CITY OF INDIANOLA COUNCIL MEETING
January 3, 2017
6:00 p.m.
City Council Chambers
Agenda

1. Call to order

2. Pledge of allegiance

3. Roll call

4. Public Comment

5. Administer the oath of office to Police Officers Jennifer Williams and DeMareo Darrah

6. Consent

- **A.** Approval of agenda
- **B.** December 19, 2016 Minutes
- **C.** Applications
- **D.** Prior and final approval of applications for urban revitalization designation
- **E.** Claims on the computer printout for January 3, 2017
- **F.** Resolution approving City State Bank to receive donations for the I Back the Blue fundraiser

7. Council Reports

8. Mayor's Report - Kelly B. Shaw

- **A.** Community Update

9. Public Consideration

- **A.** Old Business

1. Final consideration of a request from Jon Roen to amend M-2 (General Industrial) zoning to allow outdoor storage facilities for boats, campers and other types of vehicles (P&Z unanimously recommended approval on 11/8/16)

2. Final consideration of an ordinance amending Chapter 94 Authorizing Time of Sales Inspections within the City Sanitary Sewer System

3. Resolution establishing the fees for time of sale inspections and re-inspections

4. Public hearing and first consideration amending the Municipal Code of the City of Indianola Iowa, Chapter 99.09 "Billing for Sewer Services"

5. Resolution approving the offer from the Kadoka Volunteer Fire Department of South Dakota for the purchase of the #338 Fire Guard Ford F350 2009 Grass Truck in an amount of $45,000 and authorizing execution of documents and completion of transaction

B. New Business

1. Consideration of a request from the Fire Department to apply for a SAFER grant to help fund three additional Fire Fighters/Paramedics

10. Other Business

1. Resolution approving salaries

11. Adjourn

City Council Regular **5.**

Meeting Date: 01/03/2017

Subject

Administer the oath of office to Police Officers Jennifer Williams and DeMareo Darrah

Information

Mayor Shaw will administered the oath of office to Police Officers Jennifer Williams and DeMareo Darrah.

Fiscal Impact

Attachments

Oath - Williams

Oath - Darrah

OATH OF OFFICE

I, **Jennifer Williams** do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Iowa, and that I will faithfully and impartially, to the best of my ability, discharge all the duties of **Police Officer** of the City of Indianola, Iowa, as now or hereafter required by law.

_____

January 3, 2017

Attest:

_____
Diana Bowlin, City Clerk

OATH OF OFFICE

I, **DeMareo Darrah** do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Iowa, and that I will faithfully and impartially, to the best of my ability, discharge all the duties of **Police Officer** of the City of Indianola, Iowa, as now or hereafter required by law.

_____

January 3, 2017

Attest:

_____

Diana Bowlin, City Clerk

City Council Regular **6. B.**

Meeting Date: 01/03/2017

Subject

December 19, 2016 Minutes

Information

Fiscal Impact

Attachments

Minutes

REGULAR SESSION – DECEMBER 19, 2016

The City Council met in regular session at 7:00 p.m. on December 19, 2016. Mayor Kelly B. Shaw called the meeting to order and on roll call the following members were present: Shirley Clark, Joe Gezel, John Parker, Pam Pepper and Brad Ross. ABSENT: Greta Southall.

The consent agenda consisting of the following was approved on a motion by Ross and seconded by Parker. Question was called for and upon the council member votes, the Mayor declared the motion carried unanimously.

Approval of agenda

December 5, 2016 Minutes

Applications - a renewal Class "C" Liquor License, Sunday Sales Privilege and Outdoor Area for the Indianola Country Club - 1610 Country Club Road

Resolution No. 2016 -124 approving the annual awards banquet recognizing the employees of the City of Indianola (the complete resolution may be viewed at the City Clerk's Office)

Representatives to the Central Iowa Regional Transportation Planning Alliance - City Manager Ryan Waller as Transportation Policy Representative and Community Development Director Chuck Burgin as the alternate, Chuck Burgin as the Transportation Technical Committee Representative and Ryan Waller as the alternate

Representative to the Des Moines Area Metropolitan Planning Organization – City Manager Ryan Waller as the MPO Primary Representative and Community Development Director Chuck Burgin as the alternate, Chuck Burgin as the MPT TTC Primary Representative and Ryan Waller as the alternate

Resolution No. 2016-125 authorizing the certificate of liens to the Warren County Treasurer for purposes of assessing the cost of the nuisance abatement against property for mowing and clean up services (the complete resolution may be viewed at the City Clerk's Office)

Claims on the computer printout for December 19, 2016 and November 2016 receipts

The November 2016 City Treasurer's Report was approved on a motion by Pepper and seconded by Ross. Question was called for and on voice vote the Mayor declared the motion carried unanimously.

The following Mayor's nominations to Boards and Commissions were approved on a motion by Ross and seconded by Pepper. Question was called for and on voice vote the Mayor declared the motion carried unanimously.

Park and Recreation Commission – Joel Hoger, Drew Brazie and Jessica Guthrie – a term to begin January 1, 2017 and expire January 1, 2020

Board of Adjustment – Wes Sharp – a term to begin December 31, 2016 and expire December 31, 2021

The second consideration of a request from Jon Roen to amend M-2 (General Industrial) zoning to allow outdoor storage facilities for boats, campers and other types of vehicles was approved on a

motion by Clark and seconded by Parker. Question was called for and on voice vote the Mayor declared the motion carried unanimously.

The second consideration of an ordinance amending Chapter 94 Authorizing Time of Sales Inspections within the City Sanitary Sewer System was approved on a motion by Ross and seconded by Parker. Question was called for and on voice vote the Mayor declared the motion carried unanimously.

Upon the final consideration of an ordinance approving a prior industrial tax abatement for 1400 E. Iowa Avenue, Parker moved and Pepper seconded to adopt ORDINANCE NO. 1560 entitled, "AN ORDINANCE AUTHORIZING TAX EXEMPTION UNDER THE URBAN REVITALIZATION PLAN FOR INDUSTRIAL USE IN ACCORDANCE WITH INDIANOLA MUNICIPAL CODE SECTION 7.07." On roll call the vote was, AYES: Ross, Clark, Pepper, Gezel and Parker. NAYS: None. ABSENT: Southall. Whereupon the Mayor declared the motion carried unanimously and the ordinance to be effective upon publication.

It was moved by Parker and seconded by Ross to adopt the following resolution entitled, "RESOLUTION APPROVING THE OFFER FROM THE CITY OF GUTHRIE CENTER FOR THE PURCHASE OF THE #337 ROSENBAUER 2008 UTILITY APPARATUS AND AUTHORIZING EXECUTION OF DOCUMENTS AND COMPLETION OF TRANSACTION." On roll call the vote was, AYES: Ross, Clark, Pepper, Gezel and Parker. NAYS: None. ABSENT: Southall. Whereupon the Mayor declared the motion carried unanimously and the following resolution duly adopted.

RESOLUTION NO. 2016-126
RESOLUTION APPROVING THE OFFER FROM THE CITY OF GUTHRIE CENTER FOR THE PURCHASE OF THE #337 ROSENBAUER 2008 UTILITY APPARATUS AND AUTHORIZING EXECUTION OF DOCUMENTS AND COMPLETION OF TRANSACTION

(The complete resolution may be viewed at the City Clerk's Office)

The request from the Warren County Historical Society for usage of the "J" Street property during the Log Cabin Days Festival 2017 was approved on a motion by Pepper and seconded by Parker. Question was called for and on voice vote the Mayor declared the motion carried unanimously.

Council member Pepper moved and Parker seconded to approve the following resolution entitled, "RESOLUTION APPROVING ADMINISTRATIVE STAFF CONSOLIDATION AND RESTRUCTURE." On roll call the vote was, AYES: Gezel, Parker, Ross, Clark and Pepper. NAYS: None. ABSENT: Southall. Whereupon the Mayor declared the motion carried unanimously and the following resolution duly adopted.

RESOLUTION NO. 2016-127
RESOLUTION APPROVING ADMINISTRATIVE STAFF CONSOLIDATION AND RESTRUCTURE

(The complete resolution may be viewed at the City Clerk's Office)

A motion was made by Ross and seconded by Pepper to adopt the following resolution entitled, "RESOLUTION SETTING JANUARY 3, 2017 AS A PUBLIC HEARING AND FIRST CONSIDERATION AMENDING THE MUNICIPAL CODE OF THE CITY OF INDIANOLA, IOWA CHAPTER 99.09 "BILLING FOR SEWER SERVICES." On roll call the vote was, AYES: Clark, Gezel, Parker, Ross, Clark and Pepper. NAYS: None. ABSENT: Southall. Whereupon the Mayor declared the motion carried unanimously and the following resolution duly adopted.

RESOLUTION NO. 2016-128
RESOLUTION SETTING JANUARY 3, 2017 AS A PUBLIC HEARING AND FIRST CONSIDERATION AMENDING THE MUNICIPAL CODE OF THE CITY OF INDIANOLA, IOWA CHAPTER 99.09 "BILLING FOR SEWER SERVICES

(The complete resolution may be viewed at the City Clerk's Office)

The following resolution entitled, "RESOLUTION APPROVING ECONOMIC DEVELOPMENT GRANT AND INTEREST FORGIVENESS UNDER INDIANOLA DOWNTOWN BUSINESS INCENTIVE PROGRAM FOR GREG AND LAURA AVITT – 215 N. HOWARD" was approved on a motion by Ross and seconded by Parker. On roll call the vote was, AYES: Clark, Pepper, Gezel, Parker and Ross. NAYS: None. ABSENT: Southall. Whereupon the Mayor declared the motion carried unanimously and the following resolution duly adopted.

RESOLUTION NO. 2016-129
RESOLUTION APPROVING ECONOMIC DEVELOPMENT GRANT AND INTEREST FORGIVENESS UNDER INDIANOLA DOWNTOWN BUSINESS INCENTIVE PROGRAM FOR GREG AND LAURA AVITT – 215 N. HOWARD

(The complete resolution may be viewed at the City Clerk's Office)

Council member Pepper moved and Parker seconded to approve the following resolution entitled, "RESOLUTION APPROVING SALARIES". On roll call the vote was, AYES: Gezel, Parker, Ross, Clark and Pepper. NAYS: None. ABSENT: Southall. Whereupon the Mayor declared the motion carried unanimously and the following resolution duly adopted.

RESOLUTION NO. 2016-130 APPROVING SALARIES

(The complete resolution may be viewed at the City Clerk's Office)

It was moved by Ross and seconded by Pepper to adopt the following resolution entitled, "RESOLUTION APPROVING 28E AGREEMENT FOR MUTUAL ASSISTANCE FOR POLK COUNTY AREA LAW ENFORCEMENT SERVICES." On roll call the vote was, AYES: Clark, Pepper, Gezel, Parker and Ross. NAYS: None. ABSENT: Southall. Whereupon the Mayor declared the motion carried unanimously and the following resolution duly adopted.

RESOLUTION NO. 2016-131
RESOLUTION APPROVING 28E AGREEMENT FOR MUTUAL ASSISTANCE FOR POLK COUNTY AREA LAW ENFORCEMENT SERVICES

(The complete resolution may be viewed at the City Clerk's Office)

A motion was made by Ross and seconded by Pepper to approve the following resolution entitled, "RESOLUTION AMENDING THE CITY COUNCIL POLICY FOR THE EXCESSIVE SEWER POLICY." On roll call the vote was, AYES: Clark, Pepper, Gezel, Parker and Ross. NAYS: None. ABSENT: Southall. Whereupon the Mayor declared the motion carried unanimously and the following resolution duly adopted.

RESOLUTION NO. 2016-132
RESOLUTION AMENDING THE CITY COUNCIL POLICY FOR THE EXCESSIVE SEWER POLICY

(The complete resolution may be viewed at the City Clerk's Office)

A motion was made by Parker and seconded by Pepper to go into closed session in accordance with Iowa Code Section 21.5(1)(c) to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation. On roll call the vote was, AYES: Ross, Clark, Pepper, Gezel and Parker. NAYS: None. ABSENT: Southall. Whereupon the Mayor declared the motion carried unanimously.

Meeting adjourned at 8:50 p.m. on a motion by Pepper and seconded by Parker.

_____ _____

Kelly B. Shaw, Mayor Diana Bowlin, City Clerk

City Council Regular **6. D.**

Meeting Date: 01/03/2017

Subject

Prior and final approval of applications for urban revitalization designation

Information

The following comprise a list of prior and final applications for Urban Revitalization Designation. The paperwork is in order.

Prior

Autumn Ridge Development - 1200 N. "N" Ct. - SFD - $155,900
Autumn Ridge Development - 1501 W. Kentucky - SFD - $154,300

Final

Jerry's Homes - 1314 N. 6th Street - SFD - $130,800
Jerry's Homes - 1316 N. 6th Street - SFD - $136,800
Jerry's Homes - 1318 N. 6th Street - SFD - $149,800
Johansen & Ohnemus Partnership - 113 E. Salem Avenue - residential/commercial - $392,525 - 1st floor
Johansen & Ohnemus Partnership - 113 E. Salem Avenue - residential/commercial - $392,525 - 2nd floor
Groundbreaker Homes - 1303 S. "O" Street - SFD - $160,000

NOTE: All SFD's have the first $75,000 abated.

Below is a list of permits issued through November 30, 2016 and previous years.

	2016		2015		2014		2013		2012	
SFD	38	$6,940,332 $182,640	38	$6,710,310 $176,587	23	$4,222,909 $183,605	45	$7,708,802 $171,307	12	$1,766,450 $147,204
Duplexes	7	$1,997,100	4	$975,095	4	$985,500	7	$1,455,650	2	$574,650
MFD	3	$11,744,453	2	$852,700	4	$1,646,350	6	$4,789,500	2	$5,676,350
Add/Alt	54	$451,364	41	$364,155	34	$387,827	40	$262,850	40	$239,173
Non-Residential	46	$8,882,622	34	$11,623,472	35	$12,584,562	16	$10,647,816	28	$19,673,701
Total	148	$30,015,871	119	$20,525,732	100	$19,827,148	114	$24,864,618	84	$27,930,324

Fiscal Impact

Attachments

UR Apps

APPLICATION FOR TAX ABATEMENT UNDER THE URBAN REVITALIZATION PLAN FOR CLASS A (3 or 5 YEAR $75,000 INCENTIVE) RESIDENTIAL:

X 3 Year Abatement _____ 5 Year Abatement Date 12/12/16
(**please initial items below**)

X Prior Approval for Intended Improvements _____ Approval of Improvements Completed

Address of Property: 1800 N N Ct

Legal Description of Property: Lot 43 Ex Pcl D Autumn Ridge Plat 2

Title Holder or Contract Buyer: Autumn Ridge Development

Address of Owner (if different than above): _____

Phone Number (to be reached during the day): _____

Existing Property Use: ____Residential ____ Commercial ____ Industrial X Vacant

Proposed Property Use: X Residential ____ Commercial ____ Industrial _____ Vacant

____Rental X Owner Occupied

Nature of Improvements: ____Addition X New Construction _____General Improvements

DESCRIPTION: 2 story sfd - 1,809 sq. ft. - 4 bedrooms - 2 full baths - 1 partial bath - 3 car garage

CLASS A / 5 YEAR TAX ABATEMENT REQUIREMENTS:

Sidewall Insulation rated R-15 or higher? Yes __ No ___
Attic space insulation rated R-44 or higher? Yes __ No ___
125 M.P.H. lifetime shingle? Yes __ No ___
Windows have minimum U factor of .31 or less or a low E rating? Yes __ No ___
H.V.A.C. has a minimum 90% efficiency rating? Yes __ No ___
Programmable Energy Star thermostat installed? Yes __ No ___
All ductwork is taped and sealed? Yes __ No ___
All appliances are Energy Star rated? Yes __ No ___
A/C Unit with Minimum SEER rating of 14 Yes _____ No _____ Brand? _____
Furnace with a minimum 90% efficiency rating Yes_____No ___ Brand? _____
Gas Water Heater 0.62 EF to 0.79 EF or 0.80 EF and above? Yes __ No _ Brand? _____
Rating? _____
Plumbing fixtures in both kitchen and baths are all Energy Star rated? Yes __ No ___
Faucets 2.0 GPM? Yes ___ No ____
Showers 2.0 GPM? Yes ___ No ___
Water closets 1.3 GPM or dual flush? Yes___ No ____
Ductwork in unconditioned spaces all insulated? Yes ___ No____
Four trees and six shrubs planted? Yes____ No ____

Estimated or Actual Date of Completion: 6/2017
Estimated or Actual Value of Improvements: $155,900
If rental property, complete the following: Number of Units _____

Tenants occupying the building when purchased (or present tenants if unknown) Date of tenant occupancy/relocation benefits received by eligible tenants: (to be continued on a separate page if necessary)

Tenant	Date of Occupancy	Relocation Benefits

Signed By: _____

APPLICATION FOR TAX ABATEMENT UNDER THE URBAN REVITALIZATION PLAN FOR CLASS A (3 or 5 YEAR $75,000 INCENTIVE) RESIDENTIAL:

X 3 Year Abatement _____ 5 Year Abatement Date 12/12/16
(please initial items below)

X Prior Approval for Intended Improvements _____ Approval of Improvements Completed

Address of Property: 1501 West Kentucky Avenue

Legal Description of Property: Lot 44 Autumn Ridge Plat 2

Title Holder or Contract Buyer: Autumn Ridge Development

Address of Owner (if different than above): _____

Phone Number (to be reached during the day): _____

Existing Property Use: ____Residential ____ Commercial ____ Industrial X Vacant

Proposed Property Use: X Residential ____ Commercial ____ Industrial _____ Vacant

____Rental X Owner Occupied

Nature of Improvements: ____Addition X New Construction _____General Improvements

DESCRIPTION: 2 story sfd - 1,788 sq. ft. - 4 bedrooms - 2 full baths - 1 partial bath - 3 car garage

CLASS A / 5 YEAR TAX ABATEMENT REQUIREMENTS:

Sidewall Insulation rated R-15 or higher? Yes __ No ___
Attic space insulation rated R-44 or higher? Yes __ No ___
125 M.P.H. lifetime shingle? Yes __ No ___
Windows have minimum U factor of .31 or less or a low E rating? Yes __ No ___
H.V.A.C. has a minimum 90% efficiency rating? Yes __ No ___
Programmable Energy Star thermostat installed? Yes __ No ___
All ductwork is taped and sealed? Yes __ No ___
All appliances are Energy Star rated? Yes __ No ___
A/C Unit with Minimum SEER rating of 14 Yes_____ No _____ Brand? _____
Furnace with a minimum 90% efficiency rating Yes_____No ___ Brand? _____
Gas Water Heater 0.62 EF to 0.79 EF or 0.80 EF and above? Yes __ No _ Brand? _____
Rating? _____
Plumbing fixtures in both kitchen and baths are all Energy Star rated? Yes __ No ___
Faucets 2.0 GPM? Yes ___ No ____
Showers 2.0 GPM? Yes ___ No ___
Water closets 1.3 GPM or dual flush? Yes___ No ____
Ductwork in unconditioned spaces all insulated? Yes ___ No____
Four trees and six shrubs planted? Yes____ No ____

Estimated or Actual Date of Completion: 4/2017
Estimated or Actual Value of Improvements: $154,300
If rental property, complete the following: Number of Units _____

Tenants occupying the building when purchased (or present tenants if unknown) Date of tenant occupancy/relocation benefits received by eligible tenants: (to be continued on a separate page if necessary)

Tenant	Date of Occupancy	Relocation Benefits

Signed By: _____

APPLICATION FOR TAX ABATEMENT UNDER THE URBAN REVITALIZATION PLAN FOR CLASS A (3 or 5 YEAR $75,000 INCENTIVE) RESIDENTIAL:

__X__ 3 Year Abatement _____ 5 Year Abatement Date 12/9/16

(please initial items below)

_____ Prior Approval for Intended Improvements __X__ Approval of Improvements Completed

Address of Property: 1314 N. 6th St.

Legal Description of Property: Lot 8 Sunset Terrace Plat 4

Title Holder or Contract Buyer: Jerry's Homes

Address of Owner (if different than above): _____

Phone Number (to be reached during the day): _____

Existing Property Use: ____Residential ____ Commercial ____ Industrial __X__ Vacant

Proposed Property Use: __X__Residential ____ Commercial ____ Industrial _____ Vacant

____Rental __X__ Owner Occupied

Nature of Improvements: ____Addition __X__ New Construction _____General Improvements

DESCRIPTION: 2 story sfd. 1,531 sq ft. - 3 bedrooms - 2 full baths - 1 partial bath - 2 car garage

CLASS A / 5 YEAR TAX ABATEMENT REQUIREMENTS:

Sidewall Insulation rated R-15 or higher? Yes __ No ___
Attic space insulation rated R-44 or higher? Yes __ No ___
125 M.P.H. lifetime shingle? Yes __ No ___
Windows have minimum U factor of .31 or less or a low E rating? Yes __ No ___
H.V.A.C. has a minimum 90% efficiency rating? Yes __ No ___
Programmable Energy Star thermostat installed? Yes __ No ___
All ductwork is taped and sealed? Yes __ No ___
All appliances are Energy Star rated? Yes __ No ___
A/C Unit with Minimum SEER rating of 14 Yes_____ No _____ Brand? _____
Furnace with a minimum 90% efficiency rating Yes_____No ___ Brand? _____
Gas Water Heater 0.62 EF to 0.79 EF or 0.80 EF and above? Yes __ No _ Brand? _____
Rating? _____
Plumbing fixtures in both kitchen and baths are all Energy Star rated? Yes __ No ___
Faucets 2.0 GPM? Yes ___ No ____
Showers 2.0 GPM? Yes ___ No ___
Water closets 1.3 GPM or dual flush? Yes___ No ____
Ductwork in unconditioned spaces all insulated? Yes ___ No____
Four trees and six shrubs planted? Yes____ No ____

Estimated or Actual Date of Completion: 12/8/16
Estimated or Actual Value of Improvements: $130,800
If rental property, complete the following: Number of Units _____

Tenants occupying the building when purchased (or present tenants if unknown) Date of tenant occupancy/relocation benefits received by eligible tenants: (to be continued on a separate page if necessary)

Tenant	Date of Occupancy	Relocation Benefits

Signed By: [signature]

APPLICATION FOR TAX ABATEMENT UNDER THE URBAN REVITALIZATION PLAN FOR CLASS A (3 or 5 YEAR $75,000 INCENTIVE) RESIDENTIAL:

X 3 Year Abatement _____ 5 Year Abatement Date 12/9/16

(please initial items below)

_____ Prior Approval for Intended Improvements X Approval of Improvements Completed

Address of Property: 1316 N. 6th St.

Legal Description of Property: Lot 9 Sunset Terrace Plat 4

Title Holder or Contract Buyer: Jerry's Homes

Address of Owner (if different than above): _____

Phone Number (to be reached during the day): _____

Existing Property Use: ____ Residential ____ Commercial ____ Industrial X Vacant

Proposed Property Use: X Residential ____ Commercial ____ Industrial ____ Vacant

____ Rental X Owner Occupied

Nature of Improvements: ____ Addition X New Construction ____ General Improvements

DESCRIPTION: 1 story sfd - 1,460 sq ft - 3 bedrooms
2 full baths - 3 car garage

CLASS A / 5 YEAR TAX ABATEMENT REQUIREMENTS:

Sidewall Insulation rated R-15 or higher? Yes __ No ___
Attic space insulation rated R-44 or higher? Yes __ No ___
125 M.P.H. lifetime shingle? Yes __ No ___
Windows have minimum U factor of .31 or less or a low E rating? Yes __ No ___
H.V.A.C. has a minimum 90% efficiency rating? Yes __ No ___
Programmable Energy Star thermostat installed? Yes __ No ___
All ductwork is taped and sealed? Yes __ No ___
All appliances are Energy Star rated? Yes __ No ___
A/C Unit with Minimum SEER rating of 14 Yes _____ No _____ Brand? _____
Furnace with a minimum 90% efficiency rating Yes_____No ___ Brand? _____
Gas Water Heater 0.62 EF to 0.79 EF or 0.80 EF and above? Yes __ No _ Brand? _____
Rating? _____
Plumbing fixtures in both kitchen and baths are all Energy Star rated? Yes __ No ___
Faucets 2.0 GPM? Yes ___ No ____
Showers 2.0 GPM? Yes ___ No ___
Water closets 1.3 GPM or dual flush? Yes___ No ____
Ductwork in unconditioned spaces all insulated? Yes ___ No____
Four trees and six shrubs planted? Yes____ No ____

Estimated or Actual Date of Completion: 12/8/16
Estimated or Actual Value of Improvements: $136,800
If rental property, complete the following: Number of Units _____

Tenants occupying the building when purchased (or present tenants if unknown) Date of tenant occupancy/relocation benefits received by eligible tenants: (to be continued on a separate page if necessary)

Tenant	Date of Occupancy	Relocation Benefits

Signed By: [illegible]

APPLICATION FOR TAX ABATEMENT UNDER THE URBAN REVITALIZATION PLAN FOR CLASS A (3 or 5 YEAR $75,000 INCENTIVE) RESIDENTIAL:

X 3 Year Abatement _____ 5 Year Abatement Date 12/9/16

(please initial items below)

_____ Prior Approval for Intended Improvements X Approval of Improvements Completed

Address of Property: 1318 N. 6th St.

Legal Description of Property: Lot 10 Sunset Terrace Plat 4

Title Holder or Contract Buyer: Jamys Homes

Address of Owner (if different than above): _____

Phone Number (to be reached during the day): _____

Existing Property Use: ____ Residential ____ Commercial ____ Industrial X Vacant

Proposed Property Use: X Residential ____ Commercial ____ Industrial ____ Vacant

____ Rental X Owner Occupied

Nature of Improvements: ____ Addition X New Construction ____ General Improvements

DESCRIPTION: 2 story SFD 1,777 sq. ft. - 4 bedrooms - 2 full baths - 1 partial bath - 2 car garage

CLASS A / 5 YEAR TAX ABATEMENT REQUIREMENTS:

Sidewall Insulation rated R-15 or higher? Yes ___ No ___
Attic space insulation rated R-44 or higher? Yes ___ No ___
125 M.P.H. lifetime shingle? Yes ___ No ___
Windows have minimum U factor of .31 or less or a low E rating? Yes ___ No ___
H.V.A.C. has a minimum 90% efficiency rating? Yes ___ No ___
Programmable Energy Star thermostat installed? Yes ___ No ___
All ductwork is taped and sealed? Yes ___ No ___
All appliances are Energy Star rated? Yes ___ No ___
A/C Unit with Minimum SEER rating of 14 Yes _____ No _____ Brand? _____
Furnace with a minimum 90% efficiency rating Yes _____ No ___ Brand? _____
Gas Water Heater 0.62 EF to 0.79 EF or 0.80 EF and above? Yes __ No _ Brand? _____
Rating? _____
Plumbing fixtures in both kitchen and baths are all Energy Star rated? Yes ___ No ___
Faucets 2.0 GPM? Yes ___ No ____
Showers 2.0 GPM? Yes ___ No ___
Water closets 1.3 GPM or dual flush? Yes___ No ____
Ductwork in unconditioned spaces all insulated? Yes ___ No____
Four trees and six shrubs planted? Yes____ No ____

Estimated or Actual Date of Completion: 12/8/16
Estimated or Actual Value of Improvements: $149,800
If rental property, complete the following: Number of Units _____

Tenants occupying the building when purchased (or present tenants if unknown) Date of tenant occupancy/relocation benefits received by eligible tenants: (to be continued on a separate page if necessary)

Tenant	Date of Occupancy	Relocation Benefits

Signed By: _____

APPLICATION FOR TAX ABATEMENT UNDER THE URBAN REVITALIZATION PLAN FOR CLASS A (3 or 5 YEAR $75,000 INCENTIVE) RESIDENTIAL:

_X_ 3 Year Abatement _____ 5 Year Abatement Date 12/19/16

(please initial items below)

_____ Prior Approval for Intended Improvements _X_ Approval of Improvements Completed

Address of Property: 113 East Salem Avenue

Legal Description of Property: Lot 6 & 7 BlK 18 Indianola O.T.P.

Title Holder or Contract Buyer: Johansen & Onnemus Partnership

Address of Owner (if different than above): _____

Phone Number (to be reached during the day): _____

Existing Property Use: ____Residential ____ Commercial ____ Industrial _X_ Vacant

Proposed Property Use: _X_ Residential ____ Commercial ____ Industrial _____ Vacant

_X_ Rental ____ Owner Occupied

Nature of Improvements: ____Addition ____ New Construction _X_ General Improvements

DESCRIPTION: 2 Story Residential/Commercial Combination renovation- 4 apartment units on 2nd level w/ combined 8 bedrooms 4 full baths 3,470 sq. ft. total 2nd floor

CLASS A / 5 YEAR TAX ABATEMENT REQUIREMENTS:

Sidewall Insulation rated R-15 or higher? Yes __ No ___
Attic space insulation rated R-44 or higher? Yes __ No ___
125 M.P.H. lifetime shingle? Yes __ No ___
Windows have minimum U factor of .31 or less or a low E rating? Yes __ No ___
H.V.A.C. has a minimum 90% efficiency rating? Yes __ No ___
Programmable Energy Star thermostat installed? Yes __ No ___
All ductwork is taped and sealed? Yes __ No ___
All appliances are Energy Star rated? Yes __ No ___
A/C Unit with Minimum SEER rating of 14 Yes_____ No _____ Brand? _____
Furnace with a minimum 90% efficiency rating Yes_____No ___ Brand? _____
Gas Water Heater 0.62 EF to 0.79 EF or 0.80 EF and above? Yes __ No _ Brand? _____
Rating? _____
Plumbing fixtures in both kitchen and baths are all Energy Star rated? Yes __ No ___
Faucets 2.0 GPM? Yes ___ No ____
Showers 2.0 GPM? Yes ___ No ___
Water closets 1.3 GPM or dual flush? Yes___ No ____
Ductwork in unconditioned spaces all insulated? Yes ___ No____
Four trees and six shrubs planted? Yes____ No ____

Estimated or Actual Date of Completion: 12/19/16
Estimated or Actual Value of Improvements: $ 392,525 - combined Res & Commercial
If rental property, complete the following: Number of Units _____

Tenants occupying the building when purchased (or present tenants if unknown) Date of tenant occupancy/relocation benefits received by eligible tenants: (to be continued on a separate page if necessary)

Tenant	Date of Occupancy	Relocation Benefits

Signed By: Cindy Johansen

APPLICATION FOR TAX ABATEMENT UNDER THE URBAN REVITALIZATION PLAN FOR 4 OR 5 YEAR (COMMERCIAL OR INDUSTRIAL):

X Commercial _____ Industrial Date 12/19/16

_____ Prior Approval for Intended Improvements X Approval of Improvements Completed

Address of Property: 113 East Salem Avenue

Legal Description of Property: Lot 6 & 7 BLK 18 Indianola O.T.P.

Title Holder or Contract Buyer: Johansen & Ohnemus Partnership

Address of Owner (if different than above): _____

Phone Number (to be reached during the day): _____

Existing Property Use: ____ Commercial ____ Industrial X Vacant

Proposed Property Use: X Commercial ____ Industrial ____ Vacant

X Rental ____ Owner Occupied

Nature of Improvements: ____ Addition ____ New Construction X General Improvements

DESCRIPTION: 2 story commercial/residential combination renovation - 1st level retail - bakery / vacant office space w/ 2 restroom facilities 4,044 sq. ft. total 1st floor

Estimated or Actual Date of Completion: _____

Estimated or Actual Value of Improvements: $392,525 combined Commercial/Residential

If rental property, complete the following: Number of Units _____

Tenants occupying the building when purchased (or present tenants if unknown) Date of tenant occupancy/relocation benefits received by eligible tenants: (to be continued on a separate page if necessary)

Tenant	Date of Occupancy	Relocation Benefits

Signed By: Cindy Adamson

FOR AGENCY USE ONLY:

City Manager — The above application is/is not in conformance with the requirements of the Urban Revitalization Plan for City of Indianola

Relocation Benefits Paid N/A

City Manager _____ Date _____

Building Dept — Construction Permit No.(s) 96 Date Issued 9/15/15 FINAL 12/19/16

Building Official _____

City Council — Application approved/disapproved (reason if disapproved) _____

Indianola City Council _____ Date _____

County Assessor — Present assessed value _____ Assessed value w/improvements _____

Eligible or non-eligible for tax abatement _____

APPLICATION FOR TAX ABATEMENT UNDER THE URBAN REVITALIZATION PLAN FOR CLASS A (3 or 5 YEAR $75,000 INCENTIVE) RESIDENTIAL:

X 3 Year Abatement _____ 5 Year Abatement Date 12/9/16

(please initial items below)

_____ Prior Approval for Intended Improvements X Approval of Improvements Completed

Address of Property: 1303 South O St.

Legal Description of Property: Deer Creek Plat 1 Lot #16

Title Holder or Contract Buyer: Groundbreaker Homes

Address of Owner (if different than above): 12119 Stratford Dr. Ste. B Clive, 50325

Phone Number (to be reached during the day): 515-205-3410

Existing Property Use: X Residential ____ Commercial ____ Industrial ____ Vacant

Proposed Property Use: X Residential ____ Commercial ____ Industrial ____ Vacant

____ Rental X Owner Occupied

Nature of Improvements: ____ Addition X New Construction ____ General Improvements

DESCRIPTION: Style Setter III - 1751 sq' Single family home
4 bedrooms - 2 full baths - 1 partial bath - 3 car garage

CLASS A / 5 YEAR TAX ABATEMENT REQUIREMENTS:

Sidewall Insulation rated R-15 or higher? Yes ___ No ___
Attic space insulation rated R-44 or higher? Yes ___ No ___
125 M.P.H. lifetime shingle? Yes ___ No ___
Windows have minimum U factor of .31 or less or a low E rating? Yes ___ No ___
H.V.A.C. has a minimum 90% efficiency rating? Yes ___ No ___
Programmable Energy Star thermostat installed? Yes ___ No ___
All ductwork is taped and sealed? Yes ___ No ___
All appliances are Energy Star rated? Yes ___ No ___
A/C Unit with Minimum SEER rating of 14 Yes ____ No ____ Brand? _____
Furnace with a minimum 90% efficiency rating Yes ____ No ___ Brand? _____
Gas Water Heater 0.62 EF to 0.79 EF or 0.80 EF and above? Yes __ No _ Brand? _____
Rating? _____
Plumbing fixtures in both kitchen and baths are all Energy Star rated? Yes ___ No ___
Faucets 2.0 GPM? Yes ___ No ____
Showers 2.0 GPM? Yes ___ No ___
Water closets 1.3 GPM or dual flush? Yes ___ No ____
Ductwork in unconditioned spaces all insulated? Yes ___ No ____
Four trees and six shrubs planted? Yes ____ No ____

Estimated or Actual Date of Completion: 12/7/16
Estimated or Actual Value of Improvements: $160,000
If rental property, complete the following: Number of Units _____

Tenants occupying the building when purchased (or present tenants if unknown) Date of tenant occupancy/relocation benefits received by eligible tenants: (to be continued on a separate page if necessary)

Tenant	Date of Occupancy	Relocation Benefits

X Signed By: _____

City Council Regular **6. E.**

Meeting Date: 01/03/2017

Subject

Claims on the computer printout for January 3, 2017

Information

Fiscal Impact

Attachments

APPROVAL OF CLAIMS

VENDOR REPORT

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
GENERAL FUND				
AIR-CON MECHANICAL CORP.	001-6500-63410	NO HEAT IN ENTIRE BUILDING	12/13/2016	266.28
AIR-CON MECHANICAL CORP.	001-6500-63410	AHU TRIPPING FREEZE STAT.	12/16/2016	372.75
DES MOINES WATER WORKS	001-6200-65080	NOVEMBER BILLING	12/12/2016	2,978.59
DUST PROS JANITORIAL	001-6500-64090	MONTHLY CLEANING	12/19/2016	4,000.00
INFOMAX OFFICE SYSTEMS IN	001-1700-63410	COPIER CONTRACT	12/16/2016	16.39
INFOMAX OFFICE SYSTEMS IN	001-6150-63400	COPIER CONTRACT	12/16/2016	1.10
INFOMAX OFFICE SYSTEMS IN	001-6200-63400	COPIER CONTRACT	12/16/2016	867.70
MID AMERICAN ENERGY CO.	001-6500-63710	74080-22010 FUEL HEAT	12/27/2016	1,597.33
MID AMERICAN ENERGY CO.	001-6500-63710	05931-25003 N HWY 65/69 ENTRANCE SIGN	12/13/2016	19.46
MID AMERICAN ENERGY CO.	001-2300-63710	26321-30003 ST LIGHTING	12/22/2016	154.66
SHULL, DOUG	001-6500-64990	TREASURER CONTRACT	12/21/2016	83.33
T.R.M. DISPOSAL LLC	001-6500-64090	ACCT #1506	12/24/2016	83.00
Total GENERAL FUND:				10,440.59
POLICE FUND				
BLONDOWSKI, SLAWOMIR	011-1100-61440	WELLNESS - DEC	12/16/2016	25.00
KIYA KODA HUMANE SOCIETY	011-1100-64137	HUMANE SOCIETY CONTRACT - JAN 2017	12/21/2016	2,412.74
PETERSON, KYLE	011-1100-61440	WELLNESS OCT, NOV & DEC	12/19/2016	75.00
Total POLICE FUND:				2,512.74
FIRE FUND				
ADAMS DOOR COMPANY INC.	015-1500-63100	OVERHEAD DOOR SERVICE	12/09/2016	195.00
AUBERT'S TOWING	015-1500-63410	TOWING 330 TO SHOP	12/21/2016	105.00
AUBERT'S TOWING	015-1500-62300	TRAINING VEHICLES	12/10/2016	90.00
CNM OUTDOOR EQUIPMENT	015-1500-63410	SNOWBLOWER WORK	11/30/2016	40.00
DINGES FIRE COMPANY	015-1500-65051	FIRE EQUIPMENT	11/09/2016	132.97
DINGES FIRE COMPANY	015-1500-65051	FIRE EQUIPMENT	11/21/2016	904.22
EMERGENCY APPARATUS MAI	015-1500-67100	PUMP TEST NFPA	12/05/2016	373.13
EMERGENCY APPARATUS MAI	015-1500-67100	PUMP TEST NFPA	12/05/2016	373.13
EMERGENCY APPARATUS MAI	015-1500-67100	PUMP TEST NFPA	12/05/2016	373.13
EMERGENCY REPORTING	015-1500-67240	NEW RMS SYSTEM	12/14/2016	3,966.00
FIRE EMS ACADEMY	015-1500-62300	ON-LINE TRAINING	08/10/2016	1,620.00
FOX APPARATUS REPAIR & MA	015-1500-65050	ANNUAL SERVICE 331, 332, 333 & 335	12/14/2016	3,631.06
INFOMAX OFFICE SYSTEMS IN	015-1500-64990	COPIER CONTRACT	12/16/2016	16.73
IOWA STATE UNIVERSITY	015-1500-62300	LEADERSHIP III CLASS	12/05/2016	25.00
IOWA STATE UNIVERSITY	015-1500-62300	INST. I & F.O. 1	12/07/2016	100.00
IOWA STATE UNIVERSITY	015-1500-62300	FF2 CERTIFICATION	12/08/2016	100.00
MC COY HARDWARE INC	015-1500-65050	HARDWARE FOR 335 & TRAILER	11/22/2016	54.00
MID AMERICAN ENERGY CO.	015-1500-63710	43630-22022 UTILITIES	12/20/2016	106.26
MID AMERICAN ENERGY CO.	015-1500-63710	45571-48008 UTILITIES	12/21/2016	12.20
MIDWEST BREATHING AIR LLC	015-1500-63410	NFPA QUARTERLY TEST (AIR)	12/28/2016	292.13
NORTHERN STAR TECHNOLOG	015-1500-63410	HELI PAD LIGHT	12/05/2016	448.36
NORTHERN STAR TECHNOLOG	015-1500-63100	NEW LIGHTS FD	12/05/2016	497.00
NORTHERN STAR TECHNOLOG	015-1530-63410	STORM SIREN REPAIR	12/05/2016	112.50
SANDRY FIRE SUPPLY LLC	015-1500-65500	SCBA - FACE PIECES - MODULES	12/15/2016	1,089.00
TOYNE INC	015-1500-65051	332 BATTERY CHARGER REPAIR	11/18/2016	97.29
U.S. CELLULAR	015-1500-63730	CELL PHONE	12/12/2016	50.48
Total FIRE FUND:				14,804.59
AMBULANCE FUND				
AIRGAS USA LLC	016-1600-65070	OXYGEN	12/05/2016	67.08
AIRGAS USA LLC	016-1600-65070	OXYGEN FOR EMS	12/19/2016	67.08
AIRGAS USA LLC	016-1600-65070	OXYGEN	11/30/2016	55.27
BRICK GENTRY P.C.	016-1600-64110	20303.003 LEGAL SERVICES	11/25/2016	75.00

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
INFOMAX OFFICE SYSTEMS IN	016-1600-63400	COPIER CONTRACT	12/16/2016	40.76
MEDPRO DISPOSAL LLC	016-1600-64990	MEDICAL WASTE P/O	11/01/2016	125.00
METHODIST OCCUPATIONAL H	016-1600-64120	PHYSICALS	10/31/2016	1,211.04
NITE OWL PRINTING	016-1600-64140	IFD - HIPAA FORMS	12/03/2016	523.86
PHILIPS MEDICAL CAPITAL	016-1600-67245	EMAS CARDIAC MONITOR LEASE	12/10/2016	1,348.11
STRYKER SALES CORPORATIO	016-1600-65051	247 REPLACEMENT COT VEHICLE ACCIDENT	11/28/2016	15,568.20
STRYKER SALES CORPORATIO	016-1600-63410	FOWLER OXYGEN HOLDER	12/09/2016	29.37
TRIZETTO PROVIDER SOLUTIO	016-1600-67240	ELECTRONIC CLAIMS FILING	12/01/2016	64.56
VERIZON WIRELESS	016-1600-63730	CELL PHONES FOR MEDICS	12/17/2016	21.10
WREEVES AND ASSOCIATES I	016-1600-65051	SIREN DRIVERS	12/19/2016	355.20
Total AMBULANCE FUND:				19,551.63
LIBRARY FUND				
A-CHECK GLOBAL	041-4100-65990	BACKGROUND CHECKS	11/30/2016	56.50
Total LIBRARY FUND:				56.50
PARK & RECREATION FUND				
A & R EXCAVATING INC	042-4300-67998	REPLACE CULVERT PICKARD PARK FEMA	12/20/2016	18,078.71
DUST PROS JANITORIAL	042-4200-64090	MONTHLY CLEANING FEE	12/19/2016	1,462.00
IOWA PRISON INDUSTRIES	042-4300-65090	TRAIL RULE SIGNS & BIKE ROUTE SIGNS	12/16/2016	498.95
RECORD-HERALD & INDIANOL	042-4200-62100	SUBSCRIPTION	12/16/2016	64.00
U.S. CELLULAR	042-4300-63730	CELL PHONES - 2	12/12/2016	92.66
Total PARK & RECREATION FUND:				20,196.32
ROAD USE TAX FUND				
A-CHECK GLOBAL	110-2100-65990	BACKGROUND CHECKS	11/30/2016	47.25
B & F FASTENER SUPPLY CO	110-2100-65500	GLOVES	12/13/2016	321.48
CEMEN-TECH	110-2100-67230	PARTS	12/07/2016	2,850.80
CEMEN-TECH	110-2100-65073	PUMPS	12/07/2016	297.06
HALLETT MATERIALS	110-2500-65070	ICE CONTROL SAND	12/03/2016	1,409.22
MOMAR	110-2100-65076	GEAR LUBE	12/12/2016	624.43
NOBLE FORD-MERCURY	110-2100-63320	ENGINE OIL	12/15/2016	111.26
NORWALK READY-MIXED CON	110-2100-65073	CONCRETE	12/01/2016	201.25
U.S. CELLULAR	110-2100-63730	CELL PHONES -3	12/12/2016	158.47
Total ROAD USE TAX FUND:				6,021.22
DOWNTOWN BIZ INCENTIVE PROGRAM				
PEOPLES BANK	161-5200-64154	DOWNTOWN BUSINESS INCENTIVE - JEFF AND CASSANDRA H	12/14/2016	457.50
PEOPLES BANK	161-5200-64154	DOWNTOWN BUSINESS INCENTIVE - (FEB 2016) - JEFF AND CA	12/14/2016	534.17
PEOPLES BANK	161-5200-64154	DOWNTOWN BUSINESS INCENTIVE - CROUSE CAFE	12/14/2016	491.18
PEOPLES BANK	161-5200-64154	DOWNTOWN BUSINESS INCENTIVE - MURL ENTERPRISES	12/14/2016	61.31
PEOPLES BANK	161-5200-64154	DOWNTOWN BUSINESS INCENTIVE - M & M INVESTMENTS PR	12/14/2016	460.83
PEOPLES BANK	161-5200-64154	DOWNTOWN BUSINESS INCENTIVE (FEB 2016) - M & M INVEST	12/14/2016	532.92
TRUBANK	161-5200-64154	DOWNTOWN BUSINESS INCENTIVE - TCLD INVESTMENTS LLC	12/19/2016	213.86
Total DOWNTOWN BIZ INCENTIVE PROGRAM:				2,751.77
VEHICLE RESERVE FUND				
STIVERS FORD LINCOLN	190-1500-67100	NEW 338 CHASSIS	12/19/2016	37,153.00
THOMAS BUS SALES INC	190-1500-67100	NEW TRAILER	11/17/2016	6,895.00
Total VEHICLE RESERVE FUND:				44,048.00

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
SEWER FUND				
CHUMBLEY & JONES OIL	610-8350-65049	KEROSENE	12/19/2016	38.31
CRYSTAL CLEAR WATER CO	610-8350-65012	DI WATER FOR LAB	12/20/2016	15.00
GRAVES, RICK	610-8300-61440	WELLNESS 12/14/16 - 1/13/17	12/16/2016	25.00
HACH COMPANY	610-8350-65012	LAB SUPPLIES	12/08/2016	244.79
HACH COMPANY	610-8350-65012	LAB SUPPLIES	12/15/2016	104.97
HERRICK, TYREL	610-8300-62300	GRADE 3 EXAM	12/16/2016	30.00
INFOMAX OFFICE SYSTEMS IN	610-8300-65990	COPIER CONTRACT	12/16/2016	.11
ITRON INC.	610-8300-64990	QUARTERLY SUPPORT (01/01/17 - 03/31/17)	12/12/2016	581.30
KEYSTONE LABORATORIES IN	610-8350-64990	STREAM SAMPLES	10/10/2016	148.40
MID AMERICAN ENERGY CO.	610-8325-63710	07741-18004 65/69 LIFT	12/16/2016	80.17
MID AMERICAN ENERGY CO.	610-8325-63710	08701-24006 QUAIL MDWS LIFT	12/20/2016	66.96
MID AMERICAN ENERGY CO.	610-8325-63710	09750-87035 WESLEY LIFT	12/16/2016	60.02
NORTH CENTRAL LABS OF WIS	610-8350-65012	LAB SUPPLIES	12/15/2016	466.68
NORTH CENTRAL LABS OF WIS	610-8350-65012	LAB SUPPLIES	12/16/2016	135.53
OMNISITE	610-8300-63730	WESLEY LIFT STATION YEARLY WIRELESS SERVICE FOR DIAL	12/27/2016	254.83
T.R.M. DISPOSAL LLC	610-8325-64990	ACCT #583 - TRASH - SOUTH PLANT	12/24/2016	52.00
T.R.M. DISPOSAL LLC	610-8350-64990	ACCT #583 - TRASH - NORTH PLANT	12/24/2016	80.00
U.S. CELLULAR	610-8300-63730	CELL PHONES - 2	12/12/2016	89.07
Total SEWER FUND:				2,473.14
Grand Totals:				122,856.50

City Council: _____

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Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
A & R EXCAVATING INC				
A & R EXCAVATING INC	REPLACE CULVERT PICKARD PARK FEMA	12/20/2016	18,078.71	PARK & RECREATI
Total A & R EXCAVATING INC:			18,078.71	
A-CHECK GLOBAL				
A-CHECK GLOBAL	BACKGROUND CHECKS	11/30/2016	56.50	LIBRARY FUND
A-CHECK GLOBAL	BACKGROUND CHECKS	11/30/2016	47.25	ROAD USE TAX FU
Total A-CHECK GLOBAL:			103.75	
ADAMS DOOR COMPANY INC.				
ADAMS DOOR COMPANY INC.	OVERHEAD DOOR SERVICE	12/09/2016	195.00	FIRE FUND
Total ADAMS DOOR COMPANY INC.:			195.00	
AIR-CON MECHANICAL CORP.				
AIR-CON MECHANICAL CORP.	NO HEAT IN ENTIRE BUILDING	12/13/2016	266.28	GENERAL FUND
AIR-CON MECHANICAL CORP.	AHU TRIPPING FREEZE STAT.	12/16/2016	372.75	GENERAL FUND
Total AIR-CON MECHANICAL CORP.:			639.03	
AIRGAS USA LLC				
AIRGAS USA LLC	OXYGEN	12/05/2016	67.08	AMBULANCE FUN
AIRGAS USA LLC	OXYGEN FOR EMS	12/19/2016	67.08	AMBULANCE FUN
AIRGAS USA LLC	OXYGEN	11/30/2016	55.27	AMBULANCE FUN
Total AIRGAS USA LLC:			189.43	
AUBERT'S TOWING				
AUBERT'S TOWING	TOWING 330 TO SHOP	12/21/2016	105.00	FIRE FUND
AUBERT'S TOWING	TRAINING VEHICLES	12/10/2016	90.00	FIRE FUND
Total AUBERT'S TOWING:			195.00	
B & F FASTENER SUPPLY CO				
B & F FASTENER SUPPLY CO	GLOVES	12/13/2016	321.48	ROAD USE TAX FU
Total B & F FASTENER SUPPLY CO:			321.48	
BLONDOWSKI, SLAWOMIR				
BLONDOWSKI, SLAWOMIR	WELLNESS - DEC	12/16/2016	25.00	POLICE FUND
Total BLONDOWSKI, SLAWOMIR:			25.00	
BRICK GENTRY P.C.				
BRICK GENTRY P.C.	20303.003 LEGAL SERVICES	11/25/2016	75.00	AMBULANCE FUN
Total BRICK GENTRY P.C.:			75.00	
CEMEN-TECH				
CEMEN-TECH	PARTS	12/07/2016	2,850.80	ROAD USE TAX FU
CEMEN-TECH	PUMPS	12/07/2016	297.06	ROAD USE TAX FU
Total CEMEN-TECH:			3,147.86	
CHUMBLEY & JONES OIL				
CHUMBLEY & JONES OIL	KEROSENE	12/19/2016	38.31	SEWER FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total CHUMBLEY & JONES OIL:			38.31	
CNM OUTDOOR EQUIPMENT				
CNM OUTDOOR EQUIPMENT	SNOWBLOWER WORK	11/30/2016	40.00	FIRE FUND
Total CNM OUTDOOR EQUIPMENT:			40.00	
CRYSTAL CLEAR WATER CO				
CRYSTAL CLEAR WATER CO	DI WATER FOR LAB	12/20/2016	15.00	SEWER FUND
Total CRYSTAL CLEAR WATER CO:			15.00	
DES MOINES WATER WORKS				
DES MOINES WATER WORKS	NOVEMBER BILLING	12/12/2016	2,978.59	GENERAL FUND
Total DES MOINES WATER WORKS:			2,978.59	
DINGES FIRE COMPANY				
DINGES FIRE COMPANY	FIRE EQUIPMENT	11/09/2016	132.97	FIRE FUND
DINGES FIRE COMPANY	FIRE EQUIPMENT	11/21/2016	904.22	FIRE FUND
Total DINGES FIRE COMPANY:			1,037.19	
DUST PROS JANITORIAL				
DUST PROS JANITORIAL	MONTHLY CLEANING FEE	12/19/2016	1,462.00	PARK & RECREATI
DUST PROS JANITORIAL	MONTHLY CLEANING	12/19/2016	4,000.00	GENERAL FUND
Total DUST PROS JANITORIAL:			5,462.00	
EMERGENCY APPARATUS MAINTENANCE				
EMERGENCY APPARATUS MAI	PUMP TEST NFPA	12/05/2016	373.13	FIRE FUND
EMERGENCY APPARATUS MAI	PUMP TEST NFPA	12/05/2016	373.13	FIRE FUND
EMERGENCY APPARATUS MAI	PUMP TEST NFPA	12/05/2016	373.13	FIRE FUND
Total EMERGENCY APPARATUS MAINTENANCE:			1,119.39	
EMERGENCY REPORTING				
EMERGENCY REPORTING	NEW RMS SYSTEM	12/14/2016	3,966.00	FIRE FUND
Total EMERGENCY REPORTING:			3,966.00	
FIRE EMS ACADEMY				
FIRE EMS ACADEMY	ON-LINE TRAINING	08/10/2016	1,620.00	FIRE FUND
Total FIRE EMS ACADEMY:			1,620.00	
FOX APPARATUS REPAIR & MAINTENANCE LLC				
FOX APPARATUS REPAIR & MA	ANNUAL SERVICE 331, 332, 333 & 335	12/14/2016	3,631.06	FIRE FUND
Total FOX APPARATUS REPAIR & MAINTENANCE LLC:			3,631.06	
GRAVES, RICK				
GRAVES, RICK	WELLNESS 12/14/16 - 1/13/17	12/16/2016	25.00	SEWER FUND
Total GRAVES, RICK:			25.00	

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
HACH COMPANY				
HACH COMPANY	LAB SUPPLIES	12/08/2016	244.79	SEWER FUND
HACH COMPANY	LAB SUPPLIES	12/15/2016	104.97	SEWER FUND
Total HACH COMPANY:			349.76	
HALLETT MATERIALS				
HALLETT MATERIALS	ICE CONTROL SAND	12/03/2016	1,409.22	ROAD USE TAX FU
Total HALLETT MATERIALS:			1,409.22	
HERRICK, TYREL				
HERRICK, TYREL	GRADE 3 EXAM	12/16/2016	30.00	SEWER FUND
Total HERRICK, TYREL:			30.00	
INFOMAX OFFICE SYSTEMS INC.				
INFOMAX OFFICE SYSTEMS IN	COPIER CONTRACT	12/16/2016	867.70	GENERAL FUND
INFOMAX OFFICE SYSTEMS IN	COPIER CONTRACT	12/16/2016	1.10	GENERAL FUND
INFOMAX OFFICE SYSTEMS IN	COPIER CONTRACT	12/16/2016	40.76	AMBULANCE FUN
INFOMAX OFFICE SYSTEMS IN	COPIER CONTRACT	12/16/2016	16.73	FIRE FUND
INFOMAX OFFICE SYSTEMS IN	COPIER CONTRACT	12/16/2016	.11	SEWER FUND
INFOMAX OFFICE SYSTEMS IN	COPIER CONTRACT	12/16/2016	16.39	GENERAL FUND
Total INFOMAX OFFICE SYSTEMS INC.:			942.79	
IOWA PRISON INDUSTRIES				
IOWA PRISON INDUSTRIES	TRAIL RULE SIGNS & BIKE ROUTE SIGNS	12/16/2016	498.95	PARK & RECREATI
Total IOWA PRISON INDUSTRIES:			498.95	
IOWA STATE UNIVERSITY				
IOWA STATE UNIVERSITY	LEADERSHIP III CLASS	12/05/2016	25.00	FIRE FUND
IOWA STATE UNIVERSITY	INST. I & F.O. 1	12/07/2016	100.00	FIRE FUND
IOWA STATE UNIVERSITY	FF2 CERTIFICATION	12/08/2016	100.00	FIRE FUND
Total IOWA STATE UNIVERSITY:			225.00	
ITRON INC.				
ITRON INC.	QUARTERLY SUPPORT (01/01/17 - 03/31/17)	12/12/2016	581.30	SEWER FUND
Total ITRON INC.:			581.30	
KEYSTONE LABORATORIES INC				
KEYSTONE LABORATORIES IN	STREAM SAMPLES	10/10/2016	148.40	SEWER FUND
Total KEYSTONE LABORATORIES INC:			148.40	
KIYA KODA HUMANE SOCIETY				
KIYA KODA HUMANE SOCIETY	HUMANE SOCIETY CONTRACT - JAN 2017	12/21/2016	2,412.74	POLICE FUND
Total KIYA KODA HUMANE SOCIETY:			2,412.74	
MC COY HARDWARE INC				
MC COY HARDWARE INC	HARDWARE FOR 335 & TRAILER	11/22/2016	54.00	FIRE FUND
Total MC COY HARDWARE INC:			54.00	

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
MEDPRO DISPOSAL LLC				
MEDPRO DISPOSAL LLC	MEDICAL WASTE P/O	11/01/2016	125.00	AMBULANCE FUN
Total MEDPRO DISPOSAL LLC:			125.00	
METHODIST OCCUPATIONAL HEALTH & WELLNESS				
METHODIST OCCUPATIONAL H	PHYSICALS	10/31/2016	1,211.04	AMBULANCE FUN
Total METHODIST OCCUPATIONAL HEALTH & WELLNESS:			1,211.04	
MID AMERICAN ENERGY CO.				
MID AMERICAN ENERGY CO.	07741-18004 65/69 LIFT	12/16/2016	80.17	SEWER FUND
MID AMERICAN ENERGY CO.	74080-22010 FUEL HEAT	12/27/2016	1,597.33	GENERAL FUND
MID AMERICAN ENERGY CO.	43630-22022 UTILITIES	12/20/2016	106.26	FIRE FUND
MID AMERICAN ENERGY CO.	08701-24006 QUAIL MDWS LIFT	12/20/2016	66.96	SEWER FUND
MID AMERICAN ENERGY CO.	05931-25003 N HWY 65/69 ENTRANCE SIGN	12/13/2016	19.46	GENERAL FUND
MID AMERICAN ENERGY CO.	26321-30003 ST LIGHTING	12/22/2016	154.66	GENERAL FUND
MID AMERICAN ENERGY CO.	45571-48008 UTILITIES	12/21/2016	12.20	FIRE FUND
MID AMERICAN ENERGY CO.	09750-87035 WESLEY LIFT	12/16/2016	60.02	SEWER FUND
Total MID AMERICAN ENERGY CO.:			2,097.06	
MIDWEST BREATHING AIR LLC				
MIDWEST BREATHING AIR LLC	NFPA QUARTERLY TEST (AIR)	12/28/2016	292.13	FIRE FUND
Total MIDWEST BREATHING AIR LLC:			292.13	
MOMAR				
MOMAR	GEAR LUBE	12/12/2016	624.43	ROAD USE TAX FU
Total MOMAR:			624.43	
NITE OWL PRINTING				
NITE OWL PRINTING	IFD - HIPAA FORMS	12/03/2016	523.86	AMBULANCE FUN
Total NITE OWL PRINTING:			523.86	
NOBLE FORD-MERCURY				
NOBLE FORD-MERCURY	ENGINE OIL	12/15/2016	111.26	ROAD USE TAX FU
Total NOBLE FORD-MERCURY:			111.26	
NORTH CENTRAL LABS OF WISCONSIN				
NORTH CENTRAL LABS OF WIS	LAB SUPPLIES	12/15/2016	466.68	SEWER FUND
NORTH CENTRAL LABS OF WIS	LAB SUPPLIES	12/16/2016	135.53	SEWER FUND
Total NORTH CENTRAL LABS OF WISCONSIN:			602.21	
NORTHERN STAR TECHNOLOGIES				
NORTHERN STAR TECHNOLOG	HELI PAD LIGHT	12/05/2016	448.36	FIRE FUND
NORTHERN STAR TECHNOLOG	NEW LIGHTS FD	12/05/2016	497.00	FIRE FUND
NORTHERN STAR TECHNOLOG	STORM SIREN REPAIR	12/05/2016	112.50	FIRE FUND
Total NORTHERN STAR TECHNOLOGIES:			1,057.86	
NORWALK READY-MIXED CONCRETE				
NORWALK READY-MIXED CON	CONCRETE	12/01/2016	201.25	ROAD USE TAX FU

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total NORWALK READY-MIXED CONCRETE:			201.25	
OMNISITE				
OMNISITE	WESLEY LIFT STATION YEARLY WIRELESS	12/27/2016	254.83	SEWER FUND
Total OMNISITE:			254.83	
PEOPLES BANK				
PEOPLES BANK	DOWNTOWN BUSINESS INCENTIVE - JEFF	12/14/2016	457.50	DOWNTOWN BIZ I
PEOPLES BANK	DOWNTOWN BUSINESS INCENTIVE - (FEB 2	12/14/2016	534.17	DOWNTOWN BIZ I
PEOPLES BANK	DOWNTOWN BUSINESS INCENTIVE - CROU	12/14/2016	491.18	DOWNTOWN BIZ I
PEOPLES BANK	DOWNTOWN BUSINESS INCENTIVE - MURL	12/14/2016	61.31	DOWNTOWN BIZ I
PEOPLES BANK	DOWNTOWN BUSINESS INCENTIVE - M & M	12/14/2016	460.83	DOWNTOWN BIZ I
PEOPLES BANK	DOWNTOWN BUSINESS INCENTIVE (FEB 20	12/14/2016	532.92	DOWNTOWN BIZ I
Total PEOPLES BANK:			2,537.91	
PETERSON, KYLE				
PETERSON, KYLE	WELLNESS OCT, NOV & DEC	12/19/2016	75.00	POLICE FUND
Total PETERSON, KYLE:			75.00	
PHILIPS MEDICAL CAPITAL				
PHILIPS MEDICAL CAPITAL	EMAS CARDIAC MONITOR LEASE	12/10/2016	1,348.11	AMBULANCE FUN
Total PHILIPS MEDICAL CAPITAL:			1,348.11	
RECORD-HERALD & INDIANOLA TRIBUNE				
RECORD-HERALD & INDIANOL	SUBSCRIPTION	12/16/2016	64.00	PARK & RECREATI
Total RECORD-HERALD & INDIANOLA TRIBUNE:			64.00	
SANDRY FIRE SUPPLY LLC				
SANDRY FIRE SUPPLY LLC	SCBA - FACE PIECES - MODULES	12/15/2016	1,089.00	FIRE FUND
Total SANDRY FIRE SUPPLY LLC:			1,089.00	
SHULL, DOUG				
SHULL, DOUG	TREASURER CONTRACT	12/21/2016	83.33	GENERAL FUND
Total SHULL, DOUG:			83.33	
STIVERS FORD LINCOLN				
STIVERS FORD LINCOLN	NEW 338 CHASSIS	12/19/2016	37,153.00	VEHICLE RESERV
Total STIVERS FORD LINCOLN:			37,153.00	
STRYKER SALES CORPORATION				
STRYKER SALES CORPORATIO	247 REPLACEMENT COT VEHICLE ACCIDEN	11/28/2016	15,568.20	AMBULANCE FUN
STRYKER SALES CORPORATIO	FOWLER OXYGEN HOLDER	12/09/2016	29.37	AMBULANCE FUN
Total STRYKER SALES CORPORATION:			15,597.57	
T.R.M. DISPOSAL LLC				
T.R.M. DISPOSAL LLC	ACCT #1506	12/24/2016	83.00	GENERAL FUND
T.R.M. DISPOSAL LLC	ACCT #583 - TRASH - SOUTH PLANT	12/24/2016	52.00	SEWER FUND
T.R.M. DISPOSAL LLC	ACCT #583 - TRASH - NORTH PLANT	12/24/2016	80.00	SEWER FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total T.R.M. DISPOSAL LLC:			215.00	
THOMAS BUS SALES INC				
THOMAS BUS SALES INC	NEW TRAILER	11/17/2016	6,895.00	VEHICLE RESERV
Total THOMAS BUS SALES INC:			6,895.00	
TOYNE INC				
TOYNE INC	332 BATTERY CHARGER REPAIR	11/18/2016	97.29	FIRE FUND
Total TOYNE INC:			97.29	
TRIZETTO PROVIDER SOLUTIONS				
TRIZETTO PROVIDER SOLUTIO	ELECTRONIC CLAIMS FILING	12/01/2016	64.56	AMBULANCE FUN
Total TRIZETTO PROVIDER SOLUTIONS:			64.56	
TRUBANK				
TRUBANK	DOWNTOWN BUSINESS INCENTIVE - TCLD I	12/19/2016	213.86	DOWNTOWN BIZ I
Total TRUBANK:			213.86	
U.S. CELLULAR				
U.S. CELLULAR	CELL PHONES -3	12/12/2016	158.47	ROAD USE TAX FU
U.S. CELLULAR	CELL PHONES - 2	12/12/2016	92.66	PARK & RECREATI
U.S. CELLULAR	CELL PHONES - 2	12/12/2016	89.07	SEWER FUND
U.S. CELLULAR	CELL PHONE	12/12/2016	50.48	FIRE FUND
Total U.S. CELLULAR:			390.68	
VERIZON WIRELESS				
VERIZON WIRELESS	CELL PHONES FOR MEDICS	12/17/2016	21.10	AMBULANCE FUN
Total VERIZON WIRELESS:			21.10	
WREEVES AND ASSOCIATES INC				
WREEVES AND ASSOCIATES I	SIREN DRIVERS	12/19/2016	355.20	AMBULANCE FUN
Total WREEVES AND ASSOCIATES INC:			355.20	
Grand Totals:			122,856.50	

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND

City Council: _____

_____

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City Council Regular **6. F.**

Meeting Date: 01/03/2017

Subject

Resolution approving City State Bank to receive donations for the I Back the Blue fundraiser

Information

Fiscal Impact

Attachments

Resolution

RESOLUTION NO. 2017-____

RESOLUTION APPROVING CITY STATE BANK TO RECEIVE DONATIONS FOR THE I BACK THE BLUE PUBLIC SAFETY RADIO EQUIPMENT

WHEREAS, the City Council of the City Indianola, Iowa, is in need of engaging a banking service to provide a source for donated funds to be received for the I Back The Blue public safety radios and anything necessary to install part of the radio equipment; and

WHEREAS, the City Council of the City of Indianola, Iowa, has authorized City staff to open an account to receive the donated funds for the I Back The Blue; and

WHEREAS, it is the determination of the City Council that the City should open a separate account at City State Bank to receive funds for the I Back the Blue; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Indianola, Iowa, that:

1. The City Council approves opening a separate account at City State Bank to receive all donated funds for I Back the Blue for public safety radios and anything necessary to install part of the radio equipment. This being in the public interest of the citizens of the City of Indianola and is hereby approved.

2. City State Bank will open a separate account to receive all donated funds for I Back the Blue for public safety communication equipment.

3. The Mayor is authorized and directed to execute any and all documents on behalf of the City and the City Clerk is authorized and directed to attest to the signature and to affix the seal of the City.

PASSED this 3rd day of January, 2017.

_____
Kelly B. Shaw, Mayor

ATTEST:

_____
Diana Bowlin, City Clerk

City Council Regular **9. A. 1.**

Meeting Date: 01/03/2017

Subject

Final consideration of a request from Jon Roen to amend M-2 (General Industrial) zoning to allow outdoor storage facilities for boats, campers and other types of vehicles (P&Z unanimously recommended approval on 11/8/16)

Information

Council needs to hold the final consideration to amend M-2 to allow outdoor storage facilities for boats, campers and other types of vehicles.

Enclosed are Jon Roen's request, the P&Z October and November memo, P&Z minutes and an ordinance regulating the use. The issues the P&Z Commission discussed at the October meeting have been addressed.

- Allowing outdoor storage uses within M-1 and M-2 as a special use permit requiring Board of Adjustment approval.
- A minimum of five off-street parking stalls for any building in excess of 150 sq. ft.
- Adding self storage uses within M-1 and M-2 zoning thus clarifying conflicts with the same listed use within C-2.

Community Director Chuck Burgin recommended approval and P&Z approved unanimously.

Roll call is in order.

Fiscal Impact

Attachments

Information

P&Z Memo October

P&Z Minutes October

P&Z Memo November

P&Z Minutes November

Ordinance

COMMUNITY DEVELOPMENT
SEP 16 2016
INDIANOLA, IOWA

September 14, 2006

To Indianola Planning and Zoning, Mayor and Council, Chuck Burgin

From Jon Roen

Outdoor Storage on property zoned M-2

I would like clarification and/or amending of the M-2 zoning in Indianola to allow for permitted principle classifications within M-2 to include outdoor storage facilities within that zoned area to include(but not limited to) the following exterior storage items such as: campers, RV's, trailers, motorcycles, ATV's, and other motorized vehicles.

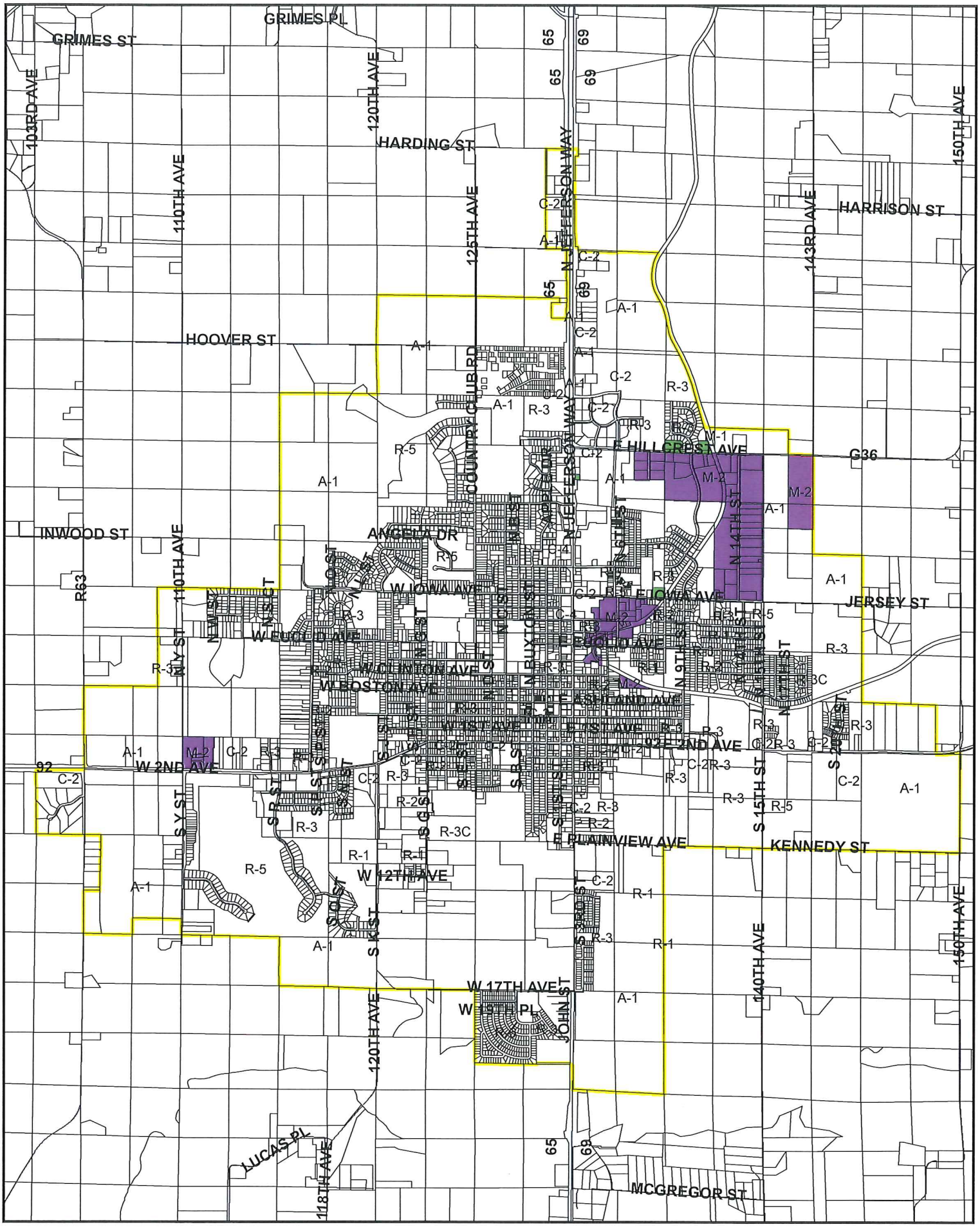
This clarification/amendment will allow me to continue in the decision making process regarding whether or not to purchase, with confidence under M-2 zoning, property in town and the ability to proceed forward with a much needed outdoor storage facility for Indianola.

Feel free to contact me with any questions at: 515-975-6263

Thank you very much.

Jon Roen

Jon Roen
2206 N. 9th Street
Indianola, Iowa 50125



M-1 (Limited Industrial) & M-2 (General Industrial) Zoning Classifications

M-1 Limited Industrial

M-2 General Industrial

10/2016

CITY OF INDIANOLA EST. 1893

To: Planning and Zoning Commission
From: Chuck Burgin, Director of Community Development
Subject: October 11, 2016 Meeting

Item # 4 Consider request from Bob Bash and Michael Patterson to purchase the South ½ half of the North/South alley lying between Lot 3 and Lot 4, Block 5, Berry's Addition, Indianola, Iowa.

Enclosed are the agreement to purchase, notice of closing and a map indicating the location of the alley requested to be purchased. Council policy requires those property owners that own land adjacent to the alley to agree to purchase and the remaining property owners within the same block to be notified of the request to purchase.

The process for purchasing an alley is as follows:

- The property owner making the request completes an application listing the adjacent land owners and all other property owners within the same block.
- The request to purchase is sent to all affected department heads for their review and comment.
- Notification of the alley purchase is sent to all property owners within the block.
- Planning and Zoning makes a recommendation to Council.
- City Council sets and holds a public hearing prior to purchase.

Alleys such as these that do not carry traffic, are grassed over and serve no public purpose are the type the city wishes to sell. All the paperwork is complete and notifications have been mailed. I recommend the request be approved subject to retaining easement rights.

Item # 5 Consider request from Jon Roen to amend M-2 (General Industrial) zoning to allow outdoor storage facilities for boats, campers and other types of vehicles.

Enclosed is the written request from Mr. Roen requesting the amendment and a zoning map identifying M-1 and M-2 zoned properties. Storage facilities are not specifically listed as a permitted use, however they have been allowed in both M-1 and M-2 zoning under the general definition of warehousing. Because there may not be a building associated with outdoor storage facilities, the following is why I feel amending the M-1 and M-2 zoning classification is needed.

- Required off-street parking is determined by the square footage of building be utilized.
- The site plan ordinance, regulating hard surfaces, natural green areas, water detention and buffer requirements, is not effective until a building permit is requested.
- Building permits are not required for fencing, grading or graveling areas.

- Renting parking spaces for profit should be considered a separate principal permitted use and should be listed within a zoning classification.

Because of the items listed above, I recommend the following amendments:

1. List outdoor storage facilities for recreational vehicles, boats, trailers and similar motorized vehicles as a permitted use in M-1 and M-2 zoning classifications.
2. Require a minimum of five off-street parking stalls if there is a building in excess of 150 sq. ft. located on the same site.
3. Amend the Site Plan Ordinance to address the issue of uses that may not require building uses or improvements.
4. Because self storage units have been added as a permitted use within C-2 zoning, this use should be added as a permitted use within M-1 and M-2 zoning classification.

I have enclosed a map indicating the existing M-1 and M-2 zoning areas. I will ask our attorney to prepare the amendment to the Code of Ordinances after we have further discussion.

Item # 6 Consider request from Dan and Stacey Crow to amend the A-1 zoning classification to allow private campgrounds.

Enclosed is the letter requesting the amendment and a map indicating areas of our current A-1 (agriculture) zoning classification. After reviewing several state, county and city regulations regarding campgrounds, I have found there is no consistency. In most of the city and county zoning ordinances reviewed, campgrounds are defined, however they are not listed as a permitted use.

I have enclosed a copy of Polk County's requirements for your review and comment and have listed below other requirements to be considered as well.

- Allow only as a special use within A-1 zoning requiring additional approval by the Board of Adjustment.
- Prohibit highway frontage.
- Mandate public restrooms/showers.
- Street and camp site lighting.

I will continue researching other jurisdictions for regulations to consider, however I am confident this type of use will need the minimal amenities such as restrooms, electric and water hookups and lighted roads to survive financially. After discussion and obtaining a more clear direction from the Commission, I will ask the attorney to prepare a draft of the proposed change for further consideration in November.

INDIANOLA PLANNING AND ZONING COMMISSION
REGULAR MEETING
OCTOBER 11, 2016
6:00 P.M.

The meeting was called to order by Chairperson Doug Opie and on roll call the following members were present:

Joe Butler
Tiffany Coleman
Al Farris
Ron Fridley
Cindy Johnson
Doug Opie
Bob Ormsby
Josh Rabe
Misty Soldwisch

Also present: Jon Roen, Bob Bash, Stacey Crow, Ryan Crow, Mindi Robinson and Chuck Burgin.

The minutes of the September 13, 2016 meeting were approved on a motion made by Coleman and seconded by Butler. Question was called for and on voice vote Chairperson Opie declared the motion carried unanimously.

Consider request from Bob Bash and Michael Patterson to purchase the South ½ half of the North/South alley lying between Lot 3 and Lot 4, Block 5, Berry's Addition, Indianola, Iowa.

Chuck reviewed the request with the Commission stating the notification to adjacent property owners and department supervisors had been issued and there were no objections.

Motion was made by Farris and seconded by Rabe to approve the request from Bob Bash and Michael Patterson to purchase the South ½ half of the North/South alley lying between Lot 3 and Lot 4, Block 5, Berry's Addition, Indianola, Iowa, with the City retaining easement rights. Question was called for and on voice vote Chairperson Opie declared the motion carried unanimously.

Consider request from Jon Roen to amend M-2 (General Industrial) zoning to allow outdoor storage facilities for boats, campers and other types of vehicles.

Chuck reviewed the request with the Commission stating storage facilities are not specifically listed as a permitted use within M-1 and M-2 zoning but have been allowed under the general definition of warehousing. Because this request does not have a building associated with the outdoor storage facility, Chuck recommends amending the M-1 and M-2 zoning because of the following reasons:

- Required off-street parking is determined by the square footage of building be utilized.
- The site plan ordinance, regulating hard surfaces, natural green areas, water detention and buffer requirements, is not effective until a building permit is requested.
- Building permits are not required for fencing, grading or graveling areas.
- Renting parking spaces for profit should be considered a separate principal permitted use and should be listed within a zoning classification.

Because of these reasons, Chuck recommended the following amendments:

1. List outdoor storage facilities for recreational vehicles, boats, trailers and similar motorized vehicles as a permitted use in M-1 and M-2 zoning classifications.
2. Require a minimum of five off-street parking stalls if there is a building in excess of 150 sq. ft. located on the same site.
3. Amend the Site Plan Ordinance to address the issue of uses that may not require building uses or improvements.
4. Because self storage units have been added as a permitted use within C-2 zoning, this use should be added as a permitted use within M-1 and M-2 zoning classification.

Commission discussed setback requirements and parking, existing zoning classifications adjacent to M-1 and M-2 zoning and hard surface versus gravel parking.

Farris shared his concerns regarding existing M-1 and M-2 zoning areas in town that may be inappropriate for this type of use in the future, such as the highway corridors and East Euclid Avenue.

Commission discussed the potential to place a special use permit condition on the ordinance to allow Board of Adjustment to regulate site specific areas.

Jon Roen spoke on behalf of his request stating he has viewed numerous residences that have their large recreational vehicles parked in neighborhoods. This option would allow for the betterment of the community by storing these vehicles in one location. Mr. Roen further stated his vision was for outdoor storage only with security, lighting, fencing and a gate key pad.

Commission discussed fencing versus screening, landscape buffers and the option for people to come back to the Commission to seek an alternate method to the Site Plan Ordinance should their situation/location not justify a six-foot, opaque fence or other landscape buffer.

Motion was made by Butler and seconded by Coleman to draft an ordinance including Chuck's four recommendations and including a fifth requirement allowing for a special use permit to the Board of Adjustment to regulate locations. Question was called for and on voice vote Chairperson Opie declared the motion carried unanimously.

Consider request from Dan and Stacey Crow to amend the A-1 zoning classification to allow private campgrounds.

Chuck reviewed the request with the Commission stating he researched several state, county and city regulations regarding campgrounds and found very little consistency. In most of the city and county ordinances reviewed, campgrounds are not listed as a permitted use. Chuck further shared Polk County's requirements and outlined the following requirements to be considered:

- Allow only as a special use within A-1 zoning requiring additional approval by the Board of Adjustment.
- Prohibit highway frontage.
- Mandate public restrooms/showers.
- Street and camp site lighting.

Stacey Crow spoke on behalf of her request stating her family owns 185 acres on the south side of Indianola. She has been consulting with Chip Smith, President of the Iowa Chapter of Camping, to gain better knowledge of private campgrounds. Mrs. Crow would like to have camp sites with full hook ups, sewer/water/electric that will accommodate larger campers. She wants to plan the project with two phases and the first phase would have 100 camp sites with restrooms, a storm shelter, laundry facilities and future camping cabins.

Commission discussed the existing areas where A-1 zoning exists and that a private campground may not be appropriate. Commission discussed the potential to place a special use permit condition on the ordinance to allow Board of Adjustment to regulate site specific areas and require adjacent property owner notification.

Farris questioned whether it was possible to create a separate zoning classification that allows for private campgrounds and having the land rezoned. Commission agreed that a special use permit would be best.

Motion was made by Rabe and seconded by Soldwisch to draft an ordinance including Chuck's four recommendations, Polk County's requirements, a park layout plan requirement and an adjacent property owner notification requirement. Question was called for and on voice vote Chairperson Opie declared the motion carried unanimously.

Other Business

Chuck informed the Commission that Council approved the preliminary plat of Ashton Park Plat 6 at their September 19, 2016 meeting.

Meeting adjourned on a motion by Ormsby and seconded by Rabe.

_____ _____

Doug Opie, Chairperson Mindi Robinson

To: Planning and Zoning Commission
From: Chuck Burgin, Director of Community Development
Subject: November 8, 2016 Meeting

Item #4 Consider request from Brian Poindexter of Poindexter Flooring Inc., at 2913 North Jefferson Way to seek an Alternate Method of Approval of the Architectural Design Standard of the Site Plan Ordinance.

Enclosed is the letter requesting the alternate method of approval, site plan of the area and a photo of the proposed building. I have also included photos of the east, north and south building elevations. All other requirements of the site plan ordinance can be met. The only issue Commission needs to address is the proposed exterior finish not meeting the architectural design standards for accessory buildings in excess of 150 sq. ft. with highway frontage.

The standard requires 100% of the east elevation to consist of an approved material such as brick, EFIS, split face block, etc. The north and south elevations must contain a minimum of 30% of the same approved material. The exterior finish on the west elevation is not regulated because it will not front the highway.

Mr. Poindexter makes several valid points regarding the proposed location of the building having limited visibility from the highway due to the elevation difference between the highway and the proposed location in relationship to the existing building, site and the speed of the traffic and the existing metal building. Furthermore, the east wall that would require 100% of approved material will be located only ten feet west of the current structure making almost the entire wall non-visible from most locations off site.

My concern as always is setting a precedence allowing a large all metal building along our most traveled highway. However, I believe there are enough logical reasons to allow this structure at this location provided the Commission is careful describing in detail why such a request is approved.

Item #5 Consider request from Jon Roen to amend M-2 (General Industrial) zoning to allow outdoor storage facilities for boats, campers and other types of vehicles.

Enclosed are Jon's request, my October memo and a draft ordinance regulating the use. The issues we discussed at the October meeting have been addressed.

- Allowing outdoor storage uses within M-1 and M-2 as a special use permit requiring Board of Adjustment approval.
- A minimum of five off-street parking stalls for any building in excess of 150 sq. ft.
- Adding self storage uses within M-1 and M-2 zoning thus clarifying conflicts with the same listed use within C-2.

Please review prior to the meeting. Additional changes can still be made, however I would like to forward your recommendation to Council subject to any additional amendments to the draft.

Item #6 Consider request from Dan and Stacey Crow to amend the A-1 zoning classification to allow private campgrounds as a permitted use.

Enclosed is the request from the Crow's, my October memo and a draft ordinance regulating the use. The issues that were discussed at the October meeting have been addressed.

- Allowing campgrounds as a special use requiring Board of Adjustment approval.
- Not allowing use with highway frontage.
- Requiring public restrooms/storm shelter.
- Written notification to adjoining property owners 15 days prior to hearing.
- Site plan indicating road, building camping stall and campground locations and limits.

Please review the draft prior to the meeting. Again, additional changes can still be made, however I would like to send your recommendation to Council subject to any additional amendments.

INDIANOLA PLANNING AND ZONING COMMISSION
REGULAR MEETING
NOVEMBER 8, 2016
6:00 P.M.

The meeting was called to order by Vice Chairperson Joe Butler and on roll call the following members were present:

Joe Butler
Tiffany Coleman
Al Farris
Ron Fridley
Bob Ormsby
Becky Needles
Josh Rabe

Also present: Brian Poindexter, Stacey Crow, Ryan Crow, Mindi Robinson and Chuck Burgin.

The minutes of the October 11, 2016 meeting were approved on a motion made by Farris and seconded by Rabe. Question was called for and on voice vote Vice Chairperson Butler declared the motion carried unanimously.

Consider request from Brian Poindexter of Poindexter Flooring Inc., at 2913 North Jefferson Way to seek an Alternate Method of Approval of the Architectural Design Standard of the Site Plan Ordinance.

Chuck reviewed the request with the Commission stating the proposed building does not meet the architectural design standards for accessory buildings in excess of 150 sq. ft. with highway frontage. Chuck further stated that because the location of the proposed building will be hidden behind the existing structure and the limited visibility from the highway that his recommendation is to approve the request.

Commission discussed previous requests approved similar in nature. Brian Poindexter stated the proposed building would be for cold storage only.

Motion was made by Rabe and seconded by Ormsby to approve the request from Brian Poindexter to construct an accessory building without meeting the architectural design standards because the height and roof line of the proposed building will not exceed the height of the existing building, the alignment of the proposed building will be shadowed by the existing building, limited visibility and the distance from the highway to the proposed building. Question was called for and on voice vote Vice Chairperson Butler declared the motion carried unanimously.

Consider request from Jon Roen to amend M-2 (General Industrial) zoning to allow outdoor storage facilities for boats, campers and other types of vehicles.

Chuck reviewed the request stating the City Attorney drafted an ordinance that takes into consideration the items requested by Commission at the October 11, 2016 meeting. Those items are as follows:

- Allowing outdoor storage uses within M-1 and M-2 as a special use permit requiring Board of Adjustment approval.
- A minimum of five off-street parking stalls for any building in excess of 150 sq. ft.
- Adding self storage uses within M-1 and M-2 zoning thus clarifying conflicts with the same listed use within C-2.

Farris questioned the date of October 11, 2016 as listed in the draft and reference to Section 165.35(s) under Section 1. #2 and Section 2. #2 of the draft ordinance. Chuck stated he would ask the City Attorney to confirm the correct date of the ordinance and also clarify the Section 165.35(2) be corrected.

Farris shared his concerns regarding existing M-1 and M-2 zoning areas in town that may be inappropriate for this type of use in the future, such as the highway corridors and East Euclid Avenue.

Motion was made by Farris and seconded by Fridley to amend the draft ordinance to add Special Requirement #4 to Section 1 and Section 2 that outdoor storage not be allowed adjacent to existing residential zoning.

Commission discussed the Board of Adjustment decision to regulate location of proposed outdoor storage. Chuck stated he would discuss the matter with the City Attorney as he does not want to limit good zoning practices if residential development occurred adjacent to an existing outdoor storage facility.

Question was called for and on voice vote Vice Chairperson Coleman declared the motion carried.

Motion was made by Farris and seconded by Needles to approve the draft ordinance amending M-1 (Limited Industrial) and M-2 (General Industrial) zoning to allow outdoor storage facilities for boats, campers and other types of vehicles, subject to Commission's changes regarding the draft date, Section 165.35(2) and adding Special Requirement #4 to Section 1 and Section 2 that outdoor storage not be allowed adjacent to existing residential zoning (subject to City Attorney approval). Question was called for and on voice vote Vice Chairperson Butler declared the motion carried unanimously.

Consider request from Dan and Stacey Crow to amend the A-1 zoning classification to allow private campgrounds as a permitted use.

Chuck reviewed the request stating the City Attorney drafted an ordinance that takes into consideration the items requested by Commission at the October 11, 2016 meeting. Those items are as follows:

1. Allow only as a special use within the A-1 Agricultural District zoning requiring approval by the Board of Adjustment, subject to Section 165.35(s) and the other requirements contained in A-1 Agricultural District zoning.
2. Highway frontage is not allowed.
3. Public restrooms and showers that also is designed as a storm shelter shall be required.
4. Street and campsite lighting shall be required.
5. Written notification of the Board of Adjustment hearing shall be mailed to adjacent property owners at least 15 days prior to the hearing.
6. Submit to the Board of Adjustment a site plan indicating location of access roads, building, camping stalls and campground limits.

Chuck further stated the October 11, 2016 draft date and reference to Section 165.35(s) under Section 1. #2 and Section 2. #2 of the draft ordinance would be changed as necessary.

Orsmby questioned the storm shelter reference in Section 1 item 3 and whether that term was necessary in the draft. Commission agreed that the storm shelter verbiage should be removed from the ordinance.

Farris shared his concerns regarding future development of residential neighborhoods next to a campground facility. Farris questioned if campgrounds would be the best use of the land.

Commission discussed the requirement of Board of Adjustment to regulate site specific areas and the requirement of written notification to adjacent property owners allowing a hearing to voice concerns or comments.

Stacey Crow spoke on behalf of her request stating she has been working with Civil Engineering Associates on a site plan that has 90 sites with a restroom and shower facility, tent camping sites and an office/equipment storage space. Mrs. Crow further questioned what the future plans for her land would be if private campgrounds were not allowed in A-1 zoning. Chuck stated the future land use plan calls for low-medium density housing. Chuck further stated the topography of this particular land is difficult to develop and if there was a spot in town for private campground area this would be his recommendation.

Motion was made by Ormsby and seconded by Rabe to approve the draft ordinance amending the A-1 zoning classification to allow private campgrounds as a permitted use

subject to Commission's changes regarding the draft date, Section 165.35(2), removing storm shelter verbiage from requirement #3 under Section 1 and adding Special Requirement #4 to Section 1 and Section 2 that private campgrounds not be allowed to abut existing residential zoning. Question was called for and on voice vote Vice Chairperson Butler declared the motion carried unanimously.

Other Business

Chuck informed the Commission that Council approved the first reading of the request from Bob Bash and Michael Patterson to purchase the south ½ of the north/south alley between Lots 3 and 4, Block 5, Berry's Addition at their November 7th meeting.

Meeting adjourned on a motion by Needles and seconded by Coleman.

_____ _____

Joe Butler, Vice Chairperson Mindi Robinson

CITY OF INDIANOLA, IOWA

Ordinance No. _____

AN ORDINANCE AMENDING THE CITY CODE OF ORDINANCES OF THE CITY OF INDIANOLA, IOWA, CHAPTER 165, ZONING REGULATIONS, TO ALLOW FOR AND TO PROVIDE ADDITIONAL REQUIREMENTS FOR OUTDOOR STORAGE IN M-1 AND M-2 ZONING CLASSIFICATIONS

WHEREAS, a request has been received to allow outdoor storage in the M-1 and M-2 zoning classifications; and

WHEREAS, the Planning and Zoning Commission met on November 8, 2016, to consider a proposal to amend the zoning regulations to allow for and to reflect additional approval requirements for outdoor storage in these classifications; and

WHEREAS, the Commission has made a recommendation to the City Council to amend Chapter 165; and

WHEREAS, a notice was published and a hearing held in accordance with the law, and the City Council now deems it reasonable and appropriate to amend Chapter 165 accordingly.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF INDIANOLA, IOWA:

Section 1. Indianola Code Section 165, "M-1 Light Industrial District Zoning Regulations," is hereby amended to specify self-storage uses shall be permitted uses within the M-1 zoning classification and by adding the following new subsection concerning outdoor storage:

Special Requirements for Outdoor Storage:

1. Outdoor storage in M-1 Light Industrial District is storage of recreational vehicles, boats, trailers and similar motorized vehicles.
2. Allow only as a special use requiring approval by the Board of Adjustment, subject to Section 165.35(2) and the other requirements contained in M-1 Light Industrial District zoning.
3. A minimum of five off-street parking stalls shall be required if a building in excess of 150 square feet is located on the site.
4. Not allowed to abut property that is zoned residential on the date the application for special use permit is submitted.

Section 2. Indianola Code Section 165, "M-2 General Industrial District Zoning Regulations," is hereby amended to specify self-storage uses shall be permitted uses within the M-2 zoning classification and by adding the following new subsection concerning outdoor storage:

Special Requirements for Outdoor Storage:

1. Outdoor storage in M-2 General Industrial District is storage of recreational vehicles, boats, trailers and similar motorized vehicles.
2. Allow only as a special use within the M-2 General Industrial District zoning requiring approval by the Board of Adjustment, subject to Section 165.35(2) and the other requirements contained in M-2 General Industrial District zoning.
3. A minimum of five off-street parking stalls shall be required if a building in excess of 150 square feet is located on the site.
4. Not allowed to abut property that is zoned residential on the date the application for special use permit is submitted.

Section 3. Indianola Code Section 166.02, "Initial Procedure," is hereby amended by adding the following concerning outdoor storage:

Notwithstanding anything contained herein, a site plan shall be required for any Outdoor Storage in M-1 Light Industrial District and M-2 General Industrial District.

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

Section 5. This ordinance shall be in full force and effect after passage, approval and publication as provided by law.

PASSED AND ADOPTED at Indianola, Iowa, this ____ day of _____, 2016.

APPROVED this ___ day of _____, 2016.

_____
Kelly B. Shaw, Mayor

ATTEST:

_____
Diana Bowlin, City Clerk

First reading: _____

Second reading: _____

Third reading: _____

Publication Date: _____

City Council Regular **9. A. 2.**

Meeting Date: 01/03/2017

Subject

Final consideration of an ordinance amending Chapter 94 Authorizing Time of Sales Inspections within the City Sanitary Sewer System

Information

Council needs to hold the final consideration of an ordinance (packet) authorizing time of sales inspections within the city sanitary sewer system.

WPC Superintendent Rick Graves and City Manager Ryan Waller shared this with realtors' from Iowa Realty and Exit Realty. Another local realtor was called but did not receive a call back. They also spoke with the County Recorder. After speaking with the realtors' and county recorder, the compliance timeframe was changed from 1 to 2 years, a re-inspection fee of $50 for the first inspection and $25 for re-inspections.

Staff would like to implement this ordinance starting March 1, 2017. This date will give ample time to share with the public by posting the ordinance on the city website, social media and adding information to the monthly utility bills.

Roll call is in order.

Fiscal Impact

Attachments

Memo

Ordinance

CITY OF INDIANOLA EST. 1849

WATER POLLUTION CONTROL

To: Honorable Mayor and City Council

From: Rick Graves

Date: 11-14-2016

Re: Time of Sale Ordinance

Mayor and Council,

In your packet is a final draft of the Time of Sale Ordinance for your consideration. Ryan and I shared this with realtors' from Iowa Realty and Exit Realty. We attempted to call another local realtor but did not receive a call back. We also spoke with the County Recorder. After speaking with the realtors' and the county recorder, we have some changes from the first draft - compliance timeframe from 1 to 2 years (based on realtor feedback); a re-inspection fee (based on realtor feedback); a proposed fee of $50 for first inspection and $25 for re-inspections.

After your review of the ordinance and if you do not have any changes, we would like to implement the ordinance starting March 1, 2017. This date should give us ample time to share with the public by posting the ordinance on the city website, social media, and adding information to the monthly water bill.

Sincerely,

Rick Graves
WPC Supt.
City of Indianola

11870 Hoover Street • PO Box 299 • Indianola, Iowa 50125 • Phone: (515) 961-9416 • indianolaiowa.gov

ORDINANCE NO. 2016 - _____

ORDINANCE AMENDING THE INDIANOLA MUNICIPAL CODE BY ADDING CHAPTER 94, AUTHORIZING TIME OF SALE INSPECTIONS WITHIN THE CITY SANITARY SEWER SYSTEM

WHEREAS, the City of Indianola is required by the Iowa Department of Natural Resources (IDNR) to reduce peak sanitary sewer flows caused by inflow and infiltration or the flow of clear water into the local wastewater collection system; and

WHEREAS, new Municipal Code Chapter 94 will address the requirements of the IDNR by implementing a Time of Sale Inspection on all single family dwelling properties within the City of Indianola sanitary sewer system to ensure that the discharge of unpolluted waters into the sanitary sewer system is restricted; and

WHEREAS, the City Council of the City of Indianola, Iowa now deems it proper to amend the Indianola Municipal Code Chapter 94 to the Municipal Code of the City of Indianola, Iowa entitled Sanitary Sewer Services – Time of Sale Inspections.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF INDIANOLA, IOWA:

Section 1: That the Municipal Code of the City of Indianola, Iowa, be and it is hereby amended by adding a new Chapter 94 Sanitary Sewer Services – Time of Sale Inspections as follows:

94.01 Purpose

The Time of Sale Inspection is intended to help reduce peak sanitary sewer flows caused by inflow and infiltration or the flow of clear water into the sanitary sewer system. Iowa Department of Natural Resources (IDNR), which provides oversight of wastewater collection and treatment for the entire state, requires the City of Indianola to reduce peak flows to the local wastewater collection system. The Time of Sale Inspection allows the City to ensure that private properties have no illegal connections to the sanitary sewer system pursuant to Municipal Code Chapter 97.

94.02 Required Inspection

No person or entity shall transfer title of a single family dwelling property to another, nor accept from any other person or entity, the transfer of title to any structure or parcel of land upon which a structure is located within the City of Indianola sanitary sewer system unless and until the authorized Water Pollution Control Superintendent, or representative of the Superintendent, shall have inspected the sump pump system, lateral service line, interior floor drains, footing drains, yard drains, roof drains and downspouts, catch basins

and parking lot drains on said structure or parcel of land and certified to the City of Indianola that same is found to be in compliance with the provisions of this law, specifically Section 97.01, restricting the discharge of unpolluted waters into the sanitary sewer system in the City of Indianola sanitary sewer district; and the Water Pollution Control Superintendent or his/her designee has issued a Certificate of Compliance stating compliance. This section shall not apply to transfers of property by gift, intestacy or testamentary disposition; transfers pursuant to the federal bankruptcy act; transfers under Warren County Property Tax Foreclosures; and mortgage foreclosures or lateral lines that have been identified as multiple service. The fee required for inspection and any re-inspection shall be set by resolution of the City Council.

94.03 Property Owner Responsibility

The property owner must request a time of sale inspection by filing an application with the City of Indianola Water Pollution Control Department within at least fifteen (15) working days after listing said property. The fee required for this inspection, and any re-inspection, shall be set by resolution of the City Council. Upon successful inspection, the Office of Water Pollution Control will issue a Certificate of Compliance, which will expire after a period of two (2) years. The Certificate of Compliance shall be attached to the Groundwater Hazard Statement and presented to the Recorder along with all other required transfer documents.

If the inspection fails, the Water Pollution Control Superintendent will provide notice to the property owner(s) describing the prohibited discharges and recommendations to cure such discharges. When required, all permits necessary to cure violations must be obtained from the Community Development Department. The fee required for such permits shall be set by resolution by the City Council.

94.04 Suspension of Certificate of Compliance

The Water Pollution Control Superintendent, subject to the following, may temporarily suspend the requirement of a Certificate of Compliance as a prerequisite to transfer of title, as specified in the preceding section, provided that it is no later than ten (10) working days prior to the expected closing for said transfer:

1. The seller makes a written request to the Water Pollution Control Superintendent and such request includes a written, itemized quote from a plumber licensed with the State of Iowa that provides for correction of all identified discharges and addresses all recommendations specified in the Notice of Violation; and
2. The seller and purchaser shall have filed with the Water Pollution Control Superintendent a written guaranty to correct any identified deficiencies on said structure or parcel of land within 90 days after closing of sale or a period of time specified by the Water Pollution Control Superintendent; and
3. The purchaser or seller shall have provided a sum equal to 150% of the estimated costs contained in the itemized quote provided in item (1) above. Such sum shall be payable by certified check or bank draft at closing and held in escrow. Such sum will

be returned to the seller or purchaser if the corrections are completed within the time specified in the guaranty, but said sum shall be forfeited to the City of Indianola if needed corrections are not completed within the time frame specified in the written guaranty.

In the event that the needed corrections are not completed within the time specified in the written guaranty, the temporary waiver issued by the Water Pollution Control Superintendent shall immediately expire and the purchaser shall be subject to the penalties described in Section 99.05 (C).

94.05 SPECIAL PENALTIES. The following special penalty provisions shall apply to violations of this chapter:

1. Notice of Violation. Any person found to be violating any provision of this chapter shall be served by the City with written notice stating the nature of the violation and providing a reasonable time limit for the satisfactory correction thereof. The offender shall, within the period of time stated in such notice, permanently cease all violations.
2. Continuing Violations. Any person who shall continue any violation beyond the time limit provided for in subsection 1 hereof shall be in violation of this Code of Ordinances. Each day in which any such violation shall continue shall be deemed a separate offense.
3. Liability Imposed. Any person violating any of the provisions of this chapter shall become liable to the City for any expense, loss, or damage occasioned the City by reason of such violation. Further, a violation of the provisions of this chapter shall be a violation considered a municipal infraction punishable in accordance with Chapter 4 of the Municipal Code.

Section 2: All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 3: This ordinance shall be in full force and effect on _____.

PASSED AND APPROVED this _____ day of _____, 2016.

_____
Kelly B. Shaw, Mayor

ATTEST:

_____
Diana Bowlin, City Clerk

First reading: _____
Second reading: _____
Third reading: _____
Publication Date: _____

City Council Regular **9. A. 3.**

Meeting Date: 01/03/2017

Subject

Resolution establishing the fees for time of sale inspections and re-inspections

Information

In your packet is the resolution setting fees for time of sale inspections and re-inspections. Highlights of the resolution include:

- The City of Indianola is required by IDNR to reduce peak sanitary sewer flows caused by Inflow and Infiltration or the flow of clear water into the local wastewater collection system
- Indianola Municipal Code Chapter 94 provides that the City Council will set the inspection and re-inspection fees by resolution
- The fees will be effective March 1, 2017
- Time of sale inspection fee shall be $50 and the re-inspection fee shall be $25

Roll call is in order.

Fiscal Impact

Attachments

Resolution

RESOLUTION NO. 2017-_____

RESOLUTION SETTING FEES FOR TIME OF SALE INSPECTIONS AND RE-INSPECTIONS

WHEREAS, the City of Indianola is required by the Iowa Department of Natural Resources (IDNR) to reduce peak sanitary sewer flows caused by inflow and infiltration or the flow of clear water into the local wastewater collection system; and

WHEREAS, new Municipal Code Chapter 94 addresses the requirements of the IDNR by implementing a Time of Sale Inspection on all single family dwelling properties within the City of Indianola sanitary sewer system to ensure that that the discharge of unpolluted waters into the sanitary sewer system is restricted; and

WHEREAS, Indianola Municipal Code Chapter 94 provides that the City Council will set the inspection and re-inspection fees by Resolution; and

WHEREAS, the City Council believes it to be appropriate to set the fees with an effective date of March 1, 2017.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Indianola, Iowa, that the Time of Sale inspection fee shall be $50 and the re-inspection fee shall be $25, each with an effective date of March 1, 2017.

PASSED this 3rd day of January 2017.

_____
Kelly B. Shaw, Mayor

ATTEST:

_____
Diana Bowlin, City Clerk

City Council Regular **9. A. 4.**

Meeting Date: 01/03/2017

Subject

Public hearing and first consideration amending the Municipal Code of the City of Indianola Iowa, Chapter 99.09 "Billing for Sewer Services"

Information

Council needs to hold the public hearing and first consideration to amend Chapter 99.09 - Billing for Sewer Services. The ordinance (packet) will be amended as follows:

Section 1: That Chapter 99.09 of the Municipal Code of the City of Indianola, Iowa, be and it is hereby amended by inserting the following underlined language:

1. Bills Issued. ~~The Clerk~~ The City and/or Municipal Utilitiesshall prepare and issue bills for combined service accounts monthly.

Simple motion is in order.

Fiscal Impact

Attachments

Ordinance

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF INDIANOLA, IOWA, CHAPTER 99.09 "BILLING FOR SEWER SERVICE"

WHEREAS, the Indianola Code of Ordinances regulates the billing for sewer service of the City of Indianola, Iowa; and

WHEREAS, maintaining consistent billing sewer services throughout the City is important to the City; and

WHEREAS, the City Council of the City of Indianola, Iowa now deems it necessary and proper to amend the Code of Ordinances to amend Chapter 99.09 "Billing for Sewer Service" within the City.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF INDIANOLA, IOWA:

Section 1: That Chapter 99.09 of the Municipal Code of the City of Indianola, Iowa, be and it is hereby amended by inserting the following underlined language:

1. Bills Issued. ~~The Clerk~~ The City and/or Municipal Utilities shall prepare and issue bills for combined service accounts monthly.

Section 2: All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 3: This ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED this _____ day of _____, 2017.

_____
Kelly B. Shaw, Mayor

ATTEST:

_____
Diana Bowlin, City Clerk

First reading:
Second reading:
Third reading:
Publication Date:

City Council Regular **9. A. 5.**

Meeting Date: 01/03/2017

Subject

Resolution approving the offer from the Kadoka Volunteer Fire Department of South Dakota for the purchase of the #338 Fire Guard Ford F350 2009 Grass Truck in an amount of $45,000 and authorizing execution of documents and completion of transaction

Information

In your packet is the resolution approving the offer from the Kadoka Volunteer Fire Department of South Dakota to purchase the #338 Fire Guard Ford F350 2009 Grass Truck. Highlights of the resolution include:

- The City previously approved Resolution No. 2016-88 designating this apparatus as surplus property and does not have a need for such utility apparatus.
- The City staff was authorized to actively market the apparatus and to bring proposals for purchase to the Council for review and approval.
- The Kadoka Volunteer Fire Department of South Dakota has a need for the 2009 F350 Grass Truck and is willing to purchase the unit for the sum of $45,000, which the City agrees is fair market value for said equipment.

FYI - The vehicle was listed at a price of $55,000.00 and appraised at $50,000.00 by Fire Tec Inc. The department received requests and interest from the following Cities but they refused pursuing the purchase stating the price was to high.
(Colby KS, Truro IA, Dubuque IA area, Dyersville IA area, Royal NE and New Virginia IA).

The offer made by Kadoka VFD is accepted contingent upon the transition of Indianola's new Grass Truck being delivered prior to possession of the 2009 unit.

Roll call is in order

Fiscal Impact

Attachments

Resolution
Offer
Appraisal

RESOLUTION NO. 2017-_____

RESOLUTION APPROVING THE OFFER FROM THE KADOKA VOLUNTEER FIRE DEPARTMENT OF SOUTH DAKOTA FOR THE PURCHASE OF THE #338 FIRE GUARD FORD F350 2009 GRASS TRUCK AND AUTHORIZING EXECUTION OF DOCUMENTS AND COMPLETION OF TRANSACTION

WHEREAS, the City Council of the City Indianola, Iowa ("City"), previously purchased a #338 Fire Guard Ford F350 2009 Grass Truck for use by the City of Indianola Fire Department; and

WHEREAS, the City Council previously approved Resolution No. 2016-88 on September 19, 2016 designating this apparatus as surplus property the City of Indianola does not have a need for this equipment; and

WHEREAS, in accordance with Resolution No. 2016-88, city staff was authorized to actively market the apparatus and other equipment for sale; and

WHEREAS, the City staff is required to bring proposals for purchase to the Council for the Council's review and approval; and

WHEREAS, the Kadoka Volunteer Fire Department of South Dakota has a need for the 2009 Fire Guard Ford F350 2009 Grass Truck and is willing to purchase the Utility Apparatus for the sum of $45,000, which the City agrees is fair market value for said equipment; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Indianola, Iowa, that:

1. The sale of the #338 Fire Guard Ford F350 2009 Grass Truck to the Kadoka Volunteer fire Department of South Dakota for the sum of $45,000 is hereby approved and the Mayor is authorized and directed to execute on behalf of the City and the City Clerk is authorized and directed to attest to said signature and to affix the seal of the City to the documents required to transfer the Utility Apparatus.

PASSED this 3rd day of January, 2017.

_____
Kelly B. Shaw, Mayor

ATTEST:

_____
Diana Bowlin, City Clerk

CERTIFICATE

STATE OF IOWA]
] SS
COUNTY OF WARREN]

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

WITNESS my hand and the seal of the City hereto affixed this _____ day of _____, 2016.

_____
City Clerk, City of Indianola, State of Iowa

(SEAL)

RESOLUTION NO. 2017-_____

RESOLUTION APPROVING THE OFFER FROM THE KADOKA VOLUNTEER FIRE DEPARTMENT OF SOUTH DAKOTA FOR THE PURCHASE OF THE #338 FIRE GUARD FORD F350 2009 GRASS TRUCK AND AUTHORIZING EXECUTION OF DOCUMENTS AND COMPLETION OF TRANSACTION

WHEREAS, the City Council of the City Indianola, Iowa ("City"), previously purchased a #338 Fire Guard Ford F350 2009 Grass Truck for use by the City of Indianola Fire Department; and

WHEREAS, the City Council previously approved Resolution No. 2016-88 on September 19, 2016 designating this apparatus as surplus property the City of Indianola does not have a need for this equipment; and

WHEREAS, in accordance with Resolution No. 2016-88, city staff was authorized to actively market the apparatus and other equipment for sale; and

WHEREAS, the City staff is required to bring proposals for purchase to the Council for the Council's review and approval; and

WHEREAS, the Kadoka Volunteer Fire Department of South Dakota has a need for the 2009 Fire Guard Ford F350 2009 Grass Truck and is willing to purchase the Utility Apparatus for the sum of $45,000, which the City agrees is fair market value for said equipment; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Indianola, Iowa, that:

1. The sale of the #338 Fire Guard Ford F350 2009 Grass Truck to the Kadoka Volunteer fire Department of South Dakota for the sum of $45,000 is hereby approved and the Mayor is authorized and directed to execute on behalf of the City and the City Clerk is authorized and directed to attest to said signature and to affix the seal of the City to the documents required to transfer the Utility Apparatus.

PASSED this 3rd day of January, 2017.

_____
Kelly B. Shaw, Mayor

ATTEST:

_____
Diana Bowlin, City Clerk

CERTIFICATE

STATE OF IOWA]
] SS
COUNTY OF WARREN]

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

WITNESS my hand and the seal of the City hereto affixed this _____ day of _____, 2016.

_____
City Clerk, City of Indianola, State of Iowa

(SEAL)

Fwd: Fire Truck sale.

Fri 12/16/2016 9:19 AM

From: Chuck Cross
To: "Gregory M. Chia"

---------- Forwarded message ----------
From: **Brian Fromm** <kadokavfd@gmail.com>
Date: Fri, Dec 16, 2016 at 8:52 AM
Subject: Re: Fire Truck sale.
To: Chuck Cross <cross343@gmail.com>

After talking this truck over with the fire dept. we want to make an offer of $45,000.00. Contingent that everything is operational and in good working order. Let me know what your dept. thinks on are offer. I can be reached by phone most of the time, if not you can also contact are dept. secretary. Thank you

Chief Brian Fromm
Kadoka Volunteer Fire Dept.
1008 Main St.
PO Box 348
Kadoka, SD 57543
Cell# 605-488-0041
Fire Dept# 605-837-2228

or

Dept. Secretary Jim Fugate
Kadoka Volunteer Fire Dept.
Cell# 605-484-2280

On Wed, Dec 14, 2016 at 12:21 PM, kadokavfd <kadokavfd@gmail.com> wrote:

> thanks for the pictures. we will be in touch in a couple days.
>
> Sent from my Verizon, Samsung Galaxy smartphone
>
> -------- Original message --------
> From: Chuck Cross <cross343@gmail.com>
> Date: 12/13/16 7:57 AM (GMT-07:00)
> To: kadokavfd <kadokavfd@gmail.com>
> Subject: Re: Fire Truck sale.
>
> Chief, here are the pictures.
>
> Thank you
>
> 338 sale pictures - Copy.zip

On Sat, Dec 10, 2016 at 3:55 PM, kadokavfd <kadokavfd@gmail.com> wrote:

thanks for the reply. intrested in the brush truck. could you please send some pictures

Sent from my Verizon, Samsung Galaxy smartphone

-------- Original message --------
From: Chuck Cross <cross343@gmail.com>
Date: 12/10/16 1:35 PM (GMT-07:00)
To: kadokavfd@gmail.com
Subject: Fire Truck sale.

Chief, Chief Chia asked me to get this to you since he is on vacation. For the brush Truck we are asking $55,000 for the Rescue Truck we are asking $155,000. If yo have any questions please feel free to call me. I also have additional pictures if you would like.

Thank you

--
Chuck Cross
Indianola Fire Department
515-961-9405
ccross@cityofindianola.com
cross343@gmail.com
515-577-4572

--
Chuck Cross
Central Iowa Sales
Dinges Fire Company
cross343@gmail.com
515-577-4572

Store Phone: (815) 857-2000
Store Fax: (815) 857-3700
www.IllinoisFireStore.com
www.IllinoisFireStore.net

Displaying DingesFireSignature.jpg

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Chuck Cross
Central Iowa Sales
Dinges Fire Company
cross343@gmail.com
515-577-4572

Store Phone: (815) 857-2000
Store Fax: (815) 857-3700
www.IllinoisFireStore.com
www.IllinoisFireStore.net

Displaying DingesFireSignature.jpg

338 Appraisal

Sat 6/4/2016 2:24 PM
From: Chuck Cross
To: gchia@cityofindianola.com

Barb Baumann May 25 (10 days ago)
to me
Chuck:

Assuming it's 4x4, the sale price should be around $50,000.

Please let us know if you'd like us to market it. We could start mid-50s if you'd like…..

Barb

On May 23, 2016, at 12:15 PM, Chuck Cross <cross343@gmail.com> wrote:

<338 pics.zip>

How to sell your used fire truck:
https://www.youtube.com/user/FiretecFireTrucks

-

Attachments:

- Barb Signature Photo.jpg

City Council Regular **9. B. 1.**

Meeting Date: 01/03/2017

Subject

Consideration of a request from the Fire Department to apply for a SAFER grant to help fund three additional Fire Fighters/Paramedics

Information

In your packet is Fire Chief Chia's memo requesting to submit a Staffing for Adequate Fire and Emergency Response (SAFER) Grant application. Authorization is requested because if awarded, departmental costs will be increased by $295,878.90 at the conclusion of the grant period (36 months).

The SAFER Grant was created to provide funding directly to fire departments and volunteer firefighter organizations to help them increase or maintain the number of trained, "front line" firefighters available in their communities. The goal of SAFER is to enhance the local fire departments' abilities to comply with staffing, response and operational standards established by the National Fire Protection Association. SAFER intends to improve or restore local fire departments' staffing and deployment capabilities so they may more effectively and safely respond to emergencies.

Indianola's application is a request for three additional positions for Firefighter/Paramedic. If awarded, the Department will be able to add one employee per division and structurally allows the staffing of an engine company or 1.5 medic units.

Recommendation

Simple motion is in order.

Fiscal Impact

Attachments

SAFER Memo

Memo

TO: **Mayor Kelly Shaw and City Council Members**
CC: **City Manager Ryan Waller**
FROM: **Fire Chief Gregory M. Chia**
DATE **December 28, 2016**
RE: **Request to Submit SAFER Grant**

In accordance with the Council's Strategic Plan (City Staffing: Develop staffing plan to address current and projected needs) I am requesting to proceed with a submission of a SAFER (Staffing for Adequate Fire and Emergency Response) Grant Application.

The Staffing for Adequate Fire and Emergency Response Grant was created to provide funding directly to fire departments and volunteer firefighter organizations to help them increase or maintain the number of trained, "front line" firefighters available in their communities. The goal of SAFER is to enhance the local fire departments' abilities to comply with staffing, response and operational standards established by the NFPA (NFPA 1710 and/or NFPA 1720). SAFER intends to improve or restore local fire departments' staffing and deployment capabilities so they may more effectively and safely respond to emergencies.

Period of Performance: 36 Months, Hiring of Firefighters Activity Category:

Date Posted to Grants.gov: *12/22/2016*
Application Start Date: *01/09|2017 at 8:00 AM Eastern Time*
Application Submission Deadline: *02/10/2017 at 5:00 PM Eastern Time*

Cost Share or Match
Recipients of SAFER Hiring of Firefighters Activity grants are required to contribute non-federal funds subject to a Position Cost Limit and a Cost Share, as described below.

Position Cost Limit (No Waiver Available):
The amount of federal funding provided to a recipient for hiring a firefighter in any fiscal year may not exceed—
• in the first year of the grant, 75 percent of the usual annual cost of a first-year firefighter in that department at the time the grant application was submitted;
• in the second year of the grant, 75 percent of the usual annual cost of a first-year firefighter in that department at the time the grant application was submitted; and
• in the third year of the grant, 35 percent of the usual annual cost of a first-year firefighter in that department at the time the grant application was submitted.

Indianola's application is a request for 3 additional positions of Firefighter/paramedic. This request if awarded supports 1 employee per division and structurally allows the staffing of an engine company or 1.5 medic units.

Estimated City's Cost				
	FF1	**FF2**	**FF3**	**Total**
Year 1	$21,440.50	$21,440.50	$21,440.50	$64,321.50
Year 2*	$21,440.50	$21,440.50	$21,440.50	$64,321.50
Year 3*	$55,745.30	$55,745.30	$55,745.30	$167,235.90
Total	$98,626.30	$98,626.30	$98,626.30	**$295,878.90**

*Does not include annual wage increases.

City Council Regular **10. 1.**

Meeting Date: 01/03/2017

Subject

Resolution approving salaries

Information

This action sets salaries per the personnel management guide, union contract and seasonal salaries:

Roll call is in order.

Fiscal Impact

Attachments

RESOLUTION APPROVING SALARIES

RESOLUTION 2016-____
APPROVING SALARIES

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF INDIANOLA, IOWA:

Kayla Schark, from part-time FF/EMT, $14.107/hour to part-time FF/Paramedic, $17.770/hour effective December 25, 2016

Jeff Lucas, full-time Recreation Superintendent, from CE 7-2 $49,459/year to CE 7-3 $51,143/year effective January 8, 2017

Tyler Mark, part-time Probationary FF/EMT, from $10.00/hour to $14.107/hour effective January 8, 2017

Passed and approved on the 3rd day of January, 2017

_____
Kelly B. Shaw, Mayor

ATTEST:

_____
Diana Bowlin, City Clerk

PERSONNEL CHANGE NOTICE (PCN)

Employee Name: Kayla Schark

Effective Date (must be at beginning of a pay period, except new hires): 12-25-2016

New Hire: ☐ Rehire: ☐ Status Change: ☒ Step Increase: ☐

Other Pay Change: ☒ Job Title Change: ☐ Department Change: ☐ FTE Change: ☐

Promotion: ☐ Transfer: ☐ Other Change: Hourly pay rate increase

	FROM	TO
JOB TITLE	FF/EMT	FF/ Paramedic
STATUS	PT	PT
PAY RANGE	14.107	17.770
PAY RATE W/OUT LONGEVITY		
PAY RATE W/ LONGEVITY (if not eligible, put N/A)		
EXEMPT/NONEXEMPT		
DEPARTMENT NAME		
ACCOUNT NUMBER		
FTE		
UNION STATUS	City Non Union X City Union ☐ IMU Non Union ☐ IMU Union ☐	City Non Union ☐ City Union ☐ IMU Non Union ☐ IMU Union ☐

Termination: Voluntary: ☐ Involuntary: ☐ Retirement: ☐ Eligible for Rehire: Yes ☐ No ☐

Reason for Termination: _____ Vaca/Pers Payout: Yes ☐ No ☐

Last Day Worked: _____ Termination Effective Date: _____

COMMENTS: Kayla passed her national certification as a paramedic.

APPROVALS:

Dept Head: Gregory M Chia [signature] Date: 12-22-2016

Human Resources: Melissa Maly Date: 12/28/16

Finance (pay changes only): _____ Date: _____

City Manager or GM: [signature] Date: 12/30/16

City Council or Board of Trustee: ☐ Yes ☐ No Date: _____

FOR OFFICE USE: HR Entered: Initial:_____ Date: _____ Payroll Reviewed: Initial:_____ Date: _____

eval received

PERSONNEL CHANGE NOTICE (PCN)

Employee Name: Jeff Lucas

Effective Date (must be at beginning of a pay period, except new hires): 1/8/2017

New Hire: ☐ Rehire: ☐ Status Change: ☐ Step Increase: ☒

Other Pay Change: ☐ Job Title Change: ☐ Department Change: ☐ FTE Change: ☐

Promotion: ☐ Transfer: ☐ Other Change: _____

	FROM	TO
JOB TITLE	Recreation Superintendent	Recreation Superintendent
STATUS	FT	FT
PAY RANGE	CE7-2	CE7-3
PAY RATE W/OUT LONGEVITY	49,459 / 23.779	51,143 / 24.588
PAY RATE W/ LONGEVITY (if not eligible, put N/A)	N/A	N/A
EXEMPT/NONEXEMPT	Exempt	Exempt
DEPARTMENT NAME	P & R	P & R
ACCOUNT NUMBER		
FTE	1.0	1.0
UNION STATUS	City Non Union ☐ City Union ☐ IMU Non Union ☐ IMU Union ☐	City Non Union ☐ City Union ☐ IMU Non Union ☐ IMU Union ☐

Termination: Voluntary: ☐ Involuntary: ☐ Retirement: ☐ Eligible for Rehire: Yes ☐ No ☐

Reason for Termination: _____ Vaca/Pers Payout: Yes ☐ No ☐

Last Day Worked: _____ Termination Effective Date: _____

COMMENTS: _____

APPROVALS:

Dept Head: Douglas J. Byhl Date: 12-19-16

Human Resources: Melissa Mele Date: 12/30/16

Finance (pay changes only): _____ Date: _____

City Manager or GM: _____ Date: 12/30/16

City Council or Board of Trustee: ☐ Yes ☐ No Date: _____

FOR OFFICE USE: HR Entered: Initial:_____ Date: _____ Payroll Reviewed: Initial:_____ Date: _____

PERSONNEL CHANGE NOTICE (PCN)

Employee Name: Tyler Mark

Effective Date (must be at beginning of a pay period, except new hires): January 8, 2017

New Hire: ☐ Rehire: ☐ Status Change: ☒ Step Increase: ☐

Other Pay Change: ☒ Job Title Change: ☐ Department Change: ☐ FTE Change: ☐

Promotion: ☐ Transfer: ☐ Other Change: Passed his fire requirements and is already an EMT

	FROM	TO
JOB TITLE		
STATUS	Probationary FF/EMT (PT)	Probationary FF/EMT (PT)
PAY RANGE	$10.00	$14.107
PAY RATE W/OUT LONGEVITY		
PAY RATE W/ LONGEVITY (If not eligible, put N/A)		
EXEMPT/NONEXEMPT		
DEPARTMENT NAME		
ACCOUNT NUMBER		
FTE		
UNION STATUS	City Non Union ☐ City Union ☐ IMU Non Union ☐ IMU Union ☐	City Non Union ☐ City Union ☐ IMU Non Union ☐ IMU Union ☐

Termination: Voluntary: ☐ Involuntary: ☐ Retirement: ☐ Eligible for Rehire: Yes ☐ No ☐

Reason for Termination: _____ Vaca/Pers Payout: Yes ☐ No ☐

Last Day Worked: _____ Termination Effective Date: _____

COMMENTS: Tyler will start working Part-Time shifts as an EMT/FF

Passed fire fighter 1 + 2 certifications.

APPROVALS:

Dept Head: [signature] Date: 12-27-16

Human Resources: [signature] Date: 12/28/16

Finance (pay changes only): _____ Date: _____

City Manager or GM: [signature] Date: 12/30/16

City Council or Board of Trustee: ☐ Yes ☐ No Date: _____

FOR OFFICE USE: HR Entered: Initial:_____ Date: _____ Payroll Reviewed: Initial:_____ Date: _____