)

SERVICES AND COMMODITIES

001-5-150-2-6331 VEHICLE FUEL-OIL-LUBRICANTS	3,000.00	417.64	3,497.31	116.58 (497.31)
001-5-150-2-6332 VEHICLE, EQUIP & RADIO MAINT.	12,000.00	268.79	10,441.33	87.01	1,558.67
001-5-150-2-6371 UTILITIES-ELEC, GAS-SANITATION	2,000.00	53.59	894.02	44.70	1,105.98
001-5-150-2-6373 TELEPHONE/RADIO	3,800.00	423.04	4,200.59	110.54 (400.59)
001-5-150-2-6402 ADVERTISING & LEGAL PUBLICATIO	0.00	0.00	132.48	0.00 (132.48)
001-5-150-2-6407 PROFESS FEES-DRS, LAWYERS, ENG	4,000.00	0.00	2,212.50	55.31	1,787.50
001-5-150-2-6408 INSURANCE-FIRE & AUTO-GENERAL	20,472.00	0.00	6,823.74	33.33	13,648.26
001-5-150-2-6419 DATA PROCESSING EXPENSES	3,500.00	0.00	1,336.48	38.19	2,163.52
001-5-150-2-6426 BUILDING & GROUNDS MAINTENANCE	7,500.00	0.00	0.00	0.00	7,500.00
001-5-150-2-6432 SERVICE/MAINT AGREEMENTS	700.00	0.00	724.00	103.43 (24.00)
001-5-150-2-6504 MINOR EQUIPMENT	20,000.00	144.35	6,002.73	30.01	13,997.27
001-5-150-2-6506 OFFICE SUPPLIES	500.00	0.00	74.46	14.89	425.54
001-5-150-2-6514 BUNKER GEAR/EQUIP	10,000.00	0.00	0.00	0.00	10,000.00
001-5-150-2-6517 HEPATITUS B-VACCINATIONS	250.00	0.00	0.00	0.00	250.00
001-5-150-2-6518 UNIFORMS	5,000.00	350.00	4,681.33	93.63	318.67
001-5-150-2-6519 FIRE GROUND EXPENSE	500.00	0.00	117.01	23.40	382.99
001-5-150-2-6520 FIRE PREVENTION EXPENSES	1,000.00	0.00	230.00	23.00	770.00
001-5-150-2-6521 AIR COMPRESSOR	1,000.00	0.00	1,061.21	106.12 (61.21)
001-5-150-2-6598 REFUNDS	0.00	0.00	297.95	0.00 (297.95)
001-5-150-2-6599 MISC SUPPLIES	1,000.00	204.39	1,006.24	100.62 (6.24)
TOTAL SERVICES AND COMMODITIES	96,222.00	1,861.80	43,733.38	45.45	52,488.62

CAPITAL OUTLAY

001-5-150-3-6711 CAPITAL OUTLAY-VEHICLE/EQUIP	80,000.00	9,128.07	80,071.07	100.09 (71.07)
TOTAL CAPITAL OUTLAY	80,000.00	9,128.07	80,071.07	100.09 (71.07)

TOTAL Fire Department	213,622.00	10,989.87	162,569.84	76.10	51,052.16
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CITY OF ADEL
 EXPENDITURES REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2024

001-GENERAL FUND

91.67% OF YEAR COMP.

Animal Control

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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SERVICES AND COMMODITIES

001-5-190-2-6421 ANIMAL CONTROL	2,000.00	0.00	250.00	12.50	1,750.00
TOTAL SERVICES AND COMMODITIES	2,000.00	0.00	250.00	12.50	1,750.00

TOTAL Animal Control	2,000.00	0.00	250.00	12.50	1,750.00
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CITY OF ADEL
 EXPENDITURES REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2024

001-GENERAL FUND

91.67% OF YEAR COMP.

Roads, Bridges, Sidewalks

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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SERVICES AND COMMODITIES

001-5-210-2-6408 INSURANCE	29,729.00	0.00	9,909.17	33.33	19,819.83
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TOTAL SERVICES AND COMMODITIES

29,729.00	0.00	9,909.17	33.33	19,819.83
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CAPITAL OUTLAY

TOTAL Roads, Bridges, Sidewalks	29,729.00	0.00	9,909.17	33.33	19,819.83
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CITY OF ADEL
 EXPENDITURES REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2024

001-GENERAL FUND

91.67% OF YEAR COMP.

Street Lighting

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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SERVICES AND COMMODITIES

001-5-230-2-6375 STREET LIGHTING	58,000.00	4,887.83	52,894.31	91.20	5,105.69
TOTAL SERVICES AND COMMODITIES	58,000.00	4,887.83	52,894.31	91.20	5,105.69

TOTAL Street Lighting	58,000.00	4,887.83	52,894.31	91.20	5,105.69
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CITY OF ADEL
 EXPENDITURES REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2024

001-GENERAL FUND

91.67% OF YEAR COMP.

Traffic Control & Safety

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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SERVICES AND COMMODITIES

001-5-240-2-6374 TRAFFIC CONTROL	8,132.00	31.91	353.10	4.34	7,778.90
TOTAL SERVICES AND COMMODITIES	8,132.00	31.91	353.10	4.34	7,778.90

TOTAL Traffic Control & Safety	8,132.00	31.91	353.10	4.34	7,778.90
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CITY OF ADEL
EXPENDITURES REPORT (UNAUDITED)
AS OF: MAY 31ST, 2024

001-GENERAL FUND

91.67% OF YEAR COMP.

Library

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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PERSONAL SERVICES

001-5-410-1-6010 FULL TIME WAGES	238,514.00	20,672.50	216,543.28	90.79	21,970.72
001-5-410-1-6020 PART TIME WAGES	61,104.00	4,636.69	52,043.24	85.17	9,060.76
001-5-410-1-6210 DUES, MEMBERSHIPS, SUBSCRIPTIO	800.00	0.00	782.82	97.85	17.18
001-5-410-1-6230 EDUCATION & TRAINING	1,500.00	0.00	1,492.33	99.49	7.67
TOTAL PERSONAL SERVICES	301,918.00	25,309.19	270,861.67	89.71	31,056.33

SERVICES AND COMMODITIES

001-5-410-2-6371 UTILITIES-ELEC, GAS-SANITATION	24,000.00	2,123.63	21,455.34	89.40	2,544.66
001-5-410-2-6373 TELEPHONE/RADIO	10,850.00	834.88	9,273.88	85.47	1,576.12
001-5-410-2-6402 ADVERTISING & LEGAL PUBLICATIO	500.00	110.94	410.88	82.18	89.12
001-5-410-2-6407 PROFESS FEES-DRS, LAWYERS, ENG	0.00	0.00	229.00	0.00 (229.00)
001-5-410-2-6408 INSURANCE-FIRE & AUTO-GENERAL	16,458.00	0.00	5,485.87	33.33	10,972.13
001-5-410-2-6419 DATA PROCESSING EXPENSES	9,400.00	0.00	9,498.00	101.04 (98.00)
001-5-410-2-6423 SERVICE AGREEMENTS	17,400.00	1,367.83	15,207.35	87.40	2,192.65
001-5-410-2-6426 BUILDING GROUNDS MAINTENANCE	15,000.00	1,061.00	13,501.86	90.01	1,498.14
001-5-410-2-6508 POSTAGE AND SHIPPING	300.00	9.24	277.46	92.49	22.54
001-5-410-2-6523 PROGRAM EXPENSE	3,340.00	55.19	3,287.03	98.41	52.97
001-5-410-2-6524 BOOK PROCESSING SUPPLIES	3,000.00	345.49	2,466.19	82.21	533.81
001-5-410-2-6598 PETTY CASH & MISCELLANEOUS	300.00	0.00	15.98	5.33	284.02
001-5-410-2-6599 MISC SUPPLIES	4,500.00	907.70	3,879.12	86.20	620.88
TOTAL SERVICES AND COMMODITIES	105,048.00	6,815.90	84,987.96	80.90	20,060.04

CAPITAL OUTLAY

001-5-410-3-6770 CAPITAL OUTLAY-BOOKS, FILMS, R	40,000.00	2,575.62	32,979.90	82.45	7,020.10
TOTAL CAPITAL OUTLAY	40,000.00	2,575.62	32,979.90	82.45	7,020.10

TOTAL Library

446,966.00 34,700.71 388,829.53 86.99 58,136.47

CITY OF ADEL
 EXPENDITURES REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2024

001-GENERAL FUND

91.67% OF YEAR COMP.

Museum

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>SERVICES AND COMMODITIES</u>					
001-5-420-2-6534 HISTORICAL MUSEUM EXPENSE	29,905.00	145.92	23,444.82	78.40	6,460.18
TOTAL SERVICES AND COMMODITIES	29,905.00	145.92	23,444.82	78.40	6,460.18
 TOTAL Museum	29,905.00	145.92	23,444.82	78.40	6,460.18

CITY OF ADEL
EXPENDITURES REPORT (UNAUDITED)
AS OF: MAY 31ST, 2024

001-GENERAL FUND

91.67% OF YEAR COMP.

Parks

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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<u>PERSONAL SERVICES</u>					
001-5-430-1-6010 FULL TIME WAGES	117,025.00	9,726.30	95,092.48	81.26	21,932.52
001-5-430-1-6020 PART TIME WAGES	32,448.00	861.90	15,293.60	47.13	17,154.40
001-5-430-1-6040 OVERTIME WAGES	600.00	0.00	858.49	143.08 (258.49)
001-5-430-1-6210 DUES, MEMBERSHIPS, SUBSCRIPTIO	1,226.00	0.00	270.00	22.02	956.00
001-5-430-1-6230 EDUCATION & TRAINING	950.00	0.00	1,170.00	123.16 (220.00)
001-5-430-1-6240 MEETING & TRAVEL	<u>1,000.00</u>	<u>0.00</u>	<u>1,143.88</u>	<u>114.39 (</u>	<u>143.88)</u>
TOTAL PERSONAL SERVICES	153,249.00	10,588.20	113,828.45	74.28	39,420.55
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<u>SERVICES AND COMMODITIES</u>					
001-5-430-2-6322 MULCH	7,000.00	0.00	0.00	0.00	7,000.00
001-5-430-2-6331 VEHICLE FUEL-OIL-LUBRICANTS	8,000.00	581.41	7,070.94	88.39	929.06
001-5-430-2-6332 VEHICLE, EQUIP & RADIO MAINT.	7,000.00	513.47	3,557.65	50.82	3,442.35
001-5-430-2-6371 UTILITIES-ELEC,GAS-SANITATION	18,500.00	757.43	12,775.45	69.06	5,724.55
001-5-430-2-6373 TELEPHONE/RADIO	2,965.00	175.34	3,928.61	132.50 (963.61)
001-5-430-2-6402 ADVERTISING & LEGAL PUBLICATIO	1,250.00	0.00	30.00	2.40	1,220.00
001-5-430-2-6407 PROFESS FEES-DRS, LAWYERS, ENG	2,000.00	224.94	2,255.21	112.76 (255.21)
001-5-430-2-6408 INSURANCE-FIRE & AUTO-GENERAL	22,467.00	0.00	7,488.95	33.33	14,978.05
001-5-430-2-6416 RENTALS	3,000.00	36.16	942.56	31.42	2,057.44
001-5-430-2-6418 PROPERTY TAXES	1,000.00	1,137.15	3,513.15	351.32 (2,513.15)
001-5-430-2-6419 DATA PROCESSING EXPENSES	525.00	18.00	549.50	104.67 (24.50)
001-5-430-2-6424 TREE CARE	15,500.00	680.68	5,911.44	38.14	9,588.56
001-5-430-2-6426 BUILDING & GROUNDS MAINTENANCE	36,167.00	5,686.15	22,846.81	63.17	13,320.19
001-5-430-2-6432 SERVICE & MAINT AGREEMENTS	1,500.00	0.00	2,742.08	182.81 (1,242.08)
001-5-430-2-6501 CHEMICALS	4,500.00	3,481.33	3,652.33	81.16	847.67
001-5-430-2-6506 OFFICE SUPPLIES	1,000.00	30.65	1,433.88	143.39 (433.88)
001-5-430-2-6598 PETTY CASH & MISCELLANEOUS	50.00	0.00	83.09	166.18 (33.09)
001-5-430-2-6599 MISC SUPPLIES	<u>2,500.00</u>	<u>172.44</u>	<u>2,992.66</u>	<u>119.71 (</u>	<u>492.66)</u>
TOTAL SERVICES AND COMMODITIES	134,924.00	13,495.15	81,774.31	60.61	53,149.69
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<u>CAPITAL OUTLAY</u>					
001-5-430-3-6711 CAPITAL OUTLAY-VEHICLE	24,750.00	0.00	0.00	0.00	24,750.00
001-5-430-3-6713 CAPITAL OUTLAY-BUILDING	157,403.00	14,822.67	136,250.86	86.56	21,152.14
001-5-430-3-6730 CAPITAL OUTLAY-LAND	<u>50,175.00</u>	<u>0.00</u>	<u>36,225.61</u>	<u>72.20</u>	<u>13,949.39</u>
TOTAL CAPITAL OUTLAY	232,328.00	14,822.67	172,476.47	74.24	59,851.53
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TOTAL Parks	520,501.00	38,906.02	368,079.23	70.72	152,421.77

CITY OF ADEL
EXPENDITURES REPORT (UNAUDITED)
AS OF: MAY 31ST, 2024

001-GENERAL FUND

91.67% OF YEAR COMP.

Island Park

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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PERSONAL SERVICES

SERVICES AND COMMODITIES

CITY OF ADEL
EXPENDITURES REPORT (UNAUDITED)
AS OF: MAY 31ST, 2024

001-GENERAL FUND

91.67% OF YEAR COMP.

Cemetery

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET
					BALANCE
<u>PERSONAL SERVICES</u>					
001-5-450-1-6010 FULL TIME WAGES	32,488.00	2,712.42	26,023.64	80.10	6,464.36
001-5-450-1-6030 PART TIME WAGES	10,816.00	287.30	5,097.90	47.13	5,718.10
TOTAL PERSONAL SERVICES	43,304.00	2,999.72	31,121.54	71.87	12,182.46
<u>SERVICES AND COMMODITIES</u>					
001-5-450-2-6331 VEHICLE FUEL-OIL-LUBRICANTS	2,200.00	0.00	0.00	0.00	2,200.00
001-5-450-2-6332 VEHICLE, EQUIP & RADIO MAINT.	2,000.00	26.25	713.40	35.67	1,286.60
001-5-450-2-6419 DATA PROCESSING EXPENSE	11,700.00	1,266.00	12,466.00	106.55 (766.00)
001-5-450-2-6424 TREE CARE	2,100.00	534.60	534.60	25.46	1,565.40
001-5-450-2-6425 CONTRACTED MOWING	8,000.00	2,915.00	7,287.50	91.09	712.50
001-5-450-2-6426 BUILDING & GROUNDS MAINTENANCE	10,200.00	5,920.85	10,897.75	106.84 (697.75)
001-5-450-2-6432 SERVICE & MAINT AGREEMENTS	600.00	801.01	801.01	133.50 (201.01)
001-5-450-2-6440 REFUNDS	700.00	0.00	300.00	42.86	400.00
001-5-450-2-6504 MINOR EQUIPMENT	400.00	0.00	556.77	139.19 (156.77)
001-5-450-2-6599 MISC SUPPLIES	600.00	0.00	540.24	90.04	59.76
TOTAL SERVICES AND COMMODITIES	38,500.00	11,463.71	34,097.27	88.56	4,402.73
TOTAL Cemetery	81,804.00	14,463.43	65,218.81	79.73	16,585.19

CITY OF ADEL
EXPENDITURES REPORT (UNAUDITED)
AS OF: MAY 31ST, 2024

001-GENERAL FUND

91.67% OF YEAR COMP.

Pool

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
PERSONAL SERVICES					
001-5-460-1-6010 FULL TIME WAGES	65,487.00	5,413.48	61,807.04	94.38	3,679.96
001-5-460-1-6011 PART TIME WAGES	104,000.00	728.00	59,524.86	57.24	44,475.14
001-5-460-1-6030 SEASONAL WAGES - CONCESSIONS	20,000.00	146.75	8,070.88	40.35	11,929.12
001-5-460-1-6031 SEASONAL WAGES - ADMISSIONS	20,000.00	158.00	6,105.75	30.53	13,894.25
001-5-460-1-6230 EDUCATION & TRAINING	<u>6,000.00</u>	<u>200.00</u>	<u>1,546.00</u>	<u>25.77</u>	<u>4,454.00</u>
TOTAL PERSONAL SERVICES	215,487.00	6,646.23	137,054.53	63.60	78,432.47
SERVICES AND COMMODITIES					
001-5-460-2-6371 UTILITIES-ELEC,GAS-SANITATION	18,000.00	81.96	14,582.14	81.01	3,417.86
001-5-460-2-6373 TELEPHONE/RADIO	1,800.00	45.27	1,802.93	100.16	(2.93)
001-5-460-2-6402 ADVERTISING & LEGAL PUBLICATIO	400.00	0.00	316.60	79.15	83.40
001-5-460-2-6407 PROFESS FEES-DRS, LAWYERS, ENG	4,000.00	132.00	553.00	13.83	3,447.00
001-5-460-2-6408 INSURANCE-FIRE & AUTO-GENERAL	22,875.00	0.00	7,624.73	33.33	15,250.27
001-5-460-2-6418 SALES TAX	10,500.00	0.00	7,546.64	71.87	2,953.36
001-5-460-2-6426 BUILDING & GROUNDS MAINTENANCE	12,500.00	1,408.20	8,278.53	66.23	4,221.47
001-5-460-2-6432 SERVICE MAINT & AGREEMENTS	8,470.00	2,847.85	8,736.84	103.15	(266.84)
001-5-460-2-6433 TESTING	100.00	0.00	33.50	33.50	66.50
001-5-460-2-6435 INSPECTIONS	650.00	0.00	0.00	0.00	650.00
001-5-460-2-6501 CHEMICALS	12,000.00	4,357.75	11,711.50	97.60	288.50
001-5-460-2-6504 MINOR EQUIPMENT	3,500.00	377.24	1,906.62	54.47	1,593.38
001-5-460-2-6505 CONCESSION SUPPLIES	26,000.00	4,788.96	15,310.16	58.89	10,689.84
001-5-460-2-6599 MISC SUPPLIES	<u>4,000.00</u>	<u>31.01</u>	<u>3,305.43</u>	<u>82.64</u>	<u>694.57</u>
TOTAL SERVICES AND COMMODITIES	124,795.00	14,070.24	81,708.62	65.47	43,086.38
CAPITAL OUTLAY					
001-5-460-3-6712 CAPITAL OUTLAY-BUILDING	<u>83,029.00</u>	<u>0.00</u>	<u>83,029.00</u>	<u>100.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	83,029.00	0.00	83,029.00	100.00	0.00
TOTAL Pool	423,311.00	20,716.47	301,792.15	71.29	121,518.85

CITY OF ADEL
EXPENDITURES REPORT (UNAUDITED)
AS OF: MAY 31ST, 2024

001-GENERAL FUND

91.67% OF YEAR COMP.

Recreation

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
DEPARTMENTAL EXPENDITURES					
PERSONAL SERVICES					
001-5-470-1-6010 FULL TIME WAGES	103,226.00	8,535.70	90,932.52	88.09	12,293.48
001-5-470-1-6020 PART TIME WAGES	17,016.00	1,396.68	11,602.91	68.19	5,413.09
001-5-470-1-6021 OFFICIALS/SCOREKEEPERS WAGES	12,000.00	2,370.00	10,271.25	85.59	1,728.75
001-5-470-1-6210 DUES, MEMBERSHIPS, SUBSCRIPTIO	2,300.00	180.00	980.00	42.61	1,320.00
001-5-470-1-6230 EDUCATION & TRAINING	1,950.00	0.00	300.00	15.38	1,650.00
001-5-470-1-6240 MEETING & TRAVEL	<u>1,550.00</u>	<u>0.00</u>	<u>156.50</u>	<u>10.10</u>	<u>1,393.50</u>
TOTAL PERSONAL SERVICES	138,042.00	12,482.38	114,243.18	82.76	23,798.82
SERVICES AND COMMODITIES					
001-5-470-2-6331 VEHICLE FUEL-OIL-LUBRICANTS	3,000.00	142.36	1,383.01	46.10	1,616.99
001-5-470-2-6332 VEHICLE, EQUIP & RADIO MAINT.	1,000.00	0.00	991.07	99.11	8.93
001-5-470-2-6373 TELEPHONE/RADIO	1,200.00	0.00	816.63	68.05	383.37
001-5-470-2-6402 ADVERTISING & LEGAL PUBLICATIO	12,000.00	0.00	8,864.96	73.87	3,135.04
001-5-470-2-6403 INSURANCE-LIABILITY	3,234.00	0.00	1,077.69	33.32	2,156.31
001-5-470-2-6407 PROFESS FEES-DRS, LAWYERS, ENG	0.00	0.00	57.00	0.00 (57.00)
001-5-470-2-6416 RENTALS	3,500.00	0.00	113.00	3.23	3,387.00
001-5-470-2-6418 SALES TAX	2,000.00	0.00	0.00	0.00	2,000.00
001-5-470-2-6419 DATA PROCESSING EXPENSES	600.00	33.81	509.02	84.84	90.98
001-5-470-2-6426 BUILDING & GROUNDS MAINTENANCE	14,000.00	1,100.00	11,885.09	84.89	2,114.91
001-5-470-2-6432 SERVICE & MAINT AGREEMENTS	3,100.00	27.88	2,823.55	91.08	276.45
001-5-470-2-6436 CONCESSION EXPENSES	4,500.00	1,444.38	3,534.95	78.55	965.05
001-5-470-2-6506 OFFICE SUPPLIES	1,000.00	30.65	1,519.64	151.96 (519.64)
001-5-470-2-6509 YOUTH BASKETBALL	4,200.00	0.00	2,351.72	55.99	1,848.28
001-5-470-2-6510 SPECIAL EVENTS	4,000.00	357.67	2,819.14	70.48	1,180.86
001-5-470-2-6512 ADULT LEAGUE EXPENSE	4,200.00	0.00	1,448.99	34.50	2,751.01
001-5-470-2-6535 FIRST AID SUPPLIES	100.00	0.00	0.00	0.00	100.00
001-5-470-2-6536 BASEBALL EXPENSE	13,500.00	40.00	5,944.71	44.03	7,555.29
001-5-470-2-6537 SOFTBALL EXPENSE	9,000.00	770.38	3,547.08	39.41	5,452.92
001-5-470-2-6539 SOCCER EXPENSE	500.00	0.00	876.64	175.33 (376.64)
001-5-470-2-6541 TENNIS EXPENSE	1,000.00	0.00	0.00	0.00	1,000.00
001-5-470-2-6542 ESPORTS EXPENSE	1,600.00	0.00	0.00	0.00	1,600.00
001-5-470-2-6599 MISC SUPPLIES	<u>10,000.00</u>	<u>1,390.25</u>	<u>7,075.86</u>	<u>70.76</u>	<u>2,924.14</u>
TOTAL SERVICES AND COMMODITIES	97,234.00	5,337.38	57,639.75	59.28	39,594.25
CAPITAL OUTLAY					
001-5-470-3-6711 CAPITAL OUTLAY-VEHICLE	<u>6,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6,000.00</u>
TOTAL CAPITAL OUTLAY	6,000.00	0.00	0.00	0.00	6,000.00

TOTAL Recreation 241,276.00 17,819.76 171,882.93 71.24 69,393.07

CITY OF ADEL
EXPENDITURES REPORT (UNAUDITED)
AS OF: MAY 31ST, 2024

001-GENERAL FUND

91.67% OF YEAR COMP.

Finance

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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PERSONAL SERVICES

001-5-620-1-6010 FULL TIME WAGES	59,838.00	6,207.52	53,372.38	89.19	6,465.62
001-5-620-1-6011 MAYOR AND COUNCIL WAGES	3,135.00	0.00	3,135.00	100.00	0.00
001-5-620-1-6020 PART TIME WAGES	6,578.00	0.00	7,911.45	120.27 (1,333.45)
001-5-620-1-6040 OVERTIME WAGES	1,000.00	0.00	0.00	0.00	1,000.00
001-5-620-1-6210 DUES, MEMBERSHIPS, SUBSCRIPTIO	15,500.00	16.04	10,961.99	70.72	4,538.01
001-5-620-1-6230 EDUCATION & TRAINING	4,000.00	200.00	2,872.02	71.80	1,127.98
001-5-620-1-6240 MEETINGS AND TRAVEL	4,500.00	48.00	1,173.96	26.09	3,326.04
001-5-620-2-6241 CONTRIBUTIONS	<u>19,998.00</u>	<u>0.00</u>	<u>6,653.00</u>	<u>33.27</u>	<u>13,345.00</u>
TOTAL PERSONAL SERVICES	114,549.00	6,471.56	86,079.80	75.15	28,469.20

SERVICES AND COMMODITIES

001-5-620-2-6331 VEHICLE FUEL-OIL-LUBRICANTS	100.00	0.00	0.00	0.00	100.00
001-5-620-2-6332 VEHICLE & EQUIP MAINTENANCE	100.00	0.00	0.00	0.00	100.00
001-5-620-2-6371 UTILITIES-ELEC,GAS-SANITATION	9,000.00	474.62	5,724.97	63.61	3,275.03
001-5-620-2-6373 TELEPHONE/RADIO	4,700.00	221.53	5,155.45	109.69 (455.45)
001-5-620-2-6402 ADVERTISING & LEGAL PUBLICATIO	9,000.00	786.60	9,170.36	101.89 (170.36)
001-5-620-2-6405 COURT & RECORDING FEES	150.00	0.00	27.00	18.00	123.00
001-5-620-2-6407 PROFESS FEES-DRS, LAWYERS, ENG	90,000.00	10,524.87	54,352.09	60.39	35,647.91
001-5-620-2-6409 INSURANCE - PROPERTY	11,136.00	0.00	3,711.69	33.33	7,424.31
001-5-620-2-6419 DATA PROCESSING EXPENSES	10,840.00	2,168.26	5,839.55	53.87	5,000.45
001-5-620-2-6420 ELECTION FEES	2,500.00	0.00	2,867.63	114.71 (367.63)
001-5-620-2-6426 BUILDING & GROUNDS MAINTENANCE	12,000.00	459.02	9,323.94	77.70	2,676.06
001-5-620-2-6432 SERVICE/MAINT AGREEMENTS	9,500.00	5,367.91	8,643.75	90.99	856.25
001-5-620-2-6437 CODIFICATION/MAPS/ZONING UPDAT	3,500.00	0.00	2,589.00	73.97	911.00
001-5-620-2-6438 SPECIAL PROGRAMS (MAIN STREET)	23,000.00	3,651.66	14,163.02	61.58	8,836.98
001-5-620-2-6439 ECONOMIC DEVELOPMENT	10,000.00	0.00	1,748.00	17.48	8,252.00
001-5-620-2-6440 REFUNDS	1,000.00	0.00	5,506.50	550.65 (4,506.50)
001-5-620-2-6490 OTHER PROF SERVICES (TIF)	40,000.00	4,755.83	35,807.50	89.52	4,192.50
001-5-620-2-6506 OFFICE SUPPLIES	4,500.00	30.65	2,106.37	46.81	2,393.63
001-5-620-2-6508 POSTAGE AND SHIPPING	1,000.00	0.00	323.52	32.35	676.48
001-5-620-2-6525 HISTORICAL COMMISSION EXPENSE	26,000.00	200.00	22,704.29	87.32	3,295.71
001-5-620-2-6598 PETTY CASH & MISCELLANEOUS	5,000.00	2,848.34	33,526.57	670.53 (28,526.57)
001-5-620-2-6601 Nile Kinnick Museum Fund	<u>0.00</u>	<u>3,000.00</u>	<u>3,000.00</u>	<u>0.00</u>	<u>(3,000.00)</u>
TOTAL SERVICES AND COMMODITIES	273,026.00	34,489.29	226,291.20	82.88	46,734.80

CAPITAL OUTLAY

001-5-620-3-6713 CAPITAL OUTLAY-BUILDING	<u>60,500.00</u>	<u>0.00</u>	<u>702.77</u>	<u>1.16</u>	<u>59,797.23</u>
TOTAL CAPITAL OUTLAY	60,500.00	0.00	702.77	1.16	59,797.23

TOTAL Finance

448,075.00 40,960.85 313,073.77 69.87 135,001.23

CITY OF ADEL
EXPENDITURES REPORT (UNAUDITED)
AS OF: MAY 31ST, 2024

001-GENERAL FUND

91.67% OF YEAR COMP.

Zoning/Compliance/Permits

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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PERSONAL SERVICES

001-5-630-1-6010 FULL TIME WAGES	79,054.00	3,839.24	43,213.40	54.66	35,840.60
001-5-630-1-6210 DUES, MEMBERSHIPS, SUBSCRIPTIO	400.00	0.00	75.00	18.75	325.00
001-5-630-1-6230 EDUCATION & TRAINING	1,000.00	0.00	335.00	33.50	665.00
001-5-630-1-6240 MEETING AND TRAVEL	200.00	0.00	466.61	233.31	(266.61)
TOTAL PERSONAL SERVICES	80,654.00	3,839.24	44,090.01	54.67	36,563.99

SERVICES AND COMMODITIES

001-5-630-2-6331 VEHICLE FUEL-OIL-LUBRICANTS	1,500.00	107.00	1,263.19	84.21	236.81
001-5-630-2-6332 VEHICLE, EQUIP & RADIO MAINT.	1,000.00	0.00	35.00	3.50	965.00
001-5-630-2-6373 TELEPHONE/RADIO	2,200.00	175.33	2,730.60	124.12	(530.60)
001-5-630-2-6402 ADVERTISING & LEGAL PUBLICATIO	1,400.00	14.40	2,733.79	195.27	(1,333.79)
001-5-630-2-6407 PROFESS FEES-DRS, LAWYERS, ENG	150,000.00	2,283.62	96,612.02	64.41	53,387.98
001-5-630-2-6408 INSURANCE-FIRE & AUTO-GENERAL	2,941.00	0.00	979.68	33.31	1,961.32
001-5-630-2-6419 DATA PROCESSING	1,200.00	23.00	640.50	53.38	559.50
001-5-630-2-6426 BUILDING & GROUNDS MAINTENANCE	0.00	0.00	1,727.57	0.00	(1,727.57)
001-5-630-2-6432 SERVICE & MAINT AGREEMENTS	3,000.00	2,163.88	4,160.69	138.69	(1,160.69)
001-5-630-2-6506 OFFICE SUPPLIES	1,500.00	62.85	1,994.55	132.97	(494.55)
001-5-630-2-6599 MISC SUPPLIES	500.00	0.00	0.00	0.00	500.00
TOTAL SERVICES AND COMMODITIES	165,241.00	4,830.08	112,877.59	68.31	52,363.41

CAPITAL OUTLAY

TOTAL Zoning/Compliance/Permits	245,895.00	8,669.32	156,967.60	63.84	88,927.40
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CITY OF ADEL
EXPENDITURES REPORT (UNAUDITED)
AS OF: MAY 31ST, 2024

001-GENERAL FUND

91.67% OF YEAR COMP.

Internet

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>SERVICES AND COMMODITIES</u>	_____	_____	_____	_____	_____
TOTAL EXPENDITURES	3,908,186.00	275,394.83	3,094,069.41	79.17	814,116.59
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CITY OF ADEL
EXPENDITURES REPORT (UNAUDITED)
AS OF: MAY 31ST, 2024

110-ROAD USE TAX

91.67% OF YEAR COMP.

Road Use Tax

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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PERSONAL SERVICES

110-5-210-1-6010 FULL TIME WAGES	242,899.00	19,501.38	208,808.69	85.97	34,090.31
110-5-210-1-6011 MAYOR & COUNCIL WAGES	3,300.00	0.00	3,300.00	100.00	0.00
110-5-210-1-6020 PART TIME WAGES	1,430.00	0.00	1,719.98	120.28	(289.98)
110-5-210-1-6040 OVERTIME WAGES	2,500.00	273.96	630.64	25.23	1,869.36
110-5-210-1-6110 CITY'S CONTRIBUTION FICA	0.00	1,432.19	1,432.19	0.00	(1,432.19)
110-5-210-1-6120 CITY'S CONTRIBUTION-IPERS	23,207.00	1,866.80	20,637.58	88.93	2,569.42
110-5-210-1-6147 FLEX PLAN TPA	67.00	3.00	44.89	67.00	22.11
110-5-210-1-6150 MEDICAL INSURANCE	54,131.00	4,264.71	44,506.62	82.22	9,624.38
110-5-210-1-6210 DUES, MEMBERSHIPS, SUBSCRIPTIO	4,000.00	0.00	4,501.48	112.54	(501.48)
110-5-210-1-6230 EDUCATION & TRAINING	2,000.00	0.00	1,380.00	69.00	620.00
110-5-210-1-6240 MEETINGS AND TRAVEL	1,000.00	0.00	12.00	1.20	988.00
TOTAL PERSONAL SERVICES	334,534.00	27,342.04	286,974.07	85.78	47,559.93

SERVICES AND COMMODITIES

110-5-210-2-6331 VEHICLE FUEL-OIL-LUBRICANTS	15,000.00	1,526.55	19,077.30	127.18	(4,077.30)
110-5-210-2-6332 VEHICLE, EQUIP & RADIO MAINT.	15,000.00	936.70	21,619.91	144.13	(6,619.91)
110-5-210-2-6371 UTILITIES-ELEC,GAS-SANITATION	11,500.00	517.07	6,253.13	54.38	5,246.87
110-5-210-2-6373 TELEPHONE/RADIO	1,800.00	114.98	3,010.89	167.27	(1,210.89)
110-5-210-2-6402 ADVERTISING LEGAL PUBLICATIO	300.00	0.00	0.00	0.00	300.00
110-5-210-2-6407 PROFESS FEES-DRS, LAWYERS, ENG	10,000.00	1,373.50	18,425.92	184.26	(8,425.92)
110-5-210-2-6415 UNIFORM RENTAL	3,000.00	36.16	275.72	9.19	2,724.28
110-5-210-2-6417 STREET MAINT	80,000.00	788.95	67,992.52	84.99	12,007.48
110-5-210-2-6418 SIGNS	15,000.00	0.00	6,673.01	44.49	8,326.99
110-5-210-2-6419 DATA PROCESSING EXPENSES	2,069.00	656.92	2,338.96	113.05	(269.96)
110-5-210-2-6425 TREE REMOVAL	5,000.00	650.00	3,526.40	70.53	1,473.60
110-5-210-2-6426 BUILDING & GROUNDS MAINTENANCE	20,000.00	0.00	9,213.94	46.07	10,786.06
110-5-210-2-6431 SNOW REMOVAL	55,000.00	0.00	19,368.88	35.22	35,631.12
110-5-210-2-6432 SERVICE & MAINT AGREEMENTS	6,000.00	1,896.89	7,064.87	117.75	(1,064.87)
110-5-210-2-6501 CHEMICALS	1,000.00	0.00	251.82	25.18	748.18
110-5-210-2-6504 MINOR EQUIPMENT	3,000.00	3,245.81	3,456.61	115.22	(456.61)
110-5-210-2-6506 OFFICE SUPPLIES	1,500.00	73.85	1,440.40	96.03	59.60
110-5-210-2-6598 PETTY CASH & MISCELLANEOUS	100.00	0.00	0.00	0.00	100.00
110-5-210-2-6599 MISC SUPPLIES	10,000.00	1,032.15	9,077.22	90.77	922.78
TOTAL SERVICES AND COMMODITIES	255,269.00	12,849.53	199,067.50	77.98	56,201.50

CAPITAL OUTLAY

110-5-210-3-6711 CAPITAL OUTLAY-VEHICLE	149,300.00	0.00	144,860.98	97.03	4,439.02
110-5-210-3-6713 CAPITAL OUTLAY-BUILDING	50,000.00	0.00	7,588.50	15.18	42,411.50

TOTAL CAPITAL OUTLAY	199,300.00	0.00	152,449.48	76.49	46,850.52
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TRANSFERS

110-5-210-5-6911 TRANSFERS OUT	359,323.00	0.00	31,000.00	8.63	328,323.00
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TOTAL TRANSFERS	359,323.00	0.00	31,000.00	8.63	328,323.00
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TOTAL Road Use Tax	1,148,426.00	40,191.57	669,491.05	58.30	478,934.95
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TOTAL EXPENDITURES	1,148,426.00	40,191.57	669,491.05	58.30	478,934.95
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600-WATER UTILITY

91.67% OF YEAR COMP.

Water

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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PERSONAL SERVICES

600-5-810-1-6010 FULL TIME WAGES	334,460.00	26,074.01	264,135.85	78.97	70,324.15
600-5-810-1-6011 MAYOR & COUNCIL WAGES	4,950.00	0.00	4,950.00	100.00	0.00
600-5-810-1-6020 PART TIME WAGES	10,010.00	75.00	12,114.21	121.02 (2,104.21)
600-5-810-1-6040 OVERTIME WAGES	10,500.00	930.38	12,014.32	114.42 (1,514.32)
600-5-810-1-6110 CITY'S CONTRIBUTION FICA	26,592.00	1,974.64	21,624.65	81.32	4,967.35
600-5-810-1-6120 CITY'S CONTRIBUTION-IPERS	32,731.00	2,549.23	27,417.68	83.77	5,313.32
600-5-810-1-6146 FLEX PLAN TPA	98.00	4.50	71.10	72.55	26.90
600-5-810-1-6148 HRA REIMBURSEMENT	17,175.00	1,060.32	14,195.88	82.65	2,979.12
600-5-810-1-6149 HRA PLAN TPA	231.00	16.08	193.48	83.76	37.52
600-5-810-1-6150 MEDICAL INSURANCE	58,813.00	4,652.41	48,552.70	82.55	10,260.30
600-5-810-1-6151 LIFE & DISABILITY INS.	2,726.00	189.66	2,063.01	75.68	662.99
600-5-810-1-6160 WORKMEN'S COMP	3,867.00	2,716.29	2,794.05	72.25	1,072.95
600-5-810-1-6210 DUES, MEMBERSHIPS, SUBSCRIPTIO	4,463.00	0.00	2,249.43	50.40	2,213.57
600-5-810-1-6230 EDUCATION & TRAINING	4,052.00	372.29	5,991.18	147.86 (1,939.18)
600-5-810-1-6240 MEETING & TRAVEL	1,575.00	0.00	346.96	22.03	1,228.04
TOTAL PERSONAL SERVICES	512,243.00	40,614.81	418,714.50	81.74	93,528.50

SERVICES AND COMMODITIES

600-5-810-2-6331 VEHICLE FUEL-OIL-LUBRICANTS	6,300.00	599.67	10,533.82	167.20 (4,233.82)
600-5-810-2-6332 VEHICLE, EQUIP & RADIO MAINT.	4,255.00	677.02	2,547.86	59.88	1,707.14
600-5-810-2-6371 UTILITIES-ELEC,GAS-SANITATION	90,000.00	5,352.28	65,595.67	72.88	24,404.33
600-5-810-2-6373 TELEPHONE/RADIO	5,000.00	454.54	4,854.95	97.10	145.05
600-5-810-2-6398 USDA #3 SHORT-LIVED ASSET RES	0.00	0.00	17,085.33	0.00 (17,085.33)
600-5-810-2-6402 ADVERTISING & LEGAL PUBLICATIO	3,675.00	544.20	3,298.53	89.76	376.47
600-5-810-2-6407 PROFESS-FEES-DRS, LAWYERS, ENG	30,000.00	2,935.64	57,706.74	192.36 (27,706.74)
600-5-810-2-6408 INSURANCE-FIRE & AUTO-GENERAL	93,926.00	0.00	31,308.27	33.33	62,617.73
600-5-810-2-6415 UNIFORM RENTAL	2,200.00	36.16	275.72	12.53	1,924.28
600-5-810-2-6419 DATA PROCESSING EXPENSES	12,911.00	779.46	4,287.82	33.21	8,623.18
600-5-810-2-6420 WET TAX	115,000.00	7,357.71	101,698.33	88.43	13,301.67
600-5-810-2-6426 BUILDING & GROUNDS MAINTENANCE	9,390.00	2,426.80	4,568.60	48.65	4,821.40
600-5-810-2-6427 WELLS MAINT	30,000.00	457.00	2,100.10	7.00	27,899.90
600-5-810-2-6428 PLANT MAINTENANCE	25,000.00	175.97	14,986.31	59.95	10,013.69
600-5-810-2-6429 DISTRIBUTION/ LINE MAINT	40,000.00	1,322.50	35,504.28	88.76	4,495.72
600-5-810-2-6432 SERVICE/MAINT AGREEMENTS	34,650.00	12,130.15	59,187.36	170.81 (24,537.36)
600-5-810-2-6433 TESTING	21,000.00	985.15	12,721.10	60.58	8,278.90
600-5-810-2-6440 REFUNDS	200.00	0.00	0.00	0.00	200.00
600-5-810-2-6501 CHEMICALS	47,250.00	0.00	21,394.33	45.28	25,855.67
600-5-810-2-6504 MINOR EQUIPMENT	15,793.00	0.00	1,592.81	10.09	14,200.19
600-5-810-2-6506 OFFICE SUPPLIES	4,000.00	30.65	1,554.26	38.86	2,445.74
600-5-810-2-6511 PLANT SUPPLIES - METERS	31,500.00	16,914.59	60,522.81	192.14 (29,022.81)
600-5-810-2-6599 MISC SUPPLIES	14,347.00	155.47	3,559.81	24.81	10,787.19
TOTAL SERVICES AND COMMODITIES	636,397.00	53,334.96	516,884.81	81.22	119,512.19

CITY OF ADEL
EXPENDITURES REPORT (UNAUDITED)
AS OF: MAY 31ST, 2024

600-WATER UTILITY

91.67% OF YEAR COMP.

Water

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CAPITAL OUTLAY</u>					
600-5-810-3-6711 CAPITAL OUTLAY-VEHICLE	19,000.00	0.00	11,393.98	59.97	7,606.02
600-5-810-3-6713 CAPITAL OUTLAY-BUILDING	60,000.00	0.00	0.00	0.00	60,000.00
TOTAL CAPITAL OUTLAY	79,000.00	0.00	11,393.98	14.42	67,606.02
<u>DEBT SERVICE</u>					
600-5-810-4-6864 USDA #3 - PRINCIPAL	588,284.00	28,167.37	314,423.21	53.45	273,860.79
600-5-810-4-6865 USDA #3 - INTEREST	0.00	15,410.63	164,934.79	0.00	(164,934.79)
600-5-810-4-6866 USDA #6 - PRINCIPAL	153,276.00	7,569.46	82,789.18	54.01	70,486.82
600-5-810-4-6867 USDA #6 - INTEREST	0.00	5,203.54	57,713.82	0.00	(57,713.82)
TOTAL DEBT SERVICE	741,560.00	56,351.00	619,861.00	83.59	121,699.00
<u>TRANSFERS</u>					
TOTAL Water	1,969,200.00	150,300.77	1,566,854.29	79.57	402,345.71
TOTAL EXPENDITURES	1,969,200.00	150,300.77	1,566,854.29	79.57	402,345.71
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CITY OF ADEL
EXPENDITURES REPORT (UNAUDITED)
AS OF: MAY 31ST, 2024

610-SEWER UTILITY FUND

91.67% OF YEAR COMP.

Sewer

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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PERSONAL SERVICES

610-5-815-1-6010 FULL TIME WAGES	369,969.00	29,563.18	301,171.88	81.40	68,797.12
610-5-815-1-6011 MAYOR & COUNCIL WAGES	4,950.00	0.00	4,950.00	100.00	0.00
610-5-815-1-6020 PART TIME WAGES	10,296.00	75.00	12,458.15	121.00 (2,162.15)
610-5-815-1-6040 OVERTIME WAGES	10,000.00	271.64	2,546.99	25.47	7,453.01
610-5-815-1-6110 CITY'S CONTRIBUTION FICA	29,330.00	2,178.24	23,616.98	80.52	5,713.02
610-5-815-1-6120 CITY'S CONTRIBUTION-IPERS	36,110.00	2,816.42	30,052.60	83.23	6,057.40
610-5-815-1-6146 FLEX PLAN TPA	135.00	6.30	94.44	69.96	40.56
610-5-815-1-6148 HRA REIMBURSEMENT	19,250.00	944.67	16,118.85	83.73	3,131.15
610-5-815-1-6149 HRA PLAN TPA	258.00	17.42	204.02	79.08	53.98
610-5-815-1-6150 MEDICAL INSURANCE	63,961.00	5,040.11	52,628.79	82.28	11,332.21
610-5-815-1-6151 LIFE & DISABILITY INS.	3,011.00	218.84	2,380.38	79.06	630.62
610-5-815-1-6160 WORKMEN'S COMP	3,831.00	2,716.29	2,794.05	72.93	1,036.95
610-5-815-1-6210 DUES, MEMBERSHIPS, SUBSCRIPTIO	5,250.00	0.00	3,073.48	58.54	2,176.52
610-5-815-1-6230 EDUCATION & TRAINING	3,675.00	135.00	3,147.62	85.65	527.38
610-5-815-1-6240 MEETING & TRAVEL	1,824.00	0.00	784.03	42.98	1,039.97
TOTAL PERSONAL SERVICES	561,850.00	43,983.11	456,022.26	81.16	105,827.74

SERVICES AND COMMODITIES

610-5-815-2-6331 VEHICLE FUEL-OIL-LUBRICANTS	6,300.00	496.25	9,775.72	155.17 (3,475.72)
610-5-815-2-6332 VEHICLE, EQUIP & RADIO MAINT.	5,250.00	898.04	8,608.70	163.98 (3,358.70)
610-5-815-2-6371 UTILITIES-ELEC,GAS-SANITATION	100,000.00	3,004.05	29,640.78	29.64	70,359.22
610-5-815-2-6373 TELEPHONE/RADIO	2,625.00	190.01	3,722.65	141.82 (1,097.65)
610-5-815-2-6377 L.P. GAS	525.00	0.00	608.74	115.95 (83.74)
610-5-815-2-6399 USDA #5 SHORT-LIVED ASSET RES	0.00	0.00	5,217.19	0.00 (5,217.19)
610-5-815-2-6402 ADVERTISING & LEGAL PUBLICATIO	3,675.00	285.00	3,039.32	82.70	635.68
610-5-815-2-6407 PROFESS FEES-DRS, LAWYERS, ENG	10,000.00	7,723.61	20,820.14	208.20 (10,820.14)
610-5-815-2-6408 INSURANCE-FIRE & AUTO-GENERAL	81,669.00	0.00	27,222.79	33.33	54,446.21
610-5-815-2-6415 UNIFORM RENTAL	2,200.00	36.16	275.72	12.53	1,924.28
610-5-815-2-6418 SALES TAX	10,000.00	896.06	10,000.67	100.01 (0.67)
610-5-815-2-6419 DATA PROCESSING EXPENSES	12,386.00	762.46	4,028.89	32.53	8,357.11
610-5-815-2-6426 BUILDING & GROUNDS MAINTENANCE	7,875.00	0.00	10,140.95	128.77 (2,265.95)
610-5-815-2-6428 PLANT MAINTENANCE	18,113.00	112.45	15,696.40	86.66	2,416.60
610-5-815-2-6429 DISTRIBUTION/ LINE MAINT	36,750.00	3,593.79	38,875.20	105.78 (2,125.20)
610-5-815-2-6432 SERVICE/MAINT AGREEMENTS	52,500.00	9,462.19	37,954.23	72.29	14,545.77
610-5-815-2-6433 TESTING	30,388.00	5,790.67	23,771.93	78.23	6,616.07
610-5-815-2-6501 CHEMICALS	0.00	579.41	579.41	0.00 (579.41)
610-5-815-2-6504 MINOR EQUIPMENT	8,501.00	0.00	5,652.31	66.49	2,848.69
610-5-815-2-6506 OFFICE SUPPLIES	1,575.00	30.65	2,350.38	149.23 (775.38)
610-5-815-2-6511 PLANT SUPPLIES - METERS	30,388.00	1,861.69	43,247.42	142.32 (12,859.42)
610-5-815-2-6599 MISC SUPPLIES	8,820.00	243.76	7,755.31	87.93	1,064.69
TOTAL SERVICES AND COMMODITIES	429,540.00	35,966.25	308,984.85	71.93	120,555.15

CITY OF ADEL
EXPENDITURES REPORT (UNAUDITED)
AS OF: MAY 31ST, 2024

610-SEWER UTILITY FUND

91.67% OF YEAR COMP.

Sewer

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CAPITAL OUTLAY</u>					
610-5-815-3-6711 CAPITAL OUTLAY-VEHICLE	15,300.00	0.00	11,393.98	74.47	3,906.02
610-5-815-3-6713 CAPITAL OUTLAY-BUILDING	10,790.00	0.00	0.00	0.00	10,790.00
610-5-815-3-6780 CAPITAL IMP-SEWER UPGRADE	204,900.00	0.00	202,826.05	98.99	2,073.95
TOTAL CAPITAL OUTLAY	230,990.00	0.00	214,220.03	92.74	16,769.97
<u>DEBT SERVICE</u>					
610-5-815-4-6862 USDA #1 - PRINCIPAL	42,288.00	1,793.62	19,566.50	46.27	22,721.50
610-5-815-4-6863 USDA #1 - INTEREST	0.00	1,730.38	27,403.46	0.00 (27,403.46)
610-5-815-4-6866 USDA #4 - PRINCIPAL	210,228.00	9,394.82	102,593.89	48.80	107,634.11
610-5-815-4-6867 USDA #4 - INTEREST	0.00	8,124.18	81,909.15	0.00 (81,909.15)
610-5-815-4-6868 USDA #5 - PRINCIPAL	387,372.00	18,458.58	201,804.30	52.10	185,567.70
610-5-815-4-6869 USDA #5 - INTEREST	0.00	13,822.42	153,286.70	0.00 (153,286.70)
TOTAL DEBT SERVICE	639,888.00	53,324.00	586,564.00	91.67	53,324.00
<u>TRANSFERS</u>					
610-5-815-5-6910 TRANSFERS OUT - SEWER	5,972.00	0.00	7,299.38	122.23 (1,327.38)
TOTAL TRANSFERS	5,972.00	0.00	7,299.38	122.23 (1,327.38)
TOTAL Sewer	1,868,240.00	133,273.36	1,573,090.52	84.20	295,149.48
TOTAL EXPENDITURES	1,868,240.00	133,273.36	1,573,090.52	84.20	295,149.48
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CITY OF ADEL
EXPENDITURES REPORT (UNAUDITED)
AS OF: MAY 31ST, 2024

615-STORM WATER UTILITY

91.67% OF YEAR COMP.

STORM WATER UTILITY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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PERSONAL SERVICES

615-5-820-1-6010 FULL TIME WAGES	23,594.00	1,983.17	21,165.96	89.71	2,428.04
615-5-820-1-6011 MAYOR & COUNCIL WAGES	165.00	0.00	165.00	100.00	0.00
615-5-820-1-6020 PART TIME WAGES	286.00	0.00	343.97	120.27 (57.97)
615-5-820-1-6110 CITY'S CONTRIBUTION FICA	1,835.00	143.36	1,578.14	86.00	256.86
615-5-820-1-6120 CITY'S CONTRIBUTION IPERS	2,262.00	187.18	1,989.18	87.94	272.82
615-5-820-1-6146 FLEX PLAN TPA	6.00	0.29	4.63	77.17	1.37
615-5-820-1-6148 HRA REIMBURSEMENT	1,575.00	71.20	809.82	51.42	765.18
615-5-820-1-6149 HRA PLAN TPA	22.00	1.35	15.91	72.32	6.09
615-5-820-1-6150 MEDICAL AND DENTAL INSURANCE	5,753.00	387.70	4,046.06	70.33	1,706.94
615-5-820-1-6151 LIFE & DISABILITY INS	198.00	14.59	158.67	80.14	39.33
615-5-820-1-6160 WORK COMP INSURANCE	627.00	301.81	310.45	49.51	316.55
615-5-820-1-6210 DUES, MEMBERSHIPS & SUBSCRIPTI	3,150.00	0.00	3,073.48	97.57	76.52
615-5-820-1-6230 EDUCATION & TRAINING	579.00	0.00	0.00	0.00	579.00
TOTAL PERSONAL SERVICES	40,052.00	3,090.65	33,661.27	84.04	6,390.73

SERVICES AND COMMODITIES

615-5-820-2-6331 VEHICLE FUEL, OIL & LUBRICANTS	4,725.00	0.00	2,001.92	42.37	2,723.08
615-5-820-2-6332 VEHICLE EQUIP & RADIO MAINT	4,200.00	677.03	3,006.71	71.59	1,193.29
615-5-820-2-6373 TELEPHONE / RADIO	750.00	114.97	958.12	127.75 (208.12)
615-5-820-2-6407 PROFESSIONAL FEES	10,500.00	70.29	2,278.65	21.70	8,221.35
615-5-820-2-6408 INSURANCE	2,436.00	0.00	811.58	33.32	1,624.42
615-5-820-2-6417 STREET SWEEPING	5,106.00	0.00	1,100.07	21.54	4,005.93
615-5-820-2-6419 DATA PROCESSING EXPENSES	4,725.00	0.00	1,181.66	25.01	3,543.34
615-5-820-2-6426 BUILDING & GROUNDS MAINTENANCE	525.00	0.00	0.00	0.00	525.00
615-5-820-2-6429 LINE MAINTENANCE	10,500.00	3,295.27	5,662.93	53.93	4,837.07
615-5-820-2-6432 SERVICE & MAINT AGREEMENTS	17,850.00	0.00	10,286.50	57.63	7,563.50
615-5-820-2-6501 CHEMICALS	525.00	0.00	0.00	0.00	525.00
615-5-820-2-6504 MINOR EQUIPMENT	3,159.00	0.00	0.00	0.00	3,159.00
615-5-820-2-6506 OFFICE SUPPLIES	525.00	0.00	0.00	0.00	525.00
615-5-820-2-6511 SWU INTAKE REPAIRS	21,000.00	0.00	15,997.00	76.18	5,003.00
615-5-820-2-6599 MISCELLANEOUS	8,659.00	0.00	172.07	1.99	8,486.93
TOTAL SERVICES AND COMMODITIES	95,185.00	4,157.56	43,457.21	45.66	51,727.79

CAPITAL OUTLAY

615-5-820-3-6711 CAPITAL OUTLAY-VEHICLE/EQUIP	23,650.00	0.00	11,393.98	48.18	12,256.02
TOTAL CAPITAL OUTLAY	23,650.00	0.00	11,393.98	48.18	12,256.02

DEBT SERVICE

615-5-820-4-6803 USDA #2 - PRINCIPAL	118,920.00	2,480.80	27,062.88	22.76	91,857.12
615-5-820-4-6858 USDA #2 - INTEREST	0.00	2,474.20	27,442.12	0.00 (27,442.12)
TOTAL DEBT SERVICE	118,920.00	4,955.00	54,505.00	45.83	64,415.00

615-STORM WATER UTILITY

91.67% OF YEAR COMP.

STORM WATER UTILITY

DEPARTMENTAL EXPENDITURES

CURRENT CURRENT YEAR TO DATE % OF BUDGET
BUDGET PERIOD ACTUAL BUDGET BALANCETRANSFERS

TOTAL STORM WATER UTILITY 277,807.00 12,203.21 143,017.46 51.48 134,789.54

TOTAL EXPENDITURES 277,807.00 12,203.21 143,017.46 51.48 134,789.54

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
911 Custom	5/30/24	BADGE GOLD X 2	GENERAL FUND	Police Department	296.00
				TOTAL:	296.00
ACCO	5/30/24	CALCIUM FLAKES	GENERAL FUND	Pool	287.50
				TOTAL:	287.50
ADT Security Services	6/06/24	MONITORING @ MUSEUM	GENERAL FUND	Museum	89.77
				TOTAL:	89.77
ASSURITY LIFE INSURANCE COMPANY	5/20/24	PY - ASSURITY PRE TAX	GENERAL FUND	NON-DEPARTMENTAL	20.22
	6/05/24	PY - ASSURITY PRE TAX	GENERAL FUND	NON-DEPARTMENTAL	20.22
	5/20/24	PY - ASSURITY AFTER TAX	GENERAL FUND	NON-DEPARTMENTAL	32.09
	6/05/24	PY - ASSURITY AFTER TAX	GENERAL FUND	NON-DEPARTMENTAL	32.09
	5/20/24	PY - ASSURITY AFTER TAX	SEWER UTILITY FUND	NON-DEPARTMENTAL	4.62
	6/05/24	PY - ASSURITY AFTER TAX	SEWER UTILITY FUND	NON-DEPARTMENTAL	4.62
				TOTAL:	113.86
Adel Tire & Service	5/30/24	BATTERY & TIRE REPAIR	ROAD USE TAX	Road Use Tax	215.00
				TOTAL:	215.00
Ahlers & Cooney, P.C.	5/31/24	PROF SERVICES	GENERAL FUND	Parks	224.94
	5/31/24	PROF SERVICES	GENERAL FUND	Finance	1,321.46
	5/31/24	PROF SERVICES	GENERAL FUND	Zoning/Compliance/Perm	1,458.78
	5/31/24	PROF SERVICES	WATER UTILITY	Water	773.20
	5/31/24	PROF SERVICES	STORM WATER UTILIT	STORM WATER UTILITY	70.29
				TOTAL:	3,848.67
Alley Auto Sales	5/30/24	OIL & FILTER SRVC #5	GENERAL FUND	Police Department	54.95
	5/30/24	OIL & FILTER #4	GENERAL FUND	Police Department	54.95
				TOTAL:	109.90
Amazon	6/06/24	OFFICE SUPPLIES	GENERAL FUND	Library	733.20
	6/06/24	BOOKS & MOVIES	GENERAL FUND	Library	51.55
	6/06/24	SEWER SUPPLIES	SEWER UTILITY FUND	Sewer	100.94
	6/06/24	SEWER SUPPLIES	SEWER UTILITY FUND	Sewer	23.88
				TOTAL:	909.57
American Express	5/31/24	May '24 Bank and CC Fees	GENERAL FUND	Finance	21.00
				TOTAL:	21.00
American Marking Inc	5/30/24	VEHICLEGRAPHICS	GENERAL FUND	Police Department	168.00
				TOTAL:	168.00
American Red Cross	6/06/24	LIFEGUARD RE-CERT	GENERAL FUND	Pool	230.00
				TOTAL:	230.00
American Underground Supply	6/06/24	SUPPLIES FOR CONCRETE PROJ	GENERAL FUND	Finance	718.13
				TOTAL:	718.13
Arnold Motor Supply	5/30/24	APRIL 2024 PURCHASES	ROAD USE TAX	Road Use Tax	172.82
				TOTAL:	172.82
Atlantic Bottling Co.	5/30/24	BEVERAGES @ POOL	GENERAL FUND	Pool	816.16
				TOTAL:	816.16
Aubrey Scieszninski	5/30/24	SOFTBALL UMPIRE 5/17 & 5/2	GENERAL FUND	Recreation	90.00

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	90.00
Authentic Gateway	5/31/24	May '24 Bank and CC Fees	GENERAL FUND	Recreation	12.25
				TOTAL:	12.25
Baldon Hardware	5/30/24	WTR APR 2024 PURCHASE	WATER UTILITY	Water	11.87
	5/30/24	SWR APRIL 2024 PURCHASES	SEWER UTILITY FUND	Sewer	112.45
				TOTAL:	124.32
BankCard	5/31/24	May '24 Bank and CC Fees	GENERAL FUND	Recreation	1,180.00
				TOTAL:	1,180.00
Base	5/31/24	May '24 HRA & Flex Reim	TRUST AND AGENCY	General Government	7,263.44
	5/31/24	May '24 HRA & Flex Reim	TRUST AND AGENCY	General Government	124.99
	5/31/24	May '24 HRA & Flex Reim	TRUST AND AGENCY	General Government	607.67
	5/31/24	May '24 HRA & Flex Reim	WATER UTILITY	Water	1,060.32
	5/31/24	May '24 HRA & Flex Reim	SEWER UTILITY FUND	Sewer	944.67
	5/31/24	May '24 HRA & Flex Reim	STORM WATER UTILIT	STORM WATER UTILITY	71.20
				TOTAL:	10,072.29
Basepoint Building Automations	5/30/24	EXT DOOR REPAIR	GENERAL FUND	Library	225.00
	6/06/24	DOOR REPAIR	GENERAL FUND	Library	287.50
				TOTAL:	512.50
Batteries Plus Bulbs #045	6/06/24	BULBS @ CH & SHOP	GENERAL FUND	Finance	257.00
	6/06/24	BULBS @ CH & SHOP	ROAD USE TAX	Road Use Tax	107.51
	5/30/24	BATTERY H20 PLANT	WATER UTILITY	Water	8.98
				TOTAL:	373.49
Bound Tree Medical	5/31/24	FIRST AID BAG & SUPPLIES	FIRE TRUCKS	Fire Trucks	512.88
				TOTAL:	512.88
C & C Lawn Services, LLC	5/30/24	FERTILIZATION OF CITY GROU	GENERAL FUND	Parks	4,475.00
	5/30/24	FERTILIZATION OF CITY GROU	GENERAL FUND	Cemetery	1,270.00
	5/30/24	CEMETERY MOWING	GENERAL FUND	Cemetery	1,457.50
	5/30/24	FERTILIZATION OF CITY GROU	GENERAL FUND	Recreation	954.00
				TOTAL:	8,156.50
CAMS	6/06/24	JUNE 2024 WTP CLEANING	WATER UTILITY	Water	500.00
				TOTAL:	500.00
CITY OF ADEL (FLEX SPENDING ACCOUNTS)	5/20/24	PY-FLEX SPENDING W/H	GENERAL FUND	NON-DEPARTMENTAL	129.71
	6/05/24	PY-FLEX SPENDING W/H	GENERAL FUND	NON-DEPARTMENTAL	129.71
	5/20/24	PY-DCAP W/H	GENERAL FUND	NON-DEPARTMENTAL	64.76
	6/05/24	PY-DCAP W/H	GENERAL FUND	NON-DEPARTMENTAL	64.76
	5/20/24	PY-FLEX SPENDING W/H	ROAD USE TAX	NON-DEPARTMENTAL	23.05
	6/05/24	PY-FLEX SPENDING W/H	ROAD USE TAX	NON-DEPARTMENTAL	23.05
	5/20/24	PY-DCAP W/H	ROAD USE TAX	NON-DEPARTMENTAL	20.80
	6/05/24	PY-DCAP W/H	ROAD USE TAX	NON-DEPARTMENTAL	20.80
	5/20/24	PY-FLEX SPENDING W/H	WATER UTILITY	NON-DEPARTMENTAL	32.80
	6/05/24	PY-FLEX SPENDING W/H	WATER UTILITY	NON-DEPARTMENTAL	32.80
	5/20/24	PY-DCAP W/H	WATER UTILITY	NON-DEPARTMENTAL	31.20
	6/05/24	PY-DCAP W/H	WATER UTILITY	NON-DEPARTMENTAL	31.20
	5/20/24	PY-FLEX SPENDING W/H	SEWER UTILITY FUND	NON-DEPARTMENTAL	57.48
	6/05/24	PY-FLEX SPENDING W/H	SEWER UTILITY FUND	NON-DEPARTMENTAL	57.48
	5/20/24	PY-DCAP W/H	SEWER UTILITY FUND	NON-DEPARTMENTAL	31.20

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	6/05/24	PY-DCAP W/H	SEWER UTILITY FUND	NON-DEPARTMENTAL	31.20
	5/20/24	PY-FLEX SPENDING W/H	STORM WATER UTILIT	NON-DEPARTMENTAL	2.46
	6/05/24	PY-FLEX SPENDING W/H	STORM WATER UTILIT	NON-DEPARTMENTAL	2.46
	5/20/24	PY-DCAP W/H	STORM WATER UTILIT	NON-DEPARTMENTAL	1.04
	6/05/24	PY-DCAP W/H	STORM WATER UTILIT	NON-DEPARTMENTAL	1.04
				TOTAL:	789.00
Calhoun Communication Inc	5/30/24	AMI EQUIP & LABOR INSTAL	WATER UTILITY	Water	15,052.90
				TOTAL:	15,052.90
Camden Wilson	5/30/24	SOFTBALL UMPIRE 5/20 & 5/2	GENERAL FUND	Recreation	90.00
				TOTAL:	90.00
Capital City Equipment Co	5/30/24	EXHAUST COVER & TUNE UP KI	GENERAL FUND	Parks	87.42
				TOTAL:	87.42
CenturyLink	6/06/24	TELEPHONE SRVC 5/19-6/18	WATER UTILITY	Water	70.46
				TOTAL:	70.46
City of Adel	5/23/24	Pool Start up Bank	GENERAL FUND	Pool	500.00
				TOTAL:	500.00
Cole Darling	5/30/24	SOFTBALL UMPIRE 5/7 & 5/24	GENERAL FUND	Recreation	90.00
				TOTAL:	90.00
Collections Services Center	5/20/24	CHILD SUPPORT W/H	ROAD USE TAX	NON-DEPARTMENTAL	206.10
	6/05/24	CHILD SUPPORT W/H	ROAD USE TAX	NON-DEPARTMENTAL	206.10
	5/20/24	CHILD SUPPORT W/H	STORM WATER UTILIT	NON-DEPARTMENTAL	22.90
	6/05/24	CHILD SUPPORT W/H	STORM WATER UTILIT	NON-DEPARTMENTAL	22.90
				TOTAL:	458.00
Core & Main LP	5/30/24	HYDRANT REPAIR KIT	WATER UTILITY	Water	1,322.50
				TOTAL:	1,322.50
Core-Mark Midcontinent, Inc.	5/30/24	FOOD @ POOL	GENERAL FUND	Pool	3,472.80
	6/06/24	CONCESSION SUPPLIES @ POOL	GENERAL FUND	Pool	702.45
				TOTAL:	4,175.25
Crexendo	6/06/24	PHONE SYS LEASING	GENERAL FUND	Library	220.15
				TOTAL:	220.15
Crossroads AG	5/31/24	GRASS SEED & SQUARE BALE S	GENERAL FUND	Cemetery	145.75
				TOTAL:	145.75
Culligan	6/06/24	WATER COOLER	GENERAL FUND	Library	48.14
				TOTAL:	48.14
DE Solution	6/06/24	LAMINATOR REPAIR & MAINT	GENERAL FUND	Library	530.00
				TOTAL:	530.00
DJ Services LLC	5/30/24	PUMP SAND FILTER	GENERAL FUND	Pool	445.00
	6/06/24	JETTING & CAMERA SUNSET CI	STORM WATER UTILIT	STORM WATER UTILITY	585.00
				TOTAL:	1,030.00
Dallas County Treasurer	6/06/24	DOT FEE FOR PARKING TICKET	GENERAL FUND	Police Department	5.00
				TOTAL:	5.00

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
Delta Dental Plan of Iowa	5/20/24	PY-INSURANCE PREMIUM DELTA GENERAL FUND		NON-DEPARTMENTAL	197.17
	6/05/24	PY-INSURANCE PREMIUM DELTA GENERAL FUND		NON-DEPARTMENTAL	203.40
	5/20/24	PY-INSURANCE PREMIUM DELTA ROAD USE TAX		NON-DEPARTMENTAL	23.99
	6/05/24	PY-INSURANCE PREMIUM DELTA ROAD USE TAX		NON-DEPARTMENTAL	23.99
	5/30/24	JUNE 2024 DENTAL & VISION ROAD USE TAX		Road Use Tax	291.94
	5/30/24	JUNE 2024 DENTAL & VISION TRUST AND AGENCY		General Government	1,672.02
	5/20/24	PY-INSURANCE PREMIUM DELTA WATER UTILITY		NON-DEPARTMENTAL	29.06
	6/05/24	PY-INSURANCE PREMIUM DELTA WATER UTILITY		NON-DEPARTMENTAL	29.06
	5/30/24	JUNE 2024 DENTAL & VISION WATER UTILITY	Water		318.48
	5/20/24	PY-INSURANCE PREMIUM DELTA SEWER UTILITY FUND	NON-DEPARTMENTAL		21.66
	6/05/24	PY-INSURANCE PREMIUM DELTA SEWER UTILITY FUND	NON-DEPARTMENTAL		21.66
	5/30/24	JUNE 2024 DENTAL & VISION SEWER UTILITY FUND	Sewer		345.02
	5/20/24	PY-INSURANCE PREMIUM DELTA STORM WATER UTILIT	NON-DEPARTMENTAL		2.75
	6/05/24	PY-INSURANCE PREMIUM DELTA STORM WATER UTILIT	NON-DEPARTMENTAL		2.75
	5/30/24	JUNE 2024 DENTAL & VISION STORM WATER UTILIT	STORM WATER UTILITY		26.54
				TOTAL:	3,209.49
Delta Dental of Iowa (Vision)	5/20/24	PY-INSURANCE PREMIUM VISIO GENERAL FUND		NON-DEPARTMENTAL	15.75
	6/05/24	PY-INSURANCE PREMIUM VISIO GENERAL FUND		NON-DEPARTMENTAL	16.62
	5/20/24	PY-INSURANCE PREMIUM VISIO ROAD USE TAX		NON-DEPARTMENTAL	2.07
	6/05/24	PY-INSURANCE PREMIUM VISIO ROAD USE TAX		NON-DEPARTMENTAL	2.07
	5/20/24	PY-INSURANCE PREMIUM VISIO WATER UTILITY		NON-DEPARTMENTAL	3.10
	6/05/24	PY-INSURANCE PREMIUM VISIO WATER UTILITY		NON-DEPARTMENTAL	3.10
	5/20/24	PY-INSURANCE PREMIUM VISIO SEWER UTILITY FUND	NON-DEPARTMENTAL		2.49
	6/05/24	PY-INSURANCE PREMIUM VISIO SEWER UTILITY FUND	NON-DEPARTMENTAL		2.49
	5/20/24	PY-INSURANCE PREMIUM VISIO STORM WATER UTILIT	NON-DEPARTMENTAL		0.24
	6/05/24	PY-INSURANCE PREMIUM VISIO STORM WATER UTILIT	NON-DEPARTMENTAL		0.24
				TOTAL:	48.17
Demco	5/30/24	SUMMER READING SUPPLIES	GENERAL FUND	Library	55.19
				TOTAL:	55.19
Devin Gelhaar	5/30/24	SOFTBALL UMPIRE 5/16,5/20&	GENERAL FUND	Recreation	135.00
				TOTAL:	135.00
Dr. Anthony Tatman	5/30/24	CRITICAL HIRE PROFILE REPO	GENERAL FUND	Police Department	50.00
				TOTAL:	50.00
Electric Pump & Tool Inc	5/30/24	WELL 2 SRVC	WATER UTILITY	Water	457.00
				TOTAL:	457.00
Environmental Resource Associates	6/06/24	TEST SPLIT SAMPLES	SEWER UTILITY FUND	Sewer	253.35
				TOTAL:	253.35
Ferguson Waterworks #2516	5/30/24	METERS	WATER UTILITY	Water	1,861.69
	5/30/24	METERS	SEWER UTILITY FUND	Sewer	1,861.69
				TOTAL:	3,723.38
Galls	5/30/24	POLO & STITCHING	GENERAL FUND	Police Department	289.20
				TOTAL:	289.20
Grayson Sutter	5/30/24	SOFTBALL UMPIRE 5/14 & 5/2	GENERAL FUND	Recreation	90.00
				TOTAL:	90.00
Grimes Asphalt	6/06/24	COLD MIX PATCH	ROAD USE TAX	Road Use Tax	931.55
				TOTAL:	931.55

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
Hayden Schneider	5/30/24	SOFTBALL UMPIRE 5/7,5/16 & GENERAL FUND		Recreation	135.00
				TOTAL:	135.00
Herberger Construction Co., Inc.	5/21/24	N 15TH ST BRIDGE PAY APP 2 N 15TH ST BRIDGE R CAPITAL PROJECTS			47,925.99
				TOTAL:	47,925.99
House Works	5/30/24	JANITORIAL	GENERAL FUND	Library	1,060.00
	6/06/24	JANITORIAL SERVICE	GENERAL FUND	Library	1,165.00
				TOTAL:	2,225.00
IOWA RETIREMENT INVESTORS' CLUB (RIC)	5/20/24	RIC PRETAX CONTRIBUTION	GENERAL FUND	NON-DEPARTMENTAL	166.50
	6/05/24	RIC PRETAX CONTRIBUTION	GENERAL FUND	NON-DEPARTMENTAL	166.50
	5/20/24	RIC ROTH CONTRIBUTION	GENERAL FUND	NON-DEPARTMENTAL	282.08
	6/05/24	RIC ROTH CONTRIBUTION	GENERAL FUND	NON-DEPARTMENTAL	282.08
	5/20/24	RIC PRETAX CONTRIBUTION	ROAD USE TAX	NON-DEPARTMENTAL	70.00
	6/05/24	RIC PRETAX CONTRIBUTION	ROAD USE TAX	NON-DEPARTMENTAL	70.00
	5/20/24	RIC ROTH CONTRIBUTION	ROAD USE TAX	NON-DEPARTMENTAL	191.67
	6/05/24	RIC ROTH CONTRIBUTION	ROAD USE TAX	NON-DEPARTMENTAL	191.67
	5/20/24	RIC PRETAX CONTRIBUTION	WATER UTILITY	NON-DEPARTMENTAL	105.00
	6/05/24	RIC PRETAX CONTRIBUTION	WATER UTILITY	NON-DEPARTMENTAL	105.00
	5/20/24	RIC ROTH CONTRIBUTION	WATER UTILITY	NON-DEPARTMENTAL	287.50
	6/05/24	RIC ROTH CONTRIBUTION	WATER UTILITY	NON-DEPARTMENTAL	287.50
	5/20/24	RIC PRETAX CONTRIBUTION	SEWER UTILITY FUND	NON-DEPARTMENTAL	105.00
	6/05/24	RIC PRETAX CONTRIBUTION	SEWER UTILITY FUND	NON-DEPARTMENTAL	105.00
	5/20/24	RIC ROTH CONTRIBUTION	SEWER UTILITY FUND	NON-DEPARTMENTAL	287.50
	6/05/24	RIC ROTH CONTRIBUTION	SEWER UTILITY FUND	NON-DEPARTMENTAL	287.50
	5/20/24	RIC ROTH % CONTRIBUTION	SEWER UTILITY FUND	NON-DEPARTMENTAL	371.24
	6/05/24	RIC ROTH % CONTRIBUTION	SEWER UTILITY FUND	NON-DEPARTMENTAL	420.11
	5/20/24	RIC PRETAX CONTRIBUTION	STORM WATER UTILIT	NON-DEPARTMENTAL	3.50
	6/05/24	RIC PRETAX CONTRIBUTION	STORM WATER UTILIT	NON-DEPARTMENTAL	3.50
	5/20/24	RIC ROTH CONTRIBUTION	STORM WATER UTILIT	NON-DEPARTMENTAL	9.58
	6/05/24	RIC ROTH CONTRIBUTION	STORM WATER UTILIT	NON-DEPARTMENTAL	9.58
				TOTAL:	3,808.01
IPERS	5/20/24	PY-IPERS REG	GENERAL FUND	NON-DEPARTMENTAL	2,028.24
	6/05/24	PY-IPERS REG	GENERAL FUND	NON-DEPARTMENTAL	1,840.63
	5/20/24	PY-POLICE IPERS	GENERAL FUND	NON-DEPARTMENTAL	1,967.99
	6/05/24	PY-POLICE IPERS	GENERAL FUND	NON-DEPARTMENTAL	2,068.98
	5/20/24	PY-IPERS REG	ROAD USE TAX	NON-DEPARTMENTAL	630.57
	6/05/24	PY-IPERS REG	ROAD USE TAX	NON-DEPARTMENTAL	613.34
	5/20/24	PY-IPERS REG	ROAD USE TAX	Road Use Tax	946.34
	6/05/24	PY-IPERS REG	ROAD USE TAX	Road Use Tax	920.48
	5/20/24	PY-IPERS REG	TRUST AND AGENCY	General Government	3,043.99
	6/05/24	PY-IPERS REG	TRUST AND AGENCY	General Government	2,974.26
	5/20/24	PY-POLICE IPERS	TRUST AND AGENCY	General Government	2,950.41
	6/05/24	PY-POLICE IPERS	TRUST AND AGENCY	General Government	3,101.81
	5/20/24	PY-IPERS REG	WATER UTILITY	NON-DEPARTMENTAL	849.79
	6/05/24	PY-IPERS REG	WATER UTILITY	NON-DEPARTMENTAL	852.59
	5/20/24	PY-IPERS REG	WATER UTILITY	Water	1,275.37
	6/05/24	PY-IPERS REG	WATER UTILITY	Water	1,279.57
	5/20/24	PY-IPERS REG	SEWER UTILITY FUND	NON-DEPARTMENTAL	939.52
	6/05/24	PY-IPERS REG	SEWER UTILITY FUND	NON-DEPARTMENTAL	966.32
	5/20/24	PY-IPERS REG	SEWER UTILITY FUND	Sewer	1,410.02
	6/05/24	PY-IPERS REG	SEWER UTILITY FUND	Sewer	1,450.23
	5/20/24	PY-IPERS REG	STORM WATER UTILIT	NON-DEPARTMENTAL	63.32
	6/05/24	PY-IPERS REG	STORM WATER UTILIT	NON-DEPARTMENTAL	61.40

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	5/20/24	PY-IPERS REG	STORM WATER UTILIT	STORM WATER UTILITY	95.03
	6/05/24	PY-IPERS REG	STORM WATER UTILIT	STORM WATER UTILITY	92.16
				TOTAL:	32,422.36
Infomax Office Systems Inc	5/30/24	COPIER LEASE	GENERAL FUND	Library	125.47
				TOTAL:	125.47
Ingram Library Services	6/06/24	BOOKS	GENERAL FUND	Library	1,834.53
				TOTAL:	1,834.53
Iowa Law Enforcement Academy	5/30/24	OFFICER INVESTIGATION	GENERAL FUND	Police Department	30.00
				TOTAL:	30.00
Iowa Municipalities Workers' Compensat	5/31/24	WORK COMP PREM FY24-25	TRUST AND AGENCY	General Government	24,446.61
	5/31/24	WORK COMP PREM FY24-25	WATER UTILITY	Water	2,716.29
	5/31/24	WORK COMP PREM FY24-25	SEWER UTILITY FUND	Sewer	2,716.29
	5/31/24	WORK COMP PREM FY24-25	STORM WATER UTILIT	STORM WATER UTILITY	301.81
				TOTAL:	30,181.00
Iowa One Call	5/30/24	APRIL 2024 LOCATES	WATER UTILITY	Water	118.00
				TOTAL:	118.00
Jackson Brancheau	5/30/24	SOFTBALL UMPIRE 5/10	GENERAL FUND	Recreation	45.00
				TOTAL:	45.00
Johnson Controls	5/30/24	DEPOSIT- NEW ALARM SYSTEM	GENERAL FUND	Library	570.00
				TOTAL:	570.00
Kanopy Inc	6/06/24	EMOVIES	GENERAL FUND	Library	58.00
				TOTAL:	58.00
Keystone Laboratories, Inc.	5/30/24	JAN, FEB 2024 MONTHLY TEST	WATER UTILITY	Water	191.75
	6/06/24	MAY 2024 MONTHLY TESTING	WATER UTILITY	Water	358.00
	5/30/24	JAN, FEB 2024 MONTHLY TEST	SEWER UTILITY FUND	Sewer	3,197.75
	6/06/24	MAY 2024 MONTHLY TESTING	SEWER UTILITY FUND	Sewer	1,754.00
				TOTAL:	5,501.50
Knight Building Company	5/31/24	DEPOSIT FOR MUSEUM DOOR WO	GENERAL FUND	Finance	3,000.00
				TOTAL:	3,000.00
Linda Johnson	6/06/24	MAY 2024 CLEANING	GENERAL FUND	Police Department	450.00
	6/06/24	MAY 2024 CLEANING	GENERAL FUND	Museum	54.00
	6/06/24	MAY 2024 CLEANING	GENERAL FUND	Finance	450.00
				TOTAL:	954.00
Logoed Apparel & Promotions	5/30/24	C. WADDINGTON CLOTHING ALL	GENERAL FUND	Parks	94.76
	5/30/24	T. SARTORI CLOTHING ALLOWAN	GENERAL FUND	Parks	36.20
	5/30/24	J. ZIKA CLOTHING ALLOWANCE	ROAD USE TAX	Road Use Tax	107.63
	5/30/24	E. KASAP CLOTHING ALLOWANCE	ROAD USE TAX	Road Use Tax	103.16
	5/30/24	K. OVERTON CLOTHING ALLOWAN	ROAD USE TAX	Road Use Tax	81.60
	5/30/24	C. WERTS CLOTHING ALLOWANC	ROAD USE TAX	Road Use Tax	346.96
	5/30/24	NEW EE CLOTHING ALLOWANCE	WATER UTILITY	Water	95.40
				TOTAL:	865.71
MacQueen Equipment	5/30/24	POWER SUPPLIES	SEWER UTILITY FUND	Sewer	579.41
				TOTAL:	579.41

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
Manatts Inc.	5/30/24	900 BRYAN CONCRETE	SEWER UTILITY FUND	Sewer	1,288.00
	5/30/24	CONCRETE FOR STORM SWR	STORM WATER UTILIT	STORM WATER UTILITY	241.00
				TOTAL:	1,529.00
Martin Marietta Materials	6/06/24	ROCK FOR BIN & MEADOW	ROAD USE TAX	Road Use Tax	3,399.73
				TOTAL:	3,399.73
McCalley Tech Services	5/30/24	NEW OOFICE PC SET UP & PA	GENERAL FUND	Library	665.00
				TOTAL:	665.00
Mediacom	6/06/24	INTERNET/PHONE SRV	GENERAL FUND	Library	170.90
	6/06/24	INTERNET/PHONE SRV	GENERAL FUND	Library	315.50
	6/06/24	INTERNET/PHONE SRV	GENERAL FUND	Pool	45.27
	6/06/24	INTERNET/PHONE SRV	ROAD USE TAX	Road Use Tax	114.97
	5/30/24	SRVC @ WTP	WATER UTILITY	Water	304.06
	6/06/24	INTERNET/PHONE SRV	STORM WATER UTILIT	STORM WATER UTILITY	114.98
				TOTAL:	1,065.68
Menards	6/06/24	NEW SHOP SUPPLIES	GENERAL FUND	Parks	205.11
				TOTAL:	205.11
Mid-Iowa Solid Waste Equipment Co., In	5/30/24	ROLLER CHAINS	SEWER UTILITY FUND	Sewer	709.43
	5/30/24	SKID 12 INCH	SEWER UTILITY FUND	Sewer	169.22
				TOTAL:	878.65
Motorola Solutions Inc	5/30/24	RADIO & SRVC	GENERAL FUND	Police Department	2,208.46
				TOTAL:	2,208.46
National Recreation & Park Association	5/30/24	NRPA MEMBERSHIP FY 25	GENERAL FUND	Recreation	180.00
				TOTAL:	180.00
Olivia Osborn	5/30/24	WALL ART TEEN SPACE	GENERAL FUND	Library	100.00
				TOTAL:	100.00
PRINCIPAL LIFE INSURANCE CO - SBD GRAN	5/20/24	PY - PRINCIPAL VOLUNTARY L	GENERAL FUND	NON-DEPARTMENTAL	225.04
	6/05/24	PY - PRINCIPAL VOLUNTARY L	GENERAL FUND	NON-DEPARTMENTAL	225.04
	5/20/24	PY - PRINCIPAL VOLUNTARY L	ROAD USE TAX	NON-DEPARTMENTAL	8.07
	6/05/24	PY - PRINCIPAL VOLUNTARY L	ROAD USE TAX	NON-DEPARTMENTAL	8.07
	5/30/24	JUNE 24 LIFE & DISABILITITY	TRUST AND AGENCY	General Government	1,035.85
	5/20/24	PY - PRINCIPAL VOLUNTARY L	WATER UTILITY	NON-DEPARTMENTAL	11.29
	6/05/24	PY - PRINCIPAL VOLUNTARY L	WATER UTILITY	NON-DEPARTMENTAL	11.29
	5/30/24	JUNE 24 LIFE & DISABILITITY	WATER UTILITY	Water	189.66
	5/20/24	PY - PRINCIPAL VOLUNTARY L	SEWER UTILITY FUND	NON-DEPARTMENTAL	26.99
	6/05/24	PY - PRINCIPAL VOLUNTARY L	SEWER UTILITY FUND	NON-DEPARTMENTAL	26.99
	5/30/24	JUNE 24 LIFE & DISABILITITY	SEWER UTILITY FUND	Sewer	218.84
	5/20/24	PY - PRINCIPAL VOLUNTARY L	STORM WATER UTILIT	NON-DEPARTMENTAL	0.79
	6/05/24	PY - PRINCIPAL VOLUNTARY L	STORM WATER UTILIT	NON-DEPARTMENTAL	0.79
	5/30/24	JUNE 24 LIFE & DISABILITITY	STORM WATER UTILIT	STORM WATER UTILITY	14.59
				TOTAL:	2,003.30
People's Bank	5/20/24	PY-STATE W/H	GENERAL FUND	NON-DEPARTMENTAL	2,207.59
	6/05/24	PY-STATE W/H	GENERAL FUND	NON-DEPARTMENTAL	2,410.59
	5/31/24	May '24 Bank and CC Fees	GENERAL FUND	Finance	44.40
	5/31/24	May '24 Bank and CC Fees	GENERAL FUND	Finance	20.00
	5/20/24	PY-STATE W/H	ROAD USE TAX	NON-DEPARTMENTAL	346.38
	6/05/24	PY-STATE W/H	ROAD USE TAX	NON-DEPARTMENTAL	331.08

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	5/20/24	PY-STATE W/H	WATER UTILITY	NON-DEPARTMENTAL	501.28
	6/05/24	PY-STATE W/H	WATER UTILITY	NON-DEPARTMENTAL	504.28
	5/20/24	PY-STATE W/H	SEWER UTILITY FUND	NON-DEPARTMENTAL	627.11
	6/05/24	PY-STATE W/H	SEWER UTILITY FUND	NON-DEPARTMENTAL	650.11
	5/20/24	PY-STATE W/H	STORM WATER UTILIT	NON-DEPARTMENTAL	33.64
	6/05/24	PY-STATE W/H	STORM WATER UTILIT	NON-DEPARTMENTAL	31.94
				TOTAL:	7,708.40
Peoples Trust & Savings	5/20/24	PY-W/H FED TAXES	GENERAL FUND	NON-DEPARTMENTAL	3,882.24
	6/05/24	PY-W/H FED TAXES	GENERAL FUND	NON-DEPARTMENTAL	4,367.28
	5/20/24	PY-FICA W/H & MATCH	GENERAL FUND	NON-DEPARTMENTAL	3,914.78
	6/05/24	PY-FICA W/H & MATCH	GENERAL FUND	NON-DEPARTMENTAL	4,928.59
	5/20/24	PY-MC W/H & MATCH	GENERAL FUND	NON-DEPARTMENTAL	915.59
	6/05/24	PY-MC W/H & MATCH	GENERAL FUND	NON-DEPARTMENTAL	1,152.69
	5/20/24	PY-W/H FED TAXES	ROAD USE TAX	NON-DEPARTMENTAL	959.27
	6/05/24	PY-W/H FED TAXES	ROAD USE TAX	NON-DEPARTMENTAL	902.80
	5/20/24	PY-FICA W/H & MATCH	ROAD USE TAX	NON-DEPARTMENTAL	588.86
	6/05/24	PY-FICA W/H & MATCH	ROAD USE TAX	NON-DEPARTMENTAL	571.87
	5/20/24	PY-MC W/H & MATCH	ROAD USE TAX	NON-DEPARTMENTAL	137.70
	6/05/24	PY-MC W/H & MATCH	ROAD USE TAX	NON-DEPARTMENTAL	133.73
	5/20/24	PY-FICA W/H & MATCH	ROAD USE TAX	Road Use Tax	588.87
	6/05/24	PY-FICA W/H & MATCH	ROAD USE TAX	Road Use Tax	571.88
	5/20/24	PY-MC W/H & MATCH	ROAD USE TAX	Road Use Tax	137.71
	6/05/24	PY-MC W/H & MATCH	ROAD USE TAX	Road Use Tax	133.74
	5/20/24	PY-FICA W/H & MATCH	TRUST AND AGENCY	General Government	3,914.80
	6/05/24	PY-FICA W/H & MATCH	TRUST AND AGENCY	General Government	4,928.61
	5/20/24	PY-MC W/H & MATCH	TRUST AND AGENCY	General Government	915.58
	6/05/24	PY-MC W/H & MATCH	TRUST AND AGENCY	General Government	1,152.68
	5/20/24	PY-W/H FED TAXES	WATER UTILITY	NON-DEPARTMENTAL	1,307.29
	6/05/24	PY-W/H FED TAXES	WATER UTILITY	NON-DEPARTMENTAL	1,301.23
	5/20/24	PY-FICA W/H & MATCH	WATER UTILITY	NON-DEPARTMENTAL	798.34
	6/05/24	PY-FICA W/H & MATCH	WATER UTILITY	NON-DEPARTMENTAL	805.76
	5/20/24	PY-MC W/H & MATCH	WATER UTILITY	NON-DEPARTMENTAL	186.71
	6/05/24	PY-MC W/H & MATCH	WATER UTILITY	NON-DEPARTMENTAL	188.45
	5/20/24	PY-FICA W/H & MATCH	WATER UTILITY	Water	798.34
	6/05/24	PY-FICA W/H & MATCH	WATER UTILITY	Water	805.76
	5/20/24	PY-MC W/H & MATCH	WATER UTILITY	Water	186.71
	6/05/24	PY-MC W/H & MATCH	WATER UTILITY	Water	188.45
	5/20/24	PY-W/H FED TAXES	SEWER UTILITY FUND	NON-DEPARTMENTAL	1,574.14
	6/05/24	PY-W/H FED TAXES	SEWER UTILITY FUND	NON-DEPARTMENTAL	1,616.15
	5/20/24	PY-FICA W/H & MATCH	SEWER UTILITY FUND	NON-DEPARTMENTAL	881.55
	6/05/24	PY-FICA W/H & MATCH	SEWER UTILITY FUND	NON-DEPARTMENTAL	912.61
	5/20/24	PY-MC W/H & MATCH	SEWER UTILITY FUND	NON-DEPARTMENTAL	206.18
	6/05/24	PY-MC W/H & MATCH	SEWER UTILITY FUND	NON-DEPARTMENTAL	213.44
	5/20/24	PY-FICA W/H & MATCH	SEWER UTILITY FUND	Sewer	881.55
	6/05/24	PY-FICA W/H & MATCH	SEWER UTILITY FUND	Sewer	912.61
	5/20/24	PY-MC W/H & MATCH	SEWER UTILITY FUND	Sewer	206.18
	6/05/24	PY-MC W/H & MATCH	SEWER UTILITY FUND	Sewer	213.44
	5/20/24	PY-W/H FED TAXES	STORM WATER UTILIT	NON-DEPARTMENTAL	89.08
	6/05/24	PY-W/H FED TAXES	STORM WATER UTILIT	NON-DEPARTMENTAL	82.80
	5/20/24	PY-FICA W/H & MATCH	STORM WATER UTILIT	NON-DEPARTMENTAL	59.08
	6/05/24	PY-FICA W/H & MATCH	STORM WATER UTILIT	NON-DEPARTMENTAL	57.19
	5/20/24	PY-MC W/H & MATCH	STORM WATER UTILIT	NON-DEPARTMENTAL	13.81
	6/05/24	PY-MC W/H & MATCH	STORM WATER UTILIT	NON-DEPARTMENTAL	13.37
	5/20/24	PY-FICA W/H & MATCH	STORM WATER UTILIT	STORM WATER UTILITY	59.05
	6/05/24	PY-FICA W/H & MATCH	STORM WATER UTILIT	STORM WATER UTILITY	57.16

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	5/20/24	PY-MC W/H & MATCH	STORM WATER UTILIT	STORM WATER UTILITY	13.81
	6/05/24	PY-MC W/H & MATCH	STORM WATER UTILIT	STORM WATER UTILITY	13.37
			TOTAL:		49,442.88
PowerPlan	5/30/24	KENT TAMPER- JD MINI	ROAD USE TAX	Road Use Tax	2,480.00
	6/06/24	OIL FILTER FOR ROAD GRADE	ROAD USE TAX	Road Use Tax	465.32
			TOTAL:		2,945.32
Rachel Crawford	6/06/24	FACE PAINTER SR PROGRAM	FRIENDS/FOUNDATION	Library	63.46
			TOTAL:		63.46
Ricoh USA, Inc.	5/30/24	PD COPIER LEASE 5/29-6/28	GENERAL FUND	Police Department	131.42
	5/30/24	COPIER RENT 6/8-7/7	GENERAL FUND	Recreation	27.88
	5/30/24	COPIER RENT 6/8-7/7	GENERAL FUND	Finance	27.88
	5/30/24	COPIER RENT 6/8-7/7	GENERAL FUND	Zoning/Compliance/Perm	27.87
	5/30/24	COPIER RENT 6/8-7/7	ROAD USE TAX	Road Use Tax	27.88
	5/30/24	COPIER RENT 6/8-7/7	WATER UTILITY	Water	27.88
	5/30/24	COPIER RENT 6/8-7/7	SEWER UTILITY FUND	Sewer	27.88
			TOTAL:		298.69
Road Husky Trailer Co. LLC	6/06/24	TRAILER CABLE	ROAD USE TAX	Road Use Tax	15.63
	6/06/24	FUSE & CONNECTOR FOR TRAIL	SEWER UTILITY FUND	Sewer	142.21
	6/06/24	6 WIRE CABLE	SEWER UTILITY FUND	Sewer	180.00
			TOTAL:		337.84
Rob Sand, Auditor of State	5/30/24	FILING FEE	GENERAL FUND	Finance	375.00
	5/30/24	FILING FEE	ROAD USE TAX	Road Use Tax	62.50
	5/30/24	FILING FEE	WATER UTILITY	Water	93.75
	5/30/24	FILING FEE	SEWER UTILITY FUND	Sewer	93.75
			TOTAL:		625.00
Roof, Gerdes, Erlbacher, PLC	5/30/24	SRVC RELATED FIN AUDIT 202	GENERAL FUND	Finance	7,470.00
	5/30/24	SRVC RELATED FIN AUDIT 202	ROAD USE TAX	Road Use Tax	1,245.00
	5/30/24	SRVC RELATED FIN AUDIT 202	WATER UTILITY	Water	1,867.50
	5/30/24	SRVC RELATED FIN AUDIT 202	SEWER UTILITY FUND	Sewer	1,867.50
			TOTAL:		12,450.00
SCI Communication	5/30/24	KEY FOB-MAIN BOARD	WATER UTILITY	Water	2,226.80
			TOTAL:		2,226.80
Siteone Landscape Supply LLC	5/30/24	SEED STARTER & FERTILIZER	GENERAL FUND	Parks	129.98
	5/30/24	SEED STARTER & FERTILIZER	GENERAL FUND	Cemetery	284.41
			TOTAL:		414.39
Staples Advantage	6/06/24	MAY 2023 PURCHASES	GENERAL FUND	Parks	21.19
	6/06/24	MAY 2023 PURCHASES	GENERAL FUND	Recreation	21.19
	6/06/24	MAY 2023 PURCHASES	GENERAL FUND	Finance	21.19
	6/06/24	MAY 2023 PURCHASES	GENERAL FUND	Zoning/Compliance/Perm	21.19
	6/06/24	MAY 2023 PURCHASES	ROAD USE TAX	Road Use Tax	21.18
	6/06/24	MAY 2023 PURCHASES	WATER UTILITY	Water	21.18
	6/06/24	MAY 2023 PURCHASES	SEWER UTILITY FUND	Sewer	21.18
			TOTAL:		148.30
Temporary Vendo BRICK STREET MOTOR	5/30/24	GRANT REIMBURSEMENT	GENERAL FUND	Finance	4,755.83
			TOTAL:		4,755.83

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
The Sherwin Williams Company	5/30/24	PAINT BRUSH	GENERAL FUND	Parks	49.99
				TOTAL:	49.99
Tiger Tire	5/31/24	TIRE REPAIR	GENERAL FUND	Cemetery	26.25
				TOTAL:	26.25
Treasurer State of Iowa - Sales Tax	5/20/24	SALES TAX	GENERAL FUND	Parks	1,137.15
	5/20/24	WET TAX	WATER UTILITY	Water	4,357.71
	5/20/24	SALE TAX- ERROR	WATER UTILITY	Water	3,000.00
	5/20/24	SALES TAX	SEWER UTILITY FUND	Sewer	896.06
				TOTAL:	9,390.92
Trophies Plus	5/30/24	TROPHIES-PWRWHEEL NATIONAL	GENERAL FUND	Recreation	357.67
				TOTAL:	357.67
Tyler Technologies, Inc.	5/30/24	2025 INCODE RENEWAL 8%	GENERAL FUND	Cemetery	801.01
	5/30/24	2025 INCODE RENEWAL 20%	GENERAL FUND	Finance	5,340.03
	5/31/24	May '24 Bank and CC Fees	GENERAL FUND	Finance	2,699.59
	5/30/24	2025 INCODE RENEWAL 8%	GENERAL FUND	Zoning/Compliance/Perm	2,136.01
	5/30/24	2025 INCODE RENEWAL 7%	ROAD USE TAX	Road Use Tax	1,869.01
	5/30/24	2025 INCODE RENEWAL 31%	WATER UTILITY	Water	8,277.05
	5/30/24	2025 INCODE RENEWAL 31%	SEWER UTILITY FUND	Sewer	8,277.05
				TOTAL:	29,399.75
UMB Bank, N.A.	5/30/24	2017 BOND PMT	DEBT SERVICE	Debt Service	311,900.00
	5/30/24	2019 BOND PMT	DEBT SERVICE	Debt Service	458,327.50
				TOTAL:	770,227.50
US Cellular	5/30/24	WIFI HOTSPOT DATA	GENERAL FUND	Library	197.90
				TOTAL:	197.90
USA Blue Book	5/30/24	TESTING & MISC SUPPLIES	WATER UTILITY	Water	651.15
	5/30/24	TESTING & MISC SUPPLIES	WATER UTILITY	Water	48.20
	5/30/24	TESTING	SEWER UTILITY FUND	Sewer	38.45
	5/30/24	TESTING SUPPLIES	SEWER UTILITY FUND	Sewer	897.57
	5/30/24	TESTING SUPPLIES	SEWER UTILITY FUND	Sewer	169.90
	6/06/24	HOSE FITTING	SEWER UTILITY FUND	Sewer	76.19
				TOTAL:	1,881.46
USDA Rural Development	5/31/24	USDA #3 Pmt (\$7,000,000)	WATER UTILITY	Water	12,065.71
	5/31/24	USDA #3 Pmt (\$7,000,000)	WATER UTILITY	Water	6,064.29
	5/31/24	USDA #3 Pmt (\$9,603,000)	WATER UTILITY	Water	16,101.66
	5/31/24	USDA #3 Pmt (\$9,603,000)	WATER UTILITY	Water	9,346.34
	5/31/24	USDA #6 Pmt (\$4,713,000)	WATER UTILITY	Water	7,569.46
	5/31/24	USDA #6 Pmt (\$4,713,000)	WATER UTILITY	Water	5,203.54
	5/31/24	USDA #4 Pmt	SEWER UTILITY FUND	Sewer	9,394.82
	5/31/24	USDA #4 Pmt	SEWER UTILITY FUND	Sewer	8,124.18
	5/31/24	USDA #1 Pmt	SEWER UTILITY FUND	Sewer	1,793.62
	5/31/24	USDA #1 Pmt	SEWER UTILITY FUND	Sewer	1,730.38
	5/31/24	USDA #5 Pmt (\$785,000)	SEWER UTILITY FUND	Sewer	1,326.34
	5/31/24	USDA #5 Pmt (\$785,000)	SEWER UTILITY FUND	Sewer	707.66
	5/31/24	USDA #5 Pmt (\$1,000,000)	SEWER UTILITY FUND	Sewer	1,574.60
	5/31/24	USDA #5 Pmt (\$1,000,000)	SEWER UTILITY FUND	Sewer	1,205.40
	5/31/24	USDA #5 Pmt (\$9,880,000)	SEWER UTILITY FUND	Sewer	15,557.64
	5/31/24	USDA #5 Pmt (\$9,880,000)	SEWER UTILITY FUND	Sewer	11,909.36
	5/31/24	USDA #2 Pmt	STORM WATER UTILIT	STORM WATER UTILITY	2,480.80

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	5/31/24	USDA #2 Pmt	STORM WATER UTILIT	STORM WATER UTILITY	2,474.20
				TOTAL:	114,630.00
Umpire 1	6/06/24	UMPIRE GAME 6/6	GENERAL FUND	Recreation	65.00
	6/06/24	UMPIRE GAME 6/6	GENERAL FUND	Recreation	65.00
	6/06/24	UMPIRE GAME 6/6	GENERAL FUND	Recreation	65.00
				TOTAL:	195.00
Unplugged Wireless Communication LLC	5/30/24	PROGRAMMING & WIRELESS MIC	GENERAL FUND	Police Department	421.00
	6/06/24	SIREN BATTERY	GENERAL FUND	Police Department	1,760.00
				TOTAL:	2,181.00
Verizon Wireless	6/06/24	EMERGENCY ALARM 4/26-5/25	GENERAL FUND	Police Department	7.02
	5/31/24	IPAD DATA 4/20-5/19	GENERAL FUND	Fire Department	80.02
	5/30/24	SRVC 4/16-5/15	WATER UTILITY	Water	40.01
	5/30/24	SRVC 4/16-5/15	SEWER UTILITY FUND	Sewer	40.01
				TOTAL:	167.06
Visa	5/30/24	ADODE @ PD	GENERAL FUND	Police Department	13.03
	5/30/24	VERIZON- CELL SRVC	GENERAL FUND	Police Department	508.64
	5/30/24	ZERO SOLUTION	GENERAL FUND	Police Department	399.92
	5/30/24	WIRETAP-PHONE	GENERAL FUND	Police Department	80.47
	5/30/24	CTK GROUP- TRAINING	GENERAL FUND	Police Department	500.00
	5/30/24	MICROSOFT SERVICES	GENERAL FUND	Police Department	322.00
	5/30/24	FLEETFARM- SUPPLIES 102	GENERAL FUND	Fire Department	118.87
	5/30/24	AMAZON- MESH & BATT CHARGE	GENERAL FUND	Fire Department	181.89
	5/30/24	AMAZON- MESH & BATT CHARGE	GENERAL FUND	Fire Department	42.75
	5/30/24	ADEL BOAT & RV- RENTAL	GENERAL FUND	Fire Department	107.17
	5/30/24	MICROSOFT SERVICES	GENERAL FUND	Library	128.23
	5/30/24	FACEBOOK-BOOSTING	GENERAL FUND	Library	10.94
	5/30/24	SCHEDULE BASE-	GENERAL FUND	Library	10.00
	5/30/24	USPS- ILL POSTAGE	GENERAL FUND	Library	9.24
	5/30/24	CALIBRI- BOOK COVERS	GENERAL FUND	Library	105.21
	5/30/24	AMAZON- TIRE RPR & AED TRA	GENERAL FUND	Parks	359.90
	5/30/24	USPS- POSTAGE	GENERAL FUND	Parks	8.73
	5/30/24	USPS- POSTAGE	GENERAL FUND	Parks	16.10
	5/30/24	MICROSOFT SERVICES	GENERAL FUND	Parks	18.00
	5/30/24	DALLAS CO DATA	GENERAL FUND	Parks	200.00
	5/30/24	MICROSOFT SERVICES	GENERAL FUND	Cemetery	6.00
	5/30/24	CITY OF CLIVE- LIFEGUARD C	GENERAL FUND	Pool	200.00
	5/30/24	AMAZON- TIRE RPR & AED TRA	GENERAL FUND	Pool	369.24
	5/30/24	BRITTIAN AUTO PARTS	GENERAL FUND	Pool	4.27
	5/30/24	TRUE VALUE	GENERAL FUND	Pool	53.49
	5/30/24	LOWES- LAWN CHAIR	GENERAL FUND	Pool	903.34
	5/30/24	DON WHITE- SRVC	GENERAL FUND	Pool	130.38
	5/30/24	DALLAS CO DATA	GENERAL FUND	Pool	99.99
	5/30/24	SAMS- CONCESSION SUPPLIES	GENERAL FUND	Recreation	304.70
	5/30/24	MICROSOFT SERVICES	GENERAL FUND	Recreation	33.81
	5/30/24	ONDECKSPORTS- BATTING MATS	GENERAL FUND	Recreation	770.38
	5/30/24	SAMS CONCESSION SUPPLIES	GENERAL FUND	Recreation	882.66
	5/30/24	MAXIE- MEAL @ MEETING	GENERAL FUND	Finance	16.00
	5/30/24	BACKGROUND CHECK	GENERAL FUND	Finance	60.00
	5/30/24	2024 PRESERVATION CONF	GENERAL FUND	Finance	200.00
	5/30/24	LA FAMILIA MEAL @ MEETING	GENERAL FUND	Finance	16.00
	5/30/24	MICROSOFT SERVICES	GENERAL FUND	Finance	158.10
	5/30/24	DIGITAL DES MOINES REG COP	GENERAL FUND	Finance	16.04

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	5/30/24	ISU EVEN- PROF CONF	GENERAL FUND	Finance	200.00
	5/30/24	WIRETAP- PHONE	GENERAL FUND	Finance	131.69
	5/30/24	MICROSOFT SERVICES	GENERAL FUND	Zoning/Compliance/Perm	23.00
	5/30/24	USPS- POSTAGE	GENERAL FUND	Zoning/Compliance/Perm	32.20
	5/30/24	MICROSOFT SERVICES	ROAD USE TAX	Road Use Tax	35.00
	5/30/24	TRACTOR SUPPLIES	ROAD USE TAX	Road Use Tax	24.60
	5/30/24	MICROSOFT SERVICES	WATER UTILITY	Water	52.00
	5/30/24	IA DNR- TEST FEE	WATER UTILITY	Water	32.29
	5/30/24	WPY- WTR CONF	WATER UTILITY	Water	340.00
	5/30/24	MICROSOFT SERVICES	SEWER UTILITY FUND	Sewer	35.00
	5/30/24	KIRKWOOD- CONT ED	SEWER UTILITY FUND	Sewer	135.00
	5/30/24	SIR- ALARM	SEWER UTILITY FUND	Sewer	32.03
	5/30/24	DALLAS CO DATA	SEWER UTILITY FUND	Sewer	109.99
	5/30/24	AMAZON- PROGAMMING SUPPLIE	FRIENDS/FOUNDATION	Library	166.63
				TOTAL:	8,714.92
Waldinger Corp	5/30/24	SERVICE CALL	GENERAL FUND	Library	266.00
				TOTAL:	266.00
Waste Solutions of IA	5/30/24	PORT A POT RENTAL	GENERAL FUND	Recreation	146.00
				TOTAL:	146.00
Waukee Power Equipment	5/31/24	SPARK PLUGS, AIR & FUEL FI	GENERAL FUND	Parks	164.66
				TOTAL:	164.66
Webspec Design	6/06/24	JUNE 24 WEBHOSTING	GENERAL FUND	Finance	66.67
	6/06/24	JUNE 24 WEBHOSTING	WATER UTILITY	Water	66.66
	6/06/24	JUNE 24 WEBHOSTING	SEWER UTILITY FUND	Sewer	66.67
				TOTAL:	200.00
Wellmark/BCBS of Iowa	5/20/24	PY-INSURANCE PREMIUM BCBS	GENERAL FUND	NON-DEPARTMENTAL	2,609.85
	6/05/24	PY-INSURANCE PREMIUM BCBS	GENERAL FUND	NON-DEPARTMENTAL	2,705.61
	5/20/24	PY-INSURANCE PREMIUM BCBS	ROAD USE TAX	NON-DEPARTMENTAL	387.23
	6/05/24	PY-INSURANCE PREMIUM BCBS	ROAD USE TAX	NON-DEPARTMENTAL	387.23
	5/30/24	JUNE 2024 PREMIUMS	ROAD USE TAX	Road Use Tax	3,972.77
	5/30/24	JUNE 2024 PREMIUMS	TRUST AND AGENCY	General Government	22,753.11
	5/20/24	PY-INSURANCE PREMIUM BCBS	WATER UTILITY	NON-DEPARTMENTAL	432.56
	6/05/24	PY-INSURANCE PREMIUM BCBS	WATER UTILITY	NON-DEPARTMENTAL	432.56
	5/30/24	JUNE 2024 PREMIUMS	WATER UTILITY	Water	4,333.93
	5/20/24	PY-INSURANCE PREMIUM BCBS	SEWER UTILITY FUND	NON-DEPARTMENTAL	500.39
	6/05/24	PY-INSURANCE PREMIUM BCBS	SEWER UTILITY FUND	NON-DEPARTMENTAL	500.39
	5/30/24	JUNE 2024 PREMIUMS	SEWER UTILITY FUND	Sewer	4,695.09
	5/20/24	PY-INSURANCE PREMIUM BCBS	STORM WATER UTILIT	NON-DEPARTMENTAL	43.91
	6/05/24	PY-INSURANCE PREMIUM BCBS	STORM WATER UTILIT	NON-DEPARTMENTAL	43.91
	5/30/24	JUNE 2024 PREMIUMS	STORM WATER UTILIT	STORM WATER UTILITY	361.16
				TOTAL:	44,159.70
Westrum Leak Detection	5/30/24	2024 LEAK DETECTION	WATER UTILITY	Water	2,200.00
				TOTAL:	2,200.00
Wex Bank	6/06/24	MNAY 2024 FUEL	GENERAL FUND	Police Department	2,262.78
	6/06/24	MNAY 2024 FUEL	GENERAL FUND	Fire Department	98.34
	6/06/24	MNAY 2024 FUEL	GENERAL FUND	Parks	174.34
				TOTAL:	2,535.46

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
**PAYROLL EXPENSES		5/16/2024 - 6/06/2024	GENERAL FUND	Police Department	69,860.29
			GENERAL FUND	Library	24,055.89
			GENERAL FUND	Parks	11,357.40
			GENERAL FUND	Cemetery	3,256.12
			GENERAL FUND	Pool	19,926.38
			GENERAL FUND	Recreation	10,642.65
			GENERAL FUND	Finance	6,208.51
			GENERAL FUND	Zoning/Compliance/Perm	3,839.24
			ROAD USE TAX	Road Use Tax	19,775.58
			WATER UTILITY	Water	27,139.95
			SEWER UTILITY FUND	Sewer	30,374.30
			STORM WATER UTILIT	STORM WATER UTILITY	1,983.22
				TOTAL:	228,419.53

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

001	GENERAL FUND	264,629.05
110	ROAD USE TAX	46,247.92
112	TRUST AND AGENCY	80,885.83
200	DEBT SERVICE	770,227.50
328	FIRE TRUCKS	512.88
342	N 15TH ST BRIDGE REPLACE	47,925.99
600	WATER UTILITY	150,232.56
610	SEWER UTILITY FUND	132,301.94
615	STORM WATER UTILITY	9,735.34
951	FRIENDS/FOUNDATION	230.09
GRAND TOTAL:		1,502,929.10

TOTAL PAGES: 13

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-ADEL
VENDOR: All
CLASSIFICATION: All
BANK CODE: All
ITEM DATE: 5/16/2024 THRU 6/06/2024
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: 5/16/2024 THRU 6/06/2024

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



State of Iowa

Alcoholic Beverages Division

Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS
Country Lane Lodge LLC	Country Lane Lodge LLC	(515) 336-9939

ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
29300 Prospect Circle		Adel	Dallas	50003

MAILING ADDRESS	CITY	STATE	ZIP
29300 Prospect Circle	Adel	Iowa	50003

Contact Person

NAME	PHONE	EMAIL
Kendra Kasischke	(248) 797-3736	kendra@countrylanelodgeiowa.com

License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
LC0043551	Class C Retail Alcohol License	12 Month	Pending Dramshop Review

TENTATIVE EFFECTIVE DATE	TENTATIVE EXPIRATION DATE	LAST DAY OF BUSINESS
July 12, 2024	July 11, 2025	

SUB-PERMITS

Class C Retail Alcohol License

PRIVILEGES



State of Iowa

Alcoholic Beverages Division

Status of Business

BUSINESS TYPE

Limited Liability Company

Ownership

• Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Kendra Kasischke	Waukee	Iowa	50263	owner	100.00	Yes

Insurance Company Information

INSURANCE COMPANY

Founders Insurance Company

POLICY EFFECTIVE DATE

POLICY EXPIRATION DATE

DRAM CANCEL DATE

July 12, 2023

OUTDOOR SERVICE EFFECTIVE DATE

OUTDOOR SERVICE EXPIRATION DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE DATE

TEMP TRANSFER EXPIRATION DATE



State of Iowa

Alcoholic Beverages Division

Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS
FAMILY DOLLAR STORES OF IOWA, LLC	FAMILY DOLLAR 25428	(757) 321-5000

ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
712 Cottage Street		Adel	Dallas	50003

MAILING ADDRESS	CITY	STATE	ZIP
500 Volvo Parkway Greenbrier East	Chesapeake	Virginia	23320

Contact Person

NAME	PHONE	EMAIL
FAMILY DOLLAR	(757) 321-5000	ab-licensing@dollartree.com

License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
LG0000787	Class B Retail Alcohol License	12 Month	Submitted to Local Authority

TENTATIVE EFFECTIVE DATE	TENTATIVE EXPIRATION DATE	LAST DAY OF BUSINESS
Aug 9, 2024	Aug 8, 2025	

SUB-PERMITS

Class B Retail Alcohol License



State of Iowa

Alcoholic Beverages Division

PRIVILEGES

Status of Business

BUSINESS TYPE

Limited Liability Company

Ownership

• Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Sandra McKeithan						Yes
John Mitchell	Chesapeake	Virginia	23320	SECRETARY	0.00	Yes
Jonathan Elder	Chesapeake	Virginia	23320	VICE PRESIDENT	0.00	Yes
Peter Barnett	Chesapeake	Virginia	23320	PRESIDENT	0.00	Yes
Harry Rashad Spencer	Chesapeake	Virginia	23320	ASSISTANT SECRETARY	0.00	Yes
Roger Dean	Chesapeake	Virginia	23320	TREASURER	0.00	Yes
Todd Littler	Chesapeake	Virginia	23320	SENIOR VICE PRESIDENT	0.00	Yes

Insurance Company Information



State of Iowa

Alcoholic Beverages Division

INSURANCE COMPANY	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE
DRAM CANCEL DATE	OUTDOOR SERVICE EFFECTIVE DATE	OUTDOOR SERVICE EXPIRATION DATE
BOND EFFECTIVE DATE	TEMP TRANSFER EFFECTIVE DATE	TEMP TRANSFER EXPIRATION DATE



State of Iowa

Alcoholic Beverages Division

Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS
MAIN STREET ADEL CHAMBER OF COMMERCE, INC.	Adel Partners Chamber	(515) 993-5472

ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
102 South 10th Street		Adel	Dallas	50003

MAILING ADDRESS	CITY	STATE	ZIP
P.O. Box 73	Adel	Iowa	50003

Contact Person

NAME	PHONE	EMAIL
Debra Bengtson	(515) 993-5472	chamber@adelpartners.org

License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
	Class C Retail Alcohol License	5 Day	Pending Dramshop Review

TENTATIVE EFFECTIVE DATE	TENTATIVE EXPIRATION DATE	LAST DAY OF BUSINESS
Aug 9, 2024	Aug 13, 2024	

SUB-PERMITS
Class C Retail Alcohol License



State of Iowa

Alcoholic Beverages Division

Status of Business

BUSINESS TYPE

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

Ownership

• Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Deb Bengtson	Adel	Iowa	50003	President	100.00	Yes

• Companies

COMPANY NAME	FEDERAL ID	CITY	STATE	ZIP	% OF OWNERSHIP
Adel Partners Chamber	42-1385860	Adel	Iowa	50003	0.00

Insurance Company Information

INSURANCE COMPANY

POLICY EFFECTIVE DATE

POLICY EXPIRATION DATE

Founders Insurance Company

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE DATE

OUTDOOR SERVICE EXPIRATION DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE DATE

TEMP TRANSFER EXPIRATION DATE

Additional instructions are on the final page.

For period (MM/DD/YYYY) 07 / 01 / 2024 through 06/30/2025

Use this form to apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products at retail. If you need a different, non-retail cigarette or tobacco permit, use form 70-015. If approved, the permit is only valid for the location listed on the permit. You must obtain a separate retail permit for each location you own or operate.

Business Information:

Legal name/Doing business as (DBA): Fareway Stores, Inc. #124

Iowa sales and use tax account number: 125013728

Retail address: 804 Nile Kinnick Drive City: ADEL State: IA ZIP: 50003

Mailing address: PO Box 70, Attn: Tracey Wilson City: Boone State: IA ZIP: 50036

Phone: 515-993-2074

Legal Ownership Information:

Type of ownership: Sole Proprietor Partnership Corporation LLC LLP

Name of sole proprietor, partnership, corporation, LLC, or LLP: Fareway Stores, Inc.

Primary office address: 715 8th St, PO Box 70 City: Boone, State: IA ZIP: 50036

Phone: 515-433-5336 Fax: 515-433-4416 Email: storelicenses@farewaystores.com

Retail Information:

Types of Sales: Over-the-counter Vending machine Vending machine that assembles cigarettes Delivery sales of alternative nicotine/vapor products (see instructions)

Mobile sales (see instructions) VIN: _____ License plate number: _____

Types of Products Sold: (Check all that apply)
Cigarettes Tobacco Alternative nicotine products Vapor products

Type of Establishment: (Select the options that best describe the establishment)

Alternative nicotine/vapor store Bar Convenience store/gas station Drug store
Grocery store Hotel/motel Liquor store Restaurant Tobacco store

Other (provide description) _____

Do you have other permits issued under Iowa Code chapter 453A? If yes, provide permit number(s):
NA

Include with this application a list of your suppliers and customers on a separate sheet.

Identify partners or corporate officers if the business is not a sole proprietorship.

Name: ** See Attached Schedule #1 ** Title: _____

Address: _____

City: _____ State: _____ ZIP: _____

Name: _____ Title: _____

Address: _____

City: _____ State: _____ ZIP: _____

Name: _____ Title: _____

Address: _____

City: _____ State: _____ ZIP: _____

If this application is approved and a permit is granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products. I declare under penalties of perjury or false certificate, that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete.

Signature of Owner(s), Partner(s), or Corporate Official(s)Printed name: Garrett S PlikappSignature: 

Printed name: _____

Signature: _____

Date: 04/07/2024

Date: _____

Printed name: _____

Signature: _____

Date: _____

Send this completed application and the applicable fee to your local jurisdiction. If your local jurisdiction permits electronic transmission of this application, your email or fax signature will constitute a valid signature. It is up to your local jurisdiction to approve this application and issue the permit. You must have an approved permit issued to you by the local jurisdiction before acting as a retailer in that jurisdiction. You must separately apply in each local jurisdiction in which you plan to act as a retailer. If you have any questions about the status of your application, contact your city clerk (within city limits) or your county auditor (outside city limits). NOTE: A completed application is NOT a valid permit even if submitted to your local jurisdiction with the applicable fee.

FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE

- Fill in the amount paid for the permit: _____
- Fill in the date the permit was approved by the council or board: _____
- Fill in the permit number issued by the city/county: _____
- Fill in the name of the city or county issuing the permit: _____
- New Renewal

Send completed/approved application to the Iowa Department of Revenue within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. If a permit is being exchanged due to change of location within the same jurisdiction, permittee should complete an application with new location information and application should be sent to the Department as described above. Permittees who exchange a valid permit are not required to pay an additional fee when an exchange application is submitted. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: iapledge@iowaabd.com
- Fax: 515-281-7375

Additional instructions are on the final page.

For period (MM/DD/YYYY) 06/30/2024 through 06/30/2025

Use this form to apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products at retail. If you need a different, non-retail cigarette or tobacco permit, use form 70-015. If approved, the permit is only valid for the location listed on the permit. You must obtain a separate retail permit for each location you own or operate.

Business Information:Legal name/Doing business as (DBA): World Liquor & Tobacco + VaporsIowa sales and use tax account number: 3-08-805910Retail address: 918 Court St City: Adel State: IA ZIP: 50003Mailing address: 918 Court St City: Adel State: IA ZIP: 50003Phone: 515 478 1120**Legal Ownership Information:**Type of ownership: Sole Proprietor Partnership Corporation LLC LLP Name of sole proprietor, partnership, corporation, LLC, or LLP: Adel L&T LLCPrimary office address: 918 Court St City: Adel State: IA ZIP: Phone: 515 478 1120 Fax: _____ Email: adel@worldliquoriowa.com**Retail Information:**Types of Sales: Over-the-counter Vending machine Vending machine that assembles cigarettes Delivery sales of alternative nicotine/vapor products (see instructions)
Mobile sales (see instructions) VIN: _____ License plate number: _____Types of Products Sold: (Check all that apply)
Cigarettes Tobacco Alternative nicotine products Vapor products **Type of Establishment: (Select the options that best describe the establishment)**Alternative nicotine/vapor store Bar Convenience store/gas station Drug store
Grocery store Hotel/motel Liquor store Restaurant Tobacco store Other (provide description)

Do you have other permits issued under Iowa Code chapter 453A? If yes, provide permit number(s):

Include with this application a list of your suppliers and customers on a separate sheet.

Identify partners or corporate officers if the business is not a sole proprietorship.Name: Karim Agha Title: OwnerAddress: 713 NE Macey way State: Iowa ZIP: 50263City: Waukee Title: _____

Name: _____ Title: _____

Address: _____ State: _____ ZIP: _____

City: _____

Iowa Retail Permit Application for Cigarette/Tobacco/Nicotine/Vapor, page 2

Name: _____ Title: _____
Address: _____
City: _____ State: _____ ZIP: _____

If this application is approved and a permit is granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products. I declare under penalties of perjury or false certificate, that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete.

Signature of Owner(s), Partner(s), or Corporate Official(s)

Printed name: _____ Printed name: _____
Signature: _____ Signature: _____
Date: _____ Date: _____
Printed name: _____
Signature: _____
Date: _____

Send this completed application and the applicable fee to your local jurisdiction. If your local jurisdiction permits electronic transmission of this application, your email or fax signature will constitute a valid signature. It is up to your local jurisdiction to approve this application and issue the permit. You must have an approved permit issued to you by the local jurisdiction before acting as a retailer in that jurisdiction. You must separately apply in each local jurisdiction in which you plan to act as a retailer. If you have any questions about the status of your application, contact your city clerk (within city limits) or your county auditor (outside city limits). NOTE: A completed application is NOT a valid permit even if submitted to your local jurisdiction with the applicable fee.

FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE

- Fill in the amount paid for the permit: _____
- Fill in the date the permit was approved by the council or board: _____
- Fill in the permit number issued by the city/county: _____
- Fill in the name of the city or county issuing the permit: _____
- New Renewal

Send completed/approved application to the Iowa Department of Revenue within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. If a permit is being exchanged due to change of location within the same jurisdiction, permittee should complete an application with new location information and application should be sent to the Department as described above. Permittees who exchange a valid permit are not required to pay an additional fee when an exchange application is submitted. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: iapledge@iowaabd.com
- Fax: 515-281-7375

Additional instructions are on the final page.For period (MM/DD/YYYY) 07 / 01 / 24 through 06/30/25

Use this form to apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products at retail. If you need a different, non-retail cigarette or tobacco permit, use form 70-015. If approved, the permit is only valid for the location listed on the permit. You must obtain a separate retail permit for each location you own or operate.

Business Information:Legal name/Doing business as (DBA): FAMILY DOLLAR # 25428Iowa sales and use tax account number: 0-00-006996Retail address: 712 COTTAGE STREET City: ADEL State: IA ZIP: 50003-2110Mailing address: 500 VOLVO PKWY City: CHESAPEAKE State: VA ZIP: 23320Phone: 5155066001**Legal Ownership Information:**Type of ownership: Sole Proprietor Partnership Corporation LLC LLP Name of sole proprietor, partnership, corporation, LLC, or LLP: FAMILY DOLLAR STORES OF IOWA, LLCPrimary office address: 500 VOLVO PKWY City: CHESAPEAKE State: VA ZIP: 23320Phone: 757-321-5000 Fax: 757-321-5214 Email: toba-licensing@dollartree.com**Retail Information:**Types of Sales: Over-the-counter Vending machine Vending machine that assembles cigarettes Delivery sales of alternative nicotine/vapor products (see instructions) Mobile sales (see instructions) VIN: _____ License plate number: _____

Types of Products Sold: (Check all that apply)

Cigarettes Tobacco Alternative nicotine products Vapor products **Type of Establishment: (Select the options that best describe the establishment)**Alternative nicotine/vapor store Bar Convenience store/gas station Drug store
Grocery store Hotel/motel Liquor store Restaurant Tobacco store Other (provide description) RETAIL/VARIETYDo you have other permits issued under Iowa Code chapter 453A? If yes, provide permit number(s):
SEE ATTACHED LIST

Include with this application a list of your suppliers and customers on a separate sheet.

Identify partners or corporate officers if the business is not a sole proprietorship.Name: SEE ATTACHED Title: _____

Address: _____

City: _____ State: _____ ZIP: _____

Name: _____ Title: _____

Address: _____

City: _____ State: _____ ZIP: _____

Iowa Retail Permit Application for Cigarette/Tobacco/Nicotine/Vapor, page 2

Name: HARRY R SPENCER, Title: ASST SECRETARY
Address: 500 VOLVO PKWY,
City: CHESAPEAKE State: VA ZIP: 23320

If this application is approved and a permit is granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products. I declare under penalties of perjury or false certificate, that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete.

Signature of Owner(s), Partner(s), or Corporate Official(s)

Printed name: CAROLYN BROWN, AB LIC. SPECIALIST Printed name: HARRY R SPENCER, ASST. SECRETARY
Signature: Carolyn Brown Signature: TSB
Date: 5/20/2024 Date: 5/20/2024

Printed name: _____
Signature: _____
Date: _____

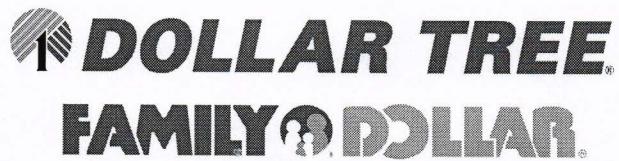
Send this completed application and the applicable fee to your local jurisdiction. If your local jurisdiction permits electronic transmission of this application, your email or fax signature will constitute a valid signature. It is up to your local jurisdiction to approve this application and issue the permit. You must have an approved permit issued to you by the local jurisdiction before acting as a retailer in that jurisdiction. You must separately apply in each local jurisdiction in which you plan to act as a retailer. If you have any questions about the status of your application, contact your city clerk (within city limits) or your county auditor (outside city limits). NOTE: A completed application is NOT a valid permit even if submitted to your local jurisdiction with the applicable fee.

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- Fill in the date the permit was approved by the council or board: _____
- Fill in the permit number issued by the city/county: _____
- Fill in the name of the city or county issuing the permit: _____
- New Renewal

Send completed/approved application to the Iowa Department of Revenue within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. If a permit is being exchanged due to change of location within the same jurisdiction, permittee should complete an application with new location information and application should be sent to the Department as described above. Permittees who exchange a valid permit are not required to pay an additional fee when an exchange application is submitted. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: iapledge@iowaabd.com
- Fax: 515-281-7375



Family Dollar Stores of Iowa, LLC

Peter Barnett

President
500 Volvo Parkway
Chesapeake, VA 23320
SSN: XXX-XX-8795
DOB: 11/20/1962

Todd Littler

Senior Vice President,
500 Volvo Parkway
Chesapeake, VA 23320
SSN: XXX-XX-6249
DOB: 11/11/1970

Jonathan Elder

Vice President and Treasurer
500 Volvo Parkway
Chesapeake, VA 23320
SSN: XXX-XX-7451
DOB: 07/14/1964

John S. Mitchell, Jr.

Vice President & Assistant Secretary
500 Volvo Parkway
Chesapeake, VA 23320
SSN: XXX-XX-7921
DOB: 10/03/1969

Harry Spencer

Assistant Secretary
500 Volvo Parkway
Chesapeake, VA 23320
SSN: XXX-XX-8132
DOB: 02/10/1979

December 28, 2023

CORPORATE HEADQUARTERS

500 Volvo Parkway Chesapeake, Virginia 23320 Tel 757-321-5000 Fax 757-321-5292 www.dollartree.com



McClure Engineering Co.

Detailed Payment

25-0035-604

Description	TAP-U-0035(604)--8I-25, Letting Date- March 19, 2024 In the City of Adel, a Rec Trail along Penoach St., S. 12th St., and south of Lynne Dr MEC#: 2022000190-000
Payment Number	1
Pay Period	06/03/2024 to 06/03/2024
Prime Contractor	ELDER CORPORATION 5088 EAST UNIVERSITY DES MOINES, IA 50327-7098
Payment Status	Pending
Awarded Project Amount	\$1,124,000.00
Authorized Amount	\$1,124,000.00

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: 0001 - TAP-U-0035(604)--8I-25, Trail Items										
0010	2101-0850001	ACRE	\$38,500.000	0.230	0.000	0.000	0.000	0.000	\$0.00	\$0.00
CLEARING AND GRUBBING										
0020	2102-2710070	CY	\$7.750	2,477.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
EXCAVATION, CLASS 10, ROADWAY AND BORROW										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0030	2102-2710090	CY	\$32.000	806.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
EXCAVATION, CLASS 10, WASTE										
0040	2105-8425015	CY	\$15.000	1,532.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
TOPSOIL, STRIP, SALVAGE AND SPREAD										
0050	2123-7450020	STA	\$380.000	96.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SHOULDER FINISHING, EARTH										
0060	2315-8275025	TON	\$60.000	44.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SURFACING, DRIVEWAY, CLASS A CRUSHED STONE										
0070	2401-6750001	LS	\$840.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REMOVALS, AS PER PLAN										
0080	2416-0100024	EACH	\$2,300.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
APRONS, CONCRETE, 24 IN. DIA.										
0090	2431-0000100	SF	\$90.000	1,467.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SEGMENTAL BLOCK RETAINING WALL										
0100	2435-0251224	EACH	\$2,300.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
INTAKE, SW-512, 24 IN.										
0110	2435-0600010	EACH	\$1,600.000	5.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
MANHOLE ADJUSTMENT, MINOR										
0120	2435-0700010	EACH	\$1,200.000	2.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
CONNECTION TO EXISTING MANHOLE										

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

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

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0330	2528-8445110	LS	\$11,200.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
TRAFFIC CONTROL										
0335	2529-2242304	EACH	\$105.000	9.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
CD JOINT ASSEMBLY										
0340	2529-5070110	SY	\$111.000	103.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PATCHES, FULL-DEPTH FINISH, BY AREA										
0350	2529-5070120	EACH	\$476.000	3.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PATCHES, FULL-DEPTH FINISH, BY COUNT										
0360	2533-4980005	LS	\$106,277.830	1.000	0.100	0.000	0.100	0.100	\$10,627.78	\$10,627.78
MOBILIZATION										
0370	2554-0210201	EACH	\$6,400.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
FIRE HYDRANT ASSEMBLY, WM-201										
0380	2554-0210205	EACH	\$640.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
FIRE HYDRANT ASSEMBLY REMOVAL										
0390	2601-2634105	ACRE	\$4,500.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
MULCHING, BONDED FIBER MATRIX										
0400	2601-2636015	ACRE	\$2,000.000	0.030	0.000	0.000	0.000	0.000	\$0.00	\$0.00
NATIVE GRASS SEEDING										
0410	2601-2636070	ACRE	\$1,450.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
HYDRAULIC SEEDING: (URBAN)										

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

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0520	2602-0010010	EACH	\$600.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
MOBILIZATIONS, EROSION CONTROL										
0530	2602-0010020	EACH	\$1,200.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
MOBILIZATIONS, EMERGENCY EROSION CONTROL										
										Section Totals:
										\$10,627.78
Section: 0002 - TAP-U-0035(604)--8I-25, 80'-0 x 14'-0 Steel Truss Pedestrian Bridge										
0540	2402-2720000	CY	\$33.000	65.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
EXCAVATION, CLASS 20										
0550	2403-0100010	CY	\$1,150.000	42.100	0.000	0.000	0.000	0.000	\$0.00	\$0.00
STRUCTURAL CONCRETE (BRIDGE)										
0560	2404-7775005	LB	\$2.000	5,744.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REINFORCING STEEL, EPOXY COATED										
0570	2414-6445100	LF	\$650.000	42.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
STRUCTURAL STEEL PEDESTRIAN HAND RAILING										
0580	2429-0000100	EACH	\$160,000.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PRE-ENGINEERED STEEL TRUSS TRAIL BRIDGE,: 80'-0 x 14'-0										
0590	2501-0201057	LF	\$55.000	725.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PILEs, STEEL, HP 10 X 57										
0600	2507-2638650	SY	\$150.000	19.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
BRIDGE WING ARMORING - EROSION STONE										

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
0610	2507-3250005	SY	\$6.000	162.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
ENGINEERING FABRIC										
0620	2507-6800061	TON	\$69.000	123.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REVETMENT, CLASS E										
										Section Totals:
										\$0.00 \$0.00
										Total Payments: \$10,627.78 \$10,627.78

Time Charges

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

Summary

Current Approved Work:	\$10,627.78
Current Stockpile Advancement:	\$0.00
Current Stockpile Recovery:	\$0.00
Current Retainage:	\$318.83
Current Retainage Released:	\$0.00
Current Liquidated Damages:	\$0.00
Current Adjustment:	\$0.00
Current Payment:	\$10,308.95
Previous Payment:	\$0.00

Approved Work To Date:	\$10,627.78
Stockpile Advancement To Date:	\$0.00
Stockpile Recovery To Date:	\$0.00
Retainage To Date:	\$318.83
Retainage Released To Date:	\$0.00
Liquidated Damages To Date:	\$0.00
Adjustments To Date:	\$0.00
Payments To Date:	\$10,308.95
Previous Payments To Date:	\$0.00

Funding Details

25-0035-604-CAT-1 25-0035-604-CAT-1 25-0035-604:	\$10,627.78
25-0035-604-CAT-2 25-0035-604-CAT-2 25-0035-604:	\$0.00
25-0035-604-CAT-3 NON-PARTICIPATING:	\$0.00
Current Payment:	\$10,627.78

25-0035-604-CAT-1 25-0035-604-CAT-1 25-0035-604 To Date:	\$10,627.78
25-0035-604-CAT-2 25-0035-604-CAT-2 25-0035-604 To Date:	\$0.00
25-0035-604-CAT-3 NON-PARTICIPATING To Date:	\$0.00
Payments To Date:	\$10,627.78



AGENDA ITEM NO. 6.a
AGENDA SECTION: NEW
BUSINESS

ADEL CITY COUNCIL AGENDA ITEM REPORT

MEETING DATE: June 11, 2024

TO: Mayor & City Council

FROM: Carrie Erickson, City Clerk

AGENDA HEADING: Consider Approval of Mayor Board and Commission Appointments: Historic Preservation Commission - Three Openings

STAFF/COMMITTEE RECOMMENDATION:

This item considers having the Mayor appoint up to three residents to fill one vacant term (ending on July 1, 2026) and two regular terms (ending on July 1, 2027) on the City's Historic Preservation Commission.

As of Friday, June 7 at 12:00 p.m., two applications have been received: Vonzdale 'Vonz' Odem (incumbent) and Rich Hughes (incumbent).

On Wednesday, April 3, Governor Reynolds signed SF 2096 into law, which repealed Iowa Code 69.16A - Gender Balance.

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

ATTACHMENTS:

[Honor The Call To Serve - HPC 2024.pdf](#)

[Honor The Call To Serve - HPC June Vacancy 2024.pdf](#)

[Rich Hughes - Application for Historic Preservation Commission](#)

[Vonzdale Odem - Application for Historic Preservation Commission](#)



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://adeliowa.org/permits-and-forms/serve-on-a-city-board-or-commision/> or contact the City Clerk at 515-993-4525 to request a copy of the application.

Historic Preservation Commission – Two Openings*

The Historic Preservation Commission promotes the educational, cultural, economic, and general welfare of the public through the recognition, enhancement, and perpetuation of districts and sites of historical and cultural significance. Please see Chapter 25 of the City of Adel Code of Ordinances for further details. Terms are for three (3) years. The commission meets on the third Tuesday of every month at 8:00 p.m. at Adel City Hall.

***Term ends July 1, 2027. Mayoral appointment with council approval. We encourage all applicants to commit to attend approximately 80% of meetings annually. Please contact City Administrator Anthony Brown with any specific questions about the commission.**

We anticipate appointing this position at the June 11, 2024 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 JUNE 5 WILL BE INCLUDED IN THE COUNCIL PACKET ISSUED ON JUNE 7



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://adeliowa.org/permits-and-forms/serve-on-a-city-board-or-commision/>
or contact the City Clerk at 515-993-4525 to request a copy of the application.

Historic Preservation Commission – One Opening*

The Historic Preservation Commission promotes the educational, cultural, economic, and general welfare of the public through the recognition, enhancement, and perpetuation of districts and sites of historical and cultural significance. Please see Chapter 25 of the City of Adel Code of Ordinances for further details. Terms are for three (3) years. The commission meets on the third Tuesday of every month at 8:00 p.m. at Adel City Hall.

*Term ends July 1, 2026 and is to fill a vacancy in the Commission. Mayoral appointment with council approval. Please contact City Administrator Anthony Brown with any specific questions about the commission.

We anticipate appointing this position at the June 11, 2024 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 JUNE 5 WILL BE INCLUDED IN THE COUNCIL PACKET ISSUED ON JUNE 7



APPLICATION TO SERVE ON A CITY BOARD OR COMMISSION

Name: Rich Hughes Date: 5/8/2024
Address: 915 S 12th
Phone: Home 515-993-4346 Work Retired
E-mail Address: richhughes46@gmail.com

I am interested in serving on the following Board/Commission:

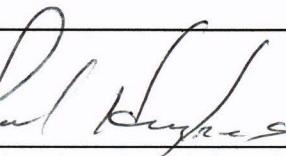
Adel Historical Preservation Commission

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

Currently serving as the Chairman of the AHPC

What relative experience do you have that you think would be helpful in performing the duties on the Board/Commission:

Other comments and/or information:

Signature: 

Please return to City Hall (301 S. 10TH ST. or P.O. Box 248, Adel, IA 50003)
by: _____



APPLICATION TO SERVE ON A CITY BOARD OR COMMISSION

Name: Vonadale (Vonz) Odem Date: April 24, 2024

Address: 29048 Prospect Avenue, Adel, IA 50003

Phone: Home (319) 238-8265 Work N/A
(Home)

E-mail Address: Vodem1@hotmail.com

I am interested in serving on the following Board/Commission:

Adel Historic Preservation Commission

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

I have been a resident of Adel for 42 years. It is important to me that we continue to preserve and promote the City of Adel's rich heritage. To educate others about our history and community identity.

What relative experience do you have that you think would be helpful in performing the duties on the Board/Commission:

I have been privileged to serve on the commission for a number of years. Our commission has installed a number of plaques on the historic buildings in the historic district. We are currently working on QR codes so the public can listen to the history of the building. We are also working on a website to provide
Other comments and/or information:

more information about Adel's history and links to the museum and other places of interest in Adel.

Signature: Vonadale C. Odem

Please return to City Hall (301 S. 10TH ST. or P.O. Box 248, Adel, IA 50003) by: _____



AGENDA ITEM NO. 6.b
AGENDA SECTION: NEW
BUSINESS

ADEL CITY COUNCIL AGENDA ITEM REPORT

MEETING DATE: June 11, 2024

TO: Mayor & City Council

FROM: Carrie Erickson, City Clerk

AGENDA HEADING: Consider Approval of Council Board and Commission Appointments: Board of Adjustment - One Opening

STAFF/COMMITTEE RECOMMENDATION:

This item considers having the Council appoint one resident to fill one regular term (ending on July 1, 2029) on the City's Board of Adjustment.

As of Friday, June 7 at 12:00 p.m., two applications have been received: Dan Novelli (incumbent) and Jason Keuck.

On Wednesday, April 3, Governor Reynolds signed SF 2096 into law, which repealed Iowa Code 69.16A - Gender Balance.

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

ATTACHMENTS:

[Honor The Call To Serve - BOA 2024.pdf](#)

[Dan Novelli - Board of Adjustment Application](#)

[Jason Keuck - Board of Adjustment Application](#)



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://adeliowa.org/permits-and-forms/serve-on-a-city-board-or-commision/> or contact Adel City Hall at (515) 993-4525 to request a copy of the application.

Board of Adjustment – One Opening*

The Board of Adjustment is responsible for administrative review of decisions made by the zoning officer. The board hears and decides on requests for special exceptions and variances to the Zoning Code. Please see Chapter 165, Sections 16 and 17 of the City of Adel Code of Ordinances for further details. Terms are for five (5) years. The board meets as needed.

*Term ends July 1, 2029. Council appointment with council approval. We encourage all applicants to commit to attend approximately 80% of meetings annually. Please contact Code Compliance Officer Steve Nichols with any specific questions about the board.

We anticipate appointing this position at the June 11, 2024 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 JUNE 5 WILL BE INCLUDED IN THE COUNCIL PACKET ISSUED ON JUNE 7

From: website@mg.adeliowa.org on behalf of [Adel Iowa](#)
To: [Carrie Erickson](#); [Anthony Brown](#)
Subject: New submission from Application to Serve on a City Board or Commission
Date: Wednesday, April 10, 2024 4:56:50 PM

CAUTION: This email originated from outside the City of Adel's internal network. Do not click links, open attachments, or process requests unless you recognize the sender, know the content is safe, or verify that the request is authentic.

Name

Dan Novelli

Address

1212 Evans View Drive
Adel, Ia 50003
[Map It](#)

Phone

(515) 322-3078

Email

novellidan@lcsnet.com

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

- Board of Adjustment

How did you hear about the opening(s)?

- Other

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

I have worked in the real estate development and management industry both in central Iowa and nationally for 16 years.

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

I enjoy being involved in Adel and due to my required work travels this is the board that allows me to do that.

Other comments and/or information:

I am the current Chair of the Board of Adjustment and I very much enjoy serving my community in this way. I believe that my extensive experience with real estate development and management as well as my commitment to the community in which I live position me to remain in the board.

Thank you for the consideration and I look forward to the opportunity to serve Adel.

Dan Novelli

Signature

Dan Novelli

From: website@mg.adeliowa.org on behalf of [Adel Iowa](#)
To: [Carrie Erickson](#); [Anthony Brown](#)
Subject: New submission from Application to Serve on a City Board or Commission
Date: Thursday, May 30, 2024 10:32:33 AM

CAUTION: This email originated from outside the City of Adel's internal network. Do not click links, open attachments, or process requests unless you recognize the sender, know the content is safe, or verify that the request is authentic.

Name

Jason Keuck

Address

1109 Hunter Court
Adel, Iowa 50003
[Map It](#)

Phone

(515) 979-7531

Email

jasonkeuck@gmail.co

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

- Planning & Zoning Commission
- Board of Adjustment
- Parks & Recreation Board

How did you hear about the opening(s)?

- Website

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

I have been a manager/supervisor for over 10 years at my current work in Des Moines. I can provide an honest, thoughtful voice in the community while putting the town of Adel, and its people, first. While I don't have detailed knowledge about each of the boards, I am a quick and eager learner.

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

All 3 of my kids have been involved in several sports and I have coached multiple sports. I have worked with parents, teachers, coaches, staff, etc. on making sure all our sports function well, especially when they are volunteer centered. We are frequent visitors to our parks, pool, activities, and everything else within Adel.

Other comments and/or information:

N/A

Signature

Jason Keuck



AGENDA ITEM NO. 6.c
AGENDA SECTION: NEW
BUSINESS

ADEL CITY COUNCIL AGENDA ITEM REPORT

MEETING DATE: June 11, 2024

TO: Mayor & City Council

FROM: Carrie Erickson, City Clerk

AGENDA HEADING: Consider Approval of Mayor Board and Commission Appointments: Parks and Recreation Board - Two Openings

STAFF/COMMITTEE RECOMMENDATION:

This item considers having the Mayor appoint up to two residents to fill two regular terms (ending on July 1, 2027) on the City's Parks and Recreation Board.

As of Friday, June 7 at 12:00 p.m., six applications have been received: Deb Bengtson, Kim Simmons, Jason Keuck, Maria Steele, Ashley Sunner, and Ashley Keuck.

On Wednesday, April 3, Governor Reynolds signed SF 2096 into law, which repealed Iowa Code 69.16A - Gender Balance.

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

ATTACHMENTS:

[Honor The Call To Serve - Park 2024.pdf](#)
[Deb Bengtson - Park Board Application](#)
[Kim Simmons - Park Board Application](#)
[Jason Keuck - Park Board Application](#)
[Maria Steele - Park Board Application](#)
[Ashley Sunner - Park Board Application](#)
[Ashley Keuck - Park Board Application](#)



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://adeliowa.org/permits-and-forms/serve-on-a-city-board-or-commision/> or contact the City Clerk at 515-993-4525 to request a copy of the application.

Parks & Recreation Board – Two Openings*

The Parks & Recreation Board recommends and oversees policy and rules governing the City parks, the Adel Family Aquatic Center, and the City's cemeteries. The Board oversees the operation of the park system. The Board also serves as the City's Tree Board. Please see Chapter 24 of the City of Adel Code of Ordinances for further details. Terms are typically for three (3) years. Meetings occur on the first Monday of each month at 6:30 p.m.

*Term end July 1, 2027. Mayoral appointment with council approval. We encourage all applicants to commit to attend approximately 80% of meetings annually. Please contact Parks & Recreation Director Nick Schenck with any specific questions about the board.

For this board, please consider this list of recommended/helpful education and experience: Background in parks or park development; public-private partnerships; project financing; budgets; landscaping; property development; horticulture; employee supervision; and human resources.

We anticipate appointing this position at the June 11, 2024 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 JUNE 5 WILL BE INCLUDED IN THE COUNCIL PACKET ISSUED ON JUNE 7

From: website@mg.adeliowa.org on behalf of [Adel Iowa](#)
To: [Carrie Erickson](#); [Anthony Brown](#)
Subject: New submission from Application to Serve on a City Board or Commission
Date: Thursday, May 23, 2024 12:20:43 PM

CAUTION: This email originated from outside the City of Adel's internal network. Do not click links, open attachments, or process requests unless you recognize the sender, know the content is safe, or verify that the request is authentic.

Name

Deb Bengtson

Address

317 North 14th Street
Adel, IA 50003-1304
[Map It](#)

Phone

(515) 681-1289

Email

debbengtson@msn.com

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

- Parks & Recreation Board

How did you hear about the opening(s)?

- Adel City Hall

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

Being the past President of the Adel Partners Chamber, I have worked closely with the City. I understand budgeting, managing staff, and how important our park & rec department is for quality of life in Adel. I have reviewed the Park & Rec master plan and feel it is a good roadmap for our future. I enjoy collaboration with our residents. I will bring a passion to making our Park & Rec Department world class and keeping our eye on the future.

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

I strongly believe that our parks and fields contribute to quality of life in Adel. I want to keep seeing our City grow and thrive. These board is important for on going economic development and growth. Maintaining and enhancing our parks and planning for the future will continue our success and growth. Studies have shown people find where they want to live then find their job. Quality of life in communities play a very important role in this decision.

Other comments and/or information:

Past President of Adel Partners Chamber of Commerce
I have been active in the past with Johnston Economic Development Corporation
Urbandale Chamber
WDM Chamber

Signature

Deb Bengtson

From: website@mg.adeliowa.org on behalf of [Adel Iowa](#)
To: [Carrie Erickson](#); [Anthony Brown](#)
Subject: New submission from Application to Serve on a City Board or Commission
Date: Thursday, May 23, 2024 8:39:36 PM

CAUTION: This email originated from outside the City of Adel's internal network. Do not click links, open attachments, or process requests unless you recognize the sender, know the content is safe, or verify that the request is authentic.

Name

Kim Simmons

Address

814 Greenwood Hills Drive
Adel, IA 50003
[Map It](#)

Phone

(515) 202-4245

Email

kbsimmons13@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
- Parks & Recreation Board

How did you hear about the opening(s)?

- Social Media

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

I served on the Minburn Library board for 3 years 2018-2020.
I have experience in previous hospital leadership positions and am currently Director of Compliance for a medical staffing company. I am accustom to working within a budget, writing policy and procedure, and following state and federal guidelines.

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

In order to have a positive impact on change and growth it is important to be active in the community I live in.

Other comments and/or information:

I appreciate the opportunity to be considered to serve.

Signature

Kim B Simmons

From: website@mg.adeliowa.org on behalf of [Adel Iowa](#)
To: [Carrie Erickson](#); [Anthony Brown](#)
Subject: New submission from Application to Serve on a City Board or Commission
Date: Thursday, May 30, 2024 10:32:33 AM

CAUTION: This email originated from outside the City of Adel's internal network. Do not click links, open attachments, or process requests unless you recognize the sender, know the content is safe, or verify that the request is authentic.

Name

Jason Keuck

Address

1109 Hunter Court
Adel, Iowa 50003
[Map It](#)

Phone

(515) 979-7531

Email

jasonkeuck@gmail.co

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

- Planning & Zoning Commission
- Board of Adjustment
- Parks & Recreation Board

How did you hear about the opening(s)?

- Website

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

I have been a manager/supervisor for over 10 years at my current work in Des Moines. I can provide an honest, thoughtful voice in the community while putting the town of Adel, and its people, first. While I don't have detailed knowledge about each of the boards, I am a quick and eager learner.

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

All 3 of my kids have been involved in several sports and I have coached multiple sports. I have worked with parents, teachers, coaches, staff, etc. on making sure all our sports function well, especially when they are volunteer centered. We are frequent visitors to our parks, pool, activities, and everything else within Adel.

Other comments and/or information:

N/A

Signature

Jason Keuck

From: website@mg.adeliowa.org on behalf of [Adel Iowa](#)
To: [Carrie Erickson](#); [Anthony Brown](#)
Subject: New submission from Application to Serve on a City Board or Commission
Date: Thursday, May 30, 2024 3:28:46 PM

CAUTION: This email originated from outside the City of Adel's internal network. Do not click links, open attachments, or process requests unless you recognize the sender, know the content is safe, or verify that the request is authentic.

Name

Maria Steele

Address

1008 S 11th St
Adel, IA 50003
[Map It](#)

Phone

(515) 710-2653

Email

msteele300@yahoo.com

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

- Parks & Recreation Board

How did you hear about the opening(s)?

- Other

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

I have used and appreciated local parks and trails my entire life. Being in healthcare/nursing for 40+ years, I know the importance of regular exercise and fresh air that contribute to good health. Health truly is the new wealth!

As a former Emergency Department nurse for 18 years, I feel I have an appreciation for safety in our community as well.

With regards to other experiences, I am an active member of St. John's Catholic Church/Adult Faith Committee. I am also a member of the Iowa Cancer Consortium, the American Lung Association, the Above and Beyond Cancer group and the American Cancer Society-Cancer Action Network.

I have advocated at the Iowa Statehouse for Radon testing in schools and for the insurance coverage for Biomarker Testing. I feel my background in healthcare, advocacy and frequent park and trail usage brings a unique perspective to this position.

Parks give people the chance to get outside with their family and friends in a safe environment, away from traffic. They are a destination for picnics, discovery, games or simply a greenspace to take a solitary walk. I feel those people that do not use our parks are truly missing out!

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

I am proud to be a member of the Adel community for going on 29 years, and would like to positively contribute to the continued development and promotion of our amazing parks.

Adel has done a great job of developing neighborhood parks in various places within our city. I have visited and enjoyed all of them as we live near Evans park, and our 2 young grandchildren enjoy the various parks as well. One park (Bailey's Grove Park) even includes a Little Library that our 4 year granddaughter loves!

Adel is fortunate to have trailheads for the Raccoon River Valley Trail within city limits. The RRVT was recognized by the Rail Trail Conservancy in 2021 as a National Hall of Fame trail. This, along with our city parks, continue to be a source of pride and economic impact to our community. Two national bike trails that have been developed across the country include parts of the RRVT: The American Discovery Trail and the Great American Rail Trail. These are sure to bring even more exposure (and business) to Adel!

I feel that as a regular park and trail user, that I would thoroughly enjoy being a member of the Parks and Recreation Board to continue the improvements in our growing community.

Other comments and/or information:

I have a BSN in Nursing from Mt. Mercy University in Cedar Rapids, and an MSN in Nursing from the University of Iowa.

I was a Board certified Family Nurse Practitioner until I retired in 2020.

I am an Atlanta Braves fan by marriage :)

Please feel free to either email me at msteele300@yahoo.com or call/text me at 515 710 2653 if I can answer any questions or provide further clarification to my comments, thanks!

Signature

Maria Steele

From: website@mg.adeliowa.org on behalf of [Adel Iowa](#)
To: [Carrie Erickson](#); [Anthony Brown](#)
Subject: New submission from Application to Serve on a City Board or Commission
Date: Tuesday, June 4, 2024 3:21:59 PM

CAUTION: This email originated from outside the City of Adel's internal network. Do not click links, open attachments, or process requests unless you recognize the sender, know the content is safe, or verify that the request is authentic.

Name

Ashley Sunner, CRCM

Address

2234 Chan Drive
Adel, IA 50003
[Map It](#)

Phone

(319) 325-5120

Email

ashley.sunner137@gmail.com

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

- Parks & Recreation Board

How did you hear about the opening(s)?

- Newsletter
- Website

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

While I may not have extensive knowledge in parks and recreations, I do have valuable leadership skills that I think would be beneficial to any organization. I have bachelor's degree from the University of Iowa, as well as holding an American Bankers Association (ABA) professional certification as a Certified Regulatory Compliance Manager (CRCM). I can easily transfer my regulatory knowledge of banking laws and regulations to assist our group.

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

I have been in the ADM school district (117 Cherry Street, De Soto) for 7 years, but I am in contract to purchase a new home that is being built in the newer Southbridge development. My initial inquiry to the parks and recreations group was due to the park that should be developed by my property; so to be selfish, I wanted to look into the process more. But the reason I would like to apply for a position on the board is to be more engaged with the community that my family is growing in to. I was not aware of all the activities, events, etc., that were available, and I want to be a part of that.

Other comments and/or information:

I think a board involves many different strengths from many different perspectives. I would like to add mine and hear others as well.

Signature

Ashley Sunner

From: website@mg.adeliowa.org on behalf of [Adel Iowa](#)
To: [Carrie Erickson](#); [Anthony Brown](#)
Subject: New submission from Application to Serve on a City Board or Commission
Date: Tuesday, June 4, 2024 6:37:06 PM

CAUTION: This email originated from outside the City of Adel's internal network. Do not click links, open attachments, or process requests unless you recognize the sender, know the content is safe, or verify that the request is authentic.

Name

Ashley Keuck

Address

1109 Hunter Ct
Adel, Iowa 50003
[Map It](#)

Phone

(641) 757-2814

Email

ashleykeuck@gmail.com

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

- Planning & Zoning Commission
- Parks & Recreation Board

How did you hear about the opening(s)?

- Website

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

I am currently volunteering as youth sports coach. I feel I can bring a lot of insight to the future of Parks and Rec and the Adel Community as I have three children active in sports. I would like to be more involved in the community. I have experience working within a team.

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

If I was able to serve on the board, I feel I would bring a lot to the community. I would like to help improve the future of Adel.

Other comments and/or information:

N/A

Signature

Ashley Keuck



AGENDA ITEM NO. 6.d
AGENDA SECTION: NEW
BUSINESS

ADEL CITY COUNCIL AGENDA ITEM REPORT

MEETING DATE: June 11, 2024

TO: Mayor & City Council

FROM: Carrie Erickson, City Clerk

AGENDA HEADING: Consider Approval of Council Board and Commission Appointments: Planning & Zoning Commission - One Opening

STAFF/COMMITTEE RECOMMENDATION:

This item considers having the Council appoint one resident to fill a regular term (ending on July 1, 2029) on the City's Planning & Zoning Commission.

As of Friday, June 7 at 12:00 p.m., three applications have been received: Jason Keuck, Ashley Keuck, and Jerry Adams (incumbent).

On Wednesday, April 3, Governor Reynolds signed SF 2096 into law, which repealed Iowa Code 69.16A - Gender Balance.

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

ATTACHMENTS:

[Honor The Call To Serve - P&Z 2024.pdf](#)

[Jason Keuck - Planning & Zoning Commission Application](#)

[Ashley Keuck - Planning & Zoning Commission Application](#)

[Jerry Adams - Planning & Zoning Commission Application](#)



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://adeliowa.org/permits-and-forms/serve-on-a-city-board-or-commision/> or contact the City Clerk at 515-993-4525 to request a copy of the application.

Planning & Zoning Commission – One Opening*

The Planning & Zoning Commission is responsible for making recommendations to the Adel City Council regarding the City of Adel's Comprehensive Plan, land use, changes in zoning, and review of subdivision plans or plats. The commission will ensure the coordinated, adjusted, and harmonious development of the City that best promotes the health, safety, morals, order, convenience, and general welfare of the City. Please see Chapter 23 of the City of Adel Code of Ordinances for further details. Terms are for five (5) years. The commission meets as needed, though typically reserves the second Wednesday of the month at 6:30 p.m. at Adel City Hall.

*Term ends July 1, 2029. Council appointment with council approval. We encourage all applicants to commit to attend approximately 80% of meetings annually. Please contact Code Compliance Officer Steve Nichols with any specific questions about the commission.

We anticipate appointing this position at the June 11, 2024 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 JUNE 5 WILL BE INCLUDED IN THE COUNCIL PACKET ISSUED ON JUNE 7

From: website@mg.adeliowa.org on behalf of [Adel Iowa](#)
To: [Carrie Erickson](#); [Anthony Brown](#)
Subject: New submission from Application to Serve on a City Board or Commission
Date: Thursday, May 30, 2024 10:32:33 AM

CAUTION: This email originated from outside the City of Adel's internal network. Do not click links, open attachments, or process requests unless you recognize the sender, know the content is safe, or verify that the request is authentic.

Name

Jason Keuck

Address

1109 Hunter Court
Adel, Iowa 50003
[Map It](#)

Phone

(515) 979-7531

Email

jasonkeuck@gmail.co

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

- Planning & Zoning Commission
- Board of Adjustment
- Parks & Recreation Board

How did you hear about the opening(s)?

- Website

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

I have been a manager/supervisor for over 10 years at my current work in Des Moines. I can provide an honest, thoughtful voice in the community while putting the town of Adel, and its people, first. While I don't have detailed knowledge about each of the boards, I am a quick and eager learner.

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

All 3 of my kids have been involved in several sports and I have coached multiple sports. I have worked with parents, teachers, coaches, staff, etc. on making sure all our sports function well, especially when they are volunteer centered. We are frequent visitors to our parks, pool, activities, and everything else within Adel.

Other comments and/or information:

N/A

Signature

Jason Keuck

From: website@mg.adeliowa.org on behalf of [Adel Iowa](#)
To: [Carrie Erickson](#); [Anthony Brown](#)
Subject: New submission from Application to Serve on a City Board or Commission
Date: Tuesday, June 4, 2024 6:37:06 PM

CAUTION: This email originated from outside the City of Adel's internal network. Do not click links, open attachments, or process requests unless you recognize the sender, know the content is safe, or verify that the request is authentic.

Name

Ashley Keuck

Address

1109 Hunter Ct
Adel, Iowa 50003
[Map It](#)

Phone

(641) 757-2814

Email

ashleykeuck@gmail.com

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

- Planning & Zoning Commission
- Parks & Recreation Board

How did you hear about the opening(s)?

- Website

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

I am currently volunteering as youth sports coach. I feel I can bring a lot of insight to the future of Parks and Rec and the Adel Community as I have three children active in sports. I would like to be more involved in the community. I have experience working within a team.

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

If I was able to serve on the board, I feel I would bring a lot to the community. I would like to help improve the future of Adel.

Other comments and/or information:

N/A

Signature

Ashley Keuck

From: website@mg.adeliowa.org on behalf of [Adel Iowa](#)
To: [Carrie Erickson](#); [Anthony Brown](#)
Subject: New submission from Application to Serve on a City Board or Commission
Date: Thursday, June 6, 2024 10:33:05 AM

CAUTION: This email originated from outside the City of Adel's internal network. Do not click links, open attachments, or process requests unless you recognize the sender, know the content is safe, or verify that the request is authentic.

Name

Jerry Adams

Address

1061 Aaron Court
Adel, Iowa 50003
[Map It](#)

Phone

(503) 754-4310

Email

ja1276@gmail.com

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

- Planning & Zoning Commission

How did you hear about the opening(s)?

- Website

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

Currently on Board serving until July 2024
BS Community and Regional Planning from ISU
Have obtained multiple approvals from various boards and jurisdictions through appropriate board processes including, Conditional Use Permits, Zoning Changes, Easement approvals, etc.

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

Living in the small community of Adel, I am aware of the vast change in the surrounding areas. I am interested in assisting Adel to address these growth issues they are certain to face in the near future. As well as keep Adel a unique community, with small town feel, while accommodate for growth including new residents and businesses.

Other comments and/or information:

NA

Signature

Jerry Adams



AGENDA ITEM NO. 6.e
AGENDA SECTION: NEW
BUSINESS

ADEL CITY COUNCIL AGENDA ITEM REPORT

MEETING DATE: June 11, 2024

TO: Mayor & City Council

FROM: Carrie Erickson, City Clerk

AGENDA HEADING: Consider Approval of Mayor Board and Commission Appointments: Library Board - Two Openings

STAFF/COMMITTEE RECOMMENDATION:

This item considers having the Mayor appoint up to two residents to fill two regular terms (ending on July 1, 2030) on the City's Library Board.

As of Friday, June 7 at 12:00 p.m., six applications have been received: Leslie Banwart (incumbent), Liesl Chapman (incumbent), Marilyn Jungman, Anna Phelps, Kim Simmons, and Melinda Skalland-Mills.

On Wednesday, April 3, Governor Reynolds signed SF 2096 into law, which repealed Iowa Code 69.16A - Gender Balance.

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

ATTACHMENTS:

[Honor The Call To Serve - Library 2024.pdf](#)
[Leslie Banwart - Library Board Application](#)
[Liesl Chaplin - Library Board Application](#)
[Marilyn Jungman - Library Board Application](#)
[Anna Phelps - Library Board Application](#)
[Kim Simmons - Library Board Application](#)
[Melinda Skalland-Mills - Library Board Application](#)



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://adeliowa.org/permits-and-forms/serve-on-a-city-board-or-commision/> or contact the City Clerk at 515-993-4525 to request a copy of the application.

Library Board – Two Openings*

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, 2030.

*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 June 11, 2024 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 JUNE 5 WILL BE INCLUDED IN THE COUNCIL PACKET ISSUED ON JUNE 7

From: website@mg.adeliowa.org on behalf of [Adel Iowa](#)
To: [Carrie Erickson](#); [Anthony Brown](#)
Subject: New submission from Application to Serve on a City Board or Commission
Date: Thursday, April 11, 2024 9:47:46 PM

CAUTION: This email originated from outside the City of Adel's internal network. Do not click links, open attachments, or process requests unless you recognize the sender, know the content is safe, or verify that the request is authentic.

Name

Leslie Banwart

Address

21892 Old Highway 6
Adel, Iowa 50003
[Map It](#)

Phone

(515) 491-6673

Email

blbanwart@msn.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

How did you hear about the opening(s)?

- Other

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

I have been a part of the Adel Library Board for the last six years. I have served as both Vice President and Secretary. During my time on the library board, there have been many changes and transitions. Along with the monthly board meetings and continued oversight of budget and future planning, I have been a part of transitioning library directors, director evaluations, supporting fundraising efforts, as well as conflict management. The library is a special place in the community. It brings people together, creating connections and friendships. I want to continue to support the library and the community of Adel.

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

I want to continue serving on the library board so that I can keep investing in my community. We have a fabulous library that provides a wide range of services to the people who live in Adel. As a board member, I can help maintain the level of excellence our library offers by supporting the staff while continuing to support initiatives that push our library to stay relevant for our community.

Other comments and/or information:

I love the library because I love everything it stands for. Our new mission statement at the library is, "Encouraging the Spirit of Exploration, the Joy of Reading, and the Pursuit of Knowledge." People are better when they have access to all of the resources a library offers. As reflected in our mission statement, the library provides opportunity for exploration, reading, and the pursuit of knowledge and I want to continue to be a part of that mission.

Signature

Leslie Banwart

From: website@mg.adeliowa.org on behalf of [Adel Iowa](#)
To: [Carrie Erickson](#); [Anthony Brown](#)
Subject: New submission from Application to Serve on a City Board or Commission
Date: Thursday, April 18, 2024 10:52:42 PM

CAUTION: This email originated from outside the City of Adel's internal network. Do not click links, open attachments, or process requests unless you recognize the sender, know the content is safe, or verify that the request is authentic.

Name

Liesl Chaplin

Address

609 Timberview dr
Adel, Iowa 50003
[Map It](#)

Phone

(319) 573-5530

Email

liesl.chaplin@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

How did you hear about the opening(s)?

- Other

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

I am currently serving the last few months of a previous member. I am so enjoying being involved!

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

Adel and its future are so important to me! I love being a part of that by serving on the library board! I believe that a library while making information available and encouraging learning and growth, has the opportunity to provide a sense of community by making space to gather and a safe place to just be.

Other comments and/or information:

I love serving on the library board. Adel's library is a gem and i am so proud to be a part of its hype as well as its oversight. I hope to be reappointed and continue serving !

Signature

Liesl Chaplin



APPLICATION TO SERVE ON A CITY BOARD OR COMMISSION

Name: Marilyn Jungman Date: 5-8-2024

Address: 507 S 16th St, Adel, IA 50003

Phone: Home 515/419-6081 Work same

E-mail Address: jungmanm@gmail.com

I am interested in serving on the following Board/Commission:

Library Board

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

While I was working full-time as a teacher and taking care of a family, I did not feel I could devote 100% to a library board position. Now that I am retired

What relative experience do you have that you think would be helpful in performing the duties on the Board/Commission:

I was a Reading Teacher (Title 1), for most of my career in the public school system.

I was also in charge of the government program,

Other comments and/or information:

Reading is and always has been an important part of my life. Even while

Signature: Marilyn Jungman

Please return to City Hall (301 S. 10TH ST. or P.O. Box 248, Adel, IA 50003)
by: _____

Why interested cont.

and a substitute teacher, I would like to invest some of my time in giving back to the community in which I live.

Experience cont.

RIF, Reading is Fundamental. I worked within a budget to select books which were available for students.

Other comments cont.

Substitute teaching, I am exposed to new and current reading materials available to students. As an avid adult reader, I value the importance of a library that grows and changes to meet the varied interests of the patrons.

From: website@mg.adeliowa.org on behalf of [Adel Iowa](#)
To: [Carrie Erickson](#); [Anthony Brown](#)
Subject: New submission from Application to Serve on a City Board or Commission
Date: Friday, May 10, 2024 9:19:46 PM

CAUTION: This email originated from outside the City of Adel's internal network. Do not click links, open attachments, or process requests unless you recognize the sender, know the content is safe, or verify that the request is authentic.

Name

Anna Phelps

Address

875 4th Street
1508 Linden Street (Close on house on 6/18)
Adel, IA 50003
[Map It](#)

Phone

(515) 314-2930

Email

annakincaidphelps@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

How did you hear about the opening(s)?

- Other

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

I spent much of my career working in research, strategic planning, budgeting, and innovation. All of these functions are important to running a library. When I was an intern at Principal Financial Group I managed their small global library of books, magazine, and electronic materials so I have a very small amount of direct library experience. I hold a M.S. in Economics from Iowa State University and a B.A. Degree in Economics and International Relations from Drake University. I am currently on the Waukee Library Board of Trustees (but moving to Adel).

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

I believe that libraries are very important to the community that they serve. As stated in my public comments during the most recent legislative session - trustees are critical to the success of a library. They volunteer their time to make sure that their local library runs well, follows complex laws, passes accreditation, and meets the needs of the community. I am passionate about our libraries and promise to be a strong advocate for the Adel library and help ensure it thrives.

Article below that pulled my public comments:

https://www.thecentersquare.com/iowa/article_6d0239f0-c9e8-11ee-875e-f3d86721ead1.html

Other comments and/or information:

We just went under contract to purchase a house in Adel. We will close on or around June 18th, 2024. I am currently on the Waukee library board and won't be able to be a member of the board once we sell our Waukee house. I really have enjoyed my time on the Waukee Library Board of Trustees and very much would like to continue serving in this role in Adel.

You are welcome to reach out to Kristine Larson as a reference. She is the Director of the Waukee Library.

Signature

Anna K Phelps

From: website@mg.adeliowa.org on behalf of [Adel Iowa](#)
To: [Carrie Erickson](#); [Anthony Brown](#)
Subject: New submission from Application to Serve on a City Board or Commission
Date: Thursday, May 23, 2024 8:39:36 PM

CAUTION: This email originated from outside the City of Adel's internal network. Do not click links, open attachments, or process requests unless you recognize the sender, know the content is safe, or verify that the request is authentic.

Name

Kim Simmons

Address

814 Greenwood Hills Drive
Adel, IA 50003
[Map It](#)

Phone

(515) 202-4245

Email

kbsimmons13@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
- Parks & Recreation Board

How did you hear about the opening(s)?

- Social Media

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

I served on the Minburn Library board for 3 years 2018-2020.
I have experience in previous hospital leadership positions and am currently Director of Compliance for a medical staffing company. I am accustom to working within a budget, writing policy and procedure, and following state and federal guidelines.

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

In order to have a positive impact on change and growth it is important to be active in the community I live in.

Other comments and/or information:

I appreciate the opportunity to be considered to serve.

Signature

Kim B Simmons

From: website@mg.adeliowa.org on behalf of [Adel Iowa](#)
To: [Carrie Erickson](#); [Anthony Brown](#)
Subject: New submission from Application to Serve on a City Board or Commission
Date: Wednesday, May 29, 2024 3:51:45 PM

CAUTION: This email originated from outside the City of Adel's internal network. Do not click links, open attachments, or process requests unless you recognize the sender, know the content is safe, or verify that the request is authentic.

Name

Melinda Skalland-Mills

Address

617 S 13th St
Adel, Iowa 50003
[Map It](#)

Phone

(515) 779-7039

Email

Melindalou7@hotmail.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

How did you hear about the opening(s)?

- Other

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

On the professional side, I have spent the bulk of my career in Property & Casualty Insurance claims, giving me extensive experience in developing and maintaining collaborative relationships, customer service with an emphasis on dealing with the public, conflict resolution and negotiation. For the last couple of years I have managed a team of claim adjusters, giving me new skills in the areas of hiring, determining policy and procedures for my team as well as ensuring they follow those consistently, acting as a liaison across management teams and departments and acting as a subject matter expert. I have a BA from Drake University where my major was English.

On the personal side, I have been a reader, lover of books and more specifically a lover of libraries since I first learned to read and I think that passion would be an asset in this role. I've lived in a few different cities over the years and one of the first places I always sought out was my local library, both for the books and for resources like public use computers and fax machines, copies of local publications and information, and programs that furthered either my local knowledge or personal development. I volunteered with the West Des Moines Library for a number of years, the bulk of that service in their "Home Bound Delivery" program for seniors and other adults who could not easily make it to the library. I believe libraries are a vital community resource and advocate for people to use their local libraries rather than buy a book off Amazon whenever I can.

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

Libraries have been a refuge for me since I was child, a place to discover and feel safe, no matter what was going on in my life or the outside world, and the Adel Library has given me a number of things over the years, including access to free WiFi during a few Mediacom outages! I've been impressed with the staff, the catalog and the programs the Adel Library offers to the community and I see the need and use of the Library expanding as the community around the Library expands. That will require intentional planning and thoughtful discussion about how to both grow and maintain the Library's standing and I would love the opportunity to use my skill set to help further the Library's mission and give back to a place that has given to me. I've never served on a Board before so there would be much for me to learn, but I think our library system is a national treasure and libraries are places to be invested in, safeguarded and championed and I believe that passion would make me a committed, thoughtful Board member.

Other comments and/or information:

N/A

Signature

Melinda Skalland-Mills



AGENDA ITEM NO. 6.f
AGENDA SECTION: NEW
BUSINESS

ADEL CITY COUNCIL AGENDA ITEM REPORT

MEETING DATE: June 11, 2024

TO: Mayor & City Council

FROM: Anthony Brown, City Administrator

AGENDA HEADING: Consider Approval of Resolution No. 24-37, Approving and Adopting the Adel Design Guidelines Prepared by RDG Planning & Design and Approved by Adel Historic Preservation Commission

STAFF/COMMITTEE RECOMMENDATION:

This resolution considers approval and adoption of the City's new downtown design guidelines.

A presentation from the architect with RDG will be held earlier in the meeting.

The City's Historic Preservation Commission has been working with RDG over the past year on these guidelines. Information to downtown residents was also provided.

City Attorney Kristine Stone noted that, if approved, the guidelines are effectively voluntary except when a building owner applies for financial assistance from the City.

To hire RDG, the City received grant funding from Iowa's State Historic Preservation Office and in-kind contributions fundraised by the City's Historic Preservation Commission.

City staff is recommending approval.

ATTACHMENTS:

[Resolution No. 24-37, Approving Adel Design Guidelines.pdf](#)
[Adel Design Guidelines_FINAL_051624.pdf](#)

Resolution No. 24-37

A RESOLUTION APPROVING ADEL'S DOWNTOWN DESIGN GUIDELINES GRANTED THROUGH THE STATE HISTORIC PRESERVATION OFFICE'S CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM

WHEREAS, the City of Adel received a Certified Local Government Grant from the State Historical Society of Iowa in January 2023; and

WHEREAS, the project's objective was to complete design guidelines for the Adel Public Square Historic District, with the Adel Historic Preservation Commission serving as the partnering planning entity; and

WHEREAS, the Adel City Council formally accepted and approved the SHPO grant contract on February 14th, 2023, and then proceeded to formally accept and approve a proposal from RDG Planning & Design on April 11th, 2023, and

WHEREAS, the final Adel Design Guidelines was approved by the Adel Historic Preservation Commission on March 29th, 2024.

NOW THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF ADEL, IOWA, that the attached Adel Design Guidelines from RDG Planning & Design is hereby approved and adopted.

Passed and approved this 11th day of June, 2024.

James F. Peters, Mayor

Attest: _____
Carrie Erickson, City Clerk



ADEL DESIGN GUIDELINES

Submitted by RDG Planning & Design - Spring 2024



A special thank you to the following groups for their efforts and support of these Guidelines:

A special thank you to all who have made this document possible:



STATE **HISTORIC**
PRESERVATION
OFFICE OF IOWA
IOWA DEPARTMENT OF CULTURAL AFFAIRS



ADM Class of 2001

ADM Class of 1998

Adel Historic Preservation Commission:

Rich Hughes (Chair)

Benjamin Bobier

Deb Christensen

Robert Hall

Vonadale 'Vonz' Odem

Cori Pickett

Lanae Wilcox-Enriquez

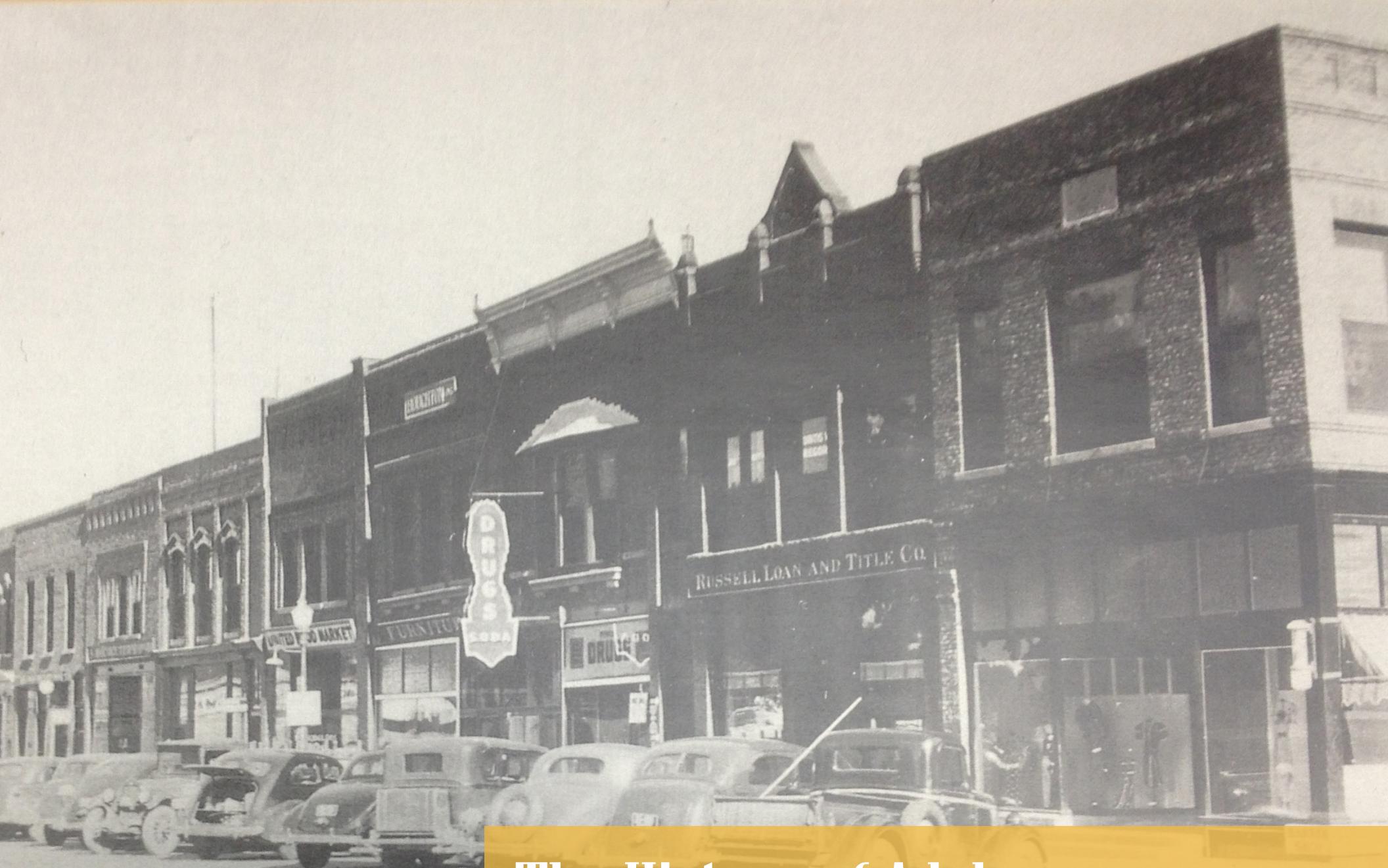
...and additional Volunteers:

Chris Brocka

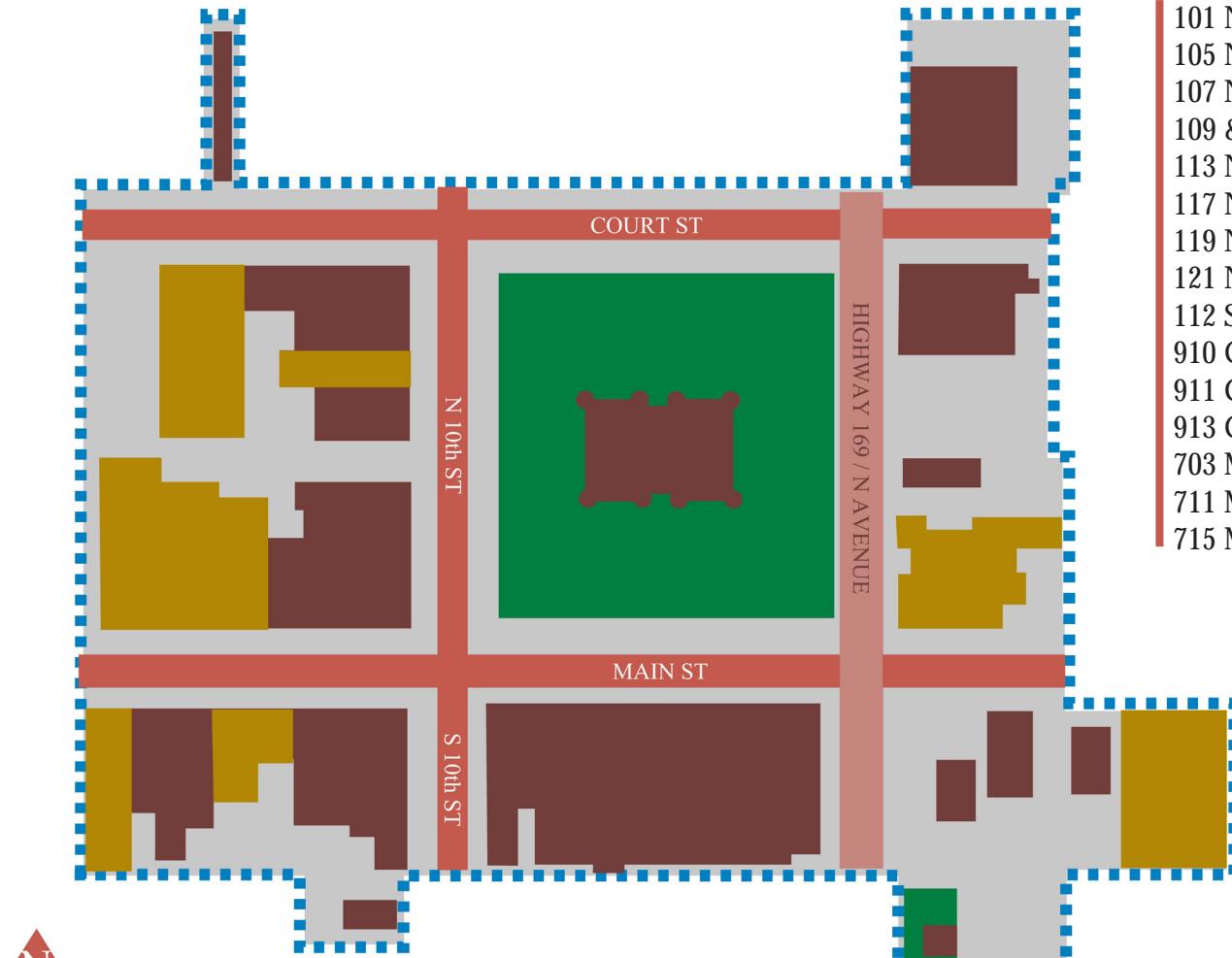
Dan Juffer

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The History of Adel



- BUILDING WITHIN THE HISTORIC DISTRICT, CONTRIBUTING
- BUILDING WITHIN THE HISTORIC DISTRICT, NON-CONTRIBUTING
- BRICK STREET
- HIGHWAY

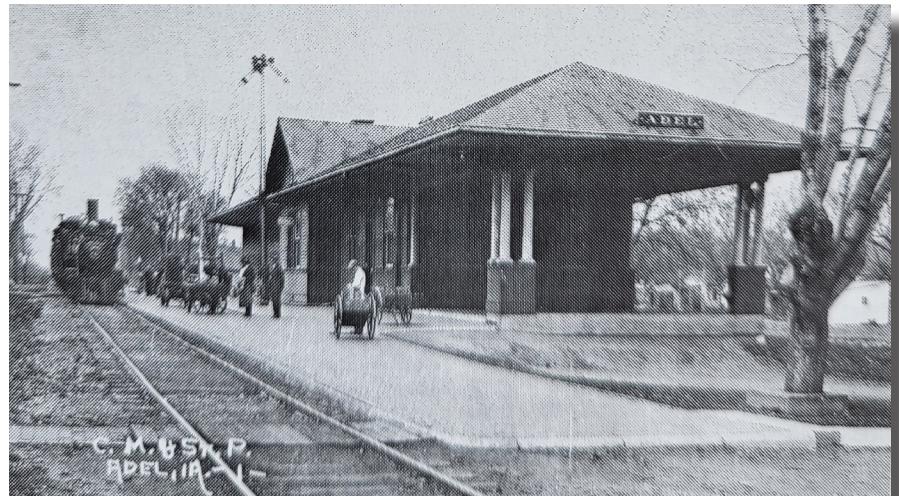
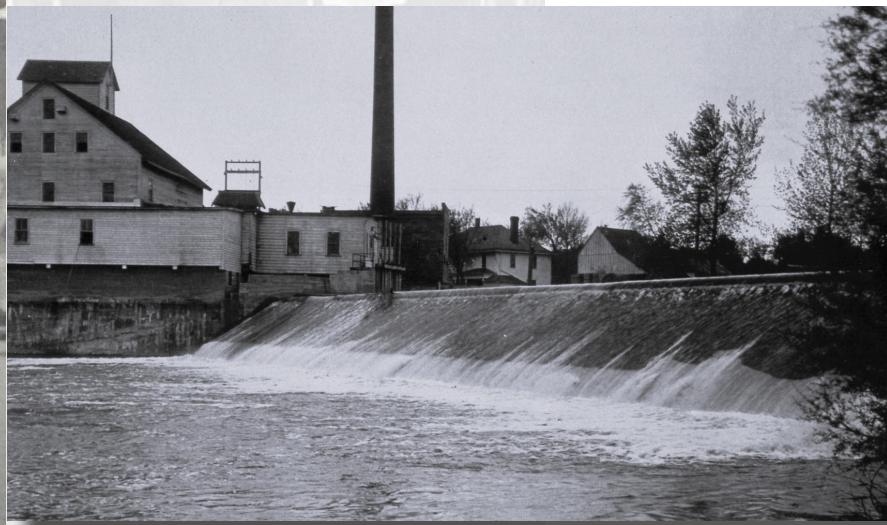
THE ADEL PUBLIC SQUARE HISTORIC DISTRICT CONTAINS APPROXIMATELY FOUR BLOCKS IN DOWNTOWN ADEL, CENTERED AROUND THE DALLAS COUNTY COURTHOUSE. THE DISTRICT WAS LISTED ON THE NATIONAL REGISTER OF HISTORIC PLACES IN 2009. CONTRIBUTING/NON-CONTRIBUTING STATUS SHOWN ON THE MAP ABOVE IS BASED ON THE 2009 NOMINATION.

101 N 9TH STREET	801 MAIN STREET
105 N 9TH STREET	803 MAIN STREET
107 N 9TH STREET	805 MAIN STREET
109 & 111 N 9TH STREET	807 MAIN STREET
113 N 9TH STREET	809 MAIN STREET
117 N 9TH STREET	811 MAIN STREET
119 N 9TH STREET	813 MAIN STREET
121 N 9TH STREET	815 MAIN STREET
112 S 9TH STREET	817 MAIN STREET
910 COURT STREET	819 MAIN STREET
911 COURT STREET	821 MAIN STREET
913 COURT STREET	823 MAIN STREET
703 MAIN STREET	901 MAIN STREET
711 MAIN STREET	903 MAIN STREET
715 MAIN STREET	906 MAIN STREET
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	119 NILE KINNICK DRIVE S

A History of Adel

On February 16, 1847 the General Assembly of the State of Iowa approved the boundaries of Dallas County. Less than three months later land owned by John Miller was platted for what would become the city of Adel. Located in a picturesque basin, surrounded by upland prairie, rolling hills and the North Raccoon River, the city derived its name from “a dell” – a small, wooded valley. Earlier accounts referred to the town as “Penoach,” a Native American term meaning “far away.”

Dallas County was named for George Mifflin Dallas, vice president under sitting president James K. Polk, the namesake for neighboring Polk County. As had much of the land of Iowa, Dallas County had been under the rule of the Sac and Fox nations until it was signed over in a treaty on October 11, 1842.



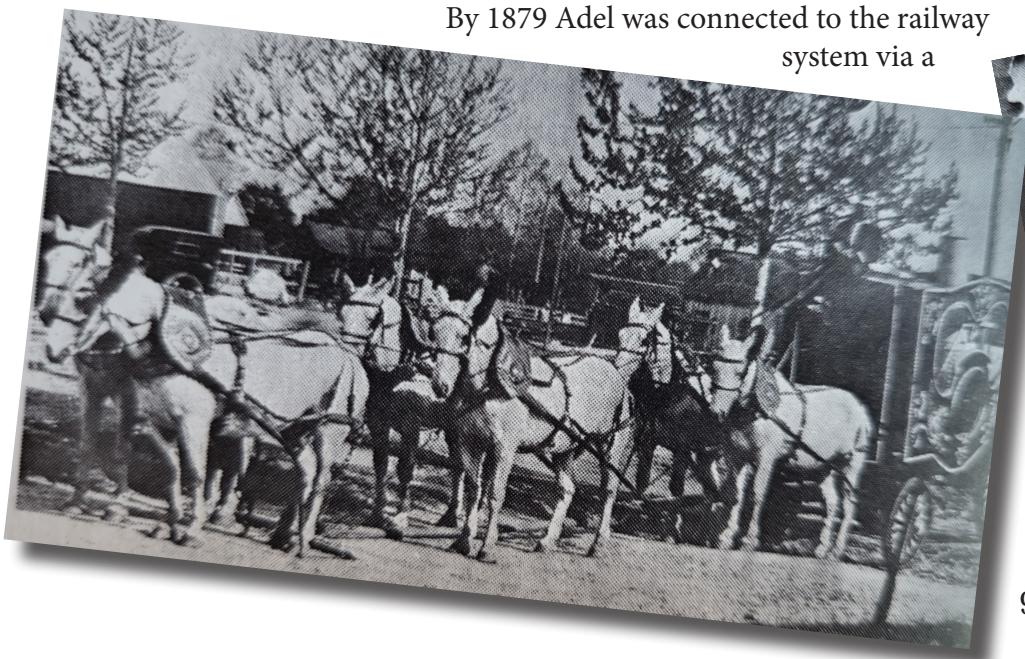
The city of Adel was platted in a way that was devoid of the railroad's influence but rather drew upon planning schemes reminiscent of the nation's early republic. Lots were platted in a way to allow freedom to property owners who wished to build upon the lot, avoiding restrictions that other Iowa towns included. The design also demonstrated equality – avoiding labels such as boulevards, avenues and other names that might impose more importance over others. Numbered streets were also avoided. Without the concern of the needs a railroad might require, the original city of Adel featured a simplistic, harmonic grid of city blocks and streets.

The early days of settlement were also a time of great movement in American history. Thousands of settlers and adventure seekers moved across the plains of Iowa to points further west. Adel's location along this trail between Des Moines and Council Bluffs assisted

in its growth as it supplied many travelers with necessary supplies. Though the sale of lots for the city started off slow, by 1856 a flour mill was located along Mill Slough, a branch of the North Raccoon River, prompting further settlement. Being centrally located within Dallas County Adel was naturally given the designation of county seat. Over the years this designation would be tried and tested but would ultimately succeed in remaining the governmental authority of the county. This stimulated further development in the form of law firms, newspapers and other civic needs.

By 1855, the town hosted only twenty-five houses and three stores. Despite its slow growth, Adel did continue to grow, but extensive growth was stunted due to its lack of railroad connection. The lack of railroad in its early days offered Adel its uncomplicated city plan, but by the 1870s society was becoming more and more dependent on the services a railway connection could offer. Many communities lived or died based on their connection (or lack thereof) to a railway system. The inhabitants of Adel were determined to not only retain their county seat title but to also flourish. With much effort, Adel boosters were successful.

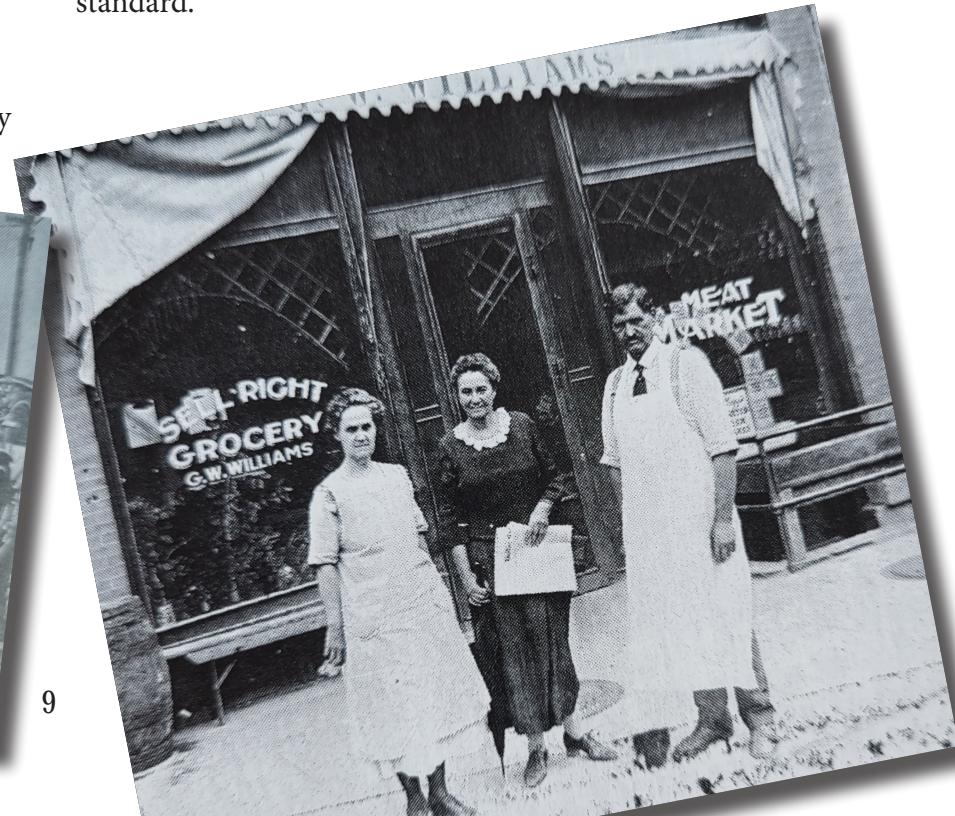
By 1879 Adel was connected to the railway system via a



narrow gauge railway. Local boosters and a group organized as the Adel Improvement Company further advocated for advancements in civic infrastructure projects to improve the town. Public water works, a new public library, hotels and additional brick lined streets were all part of their plan to maintain and grow the city. Many felt these efforts would demonstrate Adel's right to retain the county seat designation; the construction of the beautiful French Renaissance inspired courthouse in 1902 would solidify this decision.

While many small, rural communities suffered decline after the end of World War II, Adel's location once again offered it a lifeline. Located in proximity to the Des Moines metropolitan area, Adel and other Dallas County communities benefit from serving as bedroom communities to the capitol city.

The citizens of Adel always have, and continue to prove themselves as a community that respects its past and works to preserve its future. The implementation of these design guidelines is a testimony to that standard.

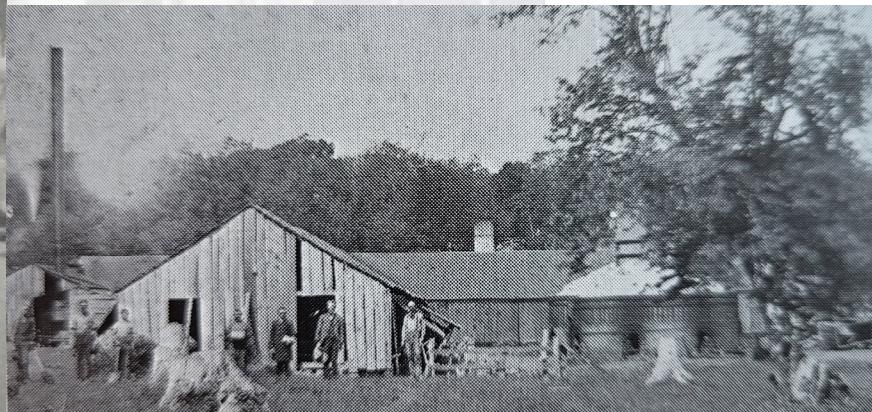


Adel's Masonry History

The high-quality red and blue clay and shale deposits found in Dallas County have contributed significantly to the success of Adel's brick manufacturing history. These deposits, left behind thousands of years ago by the retreating Wisconsin glacier have given local brick makers a reputation of producing quality, consistently colored brick.

Adel's first brick plant was constructed in 1882 by R.M. Kerns & Company. The company underwent a series of name changes, mergers and acquisitions including: Kerns and McKissick, Harris and Company, Adel Clay Products, United Clay Products Company, Sioux City Brick and Tile and United Brick and Tile.

R.M. Kearns & Company's first plant was located south of Oakdale Cemetery on Butler Creek. Once railroad service was extended to Adel, the plant was relocated near the tracks on the southwest edge of town, where it remains to this day.

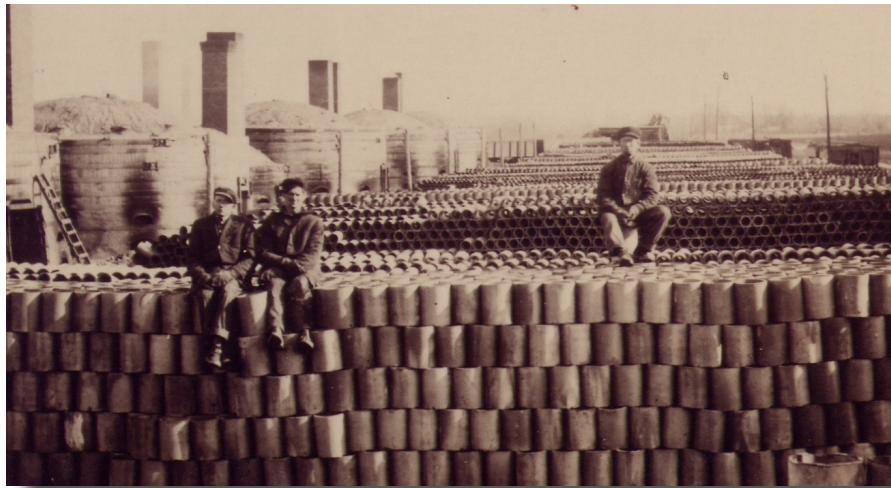


Adel was not only known for its brick of consistent size, color and quality, but was also the epicenter for numerous patents for equipment used in the brickmaking process. With the ingenious mind of Havor Rufus Straight, the ancient practice of brick making became more efficient and modern, helping the Adel plants to thrive when other plants were struggling.

In 1926 a merger of red brick plants changed the landscape of Iowa brickmaking. Thirty-two plants across four states consolidated into a new company - United Clay Products Company. The Adel plant was considered to be the most efficient, in large part to the patents of H.R. Straight.

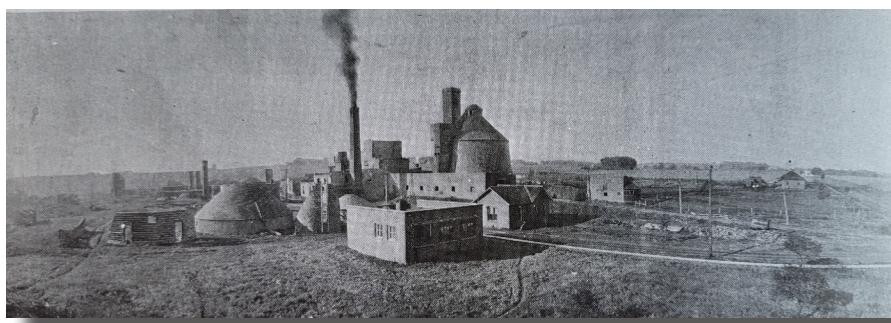
Brick was not only a popular building material, but also served well as a paving material. Though Adel experimented with various materials, by the 1890s brick was the material of choice for city paving projects and continued to be for the next several decades.





Road improvement projects were piecemeal, happening when city funds could support them. Because of this, the appearance of each street differs as the manufacturers and techniques of installation varied over the years. Some streets were laid with the beds facing up, others with the stretcher. Some used a running bond while others incorporated a more decorative herringbone pattern. Installation patterns varied, but one feature remained consistent: the orangish-red hue.

Though the process of manufacturing brick has modernized in the decades since Adel's first brick plants and employs far fewer workers, the production of brick continues and serves as a defining characteristic in the culture of the town.



A Timeline of Adel's Brick Streets

1892 - Adel's first brick streets are constructed. These four streets were those surrounding the courthouse square.

1914 - The City of Adel considers other materials for future street improvement projects, including vitrified brick ("vertical fibre block"). This material was a combination of asphalt and concrete. Several out of town contractors proposed this new approach, but Adel residents objected to the change.

1924 - Brick paving projects continue to expand. The City Council ordered 18 new blocks of paving. Once again, other materials are considered but brick prevails, in large part due to the backing of the local newspaper, The Dallas County News. Comparisons were made to the recent asphalt projects in Perry and Dallas Center that had turned out "far from satisfactory."

1977 - The City Council allows concrete to replace the brick street in the 100 block of Nile Kinnick Drive North.

1980s - Adel residents petition to preserve the Rapids Street brick pavement project with 255 signatures. This section of brick paving remains today, stretching from N 9th Street to N 15th Street.

1990s - The Iowa Department of Transportation begins a reconstruction of US Highway 169 through Adel. Brick paving is removed and replaced with concrete.

1995 - A report commissioned by the City of Adel is used to determine the appropriate treatment of existing resources such as brick paving and other streetscape improvements.

Adel's Architectural History

The architecture of the Adel Public Square Historic District can be divided into two very different areas. The buildings on the west and south sides of the square are filled with two-story buildings of Victorian and early 20th century commercial buildings and a few single story ones. The two remaining edges are of more recent construction, with those on the east being of earlier construction, in the post World War II era. These two sides of the square are a mix of single and two-story buildings.

The style of architecture around the Square is typical of Midwest commercial buildings constructed around the turn of the century. Classical Revivals are common, with the earliest stylistic features being influenced by Late Victorian styles and later construction with nods to the Art Moderne movement.

Architectural design was heavily influenced by classical architecture prior to the Civil War. Early construction in Adel, which was emerging from its pioneer beginnings of log buildings and into frame construction, was no different. This first generation set of buildings, which were often only one story, can be seen in early

photographs and drawings of Adel but none of the structures are still standing.

Once the Civil War had commenced and construction began to ramp up, it was common for down-buildings to be influenced by Victorian styles such as the Italianate style. This style expressed an exuberance unlike the more refined styles of earlier decades with its elaborate cornices and decorative window hoods over tall, narrow windows. The extravagant details of this style was made possible due to the advancement of manufacturing and the availability of building materials, in large part due to the expansion of the network of the railway system.

Approaching the turn of the 20th century, Americans were gradually departing from the over-the-top details of the Victorian period and were becoming more receptive to going back to the basics with classical revivals. Buildings constructed during this time period were more restrained in their detailing but still featured some



town commercial





decoration in the form of arched openings with keystone hood molds and straightforward cornices. One prominent design element, however, was the incorporation of a set of stairs used to approach the entry. This can be seen in two bank buildings that were constructed in the first decade of the new century – the Dallas County Savings Bank (1901) at 801 Main Street and the Adel State Bank (1908) at 901 Main Street. The Dallas County Courthouse, of French Renaissance style, also incorporates this approach at its most prominent elevation.

By the early decades of the 20th century most of the building stock in Adel had already been constructed. With new construction that did occur, the Commercial Style was heavily referenced. This style was even more restrained and streamlined than its predecessors. This style was easily adapted to most building types, which was helpful considering the wide variety found surrounding the town square.

Construction over the next couple of decades was generally limited to storefront remodels until after World War II. Because of this the Art Deco influence is limited within the District. After the War new construction made an abrupt departure from the past decades. Designs were focused on unadorned facades with asymmetrically placed windows and doors. New materials and applications also impacted the district with the introduction of metal canopies, metal casement windows, face brick veneers and hollow tile block.

Regardless of the style, with easy access to the brick manufacturing process Adel's buildings are uniquely different, with many buildings featuring polychromatic brick. Numerous brick colors, patterns and textures are used to provide a varied aesthetic to the overall appearance of the District.

Dallas County Courthouse: 1902



Adel's crown jewel is certainly its three and a half story Bedford stone courthouse situated in the middle of the downtown public square. A courthouse in the middle of the town square was not always the case, however. The first Dallas County Courthouse (1847) was a double log cabin located at the northwest corner of 7th and Court Streets. A second courthouse (1853) - a one-story frame building - was located at the southeast corner of Main and South 9th Streets. This building was for temporary purposes only, with a new, more permanent building being constructed in 1858. This two-story brick building was Greek Revival in aesthetic and at this time the courthouse was finally located within the downtown public square. Within a few decades it was evident that this building was not big enough to serve the needs of the people and securing funds for a bigger courthouse began. After several failed attempts, an \$85,000 referendum was passed in 1900 to construct a new courthouse. The cost of the courthouse would end up costing \$109,243.

This fourth and final courthouse was designed by the firm Proudfoot & Bird, operating out of Des Moines. Proudfoot & Bird were well known for their many public buildings across the state and even across the nation. They were responsible for the Salt Lake City Courthouse in Utah (1894) and would go on to design neighboring Polk County Courthouse in 1906. The design itself was to have been inspired by Azay-le-Rideau at Idre-et-Loire, a 16th century chateau near Tours, France. Its ornately carved dormers, rounded conical-topped corners, high pitched, irregular roof certainly exhibits elements inspired by the French Renaissance.

Adel's Building Types



TRADITIONAL COMMERCIAL BUILDINGS

Commercial buildings make up the majority of the building stock in the District. Two types of commercial structures exist: commercial buildings (generally 22' in width) and blocks, which are generally twice as wide. Most of Adel's commercial buildings are two story in height; one three story building sits at the corner of Main and N. 9th Streets. Single story buildings began popping up after the turn of the 20th century, notably after World War II.



PUBLIC BUILDINGS

Being the seat of government for the county, Adel's Public Square District hosts many offices for government use. With the exception of the courthouse, these are all single story buildings most commonly spread along the northern portions of the District. These facilities or the land upon which they were built were acquired over the course of several years as the need for governmental office space grew beyond what was available within the courthouse.



PROFESSIONAL OFFICES

Professional offices were often located off of the square where land was more economical. Gable roofs allow the buildings to blend in with its residential surroundings.



AUTOMOTIVE AND FARM EQUIPMENT RELATED

These types required extra space and were generally one story in height. They are located on the periphery of the District.

LODGE HALLS

Lodge halls were often located downtown for convenience and visibility. Many were built (or renovated existing buildings) as a business venture with rentable space on the first floor and meeting halls on the second floor (above, left). As with many other building types, lodge halls saw a notable difference after World War II (above, right).

Town Square Types



SINGLE FAMILY DWELLING

Only one single-family dwelling is within the district: 711 Main Street. It is a one and a half story, Craftsman inspired dwelling which serves as a reminder of the close proximity of residential land use prior to the expansion of the immediately adjacent commercial district.



HATCHERIES

With commercial lots being slow to sell, unconventional, more agricultural focused businesses located within the District. Architectural designs varied with these buildings.

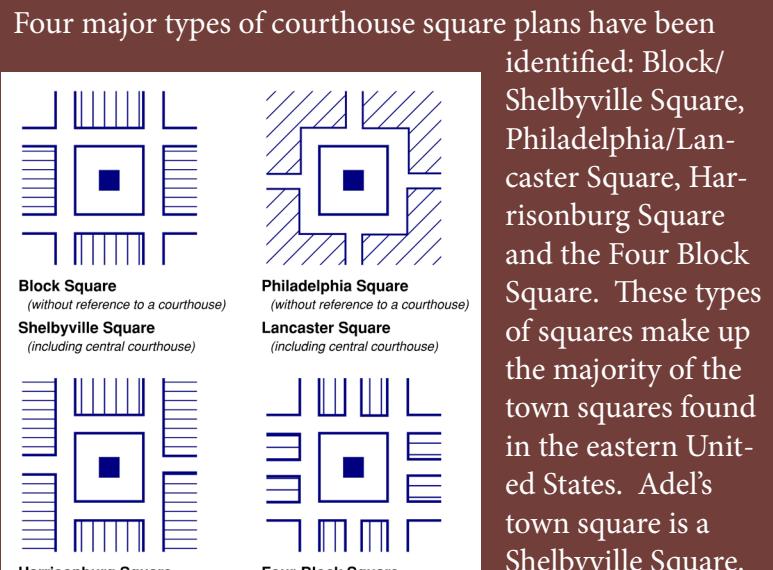


CONTEMPORARY BUILDING TYPES

Nontraditional building types started to be constructed after World War II. These buildings featured various shapes and massings, breaking from the traditional storefront type with their regular rhythms, scale and zero-lot line building footprints.

FOR MORE INFORMATION ON THE BUILDING TYPES OF ADEL'S PUBLIC SQUARE DISTRICT, CHECK OUT THE NATIONAL REGISTER OF HISTORIC PLACES NOMINATION FORM BY HISTORIAN WILLIAM C. PAGE, 2009. AVAILABLE AT WWW.NPS.GOV.

The town square such as found in Adel is truly a Middle West and upland South concept and not one that is consistently found across the country. City planners typically plan a town in which a main street is the integral part of the community; adopting a centralized public space in which to erect a structure dedicated to the governing body of the county was a choice rooted in equality. With equal views of the courthouse, this concept projected a sense of fairness and equality to its property owners and citizens as well. Adel had been chosen as the county seat for its geographically centered location within the county; the instrumentation of a centrally located courthouse within the public square further illustrates this concept.





TYPICAL COMMERCIAL BUILDING ELEMENTS

Adel's Building Materials



As with most small town historic districts, Adel's Public Square District features a variety of building materials. Wood, brick, stone, concrete block and even exterior insulated finishing systems (EIFS) can be found.

The earliest buildings stock, as was typical in most growing communities in the Midwest, was wood. Brick soon became the choice replacement building material and no wood structures remain within the District today. While stone was a common material at this time of Adel's growth, little is found with the exception of the Dallas County Courthouse.

Brick continued to dominate until the post World War II era, when concrete block became an economical choice for many owners wishing to construct new buildings. This product could reduce labor costs and could serve structural purposes as well. Concrete block, however, did not provide the warmth and detailing that brick offered.

Towards the end of the twentieth century, EIFS was a popular choice for its cost and ease of installation. While from afar it can mimic historic building materials such as stucco, its ability to perform over time cannot compete with time-tested masonry such as brick and stone.

Adel's Architectural Style Influences

The styles of architecture that have influenced the buildings within Adel Public Square District span four categories as laid out by the National Park Service. An additional category, Greek Revival, was a heavy influencing style in Adel's early architecture. None of these buildings are extant. These four categories are further broken down into subcategories, as shown on the following pages.

As is typical of any rural community, the design and construction of these downtown buildings are rarely pure examples of any one design. More often, they exhibit trace or copious amounts of influences from one or more styles as the building owner, contractor or owner saw fit. This was often influenced by popular styles of the day, but as can be seen, the years in which a particular style of architecture was popular nationally could sometimes differ from what was popular and being implemented in Middle America.

Several good resources can help identify architectural components and styles. For more information, check out the following:

“A Field Guide to American Architecture” - Carole Rifkind

“A Field Guide to American Houses” - Virginia McAlester and Lee McAlester

“American Vernacular Buildings and Interiors” - Herbert Gottfried and Jan Jennings

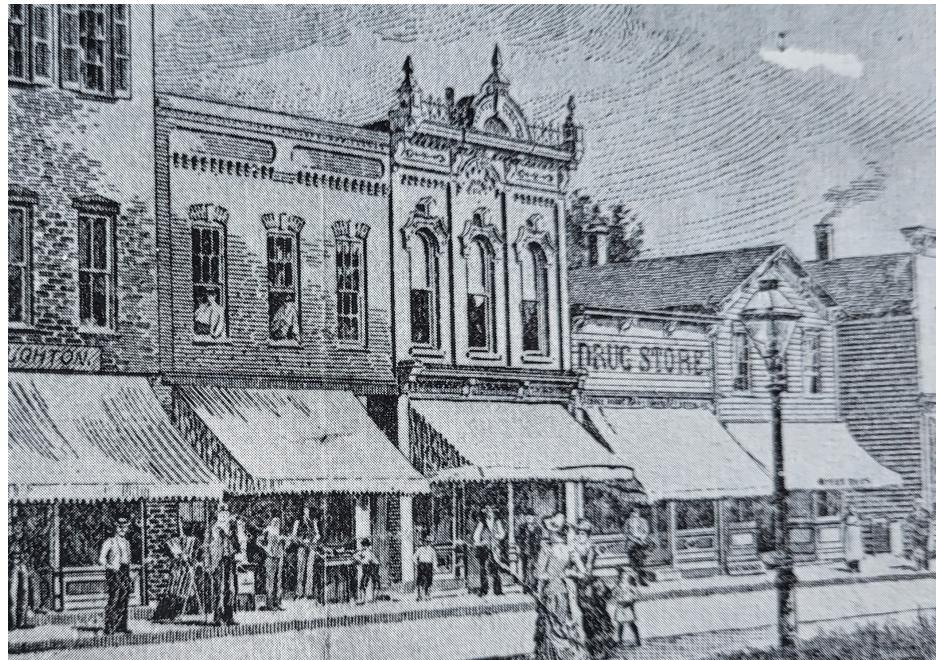
“American Houses: A Field Guide to the Architecture of the Home” - Gerald Foster

“Identifying American Architecture: A Pictorial Guide to Styles and Terms, 1600 - 1945” - John J. G. Blumenson



Mid 19th Century: Greek Revival

Early Adel architecture was often influenced by the Greek Revival style that was prevalent across the country from 1820 - 1860. It is an adaptation of the Greek temple front, applying details such as prominent pediment roofs, entablatures, dentils and columns or pilasters with Doric, Ionic or Corinthian order details.



Late Victorian: Italianate

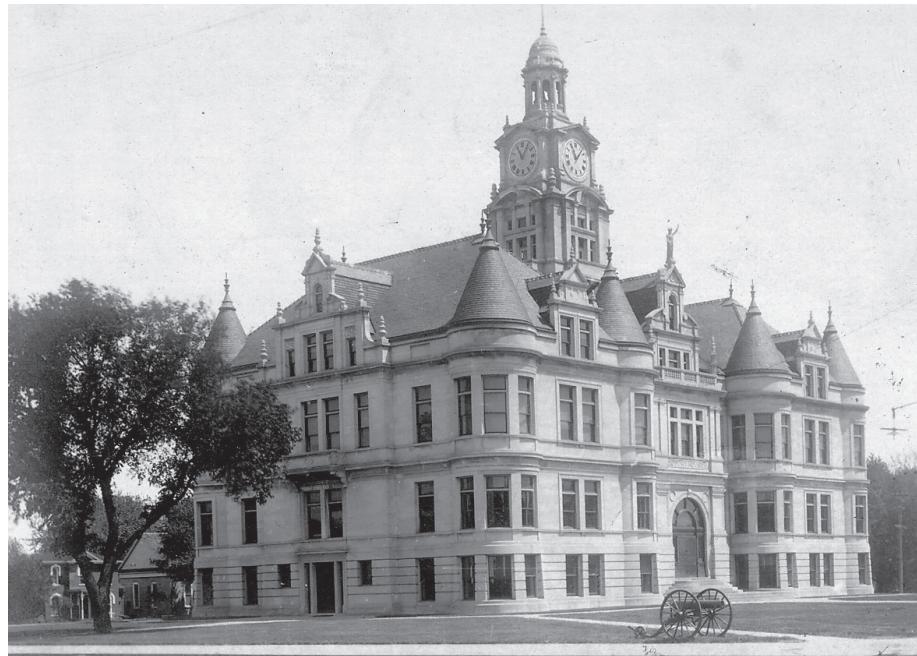
Italianate was a popular style for commercial buildings in the 1870s and 1880s across the Midwest and even earlier nationally. It is a formal style featuring decorative hoods above tall, thin windows, large brackets and wide eaves. Pronounced moldings and details such as quoins and stringcourses are common features.



Late 19th & 20th Century Revivals: Classical Revival

Classical Revivals were popular in the decades just prior and just after the turn of the 20th century. This style reintroduced components and design aesthetics that were popular in ancient architecture including arched openings, keystone-shaped hood molds and cornices that were more simplistic than earlier Victorian versions.

Adel's Architectural Style Influences



Late 19th & 20th Century Revivals: French Renaissance

Renaissance Classical styles spring from the renewed interest in Ancient Classical designs. This influence started in Italy in the early 15th century and moved north to France and later to England. By the 18th century it was heavily influencing design in the American colonies. In Adel, the French Renaissance style is seen in the Dallas County Courthouse. It is characterized by a prominent roofs (often including conical shapes), symmetrical facades, dentils, pediments, pilasters and quoins.



Late 19th & 20th Century Revivals: Tudor Revival

The Tudor Revival style was a popular style for residential buildings. It is less frequently seen in commercial architecture and is not commonly found within the commercial district of Adel. The District's National Register of Historic Places nomination recognizes the Tudor Revival style as being the influence for the building at 115 Nile Kinnick Drive South - originally the Iowa Highway Commission District Office. Style elements of the Tudor Revival style include steeply pitched roofs with side gables, massive chimneys, decorative half-timbering and tall, narrow windows.



Late 19th & Early 20th Century American Movements: Commercial

The Commercial style lent itself well to downtown buildings with its simple details such as rectilinear shapes, smooth surfaces, pediments and thoughtful use of building materials and color. Popular during the first three decades of the 20th century, this style was used most commonly on renovations to already existing Adel buildings as new construction during this time was limited.



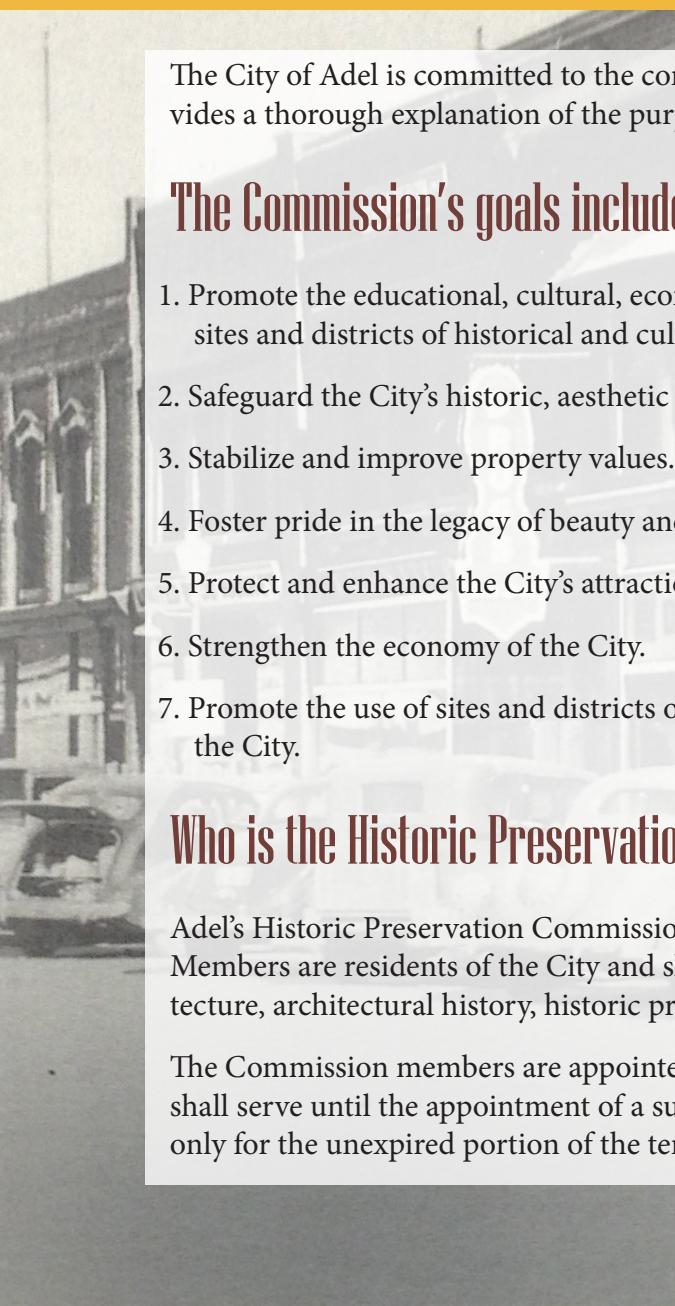
Modern Movement: Moderne/Art Moderne & Later Styles

Adel's downtown district has no true example of moderne style of architecture but later renovations (after the 1940s) were influenced by the design. By the time these styles were popular, most of Adel's building stock was in existence. Therefore, only slight traces of the styles can be found. These qualities include asymmetrical placement of second floor fenestration, unadorned wall surfaces and a break from other traditional applications.



Starting Your Project

Adel's Historic Preservation Commission



The City of Adel is committed to the continued preservation of its historic architecture. Chapter 25 of the Adel Code of Ordinances provides a thorough explanation of the purpose, intent and roles of Adel's Historic Preservation Commission.

The Commission's goals include:

1. Promote the educational, cultural, economic and general welfare of the public through the recognition, enhancement and perpetuation of sites and districts of historical and cultural significance.
2. Safeguard the City's historic, aesthetic and cultural heritage by preserving sites and districts of historic and cultural significance;
3. Stabilize and improve property values.
4. Foster pride in the legacy of beauty and achievements of the past.
5. Protect and enhance the City's attractions to tourists and visitors and the support and stimulus to business thereby provided.
6. Strengthen the economy of the City.
7. Promote the use of sites and districts of historic and cultural significance as places for the education, pleasure and welfare of the people of the City.

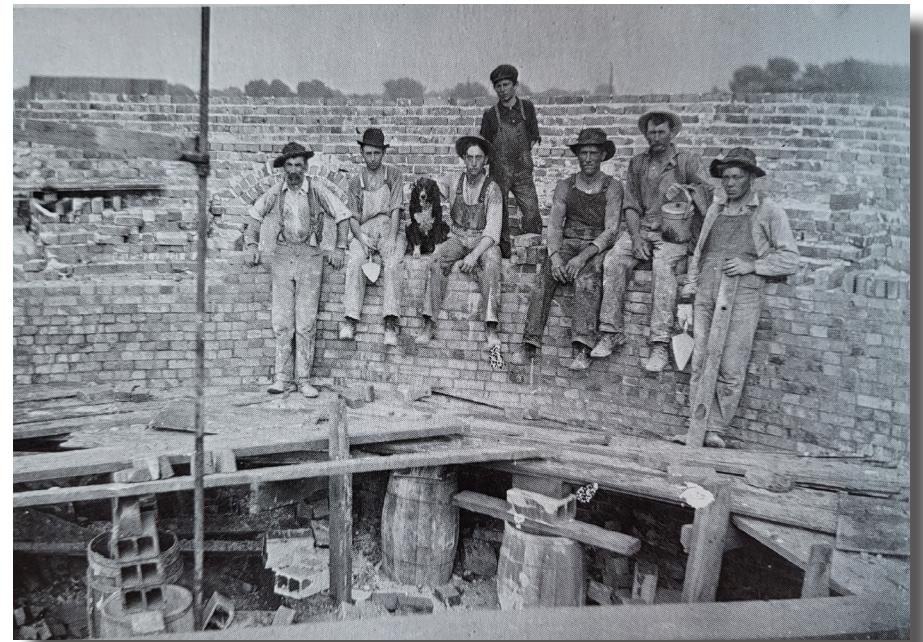
Who is the Historic Preservation Commission?

Adel's Historic Preservation Commission is made up of seven members appointed by the Mayor with the advice and consent of the Council. Members are residents of the City and shall demonstrate a positive interest in historic preservation, possessing interest or expertise in architecture, architectural history, historic preservation, city planning building rehabilitation conservation in general or real estate.

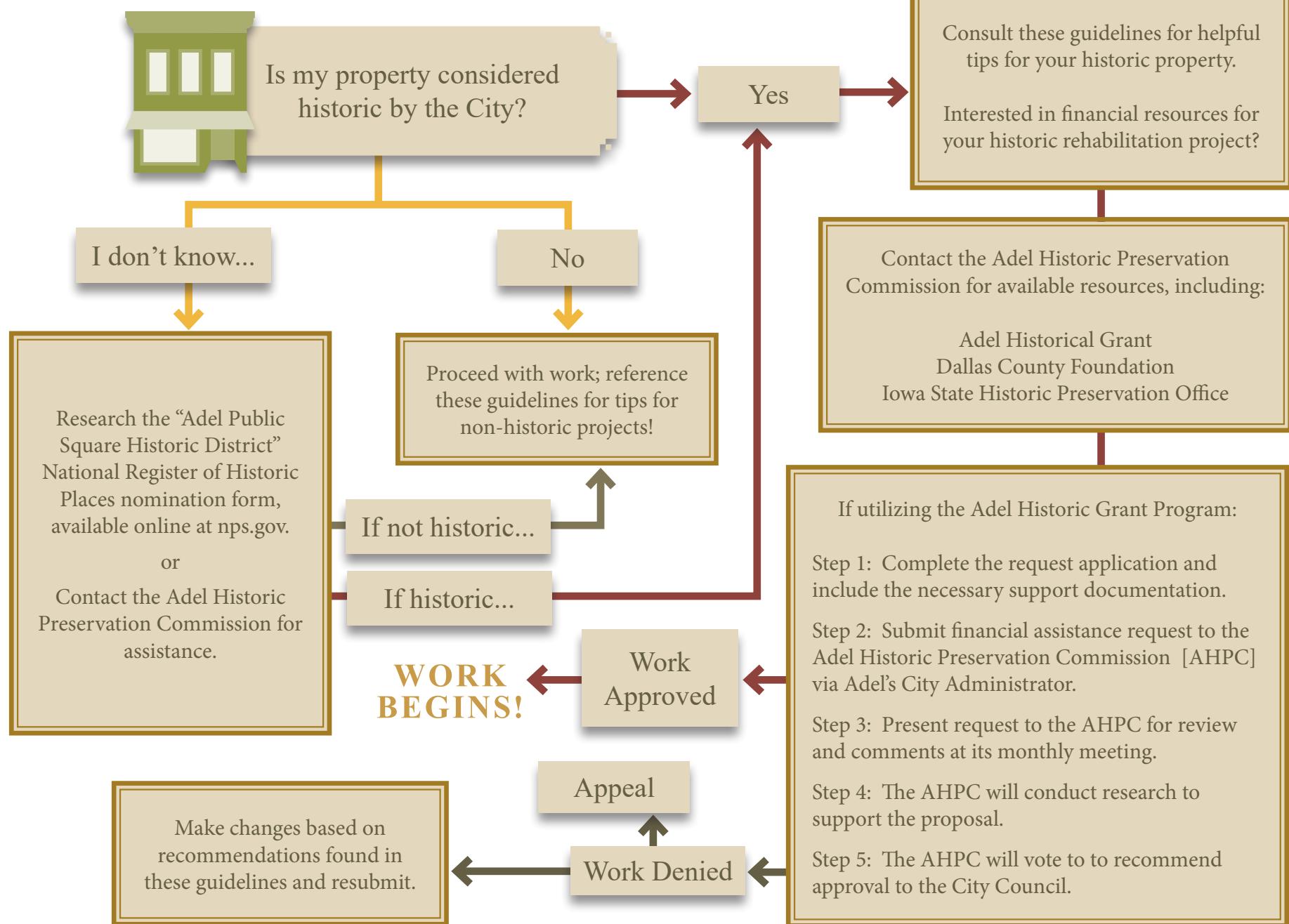
The Commission members are appointed for staggered terms of three years. Members may serve for more than one term. Each member shall serve until the appointment of a successor. Vacancies occurring in the Commission, other than expiration of term of office, shall be only for the unexpired portion of the term of the member replaced.

What are the duties of the Commission?

1. The Commission may conduct studies for the identification and designation of historic districts and sites meeting the definitions established by this chapter. The Commission may proceed at its own initiative or upon a petition from any person, group or association. The Commission shall maintain records of all studies and inventories for public use.
2. The Commission may make a recommendation to the State Bureau of Historic Preservation for the listing of a historic district or site in the National Register of Historic Places and may conduct a public hearing thereon.
3. The Commission may investigate and recommend to the Council the adoption of ordinances designating historic sites and historic districts if they qualify as defined herein.
4. In addition to those duties and powers specified above, the Commission may, with Council approval,
 - A. Accept unconditional gifts and donations of real and personal property, including money, for the purpose of historic preservation.
 - B. Acquire, by purchase, bequest or donation, fee and lesser interests in historic properties, including properties adjacent to or associated with historic properties.
 - C. Preserve, restore, maintain and operate historic properties under the ownership or control of the Commission.
 - D. Lease, sell, and otherwise transfer or dispose of historic properties subject to rights of public access and other covenants and in a manner that will preserve the property.
 - E. Contract with State or federal government or other organizations.
 - F. Cooperate with federal, State and local governments in the pursuance of the objectives of historic preservation.
 - G. Provide information for the purpose of historic preservation to the Council.
 - H. Promote and conduct an educational and interpretive program on historic properties within its jurisdiction.



I want to do work on my property. Now what?



What are the Guidelines?

What are the Guidelines?

These design guidelines were created for the Adel Public Square Historic District. This District contains a beautiful collection of 19th and 20th century commercial architecture; the purpose of this Document is to allow building owners to understand what is and is not appropriate for the buildings contained herein. It is also a tool for the community as a whole to better understand the historic architecture of the community in an effort to appreciate and encourage the preservation of historic architecture.

How do I use the Guidelines?

1. Read through the guidelines and become familiar with them.
2. Identify areas that are applicable to your building. Do more research if a particular topic is of importance to your building.
3. Apply the guidelines to your project: determine what is right for your project. Base your design decisions on the history of your building – based on historic photographs and historic materials still remaining. Avoid creating a “false past” for your building.
4. For access to a hard copy of this document, check with the Adel Historic Preservation Commission.

The objectives of these guidelines are to:

1. Encourage property owners to retain the visual and historical integrity of the district and the buildings within it.
2. Protect and enhance property values.
3. Aid in quality design decisions, based on the “Secretary of the Interior’s Standards for Rehabilitation.”
4. Aid in qualifying for financial incentives.

Planning Your Project

Projects within the Adel Public Square Historic District should be approached in a way to maintain its historic integrity. A good plan takes into account what is best for the District, the individual building and the Owner’s current needs to become a successful rehabilitation for future generations to enjoy.

Step 1: Planning Your Project

The first step is to determine the big picture goal and to consider the following:

If the building is fairly intact but deteriorated, what repairs should be done first?

If significant alterations have been made, should they be kept, should the building be restored to its original appearance, or should another approach be taken?

If the building is no longer in commercial use, can the new use be accommodated while retaining the commercial appearance of the building?

What is an appropriate and acceptable budget for the building owner?

Is the rehabilitation feasible?

Step 2: Look at Your Building

Let your building speak to you! Taking a good look at the details that you might not have ever noticed could reveal new information such as construction dates or evidence of additions that were not original to the property.

Step 3: Research Your Building

Understanding its history will help guide decisions you make during a project. See the following pages for more information on the resources available.

Step 4: Determine Character Defining Features

Character defining features are features that allow us to understand the historic integrity of the building and define the style or influential style that it represents. The National Park Service offers a three step process to help identify the visual character of architecture:

Step 1: Overall Visual Aspects

Step 2: Visual Character at Close Range

Step 3: Interior Spaces, Features and Finishes

Step 5: Make a Plan

1. Assess your building's conditions and develop a plan:
2. Inventory the existing condition of the building and relate it back to treatment types. Answer the question, "What needs attention and why?"
3. Write a description of work. List what is needed to stabilize the building, meet specific treatment types and what is needed to meet your overall goal.
4. Consider how historic materials will be protected during construction.
5. If needs exceeds the budget available, consider prioritizing and phasing the project. Critical projects should be given priority over aesthetic ones.

Step 6: Research Materials & Contractors

Use this set of guidelines and the suggested resources to evaluate proper materials.

Frequently Asked Questions

Q: Are there advantages of owning and maintaining an historic property?

A: There are numerous benefits to owning and maintaining an historic property. The preservation of these historic buildings not only preserves the history of your community for future generations, but also creates a sense of place that attracts tourism. Financial benefits are also available; see below.

Q: If my building is listed on the National Register of Historic Places, [NRHP] am I limited to what I can do to my building?

A: Generally, no. Unless you are receiving Federal funding you can make your own choices. However, we strongly recommend following these Guidelines to avoid jeopardizing your NRHP status and to maintain the high degree of historic integrity that allowed your property to be listed in the first place.

Q: Is there financial funding available for my project?

A: There are several financial sources available for historical projects. Two key questions concerning the selection of a funding source are: the amount of assistance requested and the timing of the assistance. Contact the Adel Historical Preservation Commission to obtain additional information and directions. For information on these grants, see Page 33.

Types of Work

Treatment Definitions

There are many terms that are used for work on historic buildings. It is important to understand the difference of each treatment and to use these terms correctly. Definitions of the four major treatments as described by the National Park Service are listed below. Other terms you might encounter that may or may not be appropriate for your type of project:

Conservation:

The repairing of existing historic construction materials by stabilizing and consolidating the damage, instead of removing and replacing the material with new. For example, a severely rotted wood window sill might be left in place and injected with a glue, rather than being removed and replaced. This term may also refer to the cleaning and repair of fine art, such as paintings and sculptures.

Renovation or Remodel:

The work taking place to repair or modernize existing buildings while ignoring or disregarding any historic features or significance. The results may be inappropriate and irreversible. These terms are not found in the Secretary of the Interior's Standards.



National Park Service - Treatment Definitions:

The National Park Service defines four treatment approaches for historic buildings. The following approaches are in hierarchical order:

Preservation:

Places a high premium on the retention of all historic fabric through conservation, maintenance and repair. It reflects a building's continuum over time, through successive occupancies, and the respectful changes and alterations that are made. For example, maintaining an historic library in its original design and materials through regular maintenance and repair.

Rehabilitation:

The most common treatment, rehabilitation, is defined by the National Park Service as "the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values." For example: Taking an old warehouse and converting it into apartments while keeping the historic fabric intact as much as possible. Similar to "adaptive reuse."

Restoration:

Focuses on the retention of materials from the most significant time in a property's history, while permitting the removal of materials from other periods. For example: Removing a metal slipcover that covers a nineteenth century storefront and repairing and replicating missing and damaged elements.

Reconstruction:

Recreation of a non-surviving site, landscape, building, structure or object in all new materials. For example: Rebuilding an historic residence from building plans with new materials at a place where the structure no longer exists.



Resources

Learning more about your historic property and the people and events associated with it can be both fascinating and helpful, regardless of whether or not you are considering a project or simply wanting to have a better understanding of its past. Below are some helpful steps to researching your property:

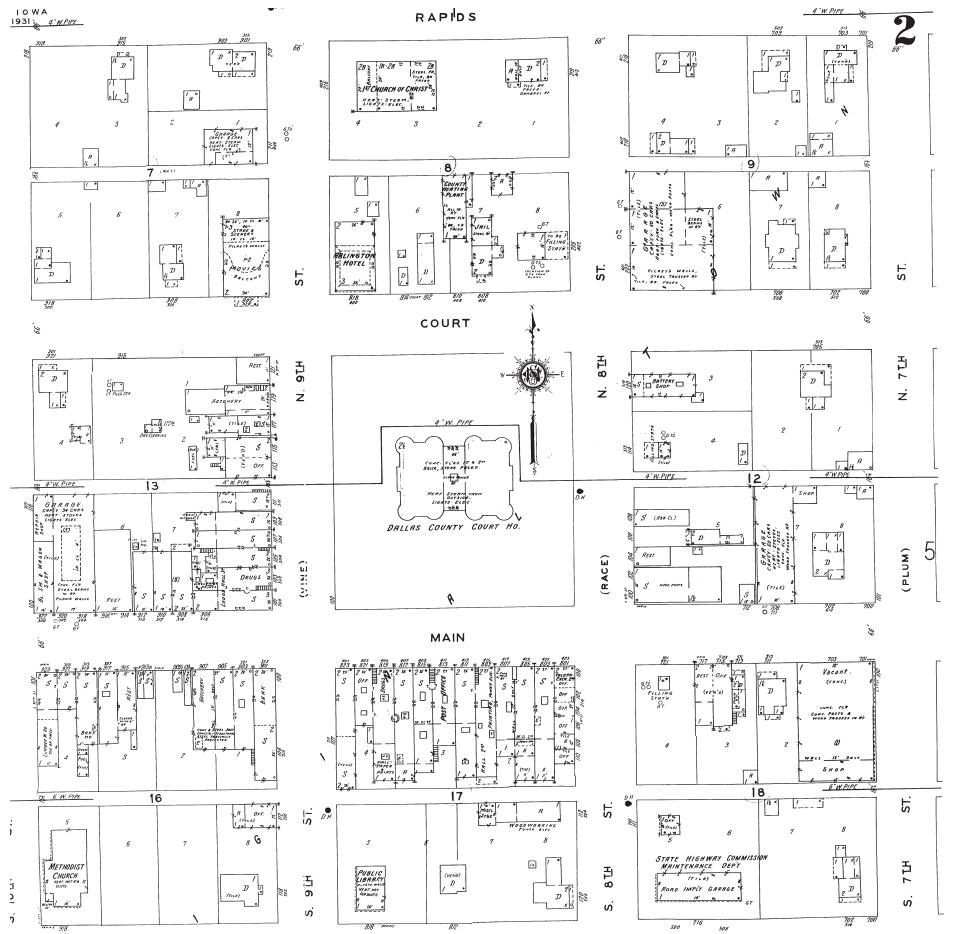
Follow the paper trail: Research documents such as city directories, censuses or obituaries. Historic maps are also a good resource. See the following page to learn more about historic maps.

Create a timeline: As you research, document what you find and when it happened. Compare your various sources and compare to local history.

Search for historic photographs: Photographs are often the best evidence. Don't forget to ask the library, historical society, previous owners or other members of the community!

Resources to consider:

- Abstract/chain of title/recorded deeds
- Architectural style resources
- City Directories
- Census data
- County histories
- Former owner and resident's information
- Historic district designation documents
- Historic maps
- Legal property description
- Local history files
- National Register of Historic Places Nominations
- Newspapers
- Obituaries
- Photographs
- Probate records



SANBORN MAPS ARE AN INVALUABLE TOOL FOR HISTORIANS, BUILDING OWNERS, ARCHITECTS AND OTHERS INTERESTED IN THE HISTORY AND CONSTRUCTION OF A BUILDING. SANBORN MAPS CAN BE FOUND ON THE LIBRARY OF CONGRESS WEBSITE AT WWW.LOC.GOV/COLLECTIONS/SANBORN-MAPS.

Suggested Reading

“Adel Public Square Historic District” - National Register of Historic Places Nomination Form, 2009 - William C. Page

“A Field Guide to American Architecture” - Carole Rifkind

“Dallas County Courthouse” - National Register of Historic Places Nomination Form, 1973 - Mrs. Clarence S. Hill

“Historic Building Facades: The Manual for Maintenance and Rehabilitation” - New York Landmarks Conservancy

“Identifying American Architecture: A Pictorial Guide to Styles and Terms, 1600 - 1945” - John J. G. Blumenson

“Main Street Revisited” - Richard V. Francaviglia

“Nearby History: Exploring the Past Around You” - David E. Kyvig

“Repairing Old and Historic Windows: A Manual for Architects and Homeowners” - New York Landmarks Conservancy

“The Buildings of Main Street” - Richard Longstreth

“The Past and Future City” - Stephanie Meeks

“The Secretary of the Interior’s Standards for Rehabilitation & Illustrated Guidelines for Rehabilitating Historic Buildings” - U.S. Department of the Interior National Park Service

“Walkable City: How Downtown Can Save America, One Step at a Time” - Jeff Speck

Technical Resources

Many resources are available for building owners to research when learning proper methodologies for their historic property. Be sure to check out the Bloomfield Public library, where many of the resources can be found. Can’t find what you are looking for? Contact the staff at the library for interlibrary loan and other options for availability. Below are a few resources to start with:

National Park Service - Preservation Briefs

These preservation briefs describe recommended solutions to many construction issues building owners deal with on projects. The NPS continues to add to this collection.

www.nps.gov/orgs/1739/preservation-briefs.htm

National Park Service - Interpreting the Standards Bulletins

These bulletins provide further insight and explanation to many of the topics covered in the Preservation Briefs.

www.nps.gov/tps/standards/applying-rehabilitation/standards-bulletins.htm

“Technical Preservation Services”

This website offers a compilation of resources for various preservation topics.

www.nps.gov/orgs/1739/preservation-by-topic.htm

The State Historic Preservation Office [SHPO]

Iowa State Historic Preservation Officers offer a wealth of information.

<https://culture.iowaeda.com/shpo/>

Also consider contacting the Adel Historic Preservation Commission.

Resources, continued

The National Park Services offers an extensive library of literature on a variety of topics to help inform those who are planning any kind of preservation work. The following is a select list of Briefs and Notes that may be of interest to property owners in Adel who are planning work to their building.

Find these resources and more at www.nps.gov.

Preservation Briefs

- #1 - CLEANING AND WATER-REPELLENT TREATMENTS FOR HISTORIC MASONRY BUILDINGS
- #2 - REPOINTING MORTAR JOINTS IN HISTORIC MASONRY BUILDINGS
- #6 - DANGERS OF ABRASIVE CLEANING TO HISTORIC BUILDINGS
- #9 - THE REPAIR OF HISTORIC WOODEN WINDOWS
- #10 - EXTERIOR PAINT PROBLEMS ON HISTORIC WOODWORK
- #11 - REHABILITATION OF HISTORIC STOREFRONTS
- #12 - THE PRESERVATION OF HISTORIC PIGMENTED STRUCTURAL GLASS (VITROLIGHT AND CARRARA GLASS)
- #13 - THE REPAIR AND THERMAL UPGRADING OF HISTORIC STEEL WINDOWS
- #14 - NEW EXTERIOR ADDITIONS TO HISTORIC BUILDINGS: PRESERVATION CONCERN

#16 - THE USE OF SUBSTITUTE MATERIALS ON HISTORIC BUILDING EXTERIORS

#27 - THE MAINTENANCE AND REPAIR OF ARCHITECTURAL CAST IRON

#35 - UNDERSTANDING OLD BUILDINGS: THE PROCESS OF ARCHITECTURAL INVESTIGATION

#38 - REMOVING GRAFFITI FROM HISTORIC MASONRY

#39 - HOLDING THE LINE: CONTROLLING UNWANTED MOISTURE IN HISTORIC BUILDINGS

#44 - THE USE OF AWNINGS ON HISTORIC BUILDINGS: REPAIR, REPLACEMENT AND NEW DESIGN

#47 - MAINTAINING THE EXTERIOR OF SMALL AND MEDIUM SIZE HISTORIC BUILDINGS.

Preservation Tech Notes

PROPER PAINTING AND SURFACE PREPARATION

PROTECTING WOODWORK AGAINST DECAY USING BORATE PRESERVATION

REPAIR AND REPRODUCTION OF PRISMATIC GLASS TRANSOMS

SUBSTITUTE MATERIALS: REPLACING DETERIORATED SERPENTINE STONE WITH PRE-CAST CONCRETE

WATER SOAK CLEANING OF LIMESTONE

NON-DESTRUCTIVE EVALUATION TECHNIQUES FOR MASONRY CONSTRUCTION

RESTORING METAL ROOF CORNICES

PROTECTING A HISTORIC STRUCTURE DURING ADJACENT CONSTRUCTION

PLANNING APPROACHES TO WINDOW PRESERVATION

INSTALLING INSULATING GLASS IN EXISTING STEEL WINDOWS

EXTERIOR STORM WINDOWS: CASEMENT DESIGN WOODEN STORM SASH

REPLACEMENT WOODEN FRAMES AND SASH

REPLACEMENT WOODEN SASH AND FRAMES WITH INSULATING GLASS AND INTEGRAL MUNTINS

INTERIOR STORM WINDOWS: MAGNETIC SEAL

TEMPORARY WINDOW VENTS IN UNOCCUPIED HISTORIC BUILDINGS

INSTALLING INSULATING GLASS IN EXISTING WOODEN SASH

INCORPORATING THE HISTORIC GLASS

REINFORCING DETERIORATED WOODEN WINDOWS

Financial Resources for Adel Buildings

Adel Historical Grant Information

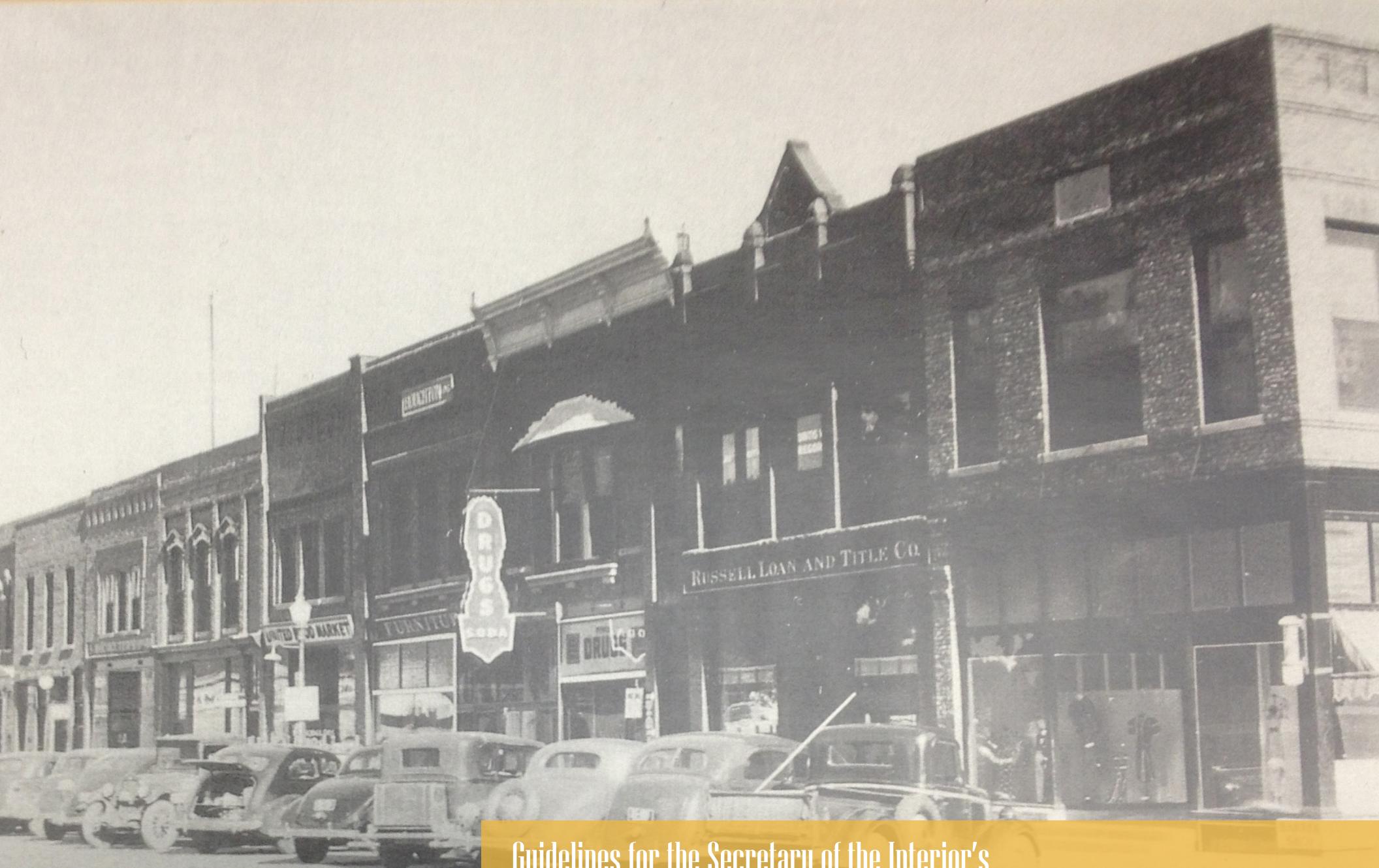
Information concerning Adel's Historic Preservation Grant program can be accessed via the "City of Adel, Iowa" website under the heading of "Economic Development". Scroll down to "Historic Preservation Grant". General information about the application process and the online grant application page are located there. The application period is throughout the fiscal year, depending on available funding.

Dallas County Foundation

Information concerning the Dallas County Foundation grant program, including the instructions and application can be found on "Dallas County Foundation" website under "Grant Info". The application period is from December through January.

Iowa State Historic Preservation Office

Under the "Historic Preservation" heading on the "Iowa State Historic Preservation Office" website there are numerous financial assistance options available. Most would be applicable under the "Historic Preservation Planning & Program" section as "Certified Local Governments" (CLG) grants. The application period varies with the individual programs.



Guidelines for the Secretary of the Interior's
Standards for Rehabilitation

An Introduction to the Standards



The guidelines established in this document follow the Secretary of the Interior's Standards for Rehabilitation. The Standards are intended to be a guide to building owners, architects, contractors and project reviewers prior to work being initiated.

The "Standards" do not offer technical advice, but rather outline the important considerations to keep in mind and follow when planning a project involving an historic property.

The "Standards" define rehabilitation as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values. Following the "Standards" is a key step to ensuring the preservation of any historic district.

Read through the following pages to gain a better understanding of how the Standards can apply to your property.

“A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.”

To maintain its historic integrity, the best use of a building is to maintain its original use as this requires minimal change to the historic fabric. When it is not feasible or desired to continue using the building for its intended use, the ideal solution is to use the building in a manner that closely resembles the original use and minimize the need for alterations.

“The historic character of a property shall be retained and preserved. The removal of historic materials or alterations of features and spaces that characterize a property shall be avoided.”

Features unique to the building are an important aspect of the overall historic integrity of the building. If too many features are removed, damaged, or covered up, the building will lose its historic qualities and historic designation.

“Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.”

In the same way a journal from long ago tells a first account history of a specific time, historic buildings are also records of the past. It is important to maintain an accurate historical account and to avoid creating a “false history” that tells a story that isn’t true.

4

“Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.”

As technology advances and our culture adapts, so does the way we use buildings. Remodeling and expanding are common in all buildings over the course of its lifetime. Sometimes these additions or remodels add to the important history of the building. These changes should be carefully considered to determine if they should be maintained if a rehabilitation is underway.

5

“Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.”

Historic buildings are excellent examples of the quality of craftsmanship that was once common in trades such as carpentry, masonry and plaster work. Every effort should be taken to maintain any remaining examples of such work.

6

“Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.”

To maintain the historic integrity of an historic property it is important to take care in the replacement of any materials that need repair. Every effort should be taken to repair rather than replace. If repair is not feasible, detailed documentation of the historic fabric should be done for future possible work.

7

“Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.”

Historic buildings are excellent examples of the quality of craftsmanship that was once common in trades such as carpentry, masonry and plaster work. Every effort should be taken to maintain any remaining examples of such work.

8

“Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.”

Because of the activity that has occurred over the decades, it is possible that any digging could uncover archaeological resources that could shed some light on the history of the building. Any work that requires excavation should be done carefully and any notable findings should be documented.

“New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

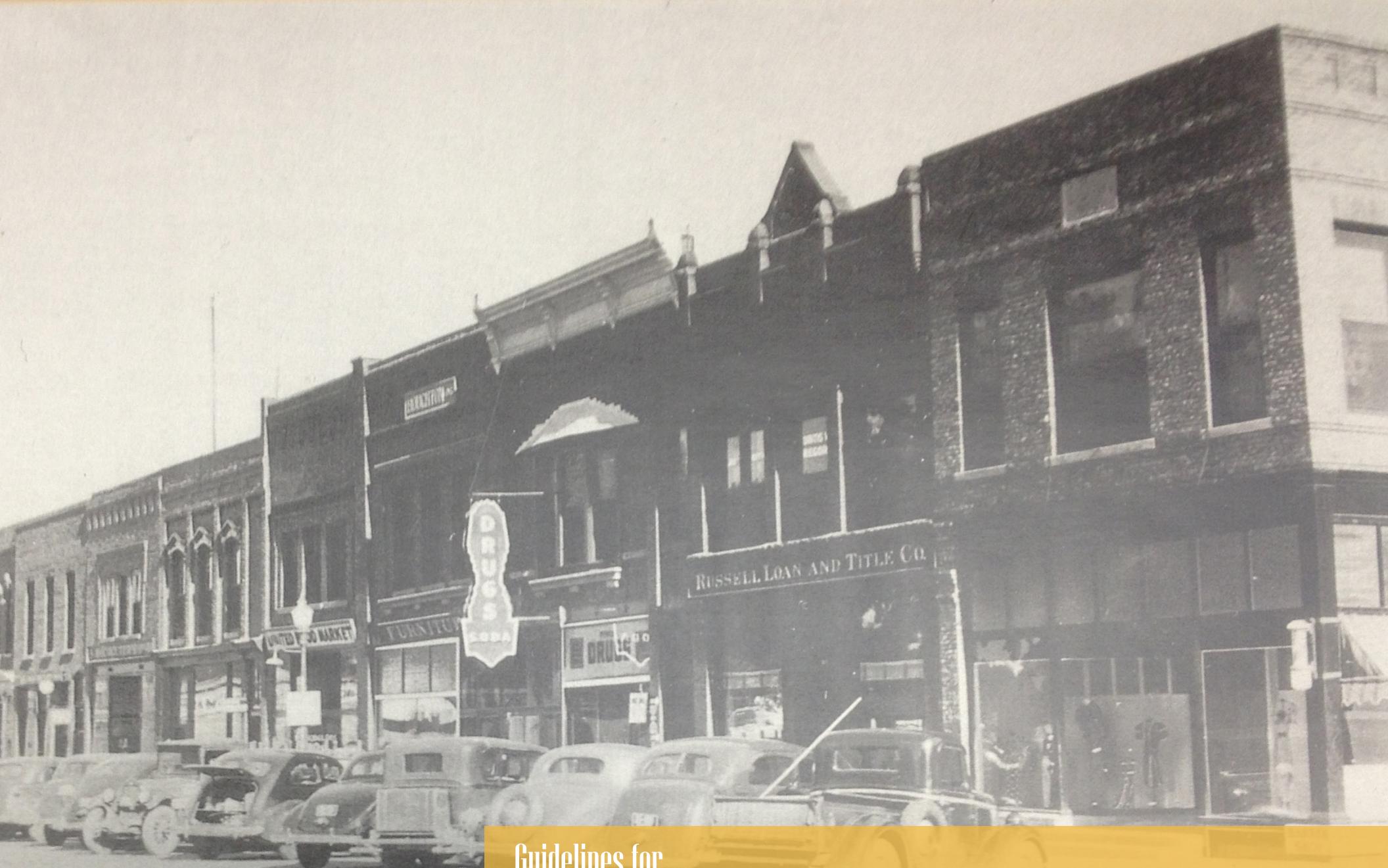
9

Maintaining the historic form and scale of an historic building is important to both individual buildings and the District as a whole. If a new addition is proposed, careful attention to these features should be considered. Work should be done in a way so as to not damage any historic fabric.

10

“New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.”

This Standard is a companion to Standard #9. If any work is proposed to an historic building it should be “reversible” so that in the future it could be undone and the original building would remain intact.



Guidelines for
Architectural Elements

Storefronts



1. Maintain the scale, location and size of the storefront glass.
2. Maintain the original location of the entry.
3. Maintain all decorative elements that are original or significant to the building.
4. Use paint colors that are appropriate for the District. See Page 54 for more information.
5. Use appropriate signage and light fixtures that are not overwhelming for the building and/or District.
6. Use appropriate materials for new or replacement features, including clear glass (not reflective, painted or tinted) and fabric awnings. See the section on materials starting on Page 67 for more information.
7. Use appropriate signage. See Page 58 for more information.

Storefronts: Recommended

Storefronts: Not Recommended

1. Do not remove or alter the storefront from its historic character.
2. Do not alter the entrance location or remove a recessed entry.
3. Do not remove historic materials.
4. Do not use oversides and/or "light box" style signage.
5. Do not install signage that obscures or alters historic elements.
6. Do not add details that do not fit the original time period of the building.
7. Do not remove or cover up cornices, panels or columns.
8. Do not alter the amount of storefront glass either by reducing or adding to the original design of the building.
9. Do not use materials that are inappropriate for the building. See the section on materials starting on Page 67 for more information.
10. Do not use replacement or substitute materials that do not convey the same appearance as other, original aspects of the building.
11. Do not remove or recess the entire storefront to create an "outdoor space."



<LEFT: DO MAINTAIN
ORIGINAL RECESSED
ENTRIES AND
STOREFRONT GLAZING.



<LEFT: DO USE
APPROPRIATE
REPLACEMENT
MATERIALS, INCLUDING
WOOD WINDOWS AND
FABRIC AWNINGS.



<LEFT: DO MAINTAIN
DISTINCTIVE ELEMENTS
SUCH AS CORNICES AND
STONEWORK.



<LEFT: DON'T
COVER UP OR REMOVE
HISTORIC MATERIALS
OR USE MATERIALS IN
AN INAPPROPRIATE
MANNER.

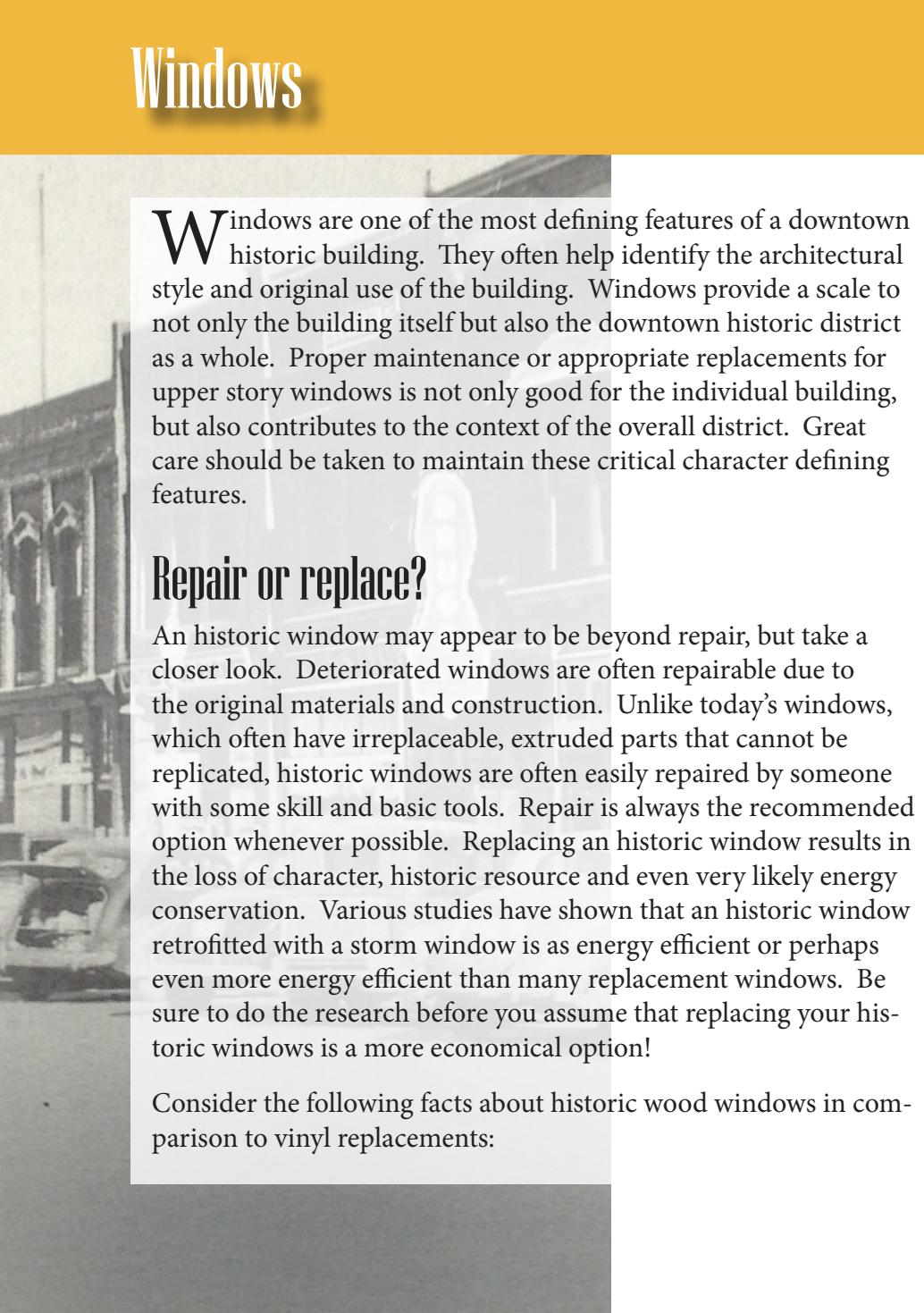


<LEFT: DON'T REMOVE
THE STOREFRONT TO
CREATE AN OUTDOOR
SPACE.



<LEFT: DON'T
ELIMINATE A RECESSED
ENTRY AND INFILL WITH
MATERIALS THAT ARE
INAPPROPRIATE AND
OUT OF SCALE WITH THE
ORIGINAL LAYOUT OF
THE STOREFRONT.

Windows



Windows are one of the most defining features of a downtown historic building. They often help identify the architectural style and original use of the building. Windows provide a scale to not only the building itself but also the downtown historic district as a whole. Proper maintenance or appropriate replacements for upper story windows is not only good for the individual building, but also contributes to the context of the overall district. Great care should be taken to maintain these critical character defining features.

Repair or replace?

An historic window may appear to be beyond repair, but take a closer look. Deteriorated windows are often repairable due to the original materials and construction. Unlike today's windows, which often have irreplaceable, extruded parts that cannot be replicated, historic windows are often easily repaired by someone with some skill and basic tools. Repair is always the recommended option whenever possible. Replacing an historic window results in the loss of character, historic resource and even very likely energy conservation. Various studies have shown that an historic window retrofitted with a storm window is as energy efficient or perhaps even more energy efficient than many replacement windows. Be sure to do the research before you assume that replacing your historic windows is a more economical option!

Consider the following facts about historic wood windows in comparison to vinyl replacements:

- Most energy loss occurs through the roof and uninsulated walls, not through windows.
- Rehabilitating and weatherizing an historic wood window is more cost effective than buying a new replacement window. The average payback for a commercial replacement window can easily be 150+ years. In comparison, the average payback for a properly rehabilitated and weather stripped historic window with a proper storm window is approximately 3 – 7 years.
- Air infiltration is a bigger issue with replacement windows than properly weather-stripped historic windows.
- Many window manufacturers claim that replacement windows are the “green” choice. However, reusing existing windows eliminates the need for the production and use of virgin materials; thus resulting in a greener decision.
- The change in R-value (the measure of resistance to heat gain/loss) between historic windows and replacement windows is negligible and does not significantly improve the thermal value of the building envelope.
- The lifespan of a typical vinyl window is approximately 15 years.

If your wood windows were constructed prior to 1940, repair is likely the best option. Wood windows up to this point were built from individual parts, allowing repairs and replacement pieces to be easily administered. Wood used during this time was typically



slow-growth wood, meaning it is denser and of higher quality than what we are able to purchase today. This wood is often more rot and warp-resistant than wood currently on the market.

Considerations for Replacement Windows

If an historic window is deemed too deteriorated to repair, The Secretary of the Interior's Standards for Rehabilitation, Standard #6 should be your guide to replacement choices.

Replacement windows on primary, street-facing or other highly visible elevation should match the historic window in all ways, including size, details and materials. Windows on secondary elevations with limited visibility must match the historic window in size, configuration and overall characteristics. Substitute materials may be considered and finer details may not need to be replicated.

Consider the following when selecting a replacement window:

1. Review a three-dimensional mock-up rather than simply looking at drawings.
2. Maintain the same window placement in relationship within the wall as the original window. Installing the window more closely to the exterior plane of the wall will greatly diminish the historic appearance of the building.
3. Match the window frame size and shape. For a wood window this would include the brick mold, blind stop and sill.
4. Maintain the historic window's glass size and configuration. Replicate the muntin pattern; simulated divided lights are recommended over "in-between the glass grilles" or muntins that are only applied to the exterior of the glass. Simulated divided lights include a spacer between the glass which offers a more appropriate look.
5. Replicate sash features such as width and depth of rails, stiles and muntins on a wood window. For steel windows these features would be the operator frame and muntins.
6. Select appropriate materials and finishes. Selecting the correct material allows other details to be replicated more accurately.
7. The appropriate glass selection is important to the overall visual impact of the window. Choose clear, untinted or colored glass for your replacements. Coatings should not increase the reflectivity of the window.

If no historic window is available for comparison and no historic photographs show what the original windows looked like, a replacement should still complement the overall historic district. Replacing existing, inappropriate windows with new inappropriate windows does not satisfy the Standards.

Windows



Maintenance

Proper maintenance is the best way to ensure your historic windows continue to serve your building well. Consider the following tips:

1. Maintain proper paint coatings on the exterior. This will

protect the wood from degrading and requiring additional repairs.

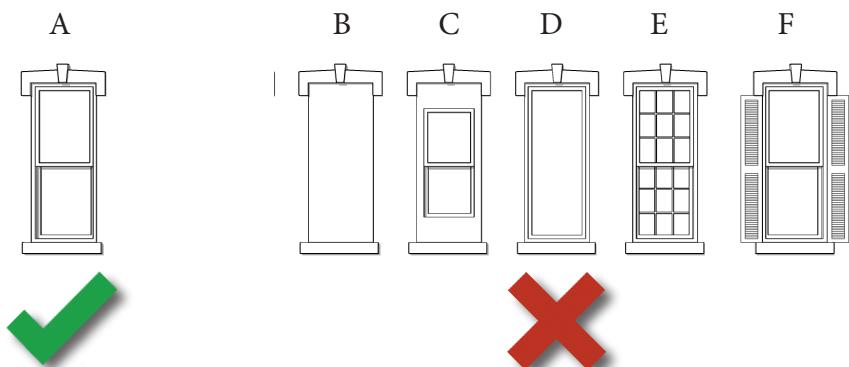
2. Glazing putty will not last forever. Regularly check for dried out putty and perform spot repairs as needed. Eventually the sash will need to be completely re-glazed, which is done with simple materials and tools.

3. Prevent paint build-up from moveable surfaces such as the inside jamb. If your sashes are hung with cords keep them free of paint.

Energy Conservation

Consider the following tips for reducing energy loss from your building:

1. Ensure the sash lock is closed. This lock not only serves as a security feature but also helps keep the meeting rails held together, reducing air infiltration.
2. Check your weather stripping. Most energy lost happens at the perimeter of the window, not through the glass. If your window does not have weatherstripping consider installing some. This can increase the efficiency of your window by as much as 50%.
3. Install a storm window. Storm windows are relatively inexpensive options for historic windows. They can be operable or fixed, interior or exterior. Wood storm windows are preferred as they reduce less heat than metal storm windows.



AVOID THE NUMEROUS ERRORS WHEN INSTALLING NEW WINDOWS OR INFILLS:
SOLID INFILL IN LIEU OF A WINDOW (B), INADEQUATELY SIZED WINDOW (C),
SINGLE SASH (D), INCORRECT MUNTIN CONFIGURATION (E), NON-ORIGINAL
SHUTTERS (F).

Resources

Jordan, Steve. "Strips and Storms: Techniques for tuning up sash windows for winter." *Old House Journal* (November/December 2004): 46-51.

Myers, John H. "The Repair of Historic Wooden Windows" Preservation Brief Series #9. The National Park Service.

New York Landmarks Conservancy. *Repairing Old and Historic Windows: A Manual for Architects and Homeowners*. Washington, D.C.: The Preservation Press, 1992.

Rypkema, Donovan D. "Economics, Sustainability, and Historic Preservation." *Forum Journal* 20, no. 2 (2006): 27-38.

Sedovic, Walter and Jill H. Gotthelf. "What Replacement Windows Can't Replace: The Real Cost of Removing Historic Windows." *APT Bulletin, Journal of Preservation Technology* 36, no. 4 (2005): 25-29.

"Testing the Energy Performance of Wood Windows in Cold Climates." A Report to the State of Vermont Division for Historic Preservation. 30 August, 1996.

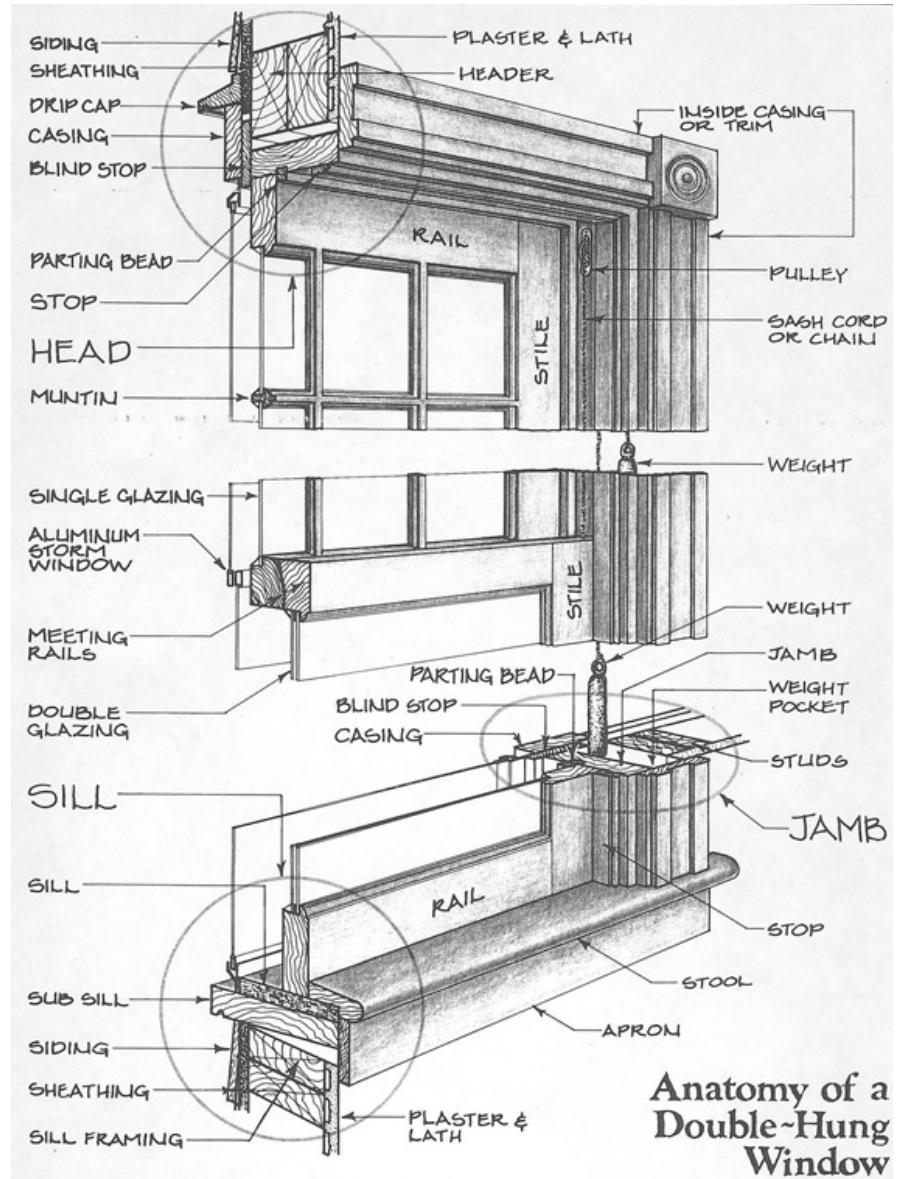


IMAGE: JONATHAN POORE, 1982

Windows: continued

Windows: Recommended

1. Preserve glass, sash, hardware and window surrounds (such as lintels or decorative hoods).
2. If upper stories are vacant avoid enclosing or covering up the windows. Instead, consider using blinds or curtains to maintain an occupied appearance. Additionally, the use of removable, semi-transparent film can be applied to disguise dropped ceilings or other undesirable elements.
3. Re-establish any closed-up window openings. These should be restored to their original opening size, material and design. Consult historic photographs for accuracy of new windows.
4. Use clear, non-reflective glass without tint should be used.
5. Maintain operable windows to allow the building to be heated and cooled as designed to do.
6. Maintain the original sash and muntin patterns and layout.

Windows: Not Recommended

1. Do not replace windows that can be repaired. Consult a window rehabilitation expert if there is any question of the salvageability of the historic window.
2. Do not board up openings by bricking in or adding wood “lattice” to windows.
3. Do not install glazing or replacement sashes that are not compatible with the historic window.
4. Do not add shutters unless research indicates that they were used historically.
5. Do not install reflective, dark or tinted glass.
6. Do not create new window openings that are not original to the building on a prominent facade. New openings on non-primary facades can be considered carefully.
7. Do not partially enclose an original window opening.
8. Do not remove historic materials such as wood, cast iron and bronze, or decorative elements such as window hoods.
9. Do not use inappropriate window materials such as vinyl or metal.
10. Do not cover up or alter window trim with other materials such as metal.
11. Do not install windows that are inappropriate in scale to the original building.
12. Do not create a false history by installing a window that is inappropriate or is not based on historic research.
13. Do not insert new floors, mezzanines or dropped ceilings that are visible through the glazed areas of windows in a way that affects the appearance of the window from the exterior.



<LEFT: DO USE PROPERLY SIZED WINDOWS WITH CLEAR GLASS BY INSTALLING WINDOWS THAT FILL THE ENTIRE MASONRY OPENING.



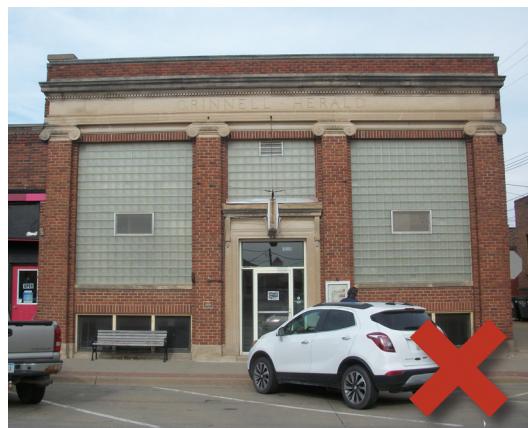
<LEFT: DO MAINTAIN ORIEL WINDOWS, WHICH ARE CHARACTER DEFINING FEATURES.



<LEFT: DO USE REVERSIBLE WINDOW FILM OR SPANDREL GLASS IN AREAS WHICH NEED OPAQUE MATERIALS TO MASK VACANT SPACES BEHIND HISTORIC WINDOWS.



<LEFT: DON'T INSTALL WINDOWS THAT DO NOT PROPERLY FILL THE ENTIRE MASONRY OPENING.



<LEFT: DON'T USE INAPPROPRIATE MATERIALS TO FILL MASONRY OPENINGS.



<LEFT: DON'T USE INAPPROPRIATE MATERIALS TO COVER UP WINDOWS. THIS APPROACH MAGNIFIES THE APPEARANCE OF VACANCY. OPT FOR CURTAINS OR SPANDREL GLASS IF THE VIEW NEEDS TO BE OBSCURED.

Awnings



awnings to allow more flexibility for sun shading and maintenance.

1. Cloth awnings are the most appropriate material choice for most buildings in an historic district.
2. Retractable awnings are preferred over fixed awnings.
3. Consider other awnings in the District for style, color and height. Research historic photographs to understand where awnings were typically located. Note that it is often impossible to recreate the exact size of awning as head height clearances are often required through today's building codes.
4. Install awnings where they can be used to conceal inappropriate alterations to a storefront (such as an infilled or removed transom window).
5. Triangular, 'shed' style awnings with free-hanging valances are the most appropriate for the Adel Square District.
6. The use of signage on the hanging valance is appropriate.

Awnings: Recommended

Awnings: Not Recommended

1. Do not install awnings that conceal architectural details such as decorative lintels.
2. Do not install awnings that do not match the shape of the opening.
3. Do not install awnings that overwhelm the storefront or facade.
4. Do not install staple-system awnings as these are not generally appropriate for historic buildings. They may, however, be appropriate for infill buildings.
5. Do not install awnings that simulate mansard roofs or umbrellas.
6. Do not use backlit awnings.
7. Do not use metal stock awnings.
8. Do not install awnings on a building where an awning would be inappropriate.
9. Awnings were generally not used on buildings facing north.
10. The bottom most point of the awning should not drop more than 8' from the sidewalk. The awning should not extend further from the building than within two feet of the inside of the curb.



<LEFT: DO USE AWNINGS THAT ARE BASED ON HISTORIC PHOTOGRAPHS.



<LEFT: DO UTILIZE DROP ARM OR OTHER RETRACTABLE AWNING TYPES TO PROVIDE FLEXIBILITY AND HISTORICAL ACCURACY.



<LEFT: DO USE APPROPRIATELY SIZED AWNINGS TO PROVIDE SCALE TO BUILDINGS THAT HAVE BEEN ALTERED FROM THEIR ORIGINAL LAYOUT OR TO COVER UP MISSING TRANSOM WINDOWS.



<LEFT: DON'T USE STAPLE-STYLE AWNINGS WITH INAPPROPRIATE SHAPES SUCH AS THIS BARREL SHAPED AWNING.



<LEFT: DON'T INSTALL AWNINGS IN INAPPROPRIATE LOCATIONS OR WITH INAPPROPRIATE SHAPED AWNINGS SUCH AS THESE UMBRELLA SHAPED AWNINGS.



<LEFT: DON'T INSTALL AWNINGS THAT OVERWHELM THE STOREFRONT OR USE INAPPROPRIATE MATERIALS.

Paint & Color



Paint & Color: Recommended

1. Maintain painted materials with proper application procedures and regular maintenance.
2. Oil based paints are traditionally used on wood elements and is generally regarded as a better choice than latex paints.
3. Consider colors that are historically appropriate and compatible with the building and surrounding structures.
4. Consult historic resources to understand what colors were available for your building at the time of construction. Historic paint catalogs from manufacturers can be found online.
5. Color choices are generally allowed to be at the discretion of the owner and appropriate choices can cover a wide range of options. Generally, however, earth tones (greens, browns, dark reds, pale yellows) were popular in the latter off of the 19th century. Lighter colors were more common in the decades to follow.
6. Contrasting colors and a shade lighter or darker on the doors, window frames, molding and cornices offer an appropriate color scheme. Consider the saturation and shade of colors. Colors should emphasize details - dark colors can obscure them. Selecting no

more than two principal colors is recommended.

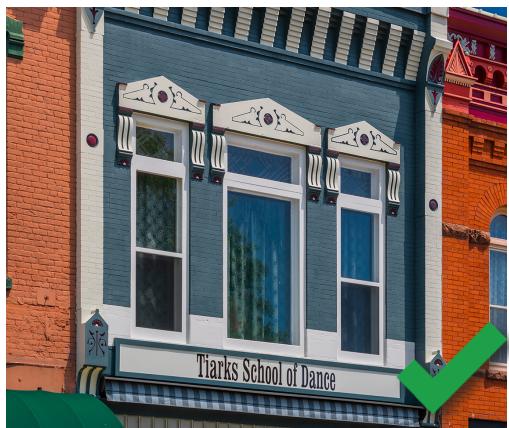
7. Bright, white, black or primary colors should be limited to accents, covering no more than 10% of the building. Selecting no more than two accent colors is recommended.
8. Consider a paint analysis if you wish to determine actual historic colors used on your building.
9. It is not necessary for all buildings within an historic district to match identically. Continuity will be achieved, however, if appropriate colors are researched and selected.
10. The same recommendations for paint colors can be applied to awning fabric choices. Historic photographs may reveal the use of striped or solid awnings.
11. Consider the fading effects of the sun when selecting awning fabrics. Stripes mask some of the fading or other discoloration that may occur over time.

Paint & Color: Not Recommended

1. Do not allow painted materials to go unmaintained. This accelerates the deterioration of your building.
2. Avoid bright or unusual colors that are inappropriate for your building's period of construction.
3. Avoid painting brick that has never been painted, including brick details and stone.



<LEFT: DO: RESEARCH HISTORIC MATERIALS AVAILABLE ONLINE, SUCH AS THIS PAINT BROCHURE FROM THE 1880S. SITES SUCH AS WWW.ARCHIVE.ORG HAVE DIGITIZED NUMEROUS TRADE CATALOGS FOR VIEWING.



<LEFT: DO: CONSIDER MONOCROMATIC COLOR SCHEMES, WITH CONTRASTING COLORS TO HIGHLIGHT DECORATIVE FEATURES.



<LEFT: DO: CHECK OUT CURRENT PAINT MANUFACTURERS TO SEE HISTORIC COLOR LINES THEY MAY HAVE AVAILABLE.



<LEFT: DON'T ALLOW PAINTED MATERIALS TO GO UNMAINTAINED. THIS ALLOWS DETERIORATION TO ACCELERATE, CAUSING MORE EXPENSIVE REPAIRS OR A COMPLETE LOSS OF HISTORIC FABRIC.



<LEFT: DON'T SELECT INAPPROPRIATE COLORS THAT ARE TOO BOLD FOR THE HISTORIC DISTRICT.



<LEFT: DON'T PAINT BRICK THAT WAS NOT ORIGINALLY PAINTED.

Site



building.

4. Modern building services such as elevators and exit stairs should be built in areas that require the least alteration to the building.

5. Off-street parking should be encouraged and located behind the building.

Site: Recommended

1. Benches, outdoor seating and trash receptacles must be in keeping with the overall character of the building and district.

2. Benches and other streetscape items may be placed within the public right-of-way, but must not block the free movement of pedestrians.

3. Exterior waste and storage areas should be placed at the back of the

Site: Not Recommended

1. Do not repurpose a vacant lot where a building once stood as a parking lot. Vacant lots do not encourage a vibrant downtown scene. Additional parking should be located behind the building.

2. Avoid placing gas and electrical meters along the primary facade of the building.

3. Avoid placing mechanical equipment and other services within view of the public right-of-way. Screen these items if necessary to limit their visibility.

4. Loading docks and other service entrances should not be located on the primary facade of the building.

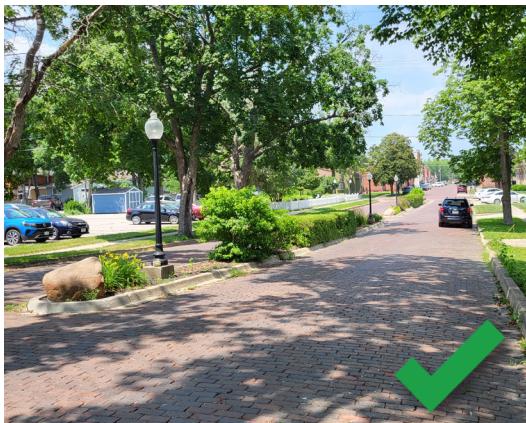
5. Limit the implementation of “pocket parks” on vacant lots. As with parking lots, incorporating too many of these does not create a dynamic downtown atmosphere.

6. Buildings (new and existing) should maintain a ‘zero lot line.’ Buildings should not be recessed from the front property line. Recessed entries should be maintained while also maintaining the original footprint of the building.

7. Do not ignore non-primary facades of the building. Rear elevations and secondary facades are important components that support the building.



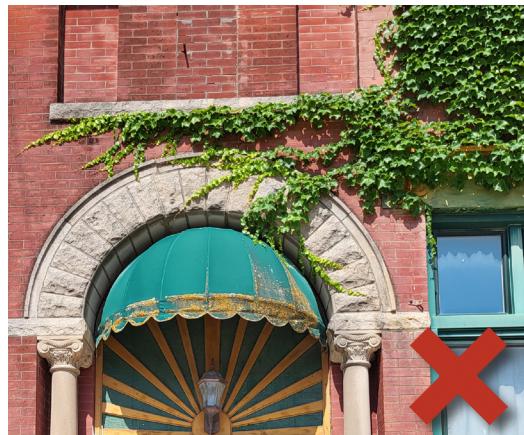
<LEFT: DO: SELECT LANDSCAPE PRODUCTS THAT ARE COMPLEMENTARY TO THE HISTORIC DISTRICT.



<LEFT: DO: MAINTAIN HISTORIC FEATURES THAT DEFINE YOUR DISTRICT, SUCH AS BRICK STREETS AND LANDSCAPED AREAS.



<LEFT: DO: ENCOURAGE PARKING BEHIND BUILDINGS OR IN OTHER OFF-SITE LOCATIONS RATHER THAN TURNING VACANT LOTS INTO PARKING LOTS. INFILL BUILDING SHOULD BE ENCOURAGED TO MAINTAIN A VIBRANT DOWNTOWN.



<LEFT: DON'T ALLOW PLANT MATERIAL OR BIOLOGICAL GROWTH TO TAKE HOLD ON YOUR BUILDING. THIS CAN CAUSE IRREVERSIBLE DAMAGE. PREPARE AN ANNUAL MAINTENANCE PLAN TO PREVENT SUCH ISSUES.



<LEFT: DON'T CONSTRUCT BUILDINGS SET BACK FROM THE FACE OF THE ADJACENT BUILDINGS.



<LEFT: DON'T ALTER THE FRONT FAÇADE OF A BUILDING TO INCREASE THE OUTDOOR SPACE OF YOUR PROPERTY.

Signage & Lighting



Signage & Lighting: Recommended

1. Locate signage at the lintel or transom area. If this is not possible, locate on a flat, unadorned part of the facade.
2. Consider applying lettering on awning valances or directly onto storefront glass.
3. Consider the size of your building and install appropriate sized signage. Signage should not overwhelm your building.
4. New murals or other artwork should be sympathetic to the historic district's character.
5. Signage should be approved by the Code of the City of Adel. (Reference City Code 165.54.)
6. Lighting fixtures should be minimal in appearance and not detract from the facade. Entrances should be well lighted, with a minimum footcandle (fc) of 4 fc.
7. Direct lighting downward.
8. Wiring and power lines should be concealed from view.

Signage & Lighting: Not Recommended

1. Do not install signage that obscures or alters architectural details.
2. Inappropriate materials, such as vinyl banners, back-lit or internally lit signs, unshielded fluorescent, tube gas, mercury vapor, flashing or neon signs or highly reflective materials are not allowed.
3. Do not install signage on the roof, unless historic photographs illustrates the use of this application.
4. Lettering exceeding 18" is generally not acceptable.
5. Do not allow the installation of the signage or lighting to damage or destroy the building's historic fabric. Anchors and other hardware should be located at mortar joints, not the brick.
6. Movable or portable signs are generally not acceptable, with the exception of temporary sandwich boards.
7. Do not use handwritten signs except for temporary purposes.
8. Inappropriate lighting styles such as colonial reproductions should not be used.
9. Lighting should not conceal architectural features.
10. Flood lighting of the building is not appropriate.
11. Do not allow lighting to go unmaintained. Repair damaged or non-functioning lighting as quickly as possible.



<LEFT: DO: VINYL SIGNAGE ON GLASS OR AWNINGS IS A RECOMMENDED APPROACH DUE TO ITS HISTORIC APPROPRIATENESS AND REVERSIBILITY.



<LEFT: DO: SMALL PROJECT SIGNS ARE APPROPRIATE IN HISTORIC DISTRICTS.



<LEFT: DO: INFORMATIONAL PLAQUES ARE APPROPRIATE AND EDUCATIONAL FOR THE PUBLIC.



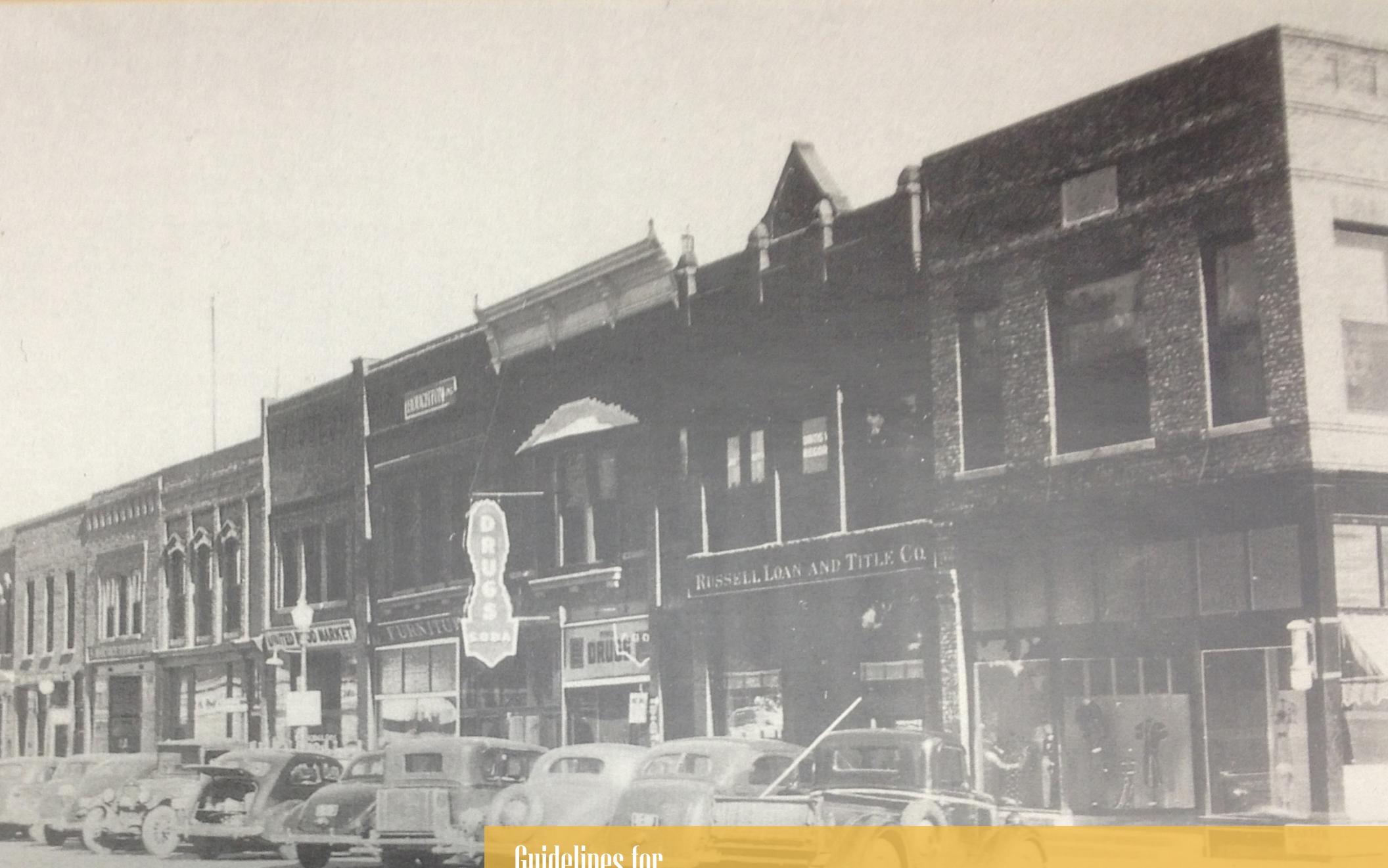
<LEFT: DON'T: THE USE OF NEON SIGNAGE IS NOT RECOMMENDED. FLASHING OR FLOODING LIGHTING OR SIGNAGE IS ALSO NOT RECOMMENDED.



<LEFT: DON'T: BOX-LIT SIGNS ARE NOT RECOMMENDED.



<LEFT: DON'T: ALLOWING SIGNAGE TO OVERWHELM THE STOREFRONT OF THE BUILDING OR COVER UP ARCHITECTURAL ELEMENTS IS NOT APPROPRIATE.



Guidelines for New Construction

New Construction

SCALE & RHYTHM

The size and shape of proposed construction should be of similar scale to the historic buildings located within the historic district. [Figure 1]

The front facade of the building should be flush with adjacent buildings. Avoid setbacks that detract from the flow of storefronts. [Figure 2]

Where building sizes are not comparable, larger building facades shall be broken down into units that resemble the size of existing building facades. [Figure 3]

Symmetry and balance should be incorporated on the building facade. [Figure 3]

Recessed entries as part of a three bay concept are encouraged to maintain the rhythm of the District. [Figure 4]



FIGURE 1

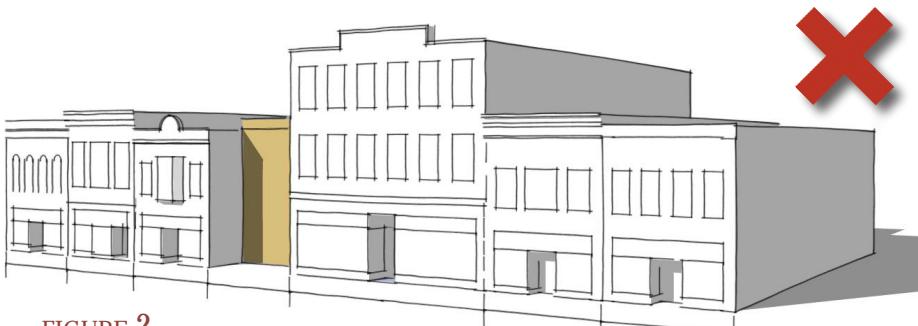


FIGURE 2



FIGURE 3

STOREFRONT

Storefront facades should include:

- Clearly delineated upper and lower level facades.
- A lower level facade dominated by display windows and a clearly defined entry or entries.
- Smaller, regularly spaced windows in the upper level.

Building entries must be architecturally emphasized and visible from the street.

ROOF

Pitched roof structures shall have a minimum roof pitch of 6:12.

Flat roofs are permitted with detailed stepped parapets or detailed brick coursing.

Parapet corners must be stepped or the parapet must be designed to emphasize the center or primary entrance(s) of the building.

Visible sloped roofs must be a “non-color,” such as gray, black or brown.

Roof shape, color and texture shall be coordinated with the building’s perimeter walls and adjacent buildings and roof lines.

Visible roof materials must be wood or architectural grade composition shingle, slate, tile or sheet metal with standing or batten seam. Copper roofing may be considered appropriate for some building accents.

All roof and wall-mounted mechanical, electrical, communications and service equipment, including satellite dishes and vent pipes, must be screened from public view by parapets, walls or by other approved means.

New Construction, continued

WINDOWS (STOREFRONT AND UPPER FLOORS)

Windows which allow views to the interior activity or display areas are encouraged.

Glass curtain walls, reflective glass and painted or darkly tinted glass shall not be used.

All new buildings in the District must have ground floor windows; any wall that faces the street must contain at least 20% of the ground floor wall area in display areas, windows or doorways. Blank walls are prohibited.

Glass dimensions on upper floor windows shall not exceed 5' x 7'.

Windows must have trim or molding.

DETAILS

Incorporation of ornamental devices such as moldings, entablatures and friezes are encouraged at the roofline.

Incorporating features such as arcades, recessed entries, porticoes and awnings are encouraged.

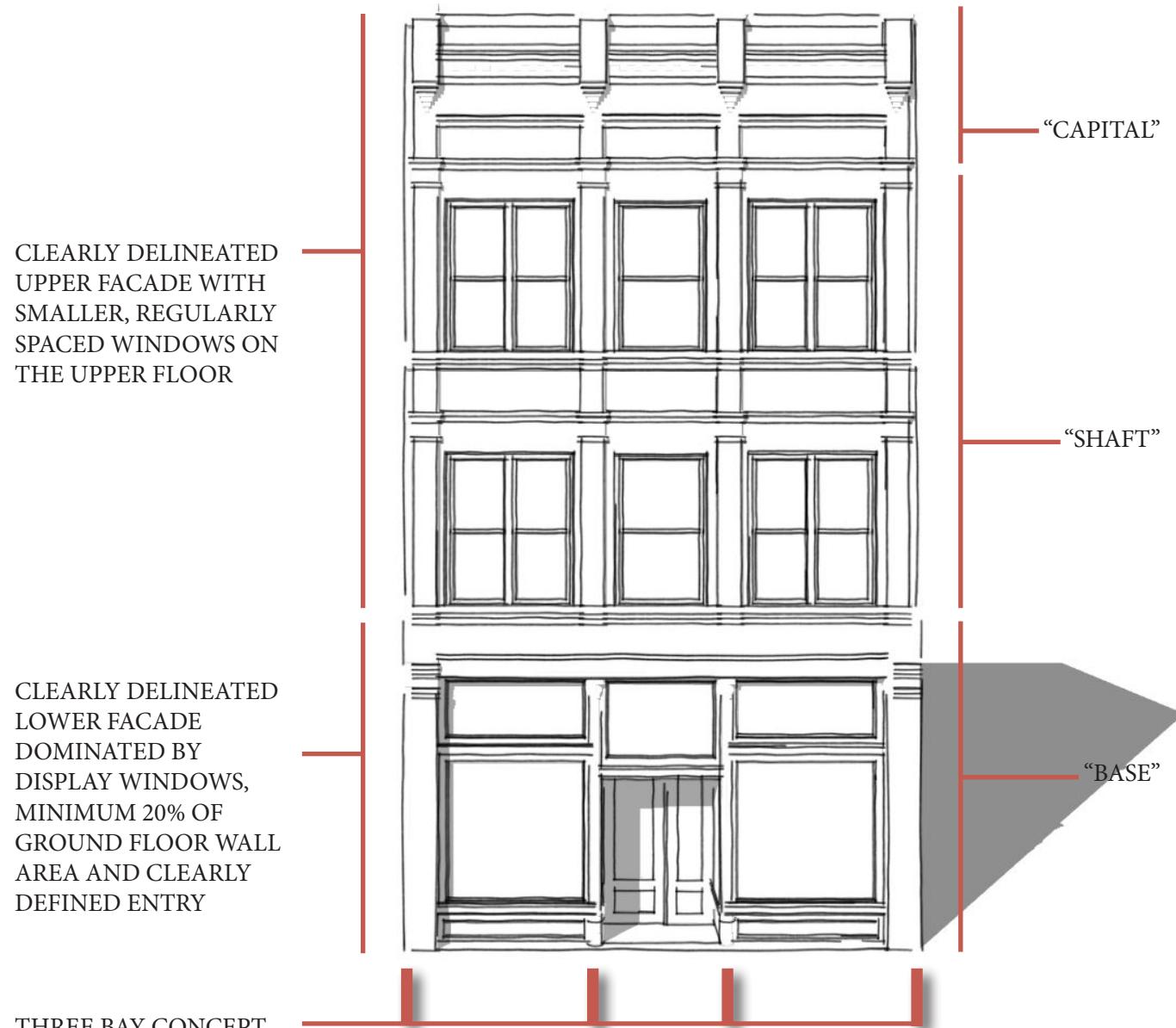
MATERIALS

Masonry, stone, stucco and wood are encouraged for exterior building materials in keeping with the feeling of the District.

If masonry is used, decorative patterns should be used. Decorative patterns includ masonry units such as brick, stone or cast stone in layered or geometric patterns. Split-faced concrete block to simulate a rusticated stone-type construction is also acceptable.

Metal is not allowed as the primary exterior building material, but may be used for accents.

Wood siding must be bevel, shingle siding or channel siding and must not be applied in a diagonal or herringbone pattern.



THE COMPOSITION OF MANY BUILDINGS WITHIN HISTORIC DISTRICT ARE BASED ON THE COMPONENTS OF A TRADITIONAL COLUMN WITH THE STOREFRONT SERVING AS THE BASE, THE UPPER FLOORS REPRESENTING THE SHAFT AND THE DECORATIVE CORNICE INTERPRETED AS THE CAPITAL.

FIGURE 4

TYPICAL COMMERCIAL BUILDING ELEMENTS



Materials & Maintenance

Materials

The use of substitute materials should be carefully considered with any project involving an historic property. Failure to do so could cause irreversible damage to any remaining historic materials, as well as the building itself. Further destruction could impact the historic district as well.

The National Park Service's Preservation Brief #16: The Use of Substitute Materials on Historic Building Exteriors offers a substantial amount of information on this topic and should be consulted prior to planning your project. This Brief, along with many others, can be found at www.nps.gov.

Substitute or new materials can successfully be used on historic properties, but extra care is needed in order to maintain the historic integrity of the building now and in the future. *To meet The Standards for Rehabilitation, new materials should match the old in both physical and visual properties.*

Other Considerations:

In some instances, imitative materials have been used during the original period of construction. When these materials are in need of repair or replacement it is generally acceptable to use the material that was being imitated if the substitute materials meets the qualifications of The Standards.

The following pages provide information on the process of the selection and use of substitute materials.

Historic Use of Substitute Materials

The use of substitute materials is not a new concept. For centuries, builders have used one material to imitate another for various purposes. Whether it be for cost savings, ease of workmanship, product availability or other reason, the following materials can be found on historic buildings:

Material Used:

Wood with sand impregnated paint

Rusticated stone

Scored stucco

Stone

Molded or cast cementitious materials

Carved stone

Cast Stone

Natural stone

Concrete masonry units (CMU's)

Natural stone

using mail-ordered molds

Terra Cotta

Stone

Cast Iron (window hoods, columns, piers, balustrades, whole facades)

Stone

Stamped or brake-formed sheet metal
(typically galvanized for cornices, window hoods, roofing tiles or facades)

Masonry

Asbestos shingles

Wood or slate shingles



New Materials: Recommended

The following are instances in which substitute materials are generally appropriate:

1. Unavailability of historic material.
2. Unavailability of skilled artisans or historic craft techniques.
3. Inadequate durability of the original material.
4. Replacement of a secondary feature.
5. Construction of a new addition.
6. Reconstruction of a missing feature.
7. Code-required performance.



New Materials: Criteria

All substitute materials must meet the following criteria:

1. Match the appearance of the historic material.
2. Match the physical properties of the historic material. (Physical properties should be compatible to avoid damage to existing materials. For example, expansion and contraction characteristics should be similar between the new and old. Additionally, consider the chemical composition of materials to avoid galvanic corrosion or other chemical reactions.)
3. Be able to perform over time in a similar manner to the historic materials.

				POSSIBLE SUBSTITUTE MATERIALS													
				Stone	Cast Stone	Pre-cast Concrete	GFRC	GFRP	Non-composite Polymers (polyurethane)	Cast or Stamped Metal	Aluminum	Metallic/polymer composite	Cellular PVC	Wood fiber/polymer composite	Fiber Cement	Mineral/polymer Composite	Metal
USED FOR:		HISTORIC MATERIALS:		•	•	•	•	•	•	•	•	•	•	•	•	•	
Masonry		corbels, brackets, balusters, cornices, window and door surrounds, friezes, wall surfaces, horizontal surfaces, incidental ornament, columns		terra cotta, cast stone, stone, concrete	•	•	•	•	•	•	•	•	•	•	•	•	
Architectural Metals		pilasters, door and window surrounds, cornices, incidental ornament, columns, spandrels, ceilings, sheathing, roofing		cast and wrought iron, steel, bronze, lead, aluminum and stamped steel (usually galvanized or terne-coated)		•	•	•	•	•	•	•	•	•	•	•	
Siding		clapboard, tongue-and-groove or shiplap siding, board and batten, shingles		wood and asbestos									•	•	•	•	
Roofing				wood shingle, slate shingle, asbestos shingle, clay tile, concrete tile metal		•							•	•	•	•	
Molding/Trim		run moldings, flat boards, casings, cornice, frieze, railings, balustrade, columns		wood, metal				•	•			•	•	•	•	•	

Potential Substitute Materials



aluminum through a die.

Wrought aluminum is worked by heating the material and then manipulating it into the desired shape.

Cast Stone & Precast Concrete has proven to be an excellent substitute for stone due to its time tested qualities. It is a cement lime and aggregate mixture that is dry-tamped into a mold.

Cellular Polyvinyl Chloride (PVC) is produced in sheets, boards and moldings by incorporating calcium carbonate and a foaming agent into melted PVC.

Cellulose Fiber/Polymer Composite is a product created with wood strands or fibers coated with resin for moisture resistance. Zinc-borate is included for insect and fungal-decay resistance. Some products feature a wood grain on one side and a smooth surface on the other. The smooth surface should be visible when used to imitate planed wood.

Fiber Cement is a composite building material comprised of fiber, sand that is ground to a powder, cement and proprietary additives that prevent moisture absorption:

Aluminum is a light-weight, highly corrosion-resistant alloy. It can be used in several different ways:

Molten aluminum is cast into permanent or single-use molds.

Extruded aluminum is formed by passing heated

Products used for roofing contain only glass fiber.

Products used for siding and trim consist primarily of wood fiber.

Fiber cement siding products often come with a wood grain appearance on one side and a smooth surface on the other. The smooth surface should be exposed when using this material as a substitute for wood planed siding.

Fiber Reinforced Concretes (GFRC) serve as excellent substitutes for decorative architectural features. Because of its low shrinkage during the curing process, GFRC pieces can be produced with molds taken directly from a building. It is a lightweight material made from concrete compounds modified with additives and reinforced with alkaline resistant glass fibers.

Glass Fiber Reinforced Polymers (FRP, Fiberglass) is a composite material made of a polymer matrix and glass fibers. As with GFRC products, it is an excellent choice for recreating decorative features due to its low shrinkage during the curing process and its ability to create a mold directly from the building.

Mineral/Polymer Composite is a mixture of mineral ingredients such as calcium carbonate or fly ash held together in a matrix of various polymers. Various combinations create materials with different properties depending on the use of the material.

Non-composite Polymers such as polyurethane and polyvinyl chloride (PVC) are two of the most popular polymer materials. Polyurethane products are typically used for interior applications such as moldings and decorative elements. Polyvinyl chloride can be extruded and used for tongue-and-groove decking.

Masonry Repairs & Maintenance

Adel is well known for its rich history of brick. It is therefore even more imperative to ensure the preservation of its building stock and brick streets. Properly maintaining the masonry on your building is the best form of preservation. A well maintained masonry building will stand the test of time, requiring minimal replacement repairs unlike other cladding materials. Read through this section to understand this classic and amazing building material that has been used for thousands of years.

Brick provides a visual variety through its various colors, patterns and textures. Mortar colors and bond patterns can also be varied, offering a unique appearance for each building and creating another defining feature for the historic district. Shown on these pages are some of the variations one can find throughout the District.



LAYING THE BRICKS IN A DIAGONAL PATTERN PRIOR TO FIRING PROVIDES A UNIQUE PATTERN IN THE BRICK.



THE RED CLAY OF DALLAS COUNTY PROVIDED THE AREA WITH PLENTY OF HIGH-QUALITY, ORANGISH-RED BRICK.



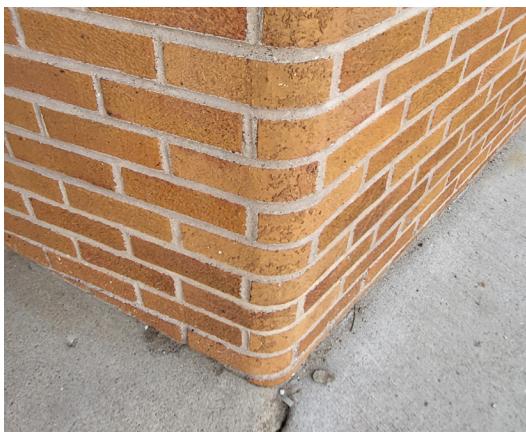
VARIOUS METHODS HAVE BEEN USED TO EXTRUDE AND CUT BRICK, GIVING A VARIETY OF TEXTURES TO THE DISTRICT.



RUNNING BOND PATTERN, LAID WITH THE STRETCHER FACING UP IS USED ON SOME STREETS.



BRICKS COME IN VARIOUS TEXTURES WHICH GREATLY IMPACTS THE OVERALL APPEARANCE OF THE DISTRICT.



BLOND BRICK HUES WERE MORE POPULAR IN LATER DECADES, ESPECIALLY BY THE MID-20TH CENTURY. VARIOUS CORNER TREATMENTS CAN BE FOUND THROUGHOUT THE DISTRICT, SUCH AS THIS BULLNOSE DETAIL.



HERRING BONE PATTERN, LAID WITH THE BED FACING UP IS USED ON SOME STREETS.



STACK BOND PATTERNS BECAME POPULAR IN THE MID-20TH CENTURY.



GLAZED MASONRY UNITS PROVIDE A DIFFERENT TEXTURE TO THE DOWNTOWN DISTRICT AMONGST THE MORE TRADITIONAL FIRED BRICK.

Masonry Repairs & Maintenance

Masonry: Recommended

1. Create a cyclical maintenance checklist for your building. Keep a record of repairs and maintenance, including dates, materials used and personnel consulted.
2. Routinely clean your building using the proper supplies. The gentlest means possible should be used. Keep in mind that some stains cannot be safely removed; consider these a part of your building's history.
3. When cleaning masonry, start with a mild detergent and natural bristle brush. Try this approach on a small test patch before proceeding with larger sections.
4. Unlike new additions, repairs to masonry should blend in with the existing materials. Materials used for replacement or repointing should match as closely as possible.
5. Ensure proper drainage to avoid damage to your building. Water should not accumulate. Check gutters for proper water displacement.
6. Repoint masonry joints that are missing or deteriorated. Have a mortar analysis performed to ensure the use of the proper mortar type. This will help prevent damage to existing masonry.
7. Hire masons with experience and skill with historic buildings. Ask for references.



ADEL IS KNOWN FOR ITS HISTORY IN THE BRICK MANUFACTURING PROCESS AND ITS BRICK STREETS.

8. If painting a building that is already painted, remove damage or deteriorated paint down to the next sound layer with the gentlest means possible. This is usually done by hand scraping.
9. Research proper paint products as well as appropriate paint colors. Consult the section on color in this document.
10. Properly maintain other materials on your building. Rotting wood, for example, can increase the chances of damage to the masonry.

Masonry: Not Recommended

1. Refrain from painting your building if it was not originally painted. Improperly applying coatings to masonry will prevent the masonry from “breathing,” which allows unwanted moisture to escape. This will cause damage to the masonry and mortar.
2. “Waterproof” sealers are often not recommended for masonry walls. Use with extreme caution. Thorough research should be done before using. See Item 1.
3. Sealants are not long term solutions. Regularly check for deteriorated sealant and replace if and when necessary.
4. Do NOT sandblast a masonry building. This technique, which was popular decades ago in efforts to “clean” masonry causes irreversible damage.
5. Avoid using salts near a masonry building. Salts can erode finishes, which fosters rapid deterioration.
6. Do not apply mortar without first confirming the proper mortar type necessary for your project. Have a mortar analysis completed.
7. Do not cover up deteriorated brick to improve the aesthetics of your building. Make repairs to ensure the lifespan of your building is extended.
8. Do not hire a mason without checking references. Historic masonry requires a different skill set than new masonry. Experience with historic masonry repairs is highly recommended.

My masonry building needs work! What do I do?

1. Read this set of guidelines thoroughly.
2. Examine your building and determine if the work is general maintenance or if you need the help of an experienced mason.
3. Consult with and hire a mason with experience in historic masonry. Ask for references.
4. If mortar joints are missing, and repointing (or rebuilding) needs to be done, have a mortar analysis completed to ensure the proper mortar is used. Appropriate mortar is critical to the lifespan of your building.
5. If 50% or more of the mortar is missing, repointing the entire facade is recommended. Repointing is the removal of old, deteriorated mortar and applying new mortar.
6. If replacement brick is needed, ask your mason to look for salvaged brick that matches or complements the existing brick on your building.
7. It is not uncommon to find multiple mortars of varying color within your walls. Mortar can also change color over time. Determine the best color for new work but don’t expect an exact match.
8. Leave brick unpainted. Painted brick can be repainted.
9. If cracks are visible within the wall, determine if they are cracks caused by settling and have been there for a long period of time or if they are new, have changed recently or are causing other problems within the wall. If this is the case, consult a structural engineer.



Glossary of Terms

A

Abacus – The slab that forms the top of a column capital.

Acanthus – Mediterranean plant whose leaves are often found on Corinthian and Composite capitals.

Ancones – A bracket that supports the cornice.

Architrave – (1) The lowest component of the three main parts of an entablature, immediately above the column capital. (2) A moulded frame around a door or window.

Areaway - A sunken area leading to a cellar or a basement entrance, or in front of basement or cellar windows. (Photo, right.)

Asbestos - A flexible, noncombustible, inorganic fiber used primarily in construction as a fireproofing and insulating material. The airborne fibers are now linked to health hazards; great care should be taken with the removal of asbestos.

Ashlar – Rectangular blocks of stone with a smooth face and fine joints.



Baluster – Closely spaced supports for a railing.

Batten – A small strip of wood or board that covers the joints between boards.

Beltcourse – A horizontal band that often projects beyond the face of the building.

Brackets – A projection that provides visual or structural support for cornices, balconies or other decorative feature.

Broken Pediment – A pediment with an opening at the apex, base or both.

Bulkhead - A box-like structure above a roof or floor.

C

Camber window - A window with an arched top.

Cantilever – A rigid structural member that projects from a vertical support.

Capital – The upper portion of a column or pilaster that is distinctively treated.

Carrara Glass - A pigmented, structural glass popular in the 1920s - 1940s.

Cast Stone - A mixture of mortar with an aggregate of stone chips or fragments, which has the appearance of natural stone when molded.

Cementitious - Capable of setting like cement.

Chamfer – The edge of a material that is beveled (angled), usually at a 45 degree angle.

Cladding – External covering over a structure.

Clapboard – Thin, narrow boards used for exterior cladding.

B

Balconet – A railing or balustrade in front of a window, simulating a balcony.

Bay Window – A windowed bay that protrudes from the ground for one or more stories. (Note difference between oriel window.)

Colonette – A small or thin column.

Coping – A finishing or protective course or cap to an exterior masonry wall or other wall.

Corbel – A bracket, especially brick or stone.

Cornice – A horizontally projecting feature that surmounts a wall that is prominent, continuous and horizontal. The uppermost portion of an entablature.

Cornice Return – Detail that occurs where a horizontal cornice of a roof connects to the rake of a gable.

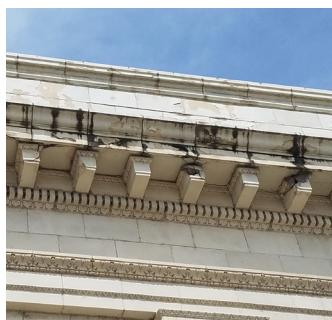
Course – A continuous layer of masonry, tile, shingles or other building material.

Cresting - Ornamental finish of a wall or ridge of a building.

D

Dentils – Small rectangular block used in series to form a molding. (photo, above, right)

Divided Light - A pane of glass which is separated by a muntin.



E

Entablature – Found in classical architecture; the top of an order – made up of a cornice, frieze and architrave.

F

Façade – The exterior face of a building.

Fanlight – A type of transom window: a window above a door or window, typically semicircular or semielliptical with muntins that radiate in a fan-like pattern.

Fenestration - The design and placement of windows and other exterior openings in a building.

Foils – A leaf-shaped curve formed between cusps inside a circle or arch.

Footcandle - A unit of illumination equal to 1 lumen per square foot.

Flat Arch – A structural member that spans an opening with supporting voussoirs, having straight or almost straight intrados and extrados (curves).

Fleuron – The flower at the center of each side of a Corinthian abacus.

Fluting – Decorative, parallel grooves on a column.

Frieze – The middle section of an entablature.

G

Gambrel Roof – A roof in which two slopes create a ridge, the lower slope having a steeper pitch.

Galvanic corrosion - The electrochemical action that occurs as a result of the contact of dissimilar metals in the presence of an electrolyte.

Galvanize - The process of protectively coating iron or steel with zinc, either by immersion or electroplating.

GFRC – Glass Fiber Reinforced Concrete; often used as a substitute material for sculpted elements.

H

Hood mold – A molding which projects from a wall above a door, window or archway. Used to shed water. (Photo, right.)



I

Impregnated paint - The coating process used to fill gaps and pores in porous substrates.

J

Jack Arch - A structural element in masonry construction that provides support at openings in masonry. Also known as a “flat arch” or “straight arch.” (Photo, right.)



K

Knee brace – Diagonal support connecting two members that are joined at right angles.

L

Label molding – A hood mold with squared corners.

Lintel – A horizontal member supporting the weight above an opening such as a door or window.

Light – In a window, the openings between muntins and mullions; commonly called panes.

Lumen - A unit of luminous flux that defines the quantity of light.

Lunette – An area enframed by an arch or vault.

M

Mansard Roof – A two-sloped roof in which the lower slope is nearly vertical.

Mesker Facade - Ornamental sheet-metal storefront manufactured by the Mesker companies in the late 1800s and early 1900s.

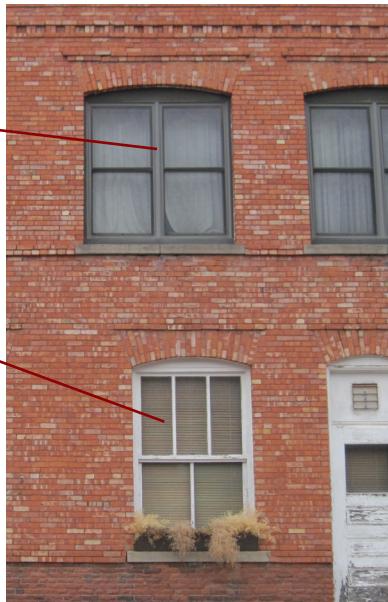
Mezzanine - A low-ceilinged story between two stories; often above the ground floor and projecting as a balcony.

Modillion brackets – Ornamental brackets supporting a cornice that are often in the form of a scroll, featuring acanthus leaves.

Moulding – A contoured strip located just below the juncture of a wall and ceiling. Can also refer to trim in both horizontal and vertical applications.

Mullion – The vertical piece that creates a division between units of a door or window.

Muntin – The pieces of frame within a window sash that hold the glass in place.



N

Niche – A recess in the wall, often ornamental, usually semicircular in plan and arched.



O

Oriel Window – A projecting window that juts out from the wall but does not reach the ground. (Note difference between bay window.) (Photo, above.)



P

Parapet – A low wall around a roof or platform.

Pediment – A low gable, often triangular with a horizontal cornice and

raking cornices above a colonnade, an end wall, or major division of a façade. (Photo, right.)

Pilaster – A shallow feature that projects from the wall featuring a capital and base; usually imitating the form of a column.

Plinth – A square base beneath the base of a column or pier.

Q

Quatrefoil trim pattern – Pattern with four-lobed circles or arches formed by cusping.

Quoins – Dressed stones at the corners of buildings.

R

Rail - In carpentry, the horizontal member of a door or sash.

Repointing - The process of renewing the outer mortar within mortar joints, in masonry construction.

Rusticated – Masonry featuring large blocks, deep joints and roughened surfaces.

S

Sash – A fixed or operable frame in which pieces of glass are set.

Scale - How the sizes of different architectural elements relate to one another, based on a referenced standard.

Score - (1) In concrete work, to modify the top surface of one pour, as by roughening, so as to improve the mechanical bond with the succeeding pour. (2) To tool grooves in a freshly placed concrete surface to reduce cracking from shrinkage. (3) To scratch or otherwise roughen a surface to enhance the bond of plaster, mortar or stucco which will be applied to it. (4) To groove, notch or mark a surface for practical or decorative purposes.

Segmental Arch – An arch that is less than half of a circle.

Side Light – A fixed sash adjacent to a door or window opening.

Sill - The lowest member beneath an opening, such as a window or door.

Spandrel – The area between adjoining arches and the ceiling or moulding above.

Stile - In carpentry, the vertical members of a door or sash.

Storefront sill - The sill of the storefront window.

String course – A projecting course or molding that runs horizontally along a face of a building. Also called a belt course.

Terneplate - Sheet steel coated with an alloy of lead and tine, used chiefly in roofing.

Transom Light (or **Transom Window**) – A window above a door or window; sometimes operable. Transom lights can be rectangular or arched. (Photo, right.)



Tuckpointing - A technique of finishing mortar joints with a decorative, raised mortar ridge instead of the customary, convex finish in ordinary masonry. Note the difference to repointing.

Tympanum – The recessed portion of a pediment, typically triangular.

W

Vermiculated quoins – Quoins which are carved to feature markings resembling the tracks of a worm.

Vernacular architecture - Common, domestic architecture of a region; usually far simpler than what technology of the time is capable of maintaining.

Vitrolite Glass - Trade name for a opaque, structural glass. (Photo, right.)



Voussoirs – Wedge shaped pieces that form an arch or vault.

T

Terra Cotta – A hard, fired clay used for architectural ornamentation.

W

Water table – A projecting string course, molding or ledge which is used to shed rainwater from the building.



AGENDA ITEM NO. 6.g
AGENDA SECTION: NEW
BUSINESS

ADEL CITY COUNCIL AGENDA ITEM REPORT

MEETING DATE: June 11, 2024

TO: Mayor & City Council

FROM: Anthony Brown, City Administrator

AGENDA HEADING: Consider Approval of RFQ for Engineering Services for Rapids Streets Project

PREVIOUS COUNCIL ACTION: The previous council, based on its 2022-2023 Goal Setting Session, considered moving forward on a similar major project in early 2022.

However, due to a variety of factors in early 2022 (i.e., from the February 28, 2022 minutes: world events, oil prices, uncertainty, increased cost estimates, limited time window of the pre-levy process, tax levy impact, and bond counsel considerations), the previous council agreed against moving forward.

From the fall of 2022 through late 2023, the City engaged an engineering firm to develop a comprehensive pavement program and capital improvement plan for the City.

For history, the City's previous major comprehensive street project (Main Street) was completed in 2017. The City did a handful of street overlay projects in 2018.

STAFF/COMMITTEE RECOMMENDATION:

This item considers approval of issuing a Request For Qualifications (RFQ) to hire an engineering firm for the City's major reconstruction project on Rapids Street.

The council approved its 2024-2025 Goal Setting Session's list of major projects last December. The council's Street Committee and Committee of the Whole discussed the potential next steps this year.

From that, the council's desire was to interview engineering firms for this major project that will involve street work (e.g., bricks to concrete), water, sanitary sewer, storm water, sidewalks, and special assessments.

City staff has looked at how other cities in Iowa issue RFQs, whether or how they use special assessments, and other factors on major projects with outside engineering firms.

The draft RFQ includes input from City staff, the mayor, the council, and City Attorney Kristine Stone.

If approved, the RFQ process and engagement will occur this summer.

Following that, the potential timeline is that the actual engineering design work could wrap up in calendar year 2025. Specific streets and other areas of work will be carefully reviewed, considered, and relayed to the public.

Then, bids for the project contractor(s) could determine overall costs for the City and property owners for work in calendar year 2026.

(Please note: Any specific timeline, work, and/or costs could depend on a variety of factors, including engineering, construction, legal, bond issuance, and external situations or unknown / unpredictable issues.)

The council's Committee of the Whole various details at length last month and last week.

City staff is recommending approval.

ATTACHMENTS:



AGENDA ITEM NO. 6.h
AGENDA SECTION: NEW
BUSINESS

ADEL CITY COUNCIL AGENDA ITEM REPORT

MEETING DATE: June 11, 2024

TO: Mayor & City Council

FROM: Carrie Erickson, City Clerk

AGENDA HEADING: Consider Approval of Ordinance No. 408, Amending the Zoning Ordinance of the City of Adel, Iowa by Repealing and Replacing the Southbridge Plat 8 PUD Ordinance for Property Located at the Intersection of Hwy 169 and Bradfield Street, City of Adel, Dallas County, Iowa - First Reading

PREVIOUS COUNCIL ACTION: The council will consider the public hearing for this ordinance earlier in the same meeting.

STAFF/COMMITTEE RECOMMENDATION:

This ordinance considers the amended and restated Southbridge Plat 8 PUD.

The public hearing will be held earlier in the meeting.

The proposed changes show area D increasing by roughly 4 acres for a possible commercial application further east and off the Highway 169 corridor. These lots will be taken from area B.

The City's Planning & Zoning Commission met in May and recommended approval. The minutes from the P&Z meeting are attached to this item with more thorough explanations for the requested changes.

City staff is recommending approval of the first reading and is supportive of waiving the second and third readings.

ATTACHMENTS:

[Ordinance No. 408 Southbridge Plat 8 PUD amendment.pdf](#)
[05-08-2024 P&Z Meeting Minutes.pdf](#)

ORDINANCE NO. 408

AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY OF ADEL, IOWA, BY CHANGING THE ZONING CLASSIFICATION OF PROPERTY LOCATED AT THE INTERSECTION OF HWY 169 AND BRADFIELD STREET, CITY OF ADEL, DALLAS COUNTY, IOWA

WHEREAS, the Zoning Ordinance of the City of Adel allows for the development of a Planned Unit Development (PUD) to promote and encourage development or redevelopment of tracts of land on a planned, unified basis;

WHEREAS, a PUD was approved for the property located at the intersection of Hwy 169 and Bradfield Street by Ordinance No. 380 on January 24, 2022;

WHEREAS, the Developer and City now wish to repeal Ordinance No. 380 and replace it with this PUD ordinance to revise certain regulations within the PUD;

WHEREAS, pursuant to Section 165.52 of the Adel Code of Ordinances, a PUD requires approval by ordinance following planning and zoning commission review;

WHEREAS, the City Council finds this PUD ordinance to be consistent with and in furtherance of the City's comprehensive plan, zoning ordinance, subdivision ordinance, and platting requirements.

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

SECTION 1. Ordinance No. 380 is hereby repealed.

SECTION 2. **PUD LEGAL DESCRIPTION.** This ordinance relates to the following described property:

A PART OF GOVERNMENT LOTS 11, 12, 13 AND 14 IN SECTION 6, TOWNSHIP 78 NORTH, RANGE 27 WEST OF THE FIFTH PRINCIPAL MERIDIAN, IN THE CITY OF ADEL, DALLAS COUNTY, IOWA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF SAID GOVERNMENT LOT 12; THENCE NORTH 00°04'14" WEST ALONG THE WEST LINE OF SAID GOVERNMENT LOT 12, A DISTANCE OF 733.68 FEET; THENCE NORTH 90°00'00" EAST, 70.34 FEET; THENCE NORTHEASTERLY ALONG A CURVE CONCAVE SOUTHEASTERLY WHOSE RADIUS IS 25.00 FEET, WHOSE ARC LENGTH IS 39.27 FEET AND WHOSE CHORD BEARS NORTH 45°05'12" EAST, 35.36 FEET; THENCE SOUTH 89°54'49" EAST, 77.50 FEET; THENCE NORTH 83°44'46" EAST, 45.28 FEET; THENCE SOUTH 89°54'49" EAST, 48.49 FEET; THENCE SOUTHEASTERLY ALONG A CURVE CONCAVE SOUTHWESTERLY WHOSE RADIUS IS 25.00 FEET, WHOSE ARC LENGTH IS 39.27 FEET AND WHOSE CHORD BEARS SOUTH 44°54'40" EAST, 35.36 FEET; THENCE SOUTH 89°55'03" EAST, 60.00 FEET; THENCE NORTHEASTERLY ALONG A CURVE CONCAVE SOUTHEASTERLY WHOSE RADIUS IS 25.00 FEET, WHOSE ARC LENGTH IS 39.27 FEET AND WHOSE CHORD BEARS NORTH 45°05'20" EAST, 35.35 FEET; THENCE SOUTH 89°54'49" EAST, 180.00 FEET; THENCE SOUTHEASTERLY ALONG A CURVE CONCAVE SOUTHWESTERLY WHOSE RADIUS IS 25.00 FEET, WHOSE ARC LENGTH IS 39.27 FEET AND WHOSE CHORD BEARS SOUTH 44°54'40" EAST, 35.36 FEET; THENCE SOUTH 89°54'32" EAST, 60.00 FEET; THENCE NORTH 00°05'28" EAST, 5.77 FEET; THENCE NORTHEASTERLY ALONG A CURVE

CONCAVE SOUTHEASTERLY WHOSE RADIUS IS 25.00 FEET, WHOSE ARC LENGTH IS 36.65 FEET AND WHOSE CHORD BEARS NORTH 42°05'38" EAST, 33.46 FEET; THENCE NORTHEASTERLY ALONG A CURVE CONCAVE NORTHWESTERLY WHOSE RADIUS IS 1030.00 FEET, WHOSE ARC LENGTH IS 220.99 FEET AND WHOSE CHORD BEARS NORTH 77°57'01" EAST, 220.57 FEET; THENCE SOUTHEASTERLY ALONG A CURVE CONCAVE SOUTHWESTERLY WHOSE RADIUS IS 25.00 FEET, WHOSE ARC LENGTH IS 34.14 FEET AND WHOSE CHORD BEARS SOUTH 69°04'21" EAST, 31.55 FEET; THENCE SOUTH 29°56'56" EAST, 16.89 FEET; THENCE NORTH 60°03'04" EAST, 60.00 FEET; THENCE NORTHEASTERLY ALONG A CURVE CONCAVE SOUTHEASTERLY WHOSE RADIUS IS 25.00 FEET, WHOSE ARC LENGTH IS 41.76 FEET AND WHOSE CHORD BEARS NORTH 17°54'14" EAST, 37.07 FEET; THENCE NORTHEASTERLY ALONG A CURVE CONCAVE NORTHWESTERLY WHOSE RADIUS IS 1030.00 FEET, WHOSE ARC LENGTH IS 102.57 FEET AND WHOSE CHORD BEARS NORTH 62°54'14" EAST, 102.53 FEET; THENCE NORTH 60°03'04" EAST, 85.11 FEET; THENCE SOUTHEASTERLY ALONG A CURVE CONCAVE SOUTHWESTERLY WHOSE RADIUS IS 25.00 FEET, WHOSE ARC LENGTH IS 39.27 FEET AND WHOSE CHORD BEARS SOUTH 74°56'56" EAST, 35.36 FEET; THENCE NORTH 60°03'04" EAST, 60.00 FEET; THENCE NORTHEASTERLY ALONG A CURVE CONCAVE SOUTHEASTERLY WHOSE RADIUS IS 25.00 FEET, WHOSE ARC LENGTH IS 39.27 FEET AND WHOSE CHORD BEARS NORTH 15°03'04" EAST, 35.36 FEET; THENCE NORTH 60°03'04" EAST, 115.00 FEET; THENCE SOUTH 29°56'56" EAST, 633.58 FEET; THENCE SOUTH 29°32'13" EAST, 80.53 FEET; THENCE SOUTH 26°37'00" EAST, 84.06 FEET; THENCE SOUTH 23°13'28" EAST, 84.06 FEET; THENCE SOUTH 19°49'56" EAST, 84.06 FEET; THENCE SOUTH 16°26'25" EAST, 84.06 FEET; THENCE SOUTH 13°02'53" EAST, 84.06 FEET; THENCE SOUTH 09°39'21" EAST, 84.06 FEET; THENCE SOUTH 06°15'49" EAST, 84.06 FEET; THENCE SOUTH 02°52'18" EAST, 84.06 FEET; THENCE SOUTH 00°31'14" WEST, 84.06 FEET; THENCE SOUTH 03°54'46" WEST, 84.06 FEET; THENCE SOUTH 07°18'17" WEST, 84.06 FEET; THENCE SOUTH 10°41'49" WEST, 84.06 FEET; THENCE SOUTH 14°05'21" WEST, 84.06 FEET; THENCE SOUTH 17°28'53" WEST, 84.06 FEET; THENCE SOUTH 20°41'59" WEST, 79.28 FEET; THENCE SOUTH 10°26'05" WEST, 55.23 FEET; THENCE SOUTH 00°40'52" WEST, 87.96 FEET; THENCE SOUTH 05°35'55" EAST, 60.00 FEET; THENCE SOUTHWESTERLY ALONG A CURVE CONCAVE NORTHWESTERLY WHOSE RADIUS IS 1280.00 FEET, WHOSE ARC LENGTH IS 140.29 FEET AND WHOSE CHORD BEARS SOUTH 87°32'29" WEST, 140.22 FEET; THENCE NORTH 89°19'08" WEST, 268.97 FEET; THENCE NORTH 00°40'52" EAST, 60.00 FEET; THENCE NORTH 89°19'08" WEST, 12.59 FEET; THENCE NORWESTERLY ALONG A CURVE CONCAVE NORTHEASTERLY WHOSE RADIUS IS 25.00 FEET, WHOSE ARC LENGTH IS 39.27 FEET AND WHOSE CHORD BEARS NORTH 44°19'08" WEST, 35.36 FEET; THENCE NORTH 89°19'08" WEST, 60.00 FEET; THENCE SOUTHWESTERLY ALONG A CURVE CONCAVE NORTHWESTERLY WHOSE RADIUS IS 25.00 FEET, WHOSE ARC LENGTH IS 39.27 FEET AND WHOSE CHORD BEARS SOUTH 45°40'52" WEST, 35.36 FEET; THENCE NORTH 89°19'08" WEST, 361.34 FEET; THENCE NORTH 32°57'35" WEST, 227.38 FEET; THENCE NORTH 35°53'53" WEST, 87.69 FEET; THENCE NORTH 45°47'57" WEST, 90.72 FEET; THENCE NORTH 56°30'43" WEST, 186.48 FEET; THENCE NORTH 67°50'56" WEST, 138.09 FEET; THENCE NORTH 80°13'12" WEST, 277.64 FEET; THENCE SOUTH 89°55'58" WEST, 63.84 FEET TO THE WEST LINE OF SAID GOVERNMENT LOT 13; THENCE NORTH 00°04'02" WEST ALONG SAID WEST LINE, 389.79 FEET TO THE POINT OF BEGINNING AND CONTAINING 63.52 ACRES (2,766,845 SQUARE FEET).

The property shall remain under PUD zoning and shall be known as the Southbridge Plat 8 PUD.

SECTION 3. MASTER PLAN PROVISIONS. Consistent with Section 165.53 of the Zoning Ordinance, the Master Plan for the Southbridge PUD consists of the following documents, policies and regulations:

A. Master Plan Exhibit. The Trails – Parks exhibit as prepared by Civil Design Advantage and attached hereto as Exhibit 1 and the rezoning exhibit as prepared by Civil Design Advantage, dated January 30, 2024, and attached hereto as Exhibit 2, are hereby adopted as the PUD Master Plan. The Master Plan and those additional guidelines as identified herein shall constitute the zoning requirements of the property. In the event of a conflict between the written terms of this Ordinance and the notations on the Master Plan, the written text of the Ordinance shall prevail.

B. Design Standards. The design standards shall be consistent with Section 165.36 of the Zoning Ordinance unless otherwise stated in this Southbridge PUD.

C. Conditions. The following conditions, restrictions, and regulations are adopted as a part of this approval:

1. Underlying zoning regulations. Unless otherwise specified herein, the development of the land shall be in accordance with the provisions of the following zoning districts:

- a. Exhibit 2, Area A: R-1 zoning district
- b. Exhibit 2, Area B: R-1 zoning district
- c. Exhibit 2, Area C: R-1 zoning district
- d. Exhibit 2, Area D: C-3 zoning district

2. Zoning Requirements Waived or Amended.

- a. Exhibit 2, Area B: The requirements of Section 165.36(6) are amended for single-family homes as follows: minimum lot area shall be reduced from 8,000 square feet to 4,500 square feet; the minimum lot frontage shall be reduced from 65 feet to 50 feet; the minimum front yard depth shall be reduced from 25 feet to 15 feet; the minimum side yard shall be reduced from 8 feet to 5 feet; the minimum rear yard depth shall be reduced from 25 feet to 20 feet.
- b. Exhibit 2, Area D: The requirements of Section 165.44(6)(E) Minimum Rear Yard are amended as follows: Adjacent to residentially zoned property – 20 feet; otherwise, none required. The requirements of Section 165.44(6)(D) Minimum Side Yard are amended as follows: Adjacent to residentially zoned property – 20 feet; otherwise, none required.

3. General Conformance to Subdivision Ordinance. Unless otherwise specified herein, the development of the land shall be in accordance with the Subdivision Ordinance of the City of Adel.

D. Use Restrictions. Permissible uses shall include the following:

1. Area A: R-1 permissible uses
2. Area B: R-1 permissible uses
3. Area C: R-1 permissible uses
4. Area D: C-3 permissible uses

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

SECTION 5. 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 6. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval, and publication as provided by law.

Passed and approved by the Adel City Council this _____ day of _____, 2024.

James F. Peters, Mayor

Attest: _____
Carrie Erickson, City Clerk

1st Reading _____

2nd Reading _____

3rd Reading _____

I, Carrie Erickson, City Clerk of the City of Adel, Iowa, do hereby certify that the foregoing ordinance was passed and approved by the City Council of the City of Adel on the _____ day of _____, 2024 and was published in the Dallas County News, a newspaper of general circulation in the said City of Adel on the _____ day of _____, 2024.

Carrie Erickson, City Clerk



The City of Adel's Planning and Zoning Commission met at Adel City Hall, 301 S. 10th Street, on Wednesday, May 8, 2024, at 6:00 p.m.

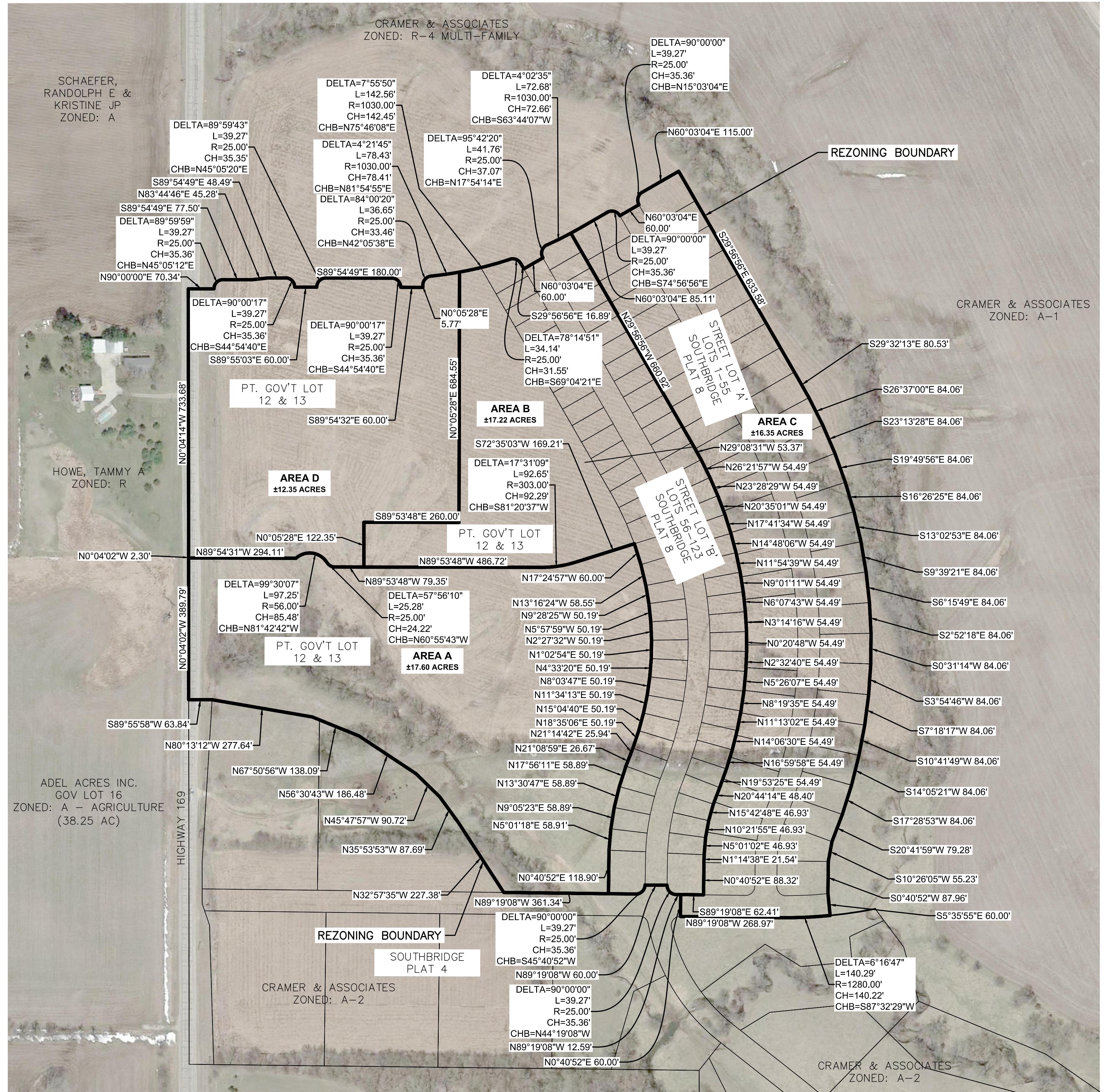
The Commissioners present were Stephanie Poole, Danielle Roberts Tim Crannell, Jerry Adams, Jonathan Fokken, Patrick Halsey and Code Compliance Officer Steve Nichols. The Commissioner absent was Summer Portzen. Also present were Civil Design Advantage representative Doug Mandernach, Peter Corkrean and guest Kathy Carman.

I. Discussion / Possible Action on Amending Ordinance 404 Plat 8 PUD to increase area D (C-3) from lots in area B (R-1) and Make Recommendation to Council. Complete language available at City Hall. Mandernach presented the changes that are being requested. He showed area D increasing roughly by 4 acres for a possible commercial application further east and off of the Highway 169 corridor. They will be taking lots from area B. There were no questions for Doug because it is straight forward of what was created in March. **Fokken made the motion to recommend to Council amending the PUD to increase the commercial area of section D and C-3 commercial designation. Second by Crannell. Motion passed unanimously.**

Meeting Adjourned at 6:15 p.m.

Respectfully,

Steve Nichols



Resolution No. 24-38

A RESOLUTION APPROVING 2023 – 2024 BUDGET TRANSFERS

WHEREAS, the City of Adel included in its 2023 / 2024 fiscal year budget as amended, certain budget transfers; and

WHEREAS, the City of Adel staff have reviewed the proposed transfers included in the 2023 / 2024 budget as amended and have recommended such transfers be approved and completed as outlined in the attached list.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of Adel, Iowa on this 11th day of June, 2024, that the proposed transfers included in the approved 2023 / 2024 fiscal year budget as amended for the City of Adel be approved and authorize staff to complete said transfers.

Passed and approved this 11th day of June, 2024.

James F. Peters, Mayor

Attest: _____
Carrie Erickson, City Clerk

TRANSFERS IN	2023/2024 Budget Transfers (Budget As Amended)			TRANSFERS OUT	2023/2024 Budget Transfers (Budget As Amended)		
General 001-4-690-4-4836	Jaws of Life	1,861.00	from Trust & Agency	Road Use Tax 110-5-210-5-6911	15th Street Bridge Replace	328,323.00	to N 15th St Bridge Replace
N 15th St Bridge Replace 342-4-750-4-4830	15th Street Bridge Replace	328,323.00	from Road Use Tax	Trust & Agency 112-5-150-1-6232	Jaws of Life	1,861.00	to General Fund
Channel Stabilization 346-4-750-4-4830	Aaron Ct Channel Stabiliz	114,000.00	from Storm Water Utility	Storm Water Utility 615-5-820-5-6910	Aaron Ct Channel Stabiliz	114,000.00	to Channel Stabilization
TOTAL		444,184.00		TOTAL		444,184.00	



AGENDA ITEM NO. 6.j
AGENDA SECTION: NEW
BUSINESS

ADEL CITY COUNCIL AGENDA ITEM REPORT

MEETING DATE: June 11, 2024

AGENDA HEADING: Consider Approval of Resolution No. 24-39, Setting A Date for a Public Hearing on the Proposed Vacation of Right-of-Way Along Bradfield Street Within Southbridge Plat 7

ATTACHMENTS:

[**Resolution No. 24-39, Setting Date of PH on Vacation of Southbridge Plat 7 ROW.pdf**](#)

(This agenda item should be incorporated with the other items in your regular agenda and posted or published as required)

AGENDA ITEM

Governmental Body: City of Adel, Iowa

Date of Meeting: June 11, 2024

Time of Meeting: 6:00 o'clock P.M.

Place of Meeting: Council Chambers, 301 S. 10th Street, Adel, IA 50003

PUBLIC NOTICE IS HEREBY GIVEN that the above mentioned governmental body will meet at the date, time and place above set out. The tentative agenda for said meeting is as follows:

- Resolution fixing date for a public hearing on the proposed vacation of right-of-way along Bradfield Street within Southbridge Plat 7, an official plat in the City of Adel

Such additional matters as are set forth on the additional _____ pages(s) attached hereto.
(number)

This notice is given at the direction of the Mayor pursuant to Chapter 21, Code of Iowa, and the local rules of said governmental body.

City Clerk, Adel, Iowa

June 11, 2024

The City Council of Adel, Iowa, met in _____ session, in the Council Chambers, 301 S. 10th Street, Adel, IA, at 6:00 o'clock P.M., on the above date. There were present Mayor _____, in the chair, and the following named Council Members:

Absent: _____

* * * * *

Council Member _____ introduced the following Resolution entitled "RESOLUTION FIXING DATE FOR A PUBLIC HEARING ON THE PROPOSED VACATION OF RIGHT-OF-WAY ALONG BRADFIELD STREET WITHIN SOUTHBRIDGE PLAT 7, AN OFFICIAL PLAT IN THE CITY OF ADEL", 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. 24-39

RESOLUTION FIXING DATE FOR A PUBLIC HEARING ON THE PROPOSED VACATION OF RIGHT-OF-WAY ALONG BRADFIELD STREET WITHIN SOUTHBRIDGE PLAT 7, AN OFFICIAL PLAT IN THE CITY OF ADEL

WHEREAS, Iowa Code section 354.23 requires that public ways within official plats be vacated after published notice and public hearing; and

WHEREAS, the City proposes to vacate right of way along Bradfield Street within Southbridge Plat 7, an official plat in the City of Adel described as follows:

A PART OF STREET LOT 'B', SOUTHBRIDGE PLAT 7, AN OFFICIAL PLAT IN THE CITY OF ADEL, DALLAS COUNTY, IOWA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF SAID STREET LOT 'B'; THENCE NORTHEASTERLY ALONG THE SOUTHERLY LINE OF SAID STREET LOT 'B' AND A CURVE CONCAVE SOUTHEASTERLY WHOSE RADIUS IS 25.00 FEET, WHOSE ARC LENGTH IS 39.27 FEET AND WHOSE CHORD BEARS NORTH 45°05'12" EAST, 35.36 FEET; THENCE SOUTH 89°54'49" EAST ALONG SAID SOUTHERLY LINE, 77.50 FEET; THENCE NORTH 83°44'46" EAST ALONG SAID SOUTHERLY LINE, 45.28 FEET; THENCE SOUTH 89°54'49" EAST ALONG SAID SOUTHERLY LINE, 48.49 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 89°54'49" EAST, 110.00 FEET; THENCE SOUTHWESTERLY ALONG SAID SOUTHERLY LINE AND A CURVE CONCAVE SOUTHEASTERLY WHOSE RADIUS IS 25.00 FEET, WHOSE ARC LENGTH IS 39.27 FEET AND WHOSE CHORD BEARS SOUTH 45°05'20" WEST, 35.35 FEET; THENCE NORTH 89°55'03" WEST ALONG SAID SOUTHERLY LINE, 60.00 FEET; THENCE NORTHWESTERLY ALONG SAID SOUTHERLY LINE AND A CURVE CONCAVE SOUTHWESTERLY WHOSE RADIUS IS 25.00 FEET, WHOSE ARC LENGTH IS 39.27 FEET AND WHOSE CHORD BEARS NORTH 44°54'40" WEST, 35.36 FEET TO THE POINT OF BEGINNING AND CONTAINING 0.04 ACRES (1,768 SQUARE FEET).

WHEREAS the City Council wishes to give proper consideration to such vacation as required by law:

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Adel, Iowa that:

Section 1. That this Council meet in the Council Chambers, 301 S. 10th Street, Adel, Iowa, on July 9, 2024 at 6:00 p.m., for the purpose of taking action on the matter of the proposed

vacation.

Section 2. That the City Clerk is hereby directed to cause at least one publication to be made of a notice of said meeting, in a legal newspaper, printed wholly in the English language, published at least once weekly, and having general circulation in said City, said publication to be not less than four (4) clear days nor more than twenty (20) days before the date of said public meeting.

Section 3. The notice of the proposed action shall be in substantially the following form:

**NOTICE OF PUBLIC HEARING ON THE PROPOSED VACATION OF
RIGHT-OF-WAY ALONG BRADFIELD STREET WITHIN
SOUTHBRIDGE PLAT 7, AN OFFICIAL PLAT IN THE CITY OF ADEL**

The City of Adel hereby gives notice that at the regular meeting of the City Council to be held at the Council Chambers, 301 S. 10th Street, Adel, Iowa on the 9th day of July, 2024 at 6:00 P.M., the City Council will hold a public hearing and consider whether to approve by ordinance the vacation of the following public property, to wit:

**A PART OF STREET LOT 'B', SOUTHBRIDGE PLAT 7, AN OFFICIAL PLAT
IN THE CITY OF ADEL, DALLAS COUNTY, IOWA AND MORE
PARTICULARLY DESCRIBED AS FOLLOWS:**

COMMENCING AT THE SOUTHWEST CORNER OF SAID STREET LOT 'B'; THENCE NORTHEASTERLY ALONG THE SOUTHERLY LINE OF SAID STREET LOT 'B' AND A CURVE CONCAVE SOUTHEASTERLY WHOSE RADIUS IS 25.00 FEET, WHOSE ARC LENGTH IS 39.27 FEET AND WHOSE CHORD BEARS NORTH 45°05'12" EAST, 35.36 FEET; THENCE SOUTH 89°54'49" EAST ALONG SAID SOUTHERLY LINE, 77.50 FEET; THENCE NORTH 83°44'46" EAST ALONG SAID SOUTHERLY LINE, 45.28 FEET; THENCE SOUTH 89°54'49" EAST ALONG SAID SOUTHERLY LINE, 48.49 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 89°54'49" EAST, 110.00 FEET; THENCE SOUTHWESTERLY ALONG SAID SOUTHERLY LINE AND A CURVE CONCAVE SOUTHEASTERLY WHOSE RADIUS IS 25.00 FEET, WHOSE ARC LENGTH IS 39.27 FEET AND WHOSE CHORD BEARS SOUTH 45°05'20" WEST, 35.35 FEET; THENCE NORTH 89°55'03" WEST ALONG SAID SOUTHERLY LINE, 60.00 FEET; THENCE NORTHWESTERLY ALONG SAID SOUTHERLY LINE AND A CURVE CONCAVE SOUTHWESTERLY WHOSE RADIUS IS 25.00 FEET, WHOSE ARC LENGTH IS 39.27 FEET AND WHOSE CHORD BEARS NORTH 44°54'40" WEST, 35.36 FEET TO THE POINT OF BEGINNING AND CONTAINING 0.04 ACRES (1,768 SQUARE FEET).

At the above meeting the Council shall receive oral or written objections from any resident

or property owner of said City to the proposal to vacate the public right-of-way. After all objections have been received and considered, the Council will at this meeting or at any adjournment thereof, take additional action on the proposal or will abandon the proposal to vacate the public property.

This Notice is given by authority of the City Council of the City of Adel.

Dated this _____ day of _____, 2024.

City Clerk, City of Adel, Iowa

(End of Notice)

Dated this 11th day of June, 2024.

Mayor

Attest:

City Clerk

CERTIFICATE

STATE OF IOWA)
) SS
COUNTY OF DALLAS)

I, the undersigned City Clerk of Adel, Iowa, do hereby certify that attached is a true and complete copy of the portion of the corporate records of said Municipality showing proceedings of the Council, and the same is a true and complete copy of the action taken by said Council with respect to said 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 (a copy of the face sheet of said agenda being attached hereto) 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 said 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 said 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 said Municipality hereto affixed this _____ day of _____, 2024.

City Clerk, Adel, Iowa

SEAL