

## **Adel Historic Preservation Commission**

### **Meeting Minutes**

March 31, 2023

Attending: Rich Hughes, Bob Hall, Vonz Odem, Cori Pickett

Meeting called to order 7:38

**Approval of November minutes:** Motion by Bob Hall, second by Cori Pickett

**Progress on Website:** Christ Brocka updated Rich on website on March 22. A special meeting is called for AHPC to meeting with Christ Brocka on March 28 at 6:30pm at City Hall.

There are some concerns regarding the QR codes being used on the website. This should be discussed at the special meeting with Chris on Tuesday the 28<sup>th</sup>.

Dan Jeffers is planning on using the AHPC website to archive photographs of Adel. Mike Flynn may also archive his writings on the website. It was suggested that Mike Flynn be asked if he is interested in contributing to the content of the AHPC website.

**Design Guidelines Grant:** It is important to stay on schedule for the grant. A total of \$20,000 is needed to complete the guidelines. The scope of work has been completed and bids from five architectural firms are due Friday, March 24. RDG did the façades on the square and so it does make sense for this firm to complete the guidelines. A standard RFP needs to be completed and the city will need to approve.

**175-year anniversary – time capsule:** A stone for the burial site of the capsule is still needed. Winterset might be a source for this. Bob also suggested McCully's in Des Moines and will be in communication with them to see if they have anything available.

**Dallas County Foundation Report:** It is best to wait to finish the website before asking for any additional funding for other projects.

**Annual Report:** The annual report was filed by Rich at the end of February. The workplan is also completed for review.

**Preservation at its best award:** Rich suggested we nominate Russel Abstract for the award due to all of the work they recently put into the exterior and interior of that building. It has also been in existence for 150 years and should be considered at the state level. Someone is needed to write up a narrative.

The award will be presented at this year's annual Preservation Summit in Sioux City this June.

It was also suggested that we begin to consider residential / historic homes. Vonz has a list of those homes.

**Other Updates:** The county acquired the Bail Bond and Culligan Buildings and has thought of demolition to create parking for the new administration building. These structures are in the historic district and there may be issues with tearing them down. AHPC may need to call into the state for assistance.