



CITY OF INDIANOLA COUNCIL MEETING
February 18, 2020
6:00 p.m.
City Council Chambers
Agenda

1. Call to order
2. Pledge of allegiance
3. Roll call
4. Public comment
5. Consent
 - A. Approval of agenda
 - B. **Page 4** February 4, 2020 Minutes.
 - C. Applications
 1. **Page 10** A renewal Class B Wine, Class C Beer and Class E Liquor License and Sunday Sales privileges for Casey's General Store located at 1006 W 2nd Ave.
 2. **Page 11** A renewal class C Liquor License for Deer Run Golf Course located at 2305 W 2nd Avenue.
 - D. **Page 12** Final approval on application for Urban Revitalization Designation.
 - E. **Page 13** Resolution concurring with the award from Iowa Department of Transportation for timing signal system timings update project to Sternquist Construction in the amount of \$257,606.85.
 - F. **Page 27** Resolution adopting Council Policy folder.
 - G. **Page 186** Receive and file BRAVO annual audit.
 - H. **Page 206** Receive and file the Park and Recreation Annual Report.
 - I. **Page 219** Receive and file Planning and Zoning Commission Annual Report.

- J. **Page 226** Resolution approving purchase of a Water Tender from Rosenbauer, South Dakota LLC for a total apparatus cost of \$262,018.
- K. **Page 232 Water Resource Recovery Facility**
 - 1. **Page 233** Resolution approving a Construction Phase Service Agreement with HR Green for the Water Resource Recovery Facility project.
 - 2. **Page 255** Resolution approving the contract and bond for the Indianola Water Resource Recovery Facility.
 - 3. **Page 257** Resolution authorizing the City of Indianola to participate in wetland mitigation for the Water Resource Recovery Facility project.
- L. **Page 265** Street usage application from Simpson College for the 2020 Living the Dream; Ending the Isms March and Rally to be held on April 3, 2020 at 3:30 pm and use the N Buxton Street crossing at W Clinton, then crossing at W Boston Ave, W Ashland Ave, E Salem Ave, N Howard St, W Ashland and then N Buxton St to return to the Simpson Campus.
- M. **Page 275** Street closure request from the Indianola Mayor's Youth Council for Bike Fest 2020 to be held 10:00 am — noon on Saturday, June 6, 2020 on Buxton Street between Clinton and Boston plus the County Administration Building lawn and parking lots.
- N. **Page 280** Resolution authorizing emergency repairs to the Library HVAC system in the amount of \$11,285.00.
- O. **Page 283** Resolution approving salaries.
- P. **Page 285** Claims on the computer printout for February 18, 2020.
- 6. Council Reports
 - A. **Page 301** BRAVO report — Council Member Bob Kling
 - B. **Page 303** Metro Advisory Report — Council Member Bob Kling
- 7. Mayor's Report - Kelly B. Shaw
 - A. Community Update
 - B. **Page 304** Consideration of the re-nomination of Drew Braize to the Park and Recreation Commission.
 - C. **Page 308** Consider nomination of Shirley Clark to IMU Board of Trustees from February 18 – June 30, 2020.
 - D. **Page 312** Consider nomination of Shirley Clark to IMU Board of Trustees from July 1, 2020 – June 30, 2026.
- 8. Public Consideration
 - A. Old Business

1. Page 313 Planning and Zoning and Board of Adjustment Ordinance Amendment

- a. **Page 316** Public hearing for an ordinance amending the City Code of the City of Indianola, Iowa to change the terms of the Planning and Zoning Commission and Board of Adjustment.
- b. **Page 318** First consideration of an ordinance amending the City Code of the City of Indianola, Iowa to change the number of members terms of the Planning and Zoning Commission and the Board of Adjustment.

2. Page 321 Quail Meadows 3 Lift Station

- a. **Page 329** Public hearing for a request from the City of Indianola to rezone property located in that part of the Northwest Quarter of the Southeast Quarter, west of the railroad, except the North 100' and except Parcel E, in Section 18, Township 76 North, Range 23 West of the 5th P.M., Warren County, Iowa from the R-3, Mixed-Residential Zoning District to the C-2 Highway Commercial Zoning District.
- b. **Page 331** First consideration of a request from the City of Indianola to rezone property located in that part of the Northwest Quarter of the Southeast Quarter, west of the railroad, except the North 100' and except Parcel E, in Section 18, Township 76 North, Range 23 West of the 5th P.M., Warren County, Iowa from the R-3, Mixed-Residential Zoning District to the C-2 Highway Commercial Zoning District.

9. Other Business

A. Page 333 City Manager's Report - Ryan Waller.

- 1. **Page 334** Receive and file correspondence from January 31 and February 7 weekly updates from City Manager, Ryan Waller.

B. Page 360 Enter into closed session pursuant to Iowa Code section 20.17(3) to discuss labor negotiations.

C. Page 361 Enter into closed session in accordance with Iowa Code Section 21.5(1)(j) to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property.

10. Adjourn

Meeting Date: 02/18/2020

Information

Subject

February 4, 2020 Minutes.

Information

Fiscal Impact

Attachments

February 4 Minutes

Regular Session – February 4, 2020

The City Council met in regular session at 6:00 p.m. on February 4, 2020, in the City Hall Council Chambers. Mayor Kelly B. Shaw called the meeting to order and on roll call the following members were present: Heather Hulen, John Parker, Bob Kling, Gwen Schroder, Greta Southall and Greg Marchant. Absent: None.

The meeting was opened for Public Comment. Brian Endrizal, 1000 N 9th St, spoke about running for county sheriff.

Council member Southall moved to approve the consent agenda and Kling seconded the motion. On roll call, the vote was, AYES: Hulen, Parker, Kling Schroder, Southall and Marchant. NAYS: None. Whereas the Mayor declared the motion carried unanimously. The consent agenda was as follows:

- Approval of Agenda
- January 15 and 21, 2020 Minutes
- A renewal Class "B" Wine, Class "C" Beer and Sunday Sales Privilege for Dollar General, located at 1803 W. 2nd.
- A renewal Special Class "C" Liquor License and Sunday Sales Privilege for Deng's Garden of Indianola located at 312 N. Jefferson Way.
- Application for a Class "C" Liquor License, Outdoor Area and Sunday Sales Privilege for Z's Eatery and Draught Haus, located at 1501 N. 1st Street.
- A renewal Class "B" Native Wine, Class "C" Beer, Class "E" Liquor and Sunday Sales Privilege for Casey's General Store located at 301 E. Trail Ridge Avenue.
- Resolution 2020-19 authorizing an agreement with MidAmerican Energy to provide electricity to Quail Meadows 3 Lift Station.
- Resolution 2020-20 authorizing an agreement with MidAmerican Energy to provide gas utility services to the Indianola Water Resource Recovery Facility.
- Resolution 2020-21 Naming Depositories.
- Resolution 2020-22 setting a public hearing for March 2, 2020 for Maximum Property Tax Dollars.
- Receive and file updates to City's building, fire, mechanical, electrical, plumbing, fuel gas, liquefied petroleum gas, energy conservation and property maintenance codes.
- Receive and file the Police Department Annual Report.
- Approval of a Sidewalk Use Agreement for On the Rocks, located at 100 N Howard Street.
- Approval of a Sidewalk Use Agreement for the Groggy Dog located at 116 W Ashland Avenue.
- Approval of a Sidewalk Use Agreement for Andrea and Daniel Palmer located at 126 W Ashland Avenue (Local Vine).
- Resolution 2020-23 authorizing a Professional Services Agreement with Snyder and Associates for the Traffic Signal Timing Project.
- Prior and final approval on applications for Urban Revitalization Designation.
- Resolution 2020-23 approving appointments to the Warren County Emergency Management Commission for 2020.

- Resolution 2020-25 approving an Intergovernmental Agreement between Indianola Fire and Norwalk Fire Departments.
- Authorize past due sewer, recycling and storm water fees to be sent to the State Off-Set Program for collection: Sewer \$3,899.88, recycling \$919.19, storm water fee \$88.71.
- Resolution 2020-26 appointing the City of Indianola representation to the Des Moines Metropolitan Planning Organization and CIRPTA.
- Resolution 2020-27 Approving Salaries.
- Claims on the computer printout for February 4, 2020.

Bill Howard, Indianola Sustainability Committee member, introduced Patrick Snell and Jessica Maldonado from the Nature Conservancy in Iowa. They gave a presentation about the Grow Solar Program and asked Council to consider a resolution in support of a program in Indianola.

Southall moved and Schroder seconded to adopt Resolution 2020-28, Resolution in support of a solar program in Indianola. On roll call, the vote was AYES: Hulen, Parker, Kling, Marchant, Southall and Schroder. NAYS: None. ABSENT: None. Whereas the Mayor declared the motion carried unanimously.

Mayor Shaw gave a shout-out to the Street Department for doing a good job on the streets after the snow events we have had; spoke about the recent Chamber Event; congratulated Council Member Hulen on appointment to Chamber Board; and introduced Cora and Katie from the Mayor's Youth Council.

Parker moved and Kling seconded the approval of the re-nomination of Joel Hoger to the Park and Recreation Commission. On roll call the vote was AYES: Hulen, Parker, Kling Marchant, Southall and Schroder. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

A motion was made by Southall and seconded by Kling to appointment Stephanie Erickson to serve on the Indianola Municipal Utilities Board of Trustees. On roll call, the vote was AYES: None. NAYS: Hulen, Parker, Kling, Marchant, Southall and Schroder. Whereas the Mayor declared the motion failed.

This being the time and place fixed for a public hearing on the matter of a sign exemption request from Bootz & Duke Signs, on behalf of Wal-Mart Stores, Inc, located at 1500 N Jefferson Way, the Mayor called for any oral comments to the approval of the resolution to accept the sign exemption request. No oral comments were offered, and the Deputy City Clerk reported that no written objections had been filed.

A motion was made by Southall and seconded by Marchant to approve Resolution 2020-29 accepting the sign exemption request from Bootz & Duke Signs, on behalf of Wal-Mart Stores, Inc, located at 1500 N Jefferson Way. On roll call, the vote was AYES: Hulen, Parker, Kling Marchant, Southall and Schroder. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

Kling made a motion and Hulen seconded to approve Resolution 2020-30 awarding a contract to low bidder VanderPool Construction for the Quail Meadows 3 Lift Station project. On roll call, the vote was AYES: Hulen, Parker, Kling Marchant, Southall and Schroder. NAYS: None. Whereas the Mayor declared the motion carried unanimously. Council Member Parker asked when the project will begin and end and Jim Rasmussen, HR Green said mid-March through November.

Resolution 2020-31 approving construction contract and bond for Quail Meadows 3 Lift Station pending bond counsel approval was brought forth on a motion by Kling and seconded by Southall. On roll call, the vote was AYES: Hulen, Parker, Kling Marchant, Southall and Schroder. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

This being the time and place fixed for a public hearing on the authorization of a loan and disbursement agreement and the issuance of not to exceed \$18,000,000 General Obligation Capital Loan Notes of the City of Indianola, State of Iowa (for essential corporate purposes). Mike Maloney, D.A. Davidson, provided an overview of the Water Resource Recovery Facility financing. Jim Rasmussen, HR Green, spoke about capacity at new plant. A member of the public asked about the life span of the plant and Mr. Rasmussen said 50 years. No other oral comments were offered, and the Deputy City Clerk reported that no written objections had been filed.

A motion was made by Marchant seconded by Kling to approve Resolution 2020-32, authorizing a loan and disbursement agreement and the issuance of not to exceed \$18,000,000.00 General Obligation Capital Loan Notes of the City of Indianola, State of Iowa (For essential corporate purposes). On roll call, the vote was AYES: Hulen, Parker, Kling Marchant, Southall and Schroder. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

This being the time and place fixed for a public hearing on the authorization of a loan and disbursement agreement and the issuance of not to exceed \$36,815,000 Sewer Revenue Capital Loan Notes of the City of Indianola, State of Iowa. No oral comments were offered, and the Deputy City Clerk reported that no written objections had been filed.

A motion was made by Southall seconded by Parker to approve Resolution 2020-33, authorizing a loan and disbursement agreement and the issuance of not to exceed \$36,815,000 Sewer Revenue Capital Loan Notes of the City of Indianola, State of Iowa. On roll call, the vote was AYES: Hulen, Parker, Kling Marchant, Southall and Schroder. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

Kling moved and Schroder seconded Resolution 2020-34, awarding a contract to Williams Brothers Construction, Inc for the Water Resource Recovery Facility. On roll call, the vote was AYES: Hulen, Parker, Kling Marchant, Southall and Schroder. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

Charlie Dissell, Director of Community and Economic Development gave a brief overview and update on the Iowa Avenue paving project.

A motion was made by Southall and seconded by Parker to approve Resolution NO 2020-35 accepting and authorizing the signature of acceptance of the U.S. Department of Commerce's Economic Development Administration Grant in the amount of \$627,237 for the East Iowa Avenue Paving Project. On roll call, the vote was, AYES: Hulen, Parker, Kling Marchant, Southall and Schroder. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

Resolution 2020-36 approving an agreement with Ahlers and Cooney for legal services in connection with Iowa Avenue Special Assessment Project was introduced by Kling and seconded by Marchant. On roll call, the vote was, AYES: Hulen, Parker, Kling Marchant, Southall and Schroder. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

Parker moved to receive and file the review of plat and proposed Assessment Feasibility Report and Hulen seconded. On roll call, the vote was, AYES: Hulen, Parker, Kling Marchant, Southall and Schroder. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

A motion approving preliminary resolution 2020-37 for construction of the Iowa Avenue project and paying for the improvements in whole or in part by special assessment was introduced by Southall and seconded by Parker. On roll call, the vote was, AYES: Hulen, Parker, Kling Marchant, Southall and Schroder. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

Marchant moved to approve Resolution 2020-38 ordering the appointment of a three-person committee made up of Barb McMurry, Misty Soldwisch and Gary Gioffredi to aid in the determination of valuation for special assessments for Iowa Avenue. Schroder seconded the motion. On roll call, the vote was, AYES: Hulen, Parker, Kling Marchant, Southall and Schroder. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

A Meritorious Award for Excellence was presented by City Manager, Ryan Waller, to staff members Charlie Dissell and Andy Lent for their work on obtaining the grant for the Iowa Avenue paving project. Dave Moeller, Snyder and Associates, was also thanked for his part in the grant writing process.

City Manager Ryan Waller asked for direction regarding a request to review the City's zoning regulations regarding a propane motor fuel station. Council Member Schroder would like to see staff and Planning and Zoning Commission work on the request and review zoning regulations. Mayor and Council concurred.

Through the State's sponsored project program, the City can recoup a portion of the SRF interest rates paid to the state to be used for storm water or water quality projects. City Manager, Ryan Waller, asked for permission to work with an engineering firm to prepare and submit the necessary application to compete for that program. One of the projects this would partially fund is the Streetscape Project. Consensus of the Council was to proceed.

Michael Maloney with D.A. Davidson gave a presentation on the budget and GO debt Proforma.

Mayor Shaw expressed concern about the spending and that sewer rates will be going up for users as well as our debt levy; he urged the Council to be fiscally responsible and does not want to see high spending. Mayor Shaw also commented on the good job Council and staff has done to aggressively pay down the current debt. Council Member Parker applauded the aggressive approach Council and staff has taken to turn the City around and believes the plan is conservative and moving forward with infrastructure is necessary. Council Member Kling is excited about the projects the City is addressing.

Southall moved and Kling seconded to receive and file correspondence from January 17 and 24, 2020, weekly updates provided by City Manager, Ryan Waller. On roll call, the vote was, AYES: Hulen, Parker, Kling Marchant, Southall and Schroder. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

County Supervisor, Aaron DeCook, gave an update on the county courthouse. Bids were received today and came in at \$26,995,000 for minimum base, not including alternatives. He stated a public meeting will be held on February 27.

At 7:46 pm, a motion was made by Marchant and seconded by Parker to enter into closed session pursuant to 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: Hulen, Parker, Kling Marchant, Southall and Schroder. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

Mayor Shaw left for the remainder of the meeting.

Marchant moved to exit closed session at 8:03 pm and Parker seconded. On roll call, the vote was, AYES: Hulen, Parker, Kling Marchant, Southall and Schroder. NAYS: None. Whereas Mayor Pro Tempore Southall declared the motion carried unanimously.

Meeting adjourned at 8:03 p.m. on a motion by Marchant and seconded by Parker.

Kelly B. Shaw, Mayor

Attest:

Andrew J. Lent, City Clerk

Meeting Date: 02/18/2020

Information

Subject

A renewal Class B Wine, Class C Beer and Class E Liquor License and Sunday Sales privileges for Casey's General Store located at 1006 W 2nd Ave.

Information

Council will need to consider approving a renewal of a liquor license for Casey's General Store located at 1006 W 2nd Avenue. Casey's General Store, John Soupene, Julia Jackowski, James Pistillo and Megan Elfers are the owners.

All paperwork is in order and staff has approved.

Fiscal Impact

Attachments

No file(s) attached.

Meeting Date: 02/18/2020

Information

Subject

A renewal class C Liquor License for Deer Run Golf Course located at 2305 W 2nd Avenue.

Information

Council will need to consider approving a renewal liquor license for Deer Run Golf Course located at 2305 W 2nd Avenue. Stehpen Darr, Cheryl Darr, Robert Darr, Eliza Darr, Stephanie Owen and Larry Shoop are the owners.

All paperwork is in order and staff has approved.

Fiscal Impact

Attachments

No file(s) attached.

Meeting Date: 02/18/2020

Information

Subject

Final approval on application for Urban Revitalization Designation.

Information

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

Final:

WJH, LLC — 1502 E Euclid Avenue — SFD

Richard Stewart — 1209 Lancaster Way — SFD

Fiscal Impact

Attachments

No file(s) attached.

Information

Subject

Resolution concurring with the award from Iowa Department of Transportation for timing signal system timings update project to Sternquist Construction in the amount of \$257,606.85.

Information

The City's budget includes funding of a project to allow the traffic signals on Jefferson Way (US highway 65/69) and 2nd Ave (IA 92) to be better coordinated. This will help to reduce delays, improve safety along the corridor and help the environment by reducing emissions from idling.

As part of this project, the pavement on Iowa Avenue from 1st Street to Jefferson Way will also be replaced. The City Engineer, Snyder and Associates, was recently notified that Iowa DOT, which is helping to fund a portion of this project, conducted a successful letting for this project. There were four bids received and the apparent low bidder was Sternquist Construction with a bid amount of \$257,606.85. The City of Indianola also received an Iowa Clean Air Attainment Program (ICAAP) grant for this project. The project is anticipated to be completed by mid-July.

In your packet is a resolution concurring with the award from Iowa Department of Transportation for timing signal system timings update project to Sternquist Construction in the amount of \$257,606.85.

Fiscal Impact

Attachments

IDOT Letter

Resolution Concurring with Award

To: Local Agency Contracting Authority

Subject: Contracts for Award Determination

The Iowa DOT has accepted bids on behalf of your agency. We have determined the contractor who provided the lowest responsive bid. It is your responsibility to analyze the bids and make a final determination to award the contract or reject all bids. You have or will be receiving an email with the confidential bid tabs for your review.

Please remember the Bid Tabs are confidential for 30 days after the local agency receives the email with them and the contract is awarded. They shall remain confidential indefinitely and shall be destroyed, if the contract is rejected.

The contract will be placed in the contract signing drawer of Doc Express soon. Please take one of the two following actions:

AWARD OF CONTRACT OPTION

Do not discuss or have discussions with the contractor prior to receiving notice from the IA DOT that the IA DOT has concurred in the award of the contract by marking the contract “Completed by Contracts & Specifications Bureau”, in Doc Express.

1. Take formal Board/Council action to award the contract.
2. Place your approval to award on the contract (transition contract to Award) in Doc Express. DO NOT upload anything to the contract as a supporting document.
3. Once award is placed on the contract it will be released so the contractor can verify the bond and sign the contract.
4. Once the bond has been verified and the contractor has signed the contract, the Local Agency must transition the bond to “View and Signed” and then digitally sign the contract.
5. The prime contractor will upload a certificate of insurance as an “Other Required Document” into the contract signing drawer, listing the local entity as an “additional insured”. The Contracts & Specifications Bureau will review the insurance certificate. The local agency does not need to transition that document.
6. Prior to the Contracts & Specifications Bureau’s contract signature and concurrence in award, the Contracts & Specifications Bureau, will authorize all electronic subcontract requests that have been submitted to us. The Contracts & Specifications Bureau will process and place the tax certificates along with the AA/EEO Poster in the contract signing drawer. If no subcontractor request was sent in prior to the IA DOT’s marking the contract completed, only the prime contractor’s tax certificate will be in the contract signing drawer with their AA/EEO Poster only listing the prime.
7. **It is the responsibility of the local entity to sign all tax certificates for the prime, each tax certificate must have a signature on it. You will need to download the tax certificates and AA/EEO Poster and sign them by pen and either email them or US mail them to the prime contractor. The local agency will not be able to upload them back to the contract signing drawer. There is no change to the policy for processing/approving subcontractor requests.**
8. After the prime contractor and the local entity have signed and verified the bond and the contract, the Contracts & Specifications Bureau will review all documentation to ensure everything is in compliance with IA DOT Specifications. The Contracts & Specifications Bureau will digitally sign the contract and mark the contract as “Completed by the Contracts & Specifications Bureau”. There will be no further action needed in the Contract Signing Drawer.
9. Once the contract has been marked “Completed by the Contracts & Specifications Bureau”, you may download and sign the tax certificates, have conversations with the prime contractor, schedule the pre-construction meeting and work may commence.
10. All contracts and contract documents should be approved for award and digitally signed within **30 days**, regardless of when the work is proposed to begin.
11. **The contracting authorities are reminded that federal regulations may apply to this contract. The contracting authorities shall ensure compliance with all applicable civil rights, and Davis-Bacon requirements.** The Contracts & Specifications Bureau, Iowa DOT, will upload the AA/EEO poster listing all subcontractors with the tax certificates.

Please contact the Iowa Department of Transportation Administrating Office regarding the pre-construction meeting and construction administration and inspection requirements.

REJECT ALL BIDS OPTION

Do not have discussions with the contractor prior to rejecting all bids.

1. Take formal Board/Council action to reject all bids.
2. Send written notification to the contractor of your intent to not award a contract.
3. Send written request for the Iowa DOT to concur with rejection of all bids to the Contracts & Specifications Bureau, Iowa DOT within 30 days. Include the following in your request to reject all bids:
 - a Bid Order Number, Contract ID and Letting Date
 - b Justification of why you are asking to reject all bids
 - c Whether or not you want to re-let and an approximate time of when you'd like it re-let the project
 - d Briefly describe what changes you will make to the project/plans/estimating proposal to bring more bids in or lower the cost of the bids.
 - e Send this letter (on letterhead) by email to: Mary.Thompson@iowadot.us
4. **Destroy** bid tabs. This information is *confidential* for projects that are not awarded.

NOTE 1: When a Storm Water Pollution Prevention Plan has been developed by the Contracting Authority for one or more projects on the contract, the Co-permittee Certifications Statement (form 830215) can be downloaded here: <http://intforms//FormsMgt/External/830215.doc>. The forms are no longer provided to local agencies by the Iowa DOT, Contracts & Specifications Bureau.

Note 2: No preconstruction conferences shall be held, and no work shall commence on this project until the IA DOT has marked the contract as "Completed by the Contracts & Specifications Bureau".

If you have any questions or concerns, or need assistance with the processing of contracts, or subcontracts; please contact:

Mary Thompson, Engineering Office Assistant II
Contracts & Specifications Bureau
515-239-1415
Or by email: Mary.Thompson@iowadot.us

If you have problems, questions or concerns with the use of Doc Express, the contract signing drawer or obtaining a digital signature, please contact:

Tammi Bell, Training Specialist II
Local Systems Bureau
515-239-1529
Or by email: Tammi.Bell@iowadot.us

Sincerely,



Mark J. Dunn, P.E.
Contracts Engineer
MJD/met

**CITY OF INDIANOLA, IOWA
RESOLUTION NO. _____**

**RESOLUTION CONCURRING WITH THE AWARD
FROM IOWA DEPARTMENT OF TRANSPORTATION
FOR TIMING SIGNAL SYSTEM TIMINGS UPDATE
PROJECT**

WHEREAS, the City of Indianola is undertaking a project to improve the traffic signals at locations along state Highway 65/69 and 92; and

WHEREAS, the City of Indianola received an Iowa Clean Air Attainment Program (ICAAP) grant for said project, and

WHEREAS, the Iowa Department of Transportation (IDOT) received bids for said project.

BE IT THEREFORE RESOLVED, that the City Council of Indianola

- (1) concurs with the bid for the Indianola Traffic Signal Update project from Sternquist Construction, Inc. in the amount of \$257,606.85, and

- (2) authorizes the Mayor and City Clerk to electronically sign the attached contract on behalf of the City of Indianola.

Passed and adopted this 18th day of February, 2020.

Kelly B. Shaw
Mayor

ATTEST:

Andrew J. Lent
City Clerk/Finance Director

CONTRACT

Letting Date: Jan 22, 2020 10:00 A.M.

Contract ID: 91-3680-620

Call Order No.: 356

County: WARREN

Project Engineer: SNYDER AND ASSOCIATES
(ANKENY)

Cost Center:

Object Code: 890

DBE Commitment: \$0.00

Contract Work Type: TRAFFIC SIGNALS

This agreement made and entered by and between the Contracting Authority,

CITY OF INDIANOLA

and Contractor,

STERNQUIST CONSTRUCTION, INC.

Vendor ID: ST460

City: INDIANOLA

State: IA

It is agreed that the notice and instructions to bidders, the proposal filed by the Contractor, the specifications, the plan, if any, for project(s) listed herein, together with Contractor's performance bond, are made a part hereof and together with this instrument constitute the contract. This contract contains all of the terms and conditions agreed upon by the parties hereto.

Contractor, for and in considerations of \$ 257,606.85 payable as set forth in the specifications constituting a part of this contract, agrees to construct various items of work and/or provide various materials or supplies in accordance with the plans and specifications therefore, and in the locations designated in the Notice to Bidders.

Contractor certifies by signature on this contract, under pain of penalties for false certification, that the Contractor has complied with Iowa Code Section 452A.17(8) as amended, if applicable, and Iowa Code Section 91C.5 (Public Registration Number), if applicable.

In consideration of the foregoing, Contracting authority hereby agrees to pay the Contractor promptly and according to the requirements of the specifications the amounts set fourth, subject to the conditions as set forth in the specifications.

It is further understood and agreed that the above work shall also be commenced or completed in accordance with Contract Time of this Contract and assigned Notes.

To accomplish the purpose herein expressed, the Contracting authority and Contractor have signed this and one other identical instrument.

For Federal-Aid Contracts the Contractor certifies that each subcontract is evidenced in writing and that it contains all pertinent provisions and requirements of the contract.

Contract Project(s)

Contract ID: 91-3680-620

Call Order No.: 356

Letting Date: Jan 22, 2020 10:00 A.M.

Project Number: ICAAP-SWAP-3680(620)--SH-91

County: WARREN

Project Work Type: TRAFFIC SIGNALS

Accounting ID: 36590

Location: In the city of Indianola Traffic Signal System Timings Update

Route: JEFFERSON WAY

Non-Federal Aid - Predetermined Wages are not in Effect

Contract Time

Contract ID: 91-3680-620

Call Order No.: 356

Letting Date: Jan 22, 2020 10:00 A.M.

Site ID	Site Details	Liquidated Damages
00	7/17/2020 COMPLETION DATE	\$1,000.00

(*) - Indicates Cost Plus Time Site. See Schedule of Items for Cost Per Unit

Notes

Contracts ID: 91-3680-620

Call Order No.: 356

Letting Date: Jan 22, 2020 10:00 A.M.

Notes :

There are no notes for this contract.

Contract Addenda

Contract ID: 91-3680-620

Call Order No.: 356

Letting Date: Jan 22, 2020 10:00 A.M.

No Addenda for this Contract.

Contract Specifications List

Contract ID: 91-3680-620

Call Order No.: 356

Letting Date: January 22, 2020 10:00 A.M.

Note	Description
001.2015	<p>*** STANDARD SPECIFICATIONS -- SERIES 2015 *** The Iowa Department of Transportation STANDARD SPECIFICATIONS FOR HIGHWAY AND BRIDGE CONSTRUCTION, SERIES 2015, plus applicable General Supplemental Specifications, Developmental Specifications, Supplemental Specifications AND Special Provisions shall apply to construction work on this contract.</p>
GS-15009	GENERAL SUPPLEMENTAL SPECIFICATIONS FOR HIGHWAY AND BRIDGE CONSTRUCTION

Contract Schedule

Contract ID: 91-3680-620

Awarded Vendor: ST460

STERNQUIST CONSTRUCTION, INC.

SECTION 0001

TRAFFIC SIGNAL ITEMS

\$257,606.85

Alt Set ID:

Alt Mbr ID:

Contract Line Number	Item Number Item Description	Item Quantity and Units	Unit Price		Bid Amount	
			Dollars	Cents	Dollars	Cents
0010	2102-2710090 EXCAVATION, CLASS 10, WASTE	100.000 CY	16.00		1,600.00	
0020	2105-8425015 TOPSOIL, STRIP, SALVAGE AND SPREAD	133.000 CY	35.00		4,655.00	
0030	2107-0875000 COMPACTION WITH MOISTURE AND DENSITY CONTROL	408.000 CY	13.00		5,304.00	
0040	2213-7100400 RELOCATION OF MAIL BOXES	2.000 EACH	275.00		550.00	
0050	2301-1032080 STANDARD OR SLIP FORM PORTLAND CEMENT CONCRETE PAVEMENT, CLASS C, CLASS 2 DURABILITY, 8 IN.	1,050.000 SY	95.00		99,750.00	
0060	2301-6911722 PORTLAND CEMENT CONCRETE PAVEMENT SAMPLES	LUMP SUM			650.00	
0070	2435-0600010 MANHOLE ADJUSTMENT, MINOR	1.000 EACH	2,300.00		2,300.00	
0080	2510-6745850 REMOVAL OF PAVEMENT	1,050.000 SY	12.00		12,600.00	
0090	2511-6745900 REMOVAL OF SIDEWALK	3.000 SY	90.00		270.00	
0100	2511-7526004 SIDEWALK, P.C. CONCRETE, 4 IN.	3.000 SY	150.00		450.00	
0110	2515-2475006 DRIVEWAY, P.C. CONCRETE, 6 IN.	21.000 SY	100.00		2,100.00	
0120	2515-2475007 DRIVEWAY, P.C. CONCRETE, 7 IN.	54.000 SY	100.00		5,400.00	



Contract Schedule

Contract ID: 91-3680-620

Awarded Vendor: ST460

STERNQUIST CONSTRUCTION, INC.

SECTION 0001

TRAFFIC SIGNAL ITEMS

\$257,606.85

Alt Set ID:

Alt Mbr ID:

Contract Line Number	Item Number Item Description	Item Quantity and Units	Unit Price		Bid Amount	
			Dollars	Cents	Dollars	Cents
0130	2515-6745600 REMOVAL OF PAVED DRIVEWAY	75.000 SY	9.00		675.00	
0140	2524-6765010 REMOVE AND REINSTALL SIGN AS PER PLAN	3.000 EACH	450.00		1,350.00	
0150	2525-0000200 LOOP DETECTORS (ADDITION OR REPLACEMENT TO AN EXISTING TRAFFIC SIGNAL SYSTEM)	10.000 EACH	1,350.00		13,500.00	
0160	2526-8285000 CONSTRUCTION SURVEY	LUMP SUM			4,950.00	
0170	2527-9263109 PAINTED PAVEMENT MARKING, WATERBORNE OR SOLVENT-BASED	7.430 STA	495.00		3,677.85	
0180	2527-9263137 PAINTED SYMBOLS AND LEGENDS, WATERBORNE OR SOLVENT-BASED	2.000 EACH	150.00		300.00	
0190	2528-8445110 TRAFFIC CONTROL	LUMP SUM			10,000.00	
0200	2533-4980005 MOBILIZATION	LUMP SUM			12,000.00	
0210	2554-0212020 VALVE BOX EXTENSION	1.000 EACH	385.00		385.00	
0220	2599-9999005 (‘EACH’ ITEM) TRAFFIC SIGNAL CONTROLLER	5.000 EACH	7,250.00		36,250.00	
0230	2599-9999005 (‘EACH’ ITEM) TRAFFIC SIGNAL CONTROLLER GPS ANTENNA	8.000 EACH	2,500.00		20,000.00	



Contract Schedule

Contract ID: 91-3680-620

Awarded Vendor: ST460

STERNQUIST CONSTRUCTION, INC.

SECTION 0001 TRAFFIC SIGNAL ITEMS \$257,606.85
Alt Set ID: Alt Mbr ID:

Contract Line Number	Item Number Item Description	Item Quantity and Units	Unit Price		Bid Amount	
			Dollars	Cents	Dollars	Cents
0240	2599-9999010 (‘LUMP SUM’ ITEM) FIBER OPTIC CABLE REPAIR	LUMP SUM				12,000.00
0250	2601-2636044 SEEDING AND FERTILIZING (URBAN)	0.100 ACRE	27,500.00			2,750.00
0260	2602-0000309 PERIMETER AND SLOPE SEDIMENT CONTROL DEVICE, 9 IN. DIA.	630.000 LF	4.00			2,520.00
0270	2602-0000350 REMOVAL OF PERIMETER AND SLOPE SEDIMENT CONTROL DEVICE	630.000 LF	1.00			630.00
0280	2602-0000500 OPEN-THROAT CURB INTAKE SEDIMENT FILTER, EC-602	10.000 LF	55.00			550.00
0290	2602-0000510 MAINTENANCE OF OPEN-THROAT CURB INTAKE SEDIMENT FILTER	2.000 EACH	110.00			220.00
0300	2602-0000520 REMOVAL OF OPEN-THROAT CURB INTAKE SEDIMENT FILTER	2.000 EACH	110.00			220.00
Total Bid:						\$257,606.85

Meeting Date: 02/18/2020

Information

Subject

Resolution adopting Council Policy folder.

Information

The Council Policy Folder was recently reorganized into the document that is included in the packet. With this reorganization, staff felt it was a good idea to have Council review and adopt the folder as a whole. While reviewing the entire document, please note that the policy on Anti-Harassment, Discrimination & Workplace Violence, has had the most recent substantial revisions.

Fiscal Impact

Attachments

Council Policy Folder

Resolution Adopting Council Policy



COUNCIL POLICY FOLDER

City of Indianola, Iowa

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COUNCIL POLICY FOLDER

Policy Folder

Policy folder be established and maintained in the Clerk's Office. The policy manual should be reviewed at least in the even calendar years.

Adopted by City Council on February 4, 1974

BOARDS AND COMMISSIONS

Awards

The City Council will award a plaque to those members of a Board or Commission who complete at least one full term.

Boards and Commissions Membership

The intent of this policy is to provide a process for selecting citizens interested in serving on a City board and/or commission. The City of Indianola desires to have diverse representation on its boards and commissions to reflect the age, race/ethnicity and gender (in accordance with Iowa Code 69.16A) of the Indianola community.

The Mayor makes the following appointments with the approval of the City Council:

- *IMU Board of Trustees (6 years)*
- *Memorial Aquatic Center Commission (3 Years)*
- *Park and Recreation Commission (3 years)*
- *Senior Citizens Commission (3 years)*
- *Fine Art and Beautification Commission (3 years)*
- *Non-Judicial Human Relations Commissions (3 years)*
- *Cable and Communication Commission*
- *Civil Service Commission (4 years)*
- *Library Board of Trustees (6 years)*
- *Commission on Youth Affairs (2 years)*
- *Commission on Substance Abuse & Risk Behavior (3 years)*
- Greater Des Moines Convention Center and Visitors Bureau Representative

The City Council makes the following appointments:

- *Board of Adjustment/Appeals (5 years)*
- Landfill Board
- YMCA Steering Committee
- *Sustainability Committee*
- BRAVO Greater Des Moines Representative
- City Council Administrative & Policy Committee
- *Planning and Zoning Commission (5 years)*
- CIRTPA/MPO Representative
- City Investment Committee
- *Hometown Pride Committee*
- Metro Advisory Committee
- WCEDC Board

Those appointments in *italics* are open to citizens. Others are a designated governmental appointee.

The following are procedures for appointing/reappointing a citizen:

- Boards and Commission openings will be listed six months in advance of a vacancy on the City's web site by the City Clerk.
- Interested citizens should complete a volunteer application form by the posted deadline. The City will keep applications on file until December 31st of each year.
- The names of the citizens who express interest in serving on the Boards and Commissions appointed by the Mayor will be forwarded by the City Clerk to the Mayor for his/her review. The Mayor will consider the information provided on the application and make his/her recommendation to the City Council Administrative & Policy Committee for their consideration and recommendation to the Mayor and City Clerk.

- The names of citizens who express interest in serving on the Boards and Commissions appointed by the City Council will be forwarded by the City Clerk to the City Council Administrative & Policy Committee for their review.
- The name of the citizen recommended for the Board or Commission will be placed on the agenda for Council approval.

The City Council Administrative & Policy Committee will also bring forward appointments to the Landfill Board, CIRTPA, MPO, YMCA, Investment Committee, Sustainability Committee, Hometown Pride, BRAVO, Metro Advisory, WCEDC.

Factors that may be consider when recommending appointments include:

- What is the current gender balance of the Board/Commission?
- The area of town in which a candidate resides, are all areas represented?
- Are there too many members with similar occupations, should other occupations be represented?
- Are there potential conflicts of interests if a certain candidate were chosen to serve?
- What expertise and/or experience does the candidate bring to the Board/Commission?
- Does the candidate serve on more than one board/commission?
- How long has the person served on the board/commission?
- If they are currently serving on a board/commission how effective have they been in serving on the board/commission?
- If they are currently serving on a board/commission, has their attendance been acceptable?
- Only one member of an immediate family i.e. husband, wife, father, mother, son, daughter, brother, sister, may be on the same board or commission at a time.
- City employees may serve as members on City boards and commissions that are established by ordinance. However, City employees shall not serve on boards/commissions that govern their respective departments. City employees will be subject to the normal selection procedure which provides mayoral appointment and council approval. The council reserves the right to approve all appointments and shall not approve City employees when potential conflicts of interest may be present.

Attendance: Attendance is critical to the successful functioning of a board/commission. Staff shall monitor attendance to assure members are participating to an acceptable level. If attendance problems occur, staff shall inform the board/commission chair and/or the Mayor and City Council to consider action to assure the board/commission has active/participating members.

Adopted by City Council on February 4, 1974, amended August 3, 1987; amended August 1, 1988; amended June 13, 2018.

Drug Abuse and Alcohol Commission

The Council has established through Ordinance 2-11 the Indianola Drug Abuse and Alcohol Commission and has limited its membership to residents of the City of Indianola. It acknowledges however, that additional assistance can prove very helpful and therefore provides for non-resident consultants/advisors to work with the Commission in various related areas. The consultants/advisors shall assist the Commission on policy matters but shall not have any voting authority. This commission shall select its consultant/advisors subject to the approval of the Mayor.

Adopted by City Council on July 6, 1987.

Membership List

A listing of commissions and board members, including the expiration date of their appointments shall be prepared and provided at the first annual Council meeting in January.

COUNCIL/MAYOR

Agenda

The Council agreed that it be established as Council policy that any request for funds from the City be in writing before being placed on the Council agenda, otherwise it would be considered only under "other business."

Adopted by City Council on February 22, 1977.

Mayoral Expenditures Budget

Expenditures to be charged to the Mayoral budget are defined as those specifically related to the duties and functions of the Mayor's office as opposed to those of a city function. Expenses, other than mileage, shall be reimbursed when performed within the corporate limits of the City of Indianola.

Adopted by City Council on April 20, 1981.

Orientation

After election and prior to taking office, newly-elected council members shall be invited to attend an orientation meeting with the City Manager and/or other appointed staff members for the purpose of an explanation of how the City functions, tour of the facilities, and an update of the financial condition of the City.

Adopted by City Council on February 4, 1974.

City Council Procedural Rules

PART I: GENERAL PROVISIONS

Rule 1: Scope

These rules shall govern the conduct of the City Council and shall be interpreted to insure fair and open deliberations and decision making.

Rule 2: Rules of Order

Rules of order not specified within this document or, otherwise, by State statute, City ordinance or resolution shall be governed by the generally accepted rules of procedure found in Robert's Rules of Order, Newly Revised, and shall govern City council meetings unless a change from those rules is approved by the Council for a specific reason.

Rule 3: Matters Not Covered

Any matter of order or procedure not covered by these rules shall be decided by the presiding officer, with the assistance and advice of the City Attorney.

Rule 4: Interpretation

These rules are intended to supplement, and shall be interpreted to conform with, the Statutes of the State of Iowa, an Ordinances or resolution of the City of Indianola.

PART II: TIME AND PLACE OF MEETINGS

Rule 5: Regular Meetings

Regular meetings of the City Council are held every first and third Monday of the months at 6:00 p.m. and 7:00 p.m. respectfully in the council chambers of the City Hall located at 110 N. 1st Street, Indianola, IA. When a Council meetings Monday falls on a holiday, the meeting shall be held at the regular hour on the next succeeding day that is not a holiday. Council may continue, reschedule or postpone any regular meeting to another date and time, or may cancel a meeting.

Rule 6: Special Meetings

Special meetings may be called 24 hours in advance in accordance with State Statues. The call for a special meeting shall specify the place, day, hour and agenda for the meeting and shall be posted at the City Hall entrances.

PART III: CONDUCT OF MEETINGS

Rule 7: Call to Order

The Mayor or Mayor Pro Tem shall call the meeting to order at the appointed hour. In the absence of the Mayor or Mayor Pro Tem, the City Clerk shall call the meeting to order and a temporary Presiding Officer shall then be selected, in accordance with Rule 8.

Rule 8: Presiding Officer

The Mayor, or in the Mayor's absence or incapacity, the Mayor Pro Tem, shall be the Presiding Officer at all Council meetings. If both the Mayor and Mayor Pro Tem are absent the Council members present will select the Presiding Officer by vote.

Rule 9: Control of Discussion

The Presiding Officer shall facilitate discussions of the Council on Agenda items to promote equitable participation in accordance with these rules.

Rule 10: Discussion

A Council member shall speak after being recognized by the Presiding Officer. A Council member, after being recognized, shall not be interrupted, except by the Presiding Officer, in the event it is necessary to enforce these rules.

Rule 11: Limit on Remarks

Each Council member shall limit his/her remarks to a reasonable length. A Council member recognized for a specific purpose shall limit remarks to that purpose.

Rule 12: Presiding Officer's Right to Enter into General Discussion

The Mayor, or other Presiding Officer as a member of the Council, may enter into general discussion where there is no motion pending. In all debate where there is a pending motion, the Presiding Officer must step down to participate in such debate.

Rule 13: Presiding Officer's Right to Close Debate

The Presiding Officer has the right to close debate where there is no motion pending, unless a majority of the Council members present vote to continue the discussion. In all cases where there is a motion pending, the proponent of the motion has the right to make closing remarks on the motion.

PART IV: CITIZEN PARTICIPATION

Rule 14: Citizen's Right to Address Council

Persons other than the Mayor or a Council member shall be permitted to address the Council during the "Public Forum" or public hearing portions of the Agenda or at other times as determined by the Mayor or the City Council.

Rule 15: Manner of Addressing Council

Persons wishing to speak may notify the Presiding Officer prior to commencement of the council meeting that they wish to speak on a specific item. However, should they determine that they wish to speak during the meeting they should stand to indicate their request to be recognized by the Presiding Officer.

1. Public Forum – Non- Agenda items. Members of the Public in attendance at the council meeting who desire to address matters not on the current agenda may request time to address the Council during the Public Forum portion of the agenda, when provided. The person desiring to address the Council shall stand up and upon being recognized by the Presiding Officer shall approach the podium and state their name, address and general subject of their comments. If speaking on behalf of a group or organization, it should be so stated. The Presiding Officer may then allow the comments subject to such time limitations as the officer deems reasonable and appropriate, generally five (5) minutes. Following the citizen comments, the Presiding Officer may place the matter on a future agenda, refer the matter to the City Manager for further investigation and report or may make no further comment or disposition of the matter.
2. Current Agenda Items. After a pending agenda items has been moved and seconded, but prior to council discussion and deliberation, the Presiding Officer may recognize citizens who wish to speak on a pending Agenda measure. The Presiding Officer shall first rule on the relevance and appropriateness of the proposed public comments prior to recognizing the speaker. If deemed relevant and appropriate, the Presiding Officer shall recognize the speaker. All verbal presentations shall be made at the podium. The speaker shall begin by

first stating their name, address and the general subject of their presentation. The Presiding Officer may change the order of speakers so that comments are heard in a logical format, e.g., proponents, opponents, adjacent property owners, vested interests, etc. The Presiding Officer may allow the comments subject to such time limitations as the Officer deems necessary, generally five (5) minutes per speaker.

3. Public Hearing Agenda Items: Members of the Public in attendance at the council meeting may speak about an action with regarding to an agenda item noted as a public hearing before any item has been moved and seconded by the Council. The speaker shall use the podium and begin by first stating their name, address and purpose for addressing the council. Their comments should be subject to the stated time limits, generally five (5) minutes per speaker.

Rule 16: Time limit on Citizen's Remarks

An individual citizen shall be limited to five minutes speaking on any subject covered under Rule 14, unless additional time is granted by the Presiding Officer or a majority of those Council members present. Total citizen input on any subject under Council consideration may be limited to a fixed period by the Presiding Officer.

Rule 17: Remarks of Citizens to be Germane

Citizen comments must be directed to the subject under consideration. The Presiding Officer shall rule on the germaneness of citizen comments. Citizens making personal, impertinent, or slanderous remarks shall be barred by the Presiding Officer from further comment before the City Council during that meeting.

PART V: AMENDMENT OF PROCEDURAL RULES

Rule 18: Suspending Procedural Rules

These rules may be suspended by the City Council for duration of the current meeting following a majority vote of the Council Members present.

Rule 19: Amendments to Procedural Rules

These rules may be amended through a resolution adopting such a change by a majority vote of the entire Council.

Adopted by City Council on July 5, 2011 (also Robert's Rules of Order)

Executive Session Policy

City Council meetings will be open meetings unless a closed session or exempt meeting is allowed by law. The City Council may hold a closed session or exempt meeting in the situations stated below.

Exceptions to the Open Meetings Law

Closed sessions take place as part of an open meeting. The item for discussion in the closed session will be listed as part of the tentative agenda on the public notice. The motion for a closed session, stating the purpose for the closed session, will be made and seconded during the open meeting. A minimum of two-thirds of the City Council, or all of the City Council members present, must vote in favor of the motion on a roll call vote. Closed sessions will be recorded and have detailed written minutes maintained by the City Clerk and/or City Manager. Any action on matters discussed in the closed session will be taken in an open meeting.

The minutes and the audio recording will restate the motion made in the open meeting, the roll call vote, the members present, and the time the closed session began and ended. The audio recordings and the written minutes will be kept for one year from the date of the meeting. Real estate related minutes and tapes shall be made public after the real estate transaction is completed.

The detailed minutes and audio recordings will be secured (via appropriate means including electronic) and will not be public records open to public inspection. The minutes and audio recording will only be available to the City Council members, other City officials who were entitled to be at the Executive Session or opened upon court order in an action to enforce the requirements of the open meetings law.

Procedure for City Council members to listen/view of closed session:

- Submit a request to the City Clerk, City Attorney and City Manager;
- Arrangements will be made to review the minutes and audio recording; and
- A log will be maintained of access to minutes and audio recording.

Adopted May 21, 2018

Anti-Harassment, Discrimination & Workplace Violence

Policy Statement

The City of Indianola strives to create and maintain a work environment in which people are treated with dignity, decency and respect. Our environment should be characterized by mutual trust and the absence of intimidation, oppression and exploitation. Employees should be able to work and learn in a safe yet stimulating atmosphere. The accomplishment of this goal is essential to our mission. For that reason, the City of Indianola will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and by education of employees, the City will seek to prevent, correct, and discipline behavior that violates this Policy.

All employees, city officials or member of the general public, are covered by and are expected to comply with this policy, and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against anyone who violates this policy. Based upon the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, being barred from coming upon city property or termination of employment.

Prohibited Conduct Under This Policy

Discrimination

- a) It is a violation of this Policy to discriminate in the provision of employment opportunities, benefits or privileges, to create discriminatory work conditions, or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability status, gender, sexual orientation, military status, or marital status.
- b) Discrimination of this kind may also be strictly prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act 1964; the Age Discrimination Act of 1975; and the Americans with Disabilities Act of 1990. This Policy is intended to comply with the prohibitions stated in these anti-discrimination laws.
- c) Discrimination in violation of this Policy will be subject to severe sanctions up to and including termination.

Harassment

Harassment, including sexual harassment, is prohibited by federal and state laws. This Policy prohibits harassment of any kind; the City will take appropriate action swiftly to address any violations of this policy. The definition of harassment is verbal or physical conduct designed to threaten, intimidate, or coerce. This includes verbal taunting (including racial and ethnic slurs) which, in the employee's opinion, impairs their ability to perform their job.

Examples of harassment are:

- Verbal: Comments which are disrespectful regarding a person's nationality, origin, race, color, religion, gender, sexual orientation, age, body disability, or appearance. This includes epithets, slurs, and negative stereotyping.
- Non-verbal: Distribution, display, or discussion of any written or graphic material that ridicules, denigrates insults, belittles, or shows hostility or aversion toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, and disability, marital, military, or other protected status.

Sexual Harassment

Sexual harassment in any form is prohibited under this policy. Sexual harassment is a form of discrimination and is unlawful under Title VII of the Civil Rights Act of 1964. According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature... when... submission to or rejection of such conduct is used as the basis for employment decisions... or such conduct has the purpose or effect of... creating an intimidating, hostile, or offensive working environment."

Sexual harassment includes unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when such conduct:

- Is made explicitly or implicitly a term or condition of employment, or
- Is used as a basis for an employment decision, or
- Unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or otherwise offensive environment.

Examples of conduct that may constitute sexual harassment are:

- **Verbal:** Sexual innuendoes, suggestive comments, jokes of a sexual nature, comments, rumors or questions about a person's body, dress, personal life or sexual activities, using demeaning or inappropriate terms, using crude or offensive language including 3rd person (i.e. someone not directly a member of a conversation overhears a joke), sexual propositions, lewd remarks, or threats. Requests for any type of sexual favor including repeated, unwelcome requests for dates. Verbal abuse or "kidding" which is oriented towards a prohibitive form of harassment, including that which is sex oriented and considered unwelcome.
- **Non-verbal:** The distribution, display, or discussion of any written or graphic material, including calendars, posters, and cartoons that are sexually suggestive, or shows hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes, facsimiles, e-mail, that is sexual in nature.
- **Physical:** Unwelcome, unwanted physical contact, including but not limited to, touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, forced sexual intercourse, or assault.

There are two types of sexual harassment

- "Quid pro quo" harassment, where submission to harassment is used as the basis for employment decisions.
 - This includes employee benefits, such as raises, promotions, better working hours that are directly linked to compliance with sexual advances. Therefore, only someone in a supervisory capacity, this includes the authority to grant such benefits, can engage in quid pro quo harassment. Example: A Supervisor promising an employee a raise if she goes on a date with him; a manager telling an employee she will fire him if he does not have sex with her.
- "Hostile work environment," where the harassment creates an offensive and unpleasant working environment.
 - Hostile work environment can be created by anyone in the work environment, whether it be Supervisors, other employees, or customers. Hostile work environment harassment

consists of verbiage of a sexual nature, unwelcome sexual materials, or even unwelcomed physical contact as a regular part of the work environment. Cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching, or fondling all fall into this category.

Workplace Violence

It is the policy of the City of Indianola to provide a work environment free from violence, aggression, or threatening conduct of any kind. To ensure a safe workplace and to reduce the risk of violence, all employees must review and understand all provisions of the Workplace Violence Policy.

Prohibited Conduct

The City of Indianola will not tolerate any type of workplace violence committed by or against employees, city officials or members of the general public. Employees, city officials and members of the general public are prohibited from making threats or engaging in violent activities toward any employee of the City or any member of the general public. A threat of violence is any visual, verbal, or physical act, that warns of or expresses an ability or intent to harm or kill; is intended to intimidate or create fear; or has the purpose of unreasonably interfering with an individual's reasonable expectation of a peaceful, non-hostile or inoffensive work environment.

Although not all-inclusive, the following are examples of behaviors included in this policy:

- Causing physical injury to another person.
- Making threatening remarks in person, in writing, by telephone, or other means of communication.
- Aggressive or hostile behaviors that create a reasonable fear of injury to another person or subjects another individual to emotional distress.
- Intentionally damaging City property or property of another employee.
- Unauthorized possession of a weapon while on City property or while on City business.

Complaint Process

The City of Indianola encourages reporting of any incidents or suspected incidents of discrimination, harassment (this includes sexual harassment) or violence. The City of Indianola cannot address concerns of harassment, discrimination or violence unless we know about it. Therefore, it is your responsibility to bring those kinds of problems to our attention so that we can take the necessary steps to correct the problem. The report should include all facts available regarding the alleged harassment or discrimination.

What you should do if you are a victim of discrimination or harassment:

1. If you are the victim of discrimination or harassment, do not remain silent.
 - Make it clear to the person discriminating against you or the harasser that you find such conduct offensive and unwelcome.
 - State clearly that you want the offensive conduct to stop at once.
2. Report the discrimination or harassment to your Supervisor.
3. If the discrimination/harassment continues, or you are not comfortable going to your Supervisor, go to Human Resources.
 - You are not required to follow these steps; you may go directly to Human Resources at any time.

You may wish to keep a written log of all incidents of discrimination or harassment, noting the date and time, place and persons involved, and any witnesses to the event.

What you should do if you are a witness to discrimination, harassment or violence:

1. Notify the victim's Supervisor.
2. Notify your Supervisor.
3. Notify Human Resources.

You are not required to follow these steps, you may go straight to Human Resources.

What Supervisors should do if they receive a report of discrimination or harassment:

Managers and Supervisors must deal expeditiously and fairly when they have any knowledge of discrimination or harassment within their departments, whether or not there has been a written or formal complaint. They must:

1. Take all complaints or concerns of alleged or possible discrimination or harassment seriously no matter how minor or who is involved.
2. Report all incidents to HR immediately so that a prompt investigation can occur.
3. Take any appropriate action to prevent retaliation or prohibited conduct from recurring during and after any investigations or complaints.

Managers and Supervisors are responsible for exerting their authority and enforcing this policy when aware of discrimination, harassment or violence, including when the person discriminating or harassing is another Supervisor. Managers and Supervisors who knowingly allow or tolerate discrimination, harassment, violence or retaliation, including the failure to immediately report such misconduct to Human Resources, are in violation of this policy and subject to discipline.

Confidentiality

The City wishes to create a safe environment in which individuals are not afraid to discuss concerns and complaints, or to seek general information about discrimination, harassment, and retaliation. We recognize that individuals may be concerned about the confidentiality of information they share and will strive to preserve confidentiality to the fullest extent possible.

Discussions for the purpose of obtaining general information or advice from responsible administrators or managers such as the Human Resources Director or the City Attorney may remain confidential. However, the anonymity described cannot always be maintained if the individual wishes to have the City take some corrective or disciplinary action in a particular case. Moreover, the City may be legally obligated to take action once the City is informed that discrimination, harassment or retaliation has occurred or may be occurring. Confidentiality cannot be guaranteed in such a case.

EMPLOYEES

Employee Recognition Policy

The city acknowledges the importance of recognizing employees, elected and appointed officials during certain occasions and therefore the following policy shall be followed:

1. Awards Banquet: The city may approve funding toward employee recognition such as the annual awards banquet to offset costs for dinner, entertainment and employee awards. Recognition may include, but is not limited to service certificates and plaques, safety awards, sick leave (lack of use) incentives.
2. Retirement Recognition: The city may recognize an employee who retires from service by hosting a retirement recognition gathering. The amount spent shall not exceed \$200.00. In addition, a plaque or certificate may be provided.

This policy does not prohibit employees from making gifts with private contributions.

3. Death in Family: The city may send condolences to current and former employees, elected and appointed officials, who experience a death in their “immediate family” as defined in the Personnel Management Guide and/or Union Contract. The amount spent shall not exceed \$50.00.

Adopted by City Council on March 3, 1997.

Personnel Manual

The Council shall establish and maintain a personnel policy manual including but not limited to policies on hiring, firing, sick leave, job qualifications, job descriptions, salary schedules, etc.

Adopted by City Council on February 4, 1974.

FINANCIAL POLICIES

Annual Audit Policy

The purpose of this policy is to provide for a comprehensive annual financial report (CAFR) and an annual audit of financial reports contained in the CAFR. Therefore, it shall be the policy of the City of Indianola that:

1. The City Council shall solicit proposals from qualified firms at least every 3 years to provide auditing services. The city council shall procure a firm to perform an annual audit of financial reports contained in the CAFR. Qualified firms are an independent firm of licensed certified public accountants or the Auditor's Office for the State of Iowa.
2. Audits shall be performed in accordance with generally accepted auditing standards, Chapter 11 of the Code of Iowa, and the standards applicable to financial audits contained in standards issued by the Comptroller General of the United States. The council shall annually review and approve the report of the independent auditor at a meeting open to the public.
3. Audits shall be performed in accordance with OMB Circular A-133, also known as a single audit, if expenditures under Federal awards exceed \$500,000 for the fiscal year. Single audit reports shall be submitted to the Federal Audit Clearinghouse within the earlier of 30 days after receipt or nine months after the end of the fiscal year.
4. The Director of Finance, as the designated Chief Accounting Officer, shall publish within nine months of the close of each fiscal year a complete set of audited financial statements. The comprehensive annual financial report, and reports for all component units, shall be submitted to the Auditor's Office for the State of Iowa by March 31 of each year (as per Iowa Code).

Adopted by City Council on April 18, 2005.

Accounting System Policy

The purpose of the accounting system policy is to enable the preparation of financial statements presented in conformity with applicable laws, rules, and regulations. The accounting system shall be structured in the following manner:

1. The Director of Finance, as the designated as the Chief Accounting Officer, shall implement procedures to implement this policy.
2. A fund accounting system that differentiates between the General Fund and other funds required to be separately accounted for by law, rule, or regulation.
3. Accounting codes that differentiate between assets, liabilities, receipts or revenues, and disbursements or expenditures for each fund.
4. Accounting codes that differentiate between revenue and expenditures by Federal or state grant programs as well as other programs and activities.
5. Utility billing system providing for customer billing of utility consumption and other appropriate fees and voluntary contributions.
6. Payroll database system for compensation of employees as provided in the Salary Resolution or as otherwise approved by the City Council.
7. Provide for a report to be reconciled with those of the City Treasurer as described in the Cash Management Policy.

Procedures

The following procedures have been approved by the governing body to implement the Accounting System Policy. As part of these procedures, the Director of Finance may segregate duties between or delegate responsibilities to the City Clerk, Payroll/Utility Billing Clerk, Accounts Payable Clerk, Cashier, and other part-time employees.

General Ledger:

1. The Director of Finance or designee shall maintain a Chart of Accounts of all account codes.
2. The Accounts Payable Clerk or designee shall prepare and enter all general ledger entries.
3. The Director of Finance or designee shall review and approve all general ledger entries on a monthly basis.

Utility Billing:

1. The Utility Billing/Payroll Clerk or designee shall prepare and enter all utility billing information including account set up, consumption readings, adjustments, and account terminations.
2. No adjustments may be made to any Clerk's Office employee's personal utility account without the prior approval of the City Clerk or City Manager, if to the City Clerk's account.
3. All billing and collection procedures shall be in compliance with applicable rules and regulations promulgated by the Iowa Utilities Board and the municipal utility board.

Payroll:

1. Salaries and wages shall be supported by timesheets that separately report time worked on different projects and leave time.
2. Timesheets shall be attested to as accurate by both the employee and a supervisor familiar with the employee's activities.
3. Payroll disbursements are subject to the policies and procedures detailed in the Cash Management Policy.
4. No adjustments may be made to any Clerk's Office personnel account without the prior approval of the City Council, City Clerk or City Manager, if to the City Clerk's account.

Adopted by City Council on April 18, 2005.

Capitalization Thresholds for Financial Reporting

Pursuant to requirements to report fixed assets on financial statements, the threshold for reporting additions to fixed assets shall be established as follows:

1. All non-infrastructure capital items with a useful life less than two years from the date of acquisition or an individual item cost of less than \$5,000 shall be expensed.
2. All non-infrastructure capital items or projects with a useful life of at least two years from the date of acquisition and an individual cost of at least \$5,000 shall be added to applicable fixed asset schedules.
3. All costs for infrastructure assets shall be added to applicable fixed asset schedules.

Nothing in this policy shall be construed to limit the inclusion of expensed capital items in inventory management systems.

Adopted by City Council on November 17, 2003.

Cash Management Policy

The purpose of the cash management policy is to provide an efficient, cost-effective method of processing cash transactions. Therefore, it shall be the policy of the City of Indianola to:

1. Annually adopt a resolution naming depository for all institutions that can be utilized for deposit accounts.
2. Annually adopt an investment policy for delegating the responsibility of investing cash balances to the appropriate parties and providing guidelines for the investment of funds.
3. Designate the City Treasurer as responsible for the safe custody of all city funds (as per Chapter 19 of the Code of Ordinances).
4. Designate the City Manager as responsible for supervising and directing the official conduct of all officers of the city under the management and control of the City Council, including the City Clerk (as per Chapter 21 of the Code of Ordinances). The City Manager shall implement procedures to delegate fiscal responsibilities while maintaining effective internal controls. As such, the Director of Finance is designated as the Chief Accounting Officer and has the authority to implement accounting procedures needed to maintain effective internal controls over city funds.
5. Approve all expenditures at meetings open to the public and provide for the publication of the expenditure report (as per Iowa Code). Annually, the City Clerk shall provide for the publication of all actual salaries and wages for all personnel under the management and control of the City Council.
6. Approve a summary report of all receipts by fund at meetings open to the public and provide for the publication of the said report (as per Iowa Code).
7. Annually adopt a Salary Resolution setting compensation rates and benefits for all employees under the management and control of the City Council at the beginning of each fiscal year. Increases in compensation throughout the year shall be approved by roll call of the City Council.
8. Reconcile the Director of Finance accounting of deposits, withdrawals, and fund balances as described in the Accounting System Policy to the account balances attested to by the City Treasurer. The City Council shall review and approve the reconciliation report on a monthly basis.

Procedures

The following procedures have been approved by the governing body to implement the Cash Management Policy. As part of these procedures, the City Clerk may segregate duties between or delegate responsibilities to the Payroll/Utility Billing Clerk, Accounts Payable Clerk, Cashier, and other part-time employees.

Account Maintenance:

1. The Director of Finance is the designated official authorized to sign checks.
2. Bank statements are to be reconciled on a monthly basis by the Accounts Payable Clerk with oversight by the Director of Finance.
3. Blank checks shall be safeguarded and stored in a vault or other non-public areas not accessible by non-administrative personnel.
4. No checks are to be issued without prior approval by the City Council.

Deposits:

1. The Cashier or designee shall be provided information pertaining to all amounts owed to the City of Indianola.
2. All checks or cash to be deposited shall be delivered to the Cashier or designee as soon as practical from the time collected by any city employee or official. Each department that receives checks or cash shall deliver to the Cashier or designee information showing that amounts actually received balance, within reasonable variance, what was delivered to the Cashier or designee.
3. The Cashier or designee shall provide, and retain a copy of, receipts for all amounts collected.
4. The Cashier or designee shall prepare a daily receipt report totaling all deposits into city accounts. The report shall balance, within reasonable variance, the actual amount deposited for the period covering that report.
5. The Director of Finance, or designee, shall request funds for projects funded by federal or state awards in accordance with the appropriate rules and regulations. All requests shall be provided to the Cashier for receipt purposes as soon as practical from the time requested. All requests for funds shall be timed in accordance with the actual immediate cash requirement of carrying out the approved project. Requests are not to be made to cover future expenditures, unless explicitly allowed by the appropriate funding authority for that specific project.

Purchasing:

All expenditures by any board, commission, or employee shall be reasonable in nature and necessary to attain the public purposes set forth in the annual budget as adopted by the City Council. In all purchasing decisions, the goal is to use the lowest responsive/responsible supplier using cost and any other factors deemed prudent by the board, commission, or employee. These procedures may be waived during bona-fide emergencies. The following procedures shall apply:

1. Where authority is granted in the Code of Ordinances, boards and commissions are authorized to approve the purchase of budgeted items by a majority or quorum vote. Documentation of this shall consist of a listing of claims accompanied by the minutes.
2. The City Manager is authorized to purchase budgeted items, non-budgeted items up to \$25,000, and other items as authorized by the City Council and to delegate purchasing authorities as appropriate. As such, each Department Head is authorized to purchase budgeted items, or as otherwise authorized by the City Manager, for the individual fund for which they have supervisory authority. Department Heads are authorized to reasonably substitute individual items from those budgeted but must obtain approval from the City Manager before exceeding total budgeted expenditures for the funds for which they have supervisory authority.
3. Each Department Head or the Director of Finance shall attest to the authorization to disburse funds to pay for their department's approved purchases (henceforth called a claim). This authorization may be delegated at the discretion of the Department Head. The Director of Finance shall attest to the claims directly approved by the City Council, any official board or commission action in the absence of any other employee authorized by the official board or commission, and to reimburse the City Manager or any other employee of the city. The City Manager shall attest to the claims to pay for reimbursements to the Director of Finance.
4. Purchasing of items for projects funded by federal or state grant awards shall be limited to the minimum amounts needed to cover allowable project costs.

Disbursements:

1. All approved claims shall be submitted to the Accounts Payable Clerk or designee as soon as practical from the time received by any city employee or official.
2. The Accounts Payable Clerk or designee shall review all claims for appropriate approval and consistency with policies and procedures prior to processing disbursements.
3. The Accounts Payable Clerk shall provide a report of all non-payroll associated claims to the Director of Finance, who shall in turn submit it to the City Council for approval.
4. The Payroll/Utility Billing Clerk shall maintain the payroll system in accordance to the Salary Resolution and other policies adopted by the City Council.
5. The Payroll/Utility Billing Clerk shall prepare a bi-weekly payroll and any associated claims for deductions, taxes, or other benefits.
6. The Payroll/Utility Billing Clerk shall provide a report of all payroll-associated claims to the Director of Finance, who shall in turn submit it to the City Council for approval.
7. Checks shall be approved and signed by the Director of Finance, or as otherwise authorized by the City Council.
8. The Director of Finance is expressly authorized to make disbursements using electronic means for the following items:
 - Payment of debt, or interest on debt, previously approved by resolution of the City Council or any authorized board or commission.
 - Payment of payroll-associated claims including voluntary deductions, remittance of taxes, or other benefits as described in resolutions and policies adopted by the City Council.
 - Payment of credit card and bank account fees under agreements previously approved by the City Council.
 - Remittance of sales and use taxes to the State of Iowa.
 - Payment of self-funded health insurance and flex spending claims as approved by a third-party administrator under contracts approved by the City Council.
 - Payment to settle contracts with specifically identified and scheduled payments previously approved by the City Council.

Adopted by City Council on April 18, 2005; amended August 4, 2008, amended May 21, 2018

Claims

It shall be Council policy that Board claims be approved by a majority or quorum of the Board prior to submission to the Council for payment. Documentation of this shall consist of a listing of claims accompanied by the minutes.

Approved by City Council on December 20, 1976; amended August 4, 2008.

Financial Management Policy

Section 1- General Policy

It is the expectation and the general understanding of the City Council and the citizens of Indianola that the City conducts its financial affairs in a thoughtful and prudent manner. The following policies provide the framework within which the City conducts its financial affairs. The policies are divided into the following categories: Revenue Policies, Reserves and Contingencies, Operating Expenditure Policies, Capital Improvements Planning, Debt Management, Financial Reporting, and Investment Policies. Most of these policies represent long-standing principles, traditions, and practices which have guided the City in the past and have helped maintain financial stability. There may be times in which the City Council deviates from policy based on sound decisions and public interest. These deviations will be noted in the City Council minutes.

Section 2 - Revenue Policies

The City of Indianola revenue policies are intended to provide guidelines for determining the revenues and revenue sources necessary to provide basic municipal services to the community. It is the City's goal to create and maintain a diversified, yet stable, revenue system to protect it from possible short-term fluctuations in any of its various revenue sources. An integral factor in the City's ability to maintain a strong revenue supply is the diversity of its tax base and the health of the area economy. Therefore, the City resolutely encourages economic development through the implementation of financial policies that create a favorable tax climate, while meeting service demands of businesses and residents.

General Revenue Policies

A diversified, yet stable, revenue system will be utilized by the City to protect it from possible short-term fluctuations in any of its revenue sources.

In situations in which the City has determined that a fee may be a more appropriate method of funding a government program or service than property taxes, the City may explore the possibility of using fees instead of property taxes as the appropriate revenue source to fund the program or service. As much as practical, fees should be established at a level that supports the entire cost of providing the program or service.

Through community and economic development, a broader tax base will be pursued to increase tax revenue and help reduce annual fluctuation in the property tax rate.

Revenue projections should be developed on an annual basis. Existing and potential revenue sources should be reviewed annually.

Property Taxes

The City's total property tax levy rate and tax revenues shall be reviewed annually and evaluated, taking into consideration current and forecasted economic conditions, proposed service level changes, State and Federal mandates, changes in the property tax rollback, amendments to the property tax law, and

any other factors that affect the City's ability to provide basic City services or maintain sufficient cash reserves.

Stability and consistency in the property tax levy rate from one year to the next is desired. Adjustments to the levy are appropriate and may be made when tax revenues are projected to fall short. If revenues are expected to exceed the funding for basic services, the city council will review available options, which may include, but are not limited to, infrastructure improvements, equipment or economic development projects.

Urban Renewal - Tax Increment Financing Policy

Purpose

The City creates urban renewal districts to:

Enhance areas in the city for the purpose of stimulating private investment in commercial, industrial, residential development/redevelopment and investment in public facilities through public action and commitments.

Increase commercial, industrial development, residential redevelopment and investment in public facilities in the City which will improve the economic and social environment of the community and sustain a desired balance between the non-residential and residential tax revenues.

Provide adequate public infrastructure of sanitary sewer, storm water management, potable water, streets, and pedestrian walkways to ensure the public health, safety and welfare.

Provide assistance and economic incentives for commercial, industrial development and residential redevelopment which may not otherwise occur without such assistance and incentives.

Guidelines

The City shall adhere to Chapter 403 of the Code of Iowa, in the creation of urban renewal plans and subsequent implementation of those plans. The powers granted in this chapter constitute the performance of essential public purposes for the State of Iowa and the City of Indianola, Iowa. The powers conferred by this chapter are for public uses and purposes for which public money may be expended and for which the power of eminent domain and police power may be exercised; and that the necessity in the public interest for these provisions is declared as a matter of legislative determination.

The assessed value of property within each urban renewal district, which is subject to a division of revenue from taxation - tax increment financing (TIF), is determined by the Warren County Assessor each year.

The City uses TIF to leverage economic activity, offset taxpayer burden, build public improvements and finance public investment in infrastructure deemed necessary for community growth.

Process

The amount of value reservation required for the next fiscal year is due annually by December 1st. And, upon written request from a taxing jurisdiction, meet and confer with that jurisdiction on the intended reservation.

Taxable valuation reservation will be based upon the debt and contractual obligations certified with the Warren County Auditor.

Prepare and distribute exhibits, including formulas and calculations of TIF dollars.

Restrictions

Distribution of Incremental Property Taxes The City of Indianola attempts to release to all taxing jurisdictions any additional valuation in the TIF districts when the funds generated by the valuation exceed the amount needed to retire the annual TIF debt in that district or anticipated for future debt.

Sunsets The City establishes sunset dates for all TIF districts as provided in Chapter 403.17(10), Code of Iowa, as follows: in an urban renewal area designated an economic development area in which no part contains slum or blighted conditions, the plan shall be limited to twenty years from the calendar year following the calendar year in which the city first certifies to the county auditor the amount of any loans, advances, indebtedness, or bonds which qualify for payment from the division of revenue provided in the Code of Iowa, Chapter 403.19.

Powers of Municipality The City shall have all the powers necessary or convenient to carry out and effectuate the purposes and provisions of Chapter 403.6 and the additional powers granted in Chapter 403.12 of the Code of Iowa.

Fluctuation/Reserves Tax increment reserves will be established to help offset major fluctuations in debt reservation requirements. Funds held in reserves will be specifically identified and held for a future debt or contractual obligation.

Municipal Enterprises

User charges and fees should be set at a level related to the cost of providing services. Determination of such costs should include the costs of providing the actual service as well as all other related expenses, such as maintenance and replacement of equipment, personnel costs, and all other operating and administrative costs.

User fees and charges should be reviewed annually. When necessary, user fees and charges should be re-calculated and revised to reflect the actual cost of activities.

Section 3 - Reserves and Contingencies

The maintenance of adequate cash reserves provides the City with flexibility and security and is an important factor considered by rating agencies and the underwriting community when reviewing City debt issuance. Along with maintaining the City's credit worthiness, such cash reserves provide the means to handle economic uncertainties, local disasters and other unanticipated financial hardships, as well as, meeting debt cash flow requirements. In addition to the designations noted below, fund balance levels will be sufficient to meet funding requirements for projects approved in prior years that are carried forward into the new year, debt service reserve requirements, reserves for encumbrances and other reserves or designations required by contractual obligations or generally accepted accounting principles. Deviation from the following general policies by Council may occur based on sound decisions and public interest. When such deviations are made, it shall be specifically noted and included within Council minutes.

General Fund Balance Policies

General Fund cash reserves (fund balance) should be maintained at a level sufficient to provide funding for general governmental operations. It is the City's goal to have an unrestricted minimum balance at fiscal year-end of not less than 25 percent of general fund expenditures. However, the balances may be higher, if deemed prudent, due to the uncertainty of future revenues or anticipated expenditures.

Sanitary Sewer O&M Fund unrestricted cash reserves (fund balances) should be maintained at a level sufficient to provide funding to meet 100 percent of the fiscal year expenditures.

Recycling Enterprise Fund unrestricted cash reserves (fund balances) should be maintained at a level sufficient to provide funding to meet 25 percent of the fiscal year expenditures.

Road Use Tax- It is the City's goal to have an unrestricted minimum balance at fiscal year-end of not less than 50 percent of Road Use Tax fund operating expenditures. The balance may be higher, if deemed prudent, due to the anticipated capital expenditures.

Storm sewer Utility- It is the City's goal to have an unrestricted minimum balance at fiscal year-end of not less than 25 percent of Storm Sewer Utility fund expenditures, or \$100,000 whichever is greater. The balance may be higher, if deemed prudent, due to the anticipated capital expenditures.

Health Insurance Fund -It is the City's goal to ensure the upcoming Fiscal Year health insurance fund balance is equal to the preceding two fiscal years' claims average prorated to 6 months.

Cash reserves should not be used to finance routine operating expenses, which exceed budget levels.

Routine operating expenses shall be defined as reasonably anticipated reoccurring annual expenditures.

Cash reserves may be used to finance capital improvement projects only when cash reserves have been specifically identified in the budget to finance such project, and do not bring the fund balance below the required level.

Excess cash reserves may be used to balance revenues and expenditures as long as the minimum cash reserve requirements of this policy are met, provided that said cash reserves may only be used to offset non-reoccurring expenditures.

Revenues will equal or exceed expenditures for each budget year unless there are funds available in excess of the cash reserves requirements of this policy.

The City's annual budget is considered balanced if the cash reserve requirements, the working capital requirements and the revenue and expenditure requirements of this policy have been met.

Working Capital

The City will maintain sufficient cash reserves in operating funds for working capital so that short term cash flow financing is not required. The cash reserve will be no less than 25% of the next year's operating budgeted expenditures, the same level as required for the general fund. Operating funds are defined as the general, road use tax, employee benefits and enterprise funds. The cash reserve may be higher than 25% if deemed prudent due to the uncertainty of future revenues or anticipated expenditures.

The use of short-term borrowing, such as with tax anticipation notes, in order to meet the preceding working capital requirements should be avoided.

Equipment Replacement Reserve Fund

The City may establish and maintain an equipment replacement reserve fund to provide for the scheduled purchase of vehicles and equipment, and will consider annually appropriating funds to it to provide for the timely upgrading and replacement of vehicles and equipment. The amount added to this fund by annual appropriation should be the amount required to maintain the fund at the approved level after credit for the sale of surplus equipment and interest earned by the fund. It is the City's intent that the reserve fund replaces the City's need to borrow funds for vehicle and equipment acquisitions. A minimum fund balance of 5% of the current year expenditures will be maintained to ensure proper funding, and to accommodate price volatility.

Capital Project Funds

The Council may designate specific fund balance levels for future development of capital projects that individually do not exceed \$500,000 in total project costs and that do not require bond financing. In order to help maintain the fund at approved levels, the Council may annually transfer to the fund any balance from operating funds in excess of the cash reserve requirements within this policy.

GASB 54

GASB 54 establishes the following five fund balance classifications: Non-spendable, Restricted, Committed, Assigned, and Unassigned. Fund Balance classifications assigned, unassigned, and committed are considered “unrestricted” fund balances. The order of spending will be as follows: restricted, committed, assigned and unassigned. Restricted funds shall be spent according to the purpose for which they were received. Unassigned funds shall always be spent after Committed and Assigned funds have been exhausted. The City Manager and/or the Finance Director are authorized to assign fund balances according to specific factors involved. The City Council will have authority to commit fund balance.

Section 4 – Operating Expenditure Policies

Operating expenditures must meet the City’s requirements to provide services within the framework of available revenues. Fiscal control and long range financial planning is necessary to guarantee that the City’s current and future finances will remain sound. The following operating expenditure policies guide the evaluation and control of the City’s appropriations and expenditures.

General Policies

Expenditure projections will be developed on an annual basis, and will be reviewed quarterly. Projections should include estimates of anticipated operating costs for programmed capital improvement projects, and for equipment and capital facilities replacement and maintenance schedules.

Current expenditures should be paid, in accordance of Council directives, with current revenues or excess cash reserves.

Current expenditures should not be balanced by postponing needed expenditures, accruing future revenues, issuing short term debt, or paying for routine operating costs out of minimum cash reserves.

The operating budget should provide for adequate maintenance of fixed assets and equipment and provide for their orderly replacement.

The City will encourage the provision of services through the private sector and other public agencies whenever and wherever greater efficiency and effectiveness can be achieved.

The City shall consider annually funding request from local service organizations. These funding requests are due, in writing, annually to the council, by December 1, for consideration in upcoming budget. Requests should include amounts requested, as well as planned usage of the funds. These community betterment funds shall only be made with operating funds in excess of cash reserve targets.

The City will maintain risk management and safety programs to reduce costs and minimize losses.

The City will budget health insurance for those employees who waive insurance and planned new employees at the family health insurance premium. Employees will contribute to a percentage of the health insurance premium, currently at 12 percent.

Section 5 – Capital Improvements Planning

Policies for the capital improvements program are intended to encourage planning for future growth and infrastructure repair within the framework of the City’s financial policies.

General Policies

The City should develop and annually update a five-year capital improvement program (CIP). This program should identify future capital project expenditures made necessary by anticipated changes in population, infrastructure replacement and extension, economic base and/or land use.

The operating and maintenance cost of a proposed capital improvement shall be calculated to determine a “true cost” of each improvement and assist in programming of future overall revenue requirements of the City.

The capital improvements plan will include the costs, timing and sources of funding and the estimated impact of future revenue requirements for each project. These calculations shall reflect adjustments for inflation.

The capital improvements plan should maintain the City’s assets at a level adequate to protect the City’s capital investments, minimize future maintenance and replacement costs, and provide for an adequate level of service.

The City’s annual capital improvements budget should be based on the five-year CIP. The budget will include final calculations of revenue sources and related impacts on future availability of revenue for additional projects.

The annual expenditures identified in the CIP should be fully funded from financial resources that are anticipated to be current and available.

Grants and similar forms of intergovernmental assistance should be used to finance only those projects identified in the CIP or other planning documents as the community needs.

A fiscal impact analysis should be performed on all projects for which the City’s financial participation is requested by the private sector. This analysis should identify anticipated direct and indirect public costs and revenues associated with the proposed project.

Section 6 - Debt Management Policies

The issuance of debt is a necessity for the financing of many major capital improvements. Determining the method and timing for financing is subject to numerous considerations. The City’s debt policies are intended to encourage conservative debt management while maintaining the flexibility to use the various financing mechanisms that are available to the City.

The City’s overall tax levy must be reflective of the impact of debt issuance. Alternative revenue sources will be used when practicable to maintain an overall tax rate consistent with the general philosophy of municipal service determined by the City Council.

The cost of financing through the issuance of debt is also affected by the strength of the City's financial position. Bond ratings and investor's interest are influenced by the City's debt management policies, as well as, by the overall financial policies of the City. It is the City's goal to maintain debt management policies that keep outstanding debt within manageable levels and which maintains the City's flexibility to issue debt in the case of unusual circumstances of those beyond the City's control.

General Policies

Long-term borrowing shall be limited to capital improvements projects that cannot be financed from current revenues, have estimated life span of greater than the term of borrowing and generally to capital projects with an aggregate project cost of \$250,000 or greater. Principal and interest will be scheduled to be within the revenues available for debt service. Long-term debt shall not be used for current operations.

Any capital improvement projects or capital equipment financed through bonds should be financed for a period not to exceed the expected useful life of the asset being financed.

Total outstanding debt, including overlapping debt, will be considered when planning additional debt issuance.

Consideration should be made for the City's share of utility projects, including the cost of over-sizing of water, sewer and storm water mains, being financed with current utility funds and other revenues when funds are appropriate and available.

The use of general obligation bonds for projects does not dismiss the potential of pro rata payment for debt service by specifically benefited funds such as water, sewer, storm water, or road use tax.

The City will consider refunding outstanding debt in order to achieve interest cost savings, restructure principal and/or eliminate burdensome covenants with bondholders. Refunding's undertaken to achieve interest cost savings in advance of their call date should strive to achieve a new present value savings benefit equal to a minimum of 3% of the present value of the refunded par amount.

Financing requirements will be reviewed annually. The timing for financing will be based upon the City's need for funds, market conditions and debt management policies.

The City will follow a policy of full disclosure on every financial report and bond prospectus with bond rating agencies about its financial condition.

The City will follow applicable laws, regulations and bond covenants relative to arbitrage and rebate compliance requirements.

Debt Limitations

The average maturity of general obligation debt should not exceed the useful life of the asset being financed and/or state law limitations.

Bond issues should be structured so that the debt service schedule is within the revenues available for debt service.

Total general obligation indebtedness should not exceed 80% of the City's statutory debt limit. Self-imposed debt limitations may not take into account debt issued as a consequence of voter approved bond referendums.

Section 7 - Financial Reporting and Accounting

General Policies

The City will maintain a high standard of accounting practices. To that end, the City will continue to use the latest edition of Governmental Accounting, Auditing, and Financial Reporting (GAAFR) as its source of generally accepted accounting principles (GAAP).

The City's relationship with its independent public accounting firm will be reviewed at a minimum every five year.

The City will maintain its budget and accounting system on a cash basis which will be the basis for all interim, internal, and state reporting.

The City will adhere to a policy of full and open public disclosure of all financial activity and information.

Reports

The City will maintain a budgetary control system and will produce interim financial reports that measure actual revenues and expenditures compared to budgeted revenues and expenditures.

Monthly and annual reports should present a summary of financial information by major fund and activity type.

Monthly reports should be provided presenting actual cash position and investment performance.

Each year, the City shall retain either an independent public accounting firm or the State Auditor to perform the annual audit and will make the audit available to all interested parties.

The City will comply with all federal and state audit and review regulations, including OMB A-133 single audit and Single Point of Contact (SPOC) review requirements.

Section 8 – Investment Policies

Scope of Investment Policy

The Investment Policy of the City of Indianola shall be governed by Iowa Code Chapters 12B and 12C and shall apply to all operating funds, bond proceeds and other funds and all investment transactions involving operating funds, bond proceeds and other funds accounted for in the financial statements of the City of Indianola.

The investment of bond funds or sinking funds shall also comply with the provisions of any bond resolutions.

This written investment policy, required by Iowa Code Section 12B.10B, shall be delivered to all the following:

The governing body or officer of the public entity to which this policy applies.
All depository institutions or fiduciaries for public funds of the public entity.
The auditor of the public entity.

Every fiduciary or third party assisting with or facilitating investments for the public entity.

Delegation of Authority

In accordance with Section 12B.10, the responsibility for conducting investment transactions resides with the Treasurer of the City of Indianola. For purposes of this Investment Policy the Finance Director is designated the Treasurer. Only the Treasurer and those authorized by resolution may invest public funds. A copy of any empowering resolution shall be attached to this Investment Policy.

All contracts or agreements with outside persons investing public funds, advising on the investment of public funds, directing the deposit or investment of public funds or acting in a fiduciary capacity for the City of Indianola shall require the outside person to notify in writing the Treasurer of the City of Indianola within thirty days of receipt of all communication from the Auditor of the outside person or any regulatory authority of the existence of a material weakness in the internal control structure of the outside person or regulatory orders or sanctions regarding the type of services being provided to the City of Indianola by the outside person.

The records of investment transactions made by or on behalf of the City of Indianola are public records and are the property of the City of Indianola whether in the custody of the City of Indianola or in the custody of a fiduciary or other third party.

The Treasurer shall establish a written system of internal controls and investment practices. The controls shall be designed to prevent the loss of public funds, to document those officers and employees of the City of Indianola responsible for elements of the investment process and to address the capability of investment management. The controls shall provide for receipt and review of the audited financial statement and related report on internal control structure of all outside persons performing any of the following for this public body.

Investment of public funds.

Advising on the investment of public funds.

Directing the deposit or investment of public funds.

Acting in a fiduciary capacity for this public body.

The Treasurer of the City of Indianola shall be bonded in the amount of \$300,000. The amount of this bond shall be reviewed annually to determine its appropriateness and will be amended by the City Council if deemed necessary.

Objectives of Investment Policy

The primary objectives, in order of priority, of all investment activities involving the financial assets of the City of Indianola shall be the following:

Safety: Safety and preservation of principal in the overall portfolio.

Liquidity: Maintaining the necessary liquidity to match expected liabilities.

Return: Obtaining a reasonable return in compliance with Iowa Code Section 12C.6.

Prudence

The Treasurer of the City of Indianola, when investing or depositing public funds, shall exercise the care, skill, prudence and diligence under the circumstances then prevailing that a person acting in a like capacity and familiar with such matters would use to attain the Section 8 investment objectives. This standard requires that when making investment decisions, the Treasurer shall consider the role that the

investment or deposit plays within the portfolio of the assets of the City of Indianola and the investment objectives stated in Section 8.

When investing assets of the City of Indianola for a period longer than six months or in an amount greater than \$300,000 per investment, the Treasurer shall request competitive investment proposals for comparable credit and terms investment from a minimum of three investment providers.

Instruments Eligible for Investment

Assets of the City of Indianola shall be invested in financial institutions properly declared by Resolution of the City Council of the City of Indianola. Deposits in any financial institution shall not exceed the amount stated in the Resolution. Assets of the City of Indianola may be invested in the following:

Demand Deposit Accounts (DDA)
Negotiable Orders of Withdrawal (NOW) Accounts
Certificates of Deposit.
Obligations of the United States Government, its agencies and instrumentalities.

Prohibited Investments and Investment Practices

Assets of the City of Indianola shall not be invested in the following:

Reverse repurchase agreements.
Futures and options contracts.

Assets of the City of Indianola shall not be invested pursuant to the following investment practices:

Trading of securities for speculation or the realization of short-term trading gains.
Pursuant to a contract providing for the compensation of an agent or fiduciary based upon the performance of the invested assets.
If a fiduciary or other third party with custody of public investment transaction records of the City of Indianola fails to produce requested records when requested by this public body within a reasonable time, the City of Indianola shall make no new investment with or through the fiduciary or third party and shall not renew maturing investments with or through the fiduciary or third party.

Investment Limitations

Operating Funds: Operating funds means those funds which are reasonably expected to be expended during a current budget year or within fifteen months of receipt. Operating funds must be identified and distinguished from all other funds available for investment. Operating funds may only be invested in investments which mature within three hundred ninety-seven (397) days or less.

Other than Operating Funds: The Treasurer may invest funds of the City of Indianola that are not identified as Operating Funds in investments with a maturity longer than three hundred ninety-seven (397) days. However, all investments of Project Funds and other non-operating funds shall have a maturity that is consistent with the needs and use as specified for these funds, and no maturity shall be longer than three (3) years for any funds unless specifically authorized by the City Council.

Safekeeping and Custody

All invested assets of the City of Indianola involving the use of a public funds custodial agreement, as defined in Iowa Code Section 12B.10C, shall comply with all rules adopted and in accordance with the laws of the State of Iowa.

Ethics and Conflict of Interest

The Treasurer and all officers, employees and committees of the City of Indianola involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions.

Reporting

The Treasurer shall submit monthly with the Bank Reconciliation a list of investments making up the current investment portfolio.

Adopted by City Council on July 5, 2016, amended by City Council on September 18, 2017, amended by City Council on August 20, 2018, amended by City Council on October 7, 2019

Local Purchase Policy

Pursuant to Iowa Code Section 23A.3 the Indianola City Council adopts the following policy:

Whenever any department of the City of Indianola purchases good or services from private enterprise, consideration shall be given to purchasing these goods or services from a locally owned business located within the City of Indianola which offers these goods or services if the cost and other considerations are relatively equal.

Adopted by City Council on September 19, 1988.

Purchasing Policy

Part I: General Policy

- The City’s purchasing system is decentralized with certain exceptions at the discretion of the City Manager.
- No purchase made by an employee shall bind the City to receive and/or pay for the goods or services procured unless authorized by the methods described herein.
- Purchases made without following the City’s policies and procedures may result in the return of documents, nonpayment of vendor invoices, cancellation of purchase orders or purchasing privileges, or other sanctions as determined necessary after consultation with the department head or City Manager.
- Transactions should not be split into smaller parts to circumvent the dollar limitations and requirements of this policy.

Part II: Purchasing Limitations; Bidding¹

- **Informal Quotations**
 - The purchaser may seek up to three quotations, but is not required, of any goods (materials, merchandise, supplies, etc.) or services (activities provided by other people) with a total value between \$1,000 and \$4,999. If quotations are received, they do not need to be in writing but should be documented for reference.
 - The purchase of any goods or services with a total value between \$5,000 and \$39,999 shall require written quotations from at least three suppliers.
Purchases for public improvements (infrastructure projects, construction of street, sidewalk, curb, traffic control, sewer projects, etc.) qualifying under Iowa Code Chapter 26 that are less than \$48,000 for highway, bridge, or culvert work, less than \$57,000 for buildings, utilities, sidewalks, trails, etc., or that have been declared “emergency repair work” qualify for informal quotations under this subsection. The contractor must provide a performance and payment bond for a public improvement project of more than \$25,000 in accordance with Iowa Code Chapter 573
- **Semi-formal Competitive Quotations**
 - The purchase of any goods (materials, merchandise, supplies, etc.) or services (activities provided by other people) with an estimated value of \$40,000 or more shall require competitive quotes based on written specifications with the cooperation of the Finance Director.
 - Council approval is required for all semi-formal bids, contracts, and purchases.
 - State law requires that purchases for public improvements qualifying under Chapter 26 of the Iowa Code that are between \$57,000 and \$139,000 for vertical infrastructure and are not within one of the specified exceptions provided in Iowa Code section 26.1 qualify for semi-formal competitive quotations. The contractor must provide a performance and payment bond.

¹ See Appendix A for a reference matrix of Bidding Requirements

- **Formal Competitive Bidding**
 - Purchases for public improvements qualifying under Iowa Code Chapter 26.3 in excess of \$139,000 for vertical infrastructure or \$50,000 for horizontal infrastructure must use formal bidding as defined by Iowa Code Chapter 26 unless the improvements are “emergency repair work.”
 - Formal bids are taken in the following manner:
 - Detailed written plans and specifications along with a detailed cost estimate are prepared for the project and placed on file with the City Clerk
 - Notice to Bidders shall be posted in three separate places (as detailed below) no less than 13 and no more than 45 days before the bid filing deadline. The notice must be posted in the following places:
 - A relevant contractor plan room service with statewide circulation
 - A relevant construction lead generating service with statewide circulation
 - An Internet site sponsored by either a governmental entity or a statewide association that represents the governmental entity
 - Notice to bidders shall include:
 - Time and place for filing sealed proposals
 - Time and place sealed proposals will be opened and considered on behalf of the governing body
 - The general nature of the public improvements on which bids are being requested
 - In general terms, when the work must be commenced and when it must be completed
 - Bid security and bid bond requirements
 - Notice of public hearing on plans, specifications, form of contract, and cost estimate must be published by the City Clerk not less than four days and not more than twenty days before the public hearing.
 - A formal opening and announcement of sealed bids on published date by City Clerk; review, consideration, and recommendation of bid award by staff for Council review
 - A public hearing on plans, specifications, form of contract and cost estimate before Council on the published date
 - Council passes or rejects resolutions to adopt plans, specifications, form of contract, and estimate of cost, to award construction contract, and to approve construction contract and bond with the lowest responsive, responsible bidder who has met all bid security and bid bond requirements following the public hearing
 - **Exceptions to Competitive Bidding**
 - Professional services: Contracting for professional services or ongoing technical services may be done on a negotiated basis. Architectural, landscape architectural, or engineering design services procured for a public improvement are also excluded.

- **Other governmental agency bidding:** Bids solicited by the United States of America or any agency thereof, the State of Iowa, Warren County, or another governmental unit may be used as a replacement to the bidding requirements unless bidding is required by the Code of Iowa, City Council, or City Manager. The availability of a bid from another government agency does not preclude the City from seeking and obtaining bides in a manner provided through this policy.
 - **Grants:** All purchases funded through a State or Federal grant must follow all additional procedures required by the grantor. Contractor bids must be evaluated on the ability to meet the State or Federal requirements.
 - **Conflicts of interest:** Purchase transactions for goods and services with a City employee, employee’s spouse, or employee’s business are limited to \$1,500 per fiscal year per employee in total, per state law. Any transactions with an employee that will exceed this limit are required to go through formal bidding procedures. Any project that is formally bid is also an exception to a conflict of interest with that employee or officer of the City.
 - **“Emergency Repair Work”:** is declared by resolution of the City Council and a certificate from an external, registered, professional engineer verifying that the emergency repairs are necessary.
 - Urban renewal demolition or low-rent housing projects
 - Repair or maintenance work performed by city employees
 - Annual contracts with multiple contractors for structure demolition projects for projects each having an estimated cost of \$100,000 or less
 - **Sole Source Vendor:** When one vendor is shown as a sole supplier of the good or service. Departments wishing to use a sole source vendor for certain equipment or projects must gain approval from the City Manager or Director of Finance.
- **Contract Administration**
 - **Oversight of bidding:** The City Clerk or her designee will advertise, bid, and oversee the receipt, opening and announcing of all formal bids.
 - **Execution of Contracts:** Formal bid contracts shall be executed by the Mayor and attested to by the City Clerk. All other contracts may be executed by the City Manager as permitted by state law.
 - **Change Orders:** The City Manager will administer all contracts on the authority of the City Council and will approve all change orders for contracts. Change orders on contracts that were bid using formal bidding procedures must have Council Approval.
 - **Contract Payments:** Contractual payments on formally bid contracts must be approved, individually, by City Council action. Other contractual payments must be approved by the City Manager and listed on the formal claims list presented to Council.
 - **Retainage:** Retainage shall be withheld on contracts for public improvements as provided for by State law or on other contracts as deemed appropriate or necessary. Retainage on a contract may not exceed 5% of the cost of the public improvement. An application by a contractor for early release of a retainage requires City Council consideration and approval.

- **Completion of Contract:** The following items need to have Council approval: (1) final acceptance of project; (2) final contractor payment; and (3) release of retainage authorization (unless application was previously made for early release of retainage).

Part III: Purchasing Methods

1. **Petty Cash:** petty cash may be used to make purchases under \$100. A receipt is required for all petty cash purchases.

2. **Exceptions:** exceptions to the above purchasing method policies, including the necessity for a purchase order for all purchases over \$500, are as follows:
 - a. Annual dues renewals
 - b. Subscription renewals
 - c. Recording fees
 - d. Budgeted rents and leases
 - e. Maintenance agreement and service contract renewals
 - f. Travel and training
 - g. Contracts and purchases approved by the City Council

APPENDIX A
BIDDING REQUIREMENTS
(under \$1,000—no quote or bid)

	Supplies/Equipment	Services*	
\$1,000 - \$4,999	Up to Three quotations are preferred but is not required	Three quotations are preferred but is not necessary	Informal Quotation
\$5,000 - \$39,999	Three quotations (written)	Three quotations (written)	
Greater than \$40,000	Competitive Quotation Council Approval Required	Competitive Quotation Council Approval Required	Semi-formal Quotation

Public Improvements/Construction** Horizontal Infrastructure (highways, bridges, culverts)	
Less than \$50,000	Three written quotations
Greater than \$50,000	Competitive Bidding

Public Improvements/Construction** Vertical Infrastructure (buildings, utilities, sidewalks, trails, etc.)	
Less than \$57,000	Informal Quotation Three written quotations
Between \$57,000 and \$139,000	Competitive Quotation Semi-Formal (Council Consent)
Greater than \$139,000	Competitive Bidding

* Contracts for professional or technical services may be done on a negotiated basis rather than on a competitive basis

** Public Improvements greater than \$25,000 require City Council consent and performance bonds

Adopted: December 14, 2015; Amended May 21, 2018

Adopted: December 14, 2015; Amended May 21, 2018, Amended October 7, 2019

Mileage Rate Reimbursement

Under current law, the City of Indianola may reimburse city officials and employees using their own vehicles up to the amount allowable under Internal Revenue Services (IRS) rules. Effective January 1, 2002, the City of Indianola shall match the IRS allowable mileage rate.

Adopted by City Council on December 17, 2001.

Payment of Services by Credit Card Policy

The City of Indianola recognizes that accepting credit card payments for citizen services can enhance customer service. The addition of credit card payment as an option allows the City to receive payments on-line, thereby providing citizens with the ability to pay for services at hours most convenient to them. The City also recognizes that the aggregate credit card fees for providing this service can be a substantial amount.

To maximum the customer service objective while maintaining affordable fees, the Council hereby establishes a policy whereas the City of Indianola shall accept credit card payments for residential utility services and programs/services offered by the Parks and Recreation Department. Nothing in this policy shall limit credit card payment of non-utility services by commercial or industrial customers when use of this payment option becomes available.

Adopted by City Council on October 7, 2002.

Amended by City Council on June 20, 2016- to add programs/services offered by the Parks and Recreation Department.

Refunds of Payments Made by A Credit Card

In certain situation, it may be more efficient and in order to offer a higher level of customer service to refunds certain fees that were paid by credit card back to the customers' credit card account. Deposits held for building reservations or activities as well as fees for programs or reservations that are cancelled due to situations such as low attendance, weather cancellations or schedule conflicts can be refunded back to an individual customer's credit card account without City Council approval. The amounts that can be refunded without City Council's approval shall not be more than the original fees or deposits paid for the services. Any refunds over \$200 will need Department Head approval and the maximum amount that can be refunded without City Council approval is \$600.

Adopted by City Council on June 20, 2016

Procurement Card Policy

Wells Fargo Purchase Card Procedures

It is the intent of the procurement card program to provide employees with an effective and efficient method of purchasing and paying for specific services and/or purchases. The use of procurement cards shall be in compliance with other city policies and procedures. It is the responsibility of each cardholder to comply with these policies.

Cardholder responsibilities shall include:

1. Knowing and complying with the procurement card policies and procedures, and ensuring purchases are made in accordance with the City's purchasing policy, including bidding requirements.
2. Ensuring that funds have been properly budgeted and are available to pay for the items and/or services being purchased.
3. Notifying the vendor, when applicable, that the purchase is tax exempt and ensuring that such taxes are not added to the prices of items and/or services purchased.
4. Upload receipts onto Wells Fargo system (see below).
5. Maintain security of procurement cards.
 - a. Procurement cards are the property of the City of Indianola.
 - b. It is the responsibility of the cardholder to keep the card in a safe location.
 - c. Lost or stolen cards shall be immediately reported to the Program Administrator.
 - d. Cardholders shall return cards to the Program Administrator when employment with the City of Indianola is terminated.

You may use the card for purchases when invoicing or other charge accounts are not available. In the event that a company will charge you an additional fee to use the credit card, continue with the normal invoicing process with that business, if possible.

Excluded Items – the procurement cards shall not be used for the following types of transactions:

1. Cash advance.
2. Purchase of alcoholic beverages.
3. Travel-related expenses related to spouses or other non-covered employees.
4. Items for personal use that would not be reimbursable by the City.
5. Video rental, "On Your Honor" bar purchases provided in hotel rooms.

The City purchasing card also shall not be used for personal identification or as a personal credit reference.

Program Violations are listed below:

1. Unallowable purchases: The cardholder will provide a written statement of explanation if an unallowable purchase appears on his or her statement or transaction log.
2. Unacceptable Documentation: The cardholder will provide required documentation upon notification to do so by the Program Administrator. Hardcopy receipts will be retained for seven (7) years.

3. Late Submission of Procurement Card Reconciliation Documents and/or Failure to Resolve Disputes: Late submission and/or failure to resolve disputes may result in de-activation of the card.
4. Standards of Conduct Violations: Conduct not complying with City standards will be reported to the Program Administrator. In addition to card revocation, violations may result in disciplinary action up to, and including, termination.

Repeated program violations will be reported to the Program Administrator. In addition to temporary de-activation of the card, consequences of violations may include card revocation, payroll deduction for unallowable purchases and expenses that were not reconciled, and/or disciplinary action up to, and including termination.

You may view the full Procurement Card Policy at the City Clerk's Office

Quick References Regarding Purchases and Reconciliation of Procurement Cards

- Only use the card if there is not an extra charge. If there is an extra charge and no other method of payment is allowed, you may use the card for the purchase if the extra charge does not exceed \$5.00. Alert the program administrator in these cases.
- If the purpose of the purchase is not completely evident, write a short note on the receipt. For example, if the fire department purchases food for training, the individual making the purchase would write on the receipt "For training session on" with the date of the training.
- Upload your receipt as soon as possible after purchase by uploading an image of the receipt to the Wells Fargo system either by taking a picture of the receipt with your phone and using the mobile app or scanning and uploading through a computer. Scanning the receipt is the preferred method of uploading the receipt. Make sure all pertinent information is legible. If you need additional assistance on how to complete this step, please see the program administrator.
- Once you have uploaded your receipt, submit it to whomever is storing the printed receipts. Make sure they know the receipt is for a Wells Fargo purchase.
- If using the mobile app to upload receipts, pay close attention to the "statement date". You will want to use "Open Statements" when uploading receipts for the previous month. You will want to use "Cycle to Date" when uploading receipts for the current month.
- You may reconcile your statement as purchases become available online or you may wait until the first business day of the next month. Cardholders have from the 1st of the month through the 6th of the month to reconcile their statements.

Adopted by City Council November 16, 2015, Amended October 7, 2019

Procurement Card Policy

1. Purpose

- A. It is the intent of the procurement card program to provide employees with an effective and efficient method of purchasing, reserving, guaranteeing and paying for specific services and/or purchases.
- B. The program is intended to provide documentation of purchases at the department level.
- C. The use of procurement cards shall be in compliance with other city policies and procedures. It is the responsibility of each cardholder to comply with these policies.

2. Roles and Responsibilities

- A. The conduct of all City employees shall meet the highest ethical standards, and that standard is a part of the City's procurement card program. All participants in the program are responsible for conducting themselves in such a way as to exemplify the public trust that they hold.
- B. Program Administrator: The Director of Finance will act as the Program Administrator. Responsibilities shall include:
 - 1. Handling issues with the card provider and cardholders regarding compliance with program policies.
 - 2. Providing policy and procedure revisions to each Department Head.
 - 3. Recommending appropriate action in the event of unauthorized use of a card.
- C. Payment Administrator: The Director of Finance will act as the Payment Administrator. Responsibilities shall include:
 - 1. Coordinating the card application process and keeping a record of all cardholders.
 - 2. Coordinating training sessions and keeping a record of those who have completed training.
 - 3. Handling issues with the card provider and cardholders regarding changes in cardholder status.
 - 4. Handling questions concerning payment procedures and transaction reports.
- D. Accounts Payable Clerk: Responsibilities shall include:
 - 1. Processing payments in accordance with the program policies and the contract between the City and the card provider.
 - 2. Reporting all variances from policies and procedures to the Program Administrator.
- E. Department Head/Supervisor Approval: Responsibilities include

1. Reviewing and Approving monthly credit cards statements for department employees and department card purchase within established deadlines.
2. Knowing and complying with the procurement card policies and procedures, and ensuring purchases are made in accordance with the City's purchasing policy, including bidding requirements.
3. Ensuring that funds have been properly budgeted and are available to pay for the items and/or services being purchased.
4. Keeping informed about policy and procedure revision information.
5. Reporting any variances from program policies to the Program Administrator.
6. Ensuring that printed copies for the department are retained for seven (7) years. Assistance from the Finance Department is available to assist.

F. Cardholder: Responsibilities shall include:

1. Reviewing and approving monthly credit cards statements for purchase made within established deadlines.
2. Uploading receipts into the Wells Fargo system and providing a printed copy to the person maintaining them.
3. Knowing and complying with the procurement card policies and procedures, and ensuring purchases are made in accordance with the City's purchasing policy, including bidding requirements.
4. Ensuring that funds have been properly budgeted and are available to pay for the items and/or services being purchased.
5. Keeping informed about policy and procedure revision information.
6. Verifying that the quantity and quality of the items and/or services purchased are in compliance with the agreement, whether verbal or written, with the vendor.
7. Notifying the vendor, when applicable, that the purchase is tax exempt and ensuring that such taxes are not added to the prices of items and/or services purchased.
8. Reporting any variances from program policies to the Program Administrator.

3. Security

- A. Procurement cards are the property of the City of Indianola.
- B. It is the responsibility of the cardholder to keep the card in a safe location.
- C. Carrying cards permanently with personal cards is discouraged because of the possibility of its use in place of a personal credit card.
- D. Lost or stolen cards shall be immediately reported to the Payment Administrator.
- E. Cardholders shall return cards to the Payment Administrator when employment with the City is terminated.

4. Included Items

- A. The procurement card shall only be used for the following types of transactions:
 - 1. To secure and/or guarantee reservations, registrations, attendance, food, etc. to an approved educational or operational out-of-town event.
 - 2. To purchase or provide payment for goods or services necessary for operations and only for those goods and services that cannot be acquired through the traditional charge/billing/invoice process.

5. Excluded Items

- A. The procurement card shall not be used for the following types of transactions:
 - 1. Cash advance.
 - 2. Purchase of alcoholic beverages.
 - 3. Travel-related expenses related to spouses or other non-covered persons.
 - 4. Items for personal use that would not be reimbursable by the City.
 - 5. Video rental, "On Your Honor" bar purchases provided in hotel rooms.
- B. The City procurement card shall not be used for personal identification or as a personal credit reference.

6. Dollar Limits

- A. Monthly dollar limits will be established at \$3,500 per individual cardholder, except that department head limits will be \$5,000. Department cards will be set at a monthly limit of \$5,000.
- B. If the need arises, limits can be raised temporarily. The request will be approved by the Director of Finance after a written request, which can be made by email, by the individual or their direct supervisor. After the temporary need has expired, the limit will be reset according to 6.A.

7. Use of Card and Transaction Records

- A. Receipts and Invoices: An original receipt or invoice from the vendor, or other verifying document must support each purchase transaction. Receipts must be detailed, including meal receipts, listing items purchased. Cardholders shall upload receipt to the Wells Fargo system with one week following purchase and maintain a printed receipt for seven years. Extended storage of printed copies for departments can be maintained by department heads with assistance from the Finance Department.
- B. Internet Transactions: Cardholders shall confirm the security of proposed Internet order sites prior to placement of orders.

- C. Conference, Training, and Travel Transactions: Cardholders shall confirm budget approval prior to using cards for conference, training, or travel purposes. Expenditure limits will be in accordance with employee handbook policy for travel reimbursement.
- D. Telephone Orders: Cardholders shall confirm the security of proposed telephone orders prior to placement of orders.
- E. Pickup/In-Person Orders: Cardholders may use cards in accordance with the policies at places of business accepting the cards.
- F. Cardholder Verification: Each cardholder shall be responsible to verify documentation of each transaction during each billing period.

8. Payment

- A. The Accounts Payable Clerk will process payments in accordance with the program policies and procedures, and the contract between the City and the card provider.

9. Disputed Charges

- A. It is the responsibility of each cardholder to resolve any discrepancies between the transaction report for his or her card and the transaction receipts.
- B. All Department Heads shall have the authority to resolve disputes. This is intended to ensure timely resolution of disputes.

10. Program Violations

A. Program Violations:

- 1. Unallowable purchases: The cardholder will provide a written statement of explanation if an unallowable purchase appears on his or her statement or transaction log.
- 2. Unacceptable Documentation: The cardholder will provide required documentation upon notification to do so by the Payment Administrator.
- 2. Late Submission of Procurement Card Reconciliation Documents and/or Failure to Resolve Disputes: Late submissions and/or failure to resolve disputes may result in deactivation of the card.
- 3. Standards of Conduct Violations: Conduct not complying with City standards will be reported to the Program Administrator. In addition to card revocation, violations may result in disciplinary action up to, and including, termination.
- 4. Violations will be reported to the Program Administrator. In addition to temporary deactivation of the card, consequences of violations may include card revocation, payroll deduction for unallowable purchases and expenses that were not reconciled, and/or disciplinary action up to, and including termination.

Adopted by City Council November 16, 2015, Amended October 7, 2019

Returned Checks

A service charge in the amount of \$30.00 shall be assessed to any customer whose check is returned unpaid by the bank on which it was drawn. If two (2) or more checks are dishonored within a six (6) month period, the City shall require future payments to be by cash, cashiers check, or postal money order.

Adopted by City Council on August 4, 2008.

Continuing Disclosure Policy

AND GUIDELINES FOR OPERATING UNDER CONTINUING DISCLOSURE OBLIGATIONS SECTION OF POST-ISSUANCE TAX COMPLIANCE AND RECORD RETENTION POLICY

Article I General Overview

Section 1.01 Purpose. This Continuing Disclosure Policy (“Policy”) of the City of Indianola, Iowa, (“Issuer”) is intended to ensure that the Issuer efficiently carries out its continuing disclosure obligations with respect to securities it issues or guarantees pursuant to Rule 15c2-12, as amended (the “Rule”), promulgated under the Securities Exchange Act of 1934, as amended.

Section 1.02. Background. The Rule prohibits underwriters from offering bonds to the public unless the issuer provides an official statement and contractually promises to provide specified disclosures as required in the Rule. To facilitate compliance with the Rule, each issuer must enter into a continuing disclosure agreement with the purchaser or underwriter in connection with each new issuance of obligations which fall within the Rule, thereby creating a contractual promise on behalf of the issuer to provide the market with these disclosures. The Issuer is responsible for ensuring that all disclosure documents contain accurate information. The SEC has asserted that, under Rule 10b-5, “disclosure documents used by municipal issuers, such as official statements, are subject to the prohibition against false or misleading statements of material facts, including the omission of material facts necessary to make the statements made, in light of the circumstances in which they were made, not misleading.”

Section 1.03. Obligations Subject to the Rule. Various offerings are fully or partially exempt from the continuing disclosure provisions under the Rule. Offerings with an aggregate original principal amount of less than \$1 million (“Small Offerings”), offerings sold prior to July 3, 1995 (“Old Offerings”) and offerings sold by an issuer directly to investors without using a broker, dealer, or municipal securities dealer as an underwriter or placement agent (“Direct Offerings”) are fully exempt from all continuing disclosure provisions under the Rule, unless the Issuer voluntarily agrees to provide continuing disclosures for an otherwise exempt Obligation. Such exempt offerings may constitute a reportable "Financial Obligation" under a continuing disclosure agreement entered into after February 27, 2019.

Section 1.04 Definitions. In addition to the terms defined above, the following capitalized terms shall have the following meanings:

- (A) "CAFR" means the Comprehensive Annual Financial Report of the Issuer.
- (B) “Disclosure Counsel” means legal counsel (which may be bond counsel under separate engagement for a series of Obligations) engaged for the purpose of assisting the Issuer in meeting its primary and secondary market disclosure obligations.
- (C) “EMMA” means the Electronic Municipal Market Access system of the

MSRB. Information regarding submissions to EMMA is available at <http://emma.msrb.org/>.

- (D) "Employee" means any person who, as part of his or her employment with the Issuer, has regular responsibility for the administration of matters related to Obligations.
- (E) "Financial Advisor" means a municipal advisor engaged for the purpose of assisting with the Issuer's structuring and sale of Obligations.
- (F) "Financial Obligation" means a (i) debt obligation²; (ii) derivative instrument entered in connection with or pledged as security or a source of payment for, an existing or planned debt obligation; or (iii) guarantee of (i) or (ii).

By way of further explanation of the definition:

- The term Financial Obligation is intended to distinguish debt, debt-like, and debt-related obligations (which could impact the City's liquidity, overall creditworthiness, or an existing Securities-holder's rights) from ordinary financial and operating obligations incurred in the normal course of City operations.
- The term Financial Obligation shall not include Securities as to which an official statement has been provided to the MSRB consistent with the Rule.
- The term Financial Obligation includes lease arrangements entered into by the City that operate as vehicles to borrow money, e.g. create an obligation to repay borrowed money over time under the terms of a lease equivalent to a similar obligation incurred under the terms of an indenture, loan agreement or similar contract, but does not include lease arrangements that are not vehicles to borrow money (e.g. operating leases) which do not represent competing debt of the City.
- A "derivative instrument" includes a swap, security-based swap, futures contract, forward contract, option, any combination of the foregoing, or any similar instrument to which the City is a counterparty, designed to hedge against the risks of a related debt obligation, as opposed to such vehicles designed to mitigate investment risk.

(G) The City should analyze each "Financial Obligation" upon the facts and circumstances in accordance with the Rule, and any subsequent guidance thereunder by the SEC. "Fiscal Year" means the fiscal year of the Issuer, beginning on July 1 of each year and ending on the last day of June of the following year, or any other consecutive twelve-month period adopted by the Governing Body or by law as the official accounting period of the Issuer.

(H) "Governing Body" means the City Council (the "Council") of the Issuer.

(I) "Issuer" means the City of Indianola, Iowa.

² SEC guidance as of the date of the policy indicates the term "debt obligation" includes, but is not limited to: (1) any short-term or long-term debt obligation of the Issuer under the terms of an indenture, loan agreement or similar contract; (2) a direct purchase of municipal securities of the Issuer by an investor; (3) a direct loan to the Issuer by a bank; and (4) generally, lease arrangements entered into by the Issuer that operate as a vehicle to borrow money.

- (J) "Listed Event" means any of the events listed in Exhibit A of this Policy.
- (K) "MSRB" means the Municipal Securities Rulemaking Council or any other Council or entity which succeeds to the functions currently delegated to the Municipal Securities Rulemaking Council by the Rule.
- (L) "Obligations" means any securities issued by, or whose payment is guaranteed by the Issuer.
- (M) "SEC" means the United States Securities and Exchange Commission.

Article II Key Participants and Responsibilities

Section 2.01. Disclosure Coordinator. By adoption of this Policy, the Finance Director is hereby appointed to act as the disclosure coordinator ("Disclosure Coordinator") of the Issuer.

Section 2.02 Responsibilities. The Disclosure Coordinator is responsible for the following tasks:

- (A) reviewing and approving all preliminary and final official statements relating to the Issuer's securities, together with any supplements, for which a continuing disclosure undertaking is required (each, an "**Official Statement**"), before such documents are released, in accordance with Article III below;
- (B) moderating City Council (or departmental, if delegated) approval of all Financial Obligations triggering a Listed Event Notice under any new continuing disclosure agreement entered into after February 27, 2019;
- (C) reviewing annually the Issuer's status and compliance with its continuing disclosure undertakings, including filings of disclosure documents and compliance with this Policy, in accordance with Articles IV (Annual Report Filings) and V (Listed Event Filings) below;
- (D) serving as a "point person" for personnel to communicate issues or information that should be or may need to be included in any disclosure document;
- (E) recommending changes to this Policy to the Governing Body as necessary or appropriate;
- (F) communicating with third parties, including coordination with outside consultants assisting the Issuer, in the preparation and dissemination of disclosure documents to make sure that assigned tasks have been completed on a timely basis and making sure that the filings are made on a timely basis and are accurate;
- (G) in anticipation of preparing disclosure documents, soliciting "material" information (as defined for purposes of federal securities law) from identified Employees;
- (H) maintaining records documenting the Issuer's compliance with this Policy; and

- (I) ensuring compliance with training procedures as described below.

The responsibilities of the Disclosure Coordinator to make certain filings with the MSRB under Articles IV (Annual Report Filings) and V (Listed Event Filings) may be delegated by contract to a dissemination agent, under terms approved by the Governing Body.

The Disclosure Coordinator shall instruct Employees of the obligation to communicate with the Disclosure Coordinator on any information relating to Financial Obligations or amendments to existing Financial Obligations promptly following occurrence.

Article III *Official Statements*

3.01. Review and Approval of Official Statements. Whenever the Issuer Issues Obligations, a preliminary official statement and a final official statement may be prepared (“Official Statements”). Each of these Official Statements contains financial and other information relating to the Issuer. The Disclosure Coordinator, with assistance from any retained Disclosure Counsel and/or Financial Advisor, shall have primary responsibility for ensuring that all such information is accurate and not misleading in any material aspect. The Official Statement shall also include a certification that the information contained in the Official Statement regarding the Issuer, as of the date of each official statement, does not contain any untrue statement of material fact or omit to state any material fact necessary to make the information contained in the Official Statement, in light of the circumstances under which it was provided, not misleading. When undertaking review of a final or preliminary Official Statement, the Disclosure Coordinator shall:

- (A) review the Official Statement and confirm that there are no misstatements or omissions of material information in any sections and that the Official Statement accurately states all material information relating to the Issuer and that all information relating to the Issuer has been critically reviewed by the appropriate person(s) for a given department responsible for the information referenced therein;
- (B) draft, or cause to be drafted, for the Official Statement descriptions of (i) any material current, pending or threatened litigation, (ii) any material settlements or court orders and (iii) any other legal issues that are material information for purposes of the Official Statement; and
- (C) report any significant disclosure issues and concerns to Disclosure Counsel and/or Financial Advisor.

Section 3.02. Submission of Official Statements to the Governing Body for Approval. The Disclosure Coordinator shall submit all Official Statements to the Governing Body for review and approval. The approval of an Official Statement by the Governing Body shall be docketed as a new business matter and shall not be approved as a consent item. The Governing Body shall undertake such review as deemed necessary by the Governing Body, following consultation with the Disclosure Coordinator, to fulfill the Issuer’s responsibilities under applicable federal and state securities laws.

Article IV
Annual Report Filings

Section 4.01. Overview. Under the continuing disclosure undertakings, the Issuer has entered into in connection with its debt offerings, the Issuer is required each year to file annual reports with the MSRB's EMMA system in accordance with such undertakings. Such annual reports are generally required to include: (1) certain updated financial and operating information, and (2) the Issuer's audited financial statements. The documents, reports and notices required to be submitted to the MSRB pursuant to this Policy shall be submitted through EMMA in an electronic format, and shall be accompanied by identifying information, in the manner prescribed by the MSRB, or in such other manner as is consistent with the Rule. A description of the format and information presently prescribed to be filed with EMMA is included in Exhibits A - C. To facilitate the Issuer's continuing disclosure undertakings the Disclosure Coordinator shall:

- (A) maintain a record of all continuing disclosure obligations of the Issuer using a chart substantially in the form attached as Exhibit C, which shall identify and docket all continuing disclosure deadlines;
- (B) schedule email reminders on the EMMA website for each Obligation to help ensure timely filing of financial disclosures;
- (C) ensure that preparation of the Issuer's annual reports commence as required under each specific continuing disclosure undertaking;
- (D) comply with the Issuer's obligation to file annual reports by submitting or causing the required (i) annual financial information and operating data and (ii) audited financial statements (all of which may be included in the Issuer's CAFR) to be submitted to the MSRB through EMMA. If within a continuing disclosure agreement, the Issuer has agreed to furnish information that is outside the scope of the CAFR, the Issuer shall file a supplement to the CAFR when filing with the MSRB through EMMA;
 - a. If the event the Issuer does not have audited financial statements available by the filing deadline imposed by the continuing disclosure agreement, the Disclosure Coordinator shall instead submit the Issuer's unaudited financial statements and follow the requirements of the continuing disclosure agreement with respect thereto. Audited financial statements shall be filed as soon as available.
 - b. All documents submitted to the MSRB through EMMA that are identified by specific reference to documents already available to the public on the MSRB's Internet website or filed with the SEC shall be clearly identified by cross reference;
 - c. Not more than five (5) days after the submission deadline, the Disclosure Coordinator shall confirm and document in accordance with Section 6.01 hereof that Annual Reports have been submitted and filed properly with the MSRB through EMMA; and

File a “failure to file notice” as needed in accordance with the Rule. The failure to file notice shall include information describing the nature and/or cause of the failure to meet the contractual deadline and, if available, an approximate timeframe for when the complete information is expected to be submitted.

Article V *Listed Event Filings*

Section 5.01. Disclosure of Listed Events. Pursuant to Rule 15c2-12(b)(5)(i)(C), the Issuer is obligated to disclose to the MSRB notice of certain specified events with respect to the Issuer’s Obligations (a “Listed Event”). All Employees shall be instructed to notify the Disclosure Coordinator if he or she becomes aware of any of the Listed Events listed in the Issuer’s continuing disclosure undertakings. The Disclosure Coordinator may consult with Disclosure Counsel, or the Financial Advisor, to discuss the event and to determine whether a filing is required or is otherwise desirable. If such a filing is deemed necessary, the Disclosure Coordinator shall cause a notice of the Listed Event (a “**Listed Event Notice**”) that complies with Rule 15c2-12 to be prepared, and the Disclosure Coordinator shall file, or cause to be filed, the Listed Event Notice as required by Rule 15c2-12 as follows:

- (A) Prior to issuance of new Securities after February 27, 2019, a complete list of current Financial Obligations shall be compiled in accordance with Exhibit D hereof and submitted to the Disclosure Coordinator for continuous monitoring with regard to compliance with all Disclosure Agreements entered into on or after February 27, 2019.
- (B) The Disclosure Coordinator shall monitor and periodically review the Listed Events identified on Exhibit A, in connection with the Obligations identified on the Chart in Exhibit C to determine whether any event has occurred that may require a filing with EMMA.
- (C) The Disclosure Coordinator shall file, in a timely manner, a notice of the occurrence of any Listed Event or Events with the MSRB via EMMA with respect to any Obligations to which the Listed Event or Events are applicable, in a timely manner not in excess of ten (10) business days after the occurrence of the Listed Event.
- (D) The Disclosure Coordinator shall subscribe to any available ratings agency alert service regarding the ratings of any Obligations.

Article VI Miscellaneous

Section 6.01. Documents to be Retained. The Disclosure Coordinator shall be responsible for retaining records demonstrating compliance with this Policy. The Disclosure Coordinator shall retain an electronic or paper file (“Transcript”) for each continuing disclosure Annual Report Filing that the Issuer completes, and for each Listed Event Filing that the Issuer completes. Each Transcript shall include final versions of documents submitted to the MSRB through EMMA. The Transcript shall be maintained for a period of eleven (11) years from the final retirement of the Obligations.

Section 6.02. Education and Training. The Issuer shall conduct periodic training to assist the Disclosure Coordinator, all Employees and the Governing Body in understanding and

performing their responsibilities under this Policy. Such training sessions shall include a review of this Policy, the Issuer's disclosure obligations under applicable federal and state securities laws, including the Listed Events in Exhibit A, and the disclosure responsibilities and potential liabilities of members of Issuer staff and members of the Governing Body. Such training sessions may include meetings with Disclosure Counsel, teleconferences, attendance at seminars or conferences where disclosure responsibilities are discussed, and/or recorded presentations. Disclosure Coordinator shall maintain a record of training activities in furtherance of this Policy.

Section 6.03. Public Statements Regarding Financial Information. Whenever the Issuer makes statements or releases information relating to its finances to the public that is reasonably expected to reach investors and the trading markets (including, without limitation, all Listed Event notices, statements in the CAFR, and other financial reports and statements of the Issuer), the Issuer is obligated to ensure that such statements and information are complete, true, and accurate in all material aspects. The Disclosure Coordinator shall assist the Governing Body in ensuring that such statements and information are accurate and not misleading in any material aspect. Investment information published on the Issuer's website may include a cautionary statement referring investors to EMMA as the official repository for the Issuer's Securities-related data.

EXHIBIT A LISTED EVENTS

The Disclosure Coordinator should periodically review this list to determine whether any event has occurred that may require a filing with EMMA.

The following events automatically trigger a requirement to file on EMMA within ten (10) business days of their occurrence (listed events are subject to change by the SEC):

- (1) Principal and interest payment delinquencies;
- (2) Non-payment related defaults, *if material*;
- (3) Unscheduled draws on debt service reserves reflecting financial difficulties;
- (4) Unscheduled draws on credit enhancements reflecting financial difficulties;
- (5) Substitution of credit or liquidity providers, or their failure to perform;
- (6) Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the security, or other material events affecting the tax status of the security;
- (7) Modifications to rights of security holders, *if material*;
- (8) Bond calls, *if material*, and tender offers;
- (9) Defeasances;
- (10) Release, substitution, or sale of property securing repayment of the securities, *if material*;
- (11) Rating changes;
- (12) Bankruptcy, insolvency, receivership or similar event of the obligated person³;

Note to paragraph (12):

The event is considered to occur when any of the following occur: The appointment of a receiver, fiscal agent or similar officer for an obligated person in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the obligated person, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the obligated person.

³ The term "obligated person" for purposes of the Rule shall mean the party, if other than the Issuer, responsible for the obligations subject to the Rule, e.g. in a conduit issue sold through the Issuer, the conduit party would be the "obligated person" under the continuing disclosure agreement.

(13) The consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, *if material*;

(14) Appointment of a successor or additional trustee or the change of name of a trustee, *if material*;

The following events trigger a requirement to file notice of their occurrence on EMMA within ten (10) business days after their occurrence, and apply to continuing disclosure agreements entered into by the Issuer on or after February 27, 2019:

(15) Incurrence of a Financial Obligation of the obligated person, *if material*⁴, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a Financial Obligation of the obligated person, any of which affect security holders, *if material**; and

(16) Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a Financial Obligation of the obligated person, any of which reflect financial difficulties.

⁴ Materiality is determined upon the incurrence of each distinct Financial Obligation, taking into account all relevant facts and circumstances. A Financial Obligation is considered to be incurred when it is enforceable against the City. Listed Event Notices for Financial Obligations (e.g. under 15 and 16 above) should generally include a description of the material terms of the Financial Obligation, including: (i) date of the incurrence, (ii) principal amount, (iii) maturity and amortization; (iv) interest rate(s), if fixed, or method of computation, if variable, (v) other appropriate terms, based on the circumstances. In addition to a summary of material terms, the City may alternatively, or in addition, submit related materials, such as transaction documents (which may require some redaction), terms sheets prepared in connection with the Financial Obligation, or continuing covenant agreements or financial covenant reports.

EXHIBIT B

Suggested Practices in Submitting Annual Financial Information to EMMA*

Annual Financial Information is to be submitted to EMMA as follows:

- through the EMMA Dataport;
- in one or more electronic word-searchable portable document format files configured to permit documents to be saved, viewed, printed and retransmitted by electronic means (“properly formatted pdf file”); and
- indexed by the submitter as “Annual Financial Information and Operating Data” – this EMMA indexing category should be used for all submissions consisting of one or both parts of an annual financial information submission. A submission should be indexed in EMMA by the submitter as “Annual Financial Information and Operating Data” if it consists of complete annual financial information (including audited financial statements and/or the CAFR).

If the audited financial statements have not been prepared in time to meet the deadline:

file unaudited financial statements with a notice to the effect that the unaudited financial statements are being provided pending completion of audited financial statements and that the audited financial statements will be submitted to EMMA when they have been prepared.

If annual financial information is provided by reference to other submitted documents file:

a notice that includes specific reference to a document available on the EMMA website or the SEC (such as, but not limited to, an official statement), to the extent that such document in fact includes the information required to be include in the annual financial information; and

the submitter should confirm that such document in fact is available from the EMMA website or the SEC and should include in such notice (A) a textual description of the document that includes the required information, with sufficient detail for a reasonable person to determine the precise document being referenced, and (B) an active hyperlink to the pdf file of such document as then posted on the EMMA website or to the SEC’s EDGAR system; further, if such document includes audited financial statements, the submitter should also index such submission as “Audited Financial Statements or CAFR” in addition to (but not instead of) “Annual Financial Information and Operating Data” unless the submitter submits such audited financial statements separately to EMMA.

Failure to file notices are to be submitted to EMMA as follows:

through the EMMA Dataport;

- as an electronic word-searchable and properly formatted pdf file; and
- indexed by the submitter as “Failure to Provide Annual Financial Information.”
* *Procedures subject to change.*

EXHIBIT C

DEBT INVENTORY & CONTINUING DISCLOSURE SUMMARY

Update and complete with each new issue of Obligations, and upon any disclosure filing

NAME OF ISSUE/PRINCIPAL AMOUNT	DATE OF ISSUE	FINAL MATURITY DATE	CUSIP FOR FINAL MATURITY	DATE BY WHICH ANNUAL REPORTS MUST BE FILED (OR “EXEMPTION” UNDER THE RULE)	ANNUAL REPORTS INFORMATION TO BE FILED	SOURCE OF INFORMATION	DATE INFORMATION WAS FILED

EXHIBIT D
FINANCIAL OBLIGATION INVENTORY
 Update Upon Incurrence

DESCRIPTION OF SECURITY AND ORIGINAL PAR AMOUNT	DATE INCURRED	FINAL PAYMENT DATE	MATERIAL TERMS (RATES/PAYMENT/DEFAULT/REMEDIES)	PLEGGED SECURITY	SOURCE OF INFORMATION	DATE INFORMATION WAS FILED ON EMMA

Indianola, Iowa

Post-Issuance Tax Compliance and Record Retention Policy

Definitions

“Advisors” means the Issuer’s Bond Counsel, Financial Advisor, paying agent, and Rebate Analyst.

“Bonds” mean bonds, notes or other obligations subject to the Code, Rules and applicable securities regulations.

“Code” means the Internal Revenue Code of 1986, as amended.

“Governing Body” means the City Council of the Issuer.

“Issuer” means the City of Indianola, in the County of Warren, State of Iowa.

“Rules” means Sections 103 and 141 through 150 of the Internal Revenue Code of 1986, as amended, and the U.S. Treasury Regulations promulgated thereunder.

Purpose

Issuers of tax-exempt governmental Bonds must comply with federal tax rules pertaining to expenditure of proceeds for qualified costs, rate of expenditure, use of bond financed property, investment of proceeds in compliance with arbitrage rules, and retention of records.

As an issuer of such Bonds, the Governing Body, is required by Rules to take certain actions subsequent to the issuance of the Bonds to ensure the continuing tax-exempt status of such Bonds. Further, Section 6001 of the Code and Section 1.6001-1(a) of the Treasury Regulations impose record retention requirements on the Issuer with respect to its tax-exempt governmental Bonds. This policy is designed to ensure that the Issuer complies with its tax compliance obligations under applicable provisions of the Rules.

Effective Date and Term

The effective date of this policy shall be the date of approval by the Governing Body, and shall remain in effect until superseded or terminated by action of the Governing Body. The Issuer shall comply with this policy upon issuance of Bonds and as long as the Bonds remain outstanding. This policy may be revised to comply with amendments to the Rules during the period the Bonds are outstanding.

Responsible Parties

The Finance Director shall be the party primarily responsible for ensuring that the Issuer successfully carries out its tax compliance requirements under applicable provisions of the Rules with regard to all obligations of the Issuer. The Finance Director is referred to as the “Compliance Officer” for purposes of this policy. The Compliance Officer shall be assisted by other staff and officials when appropriate and at the Compliance Officer’s discretion. The Compliance Officer shall also be authorized to retain and consult with the Advisors during the time the Bonds are outstanding for assistance in carrying out post-issuance tax compliance requirements.

The Compliance Officer shall be responsible for assigning post-issuance tax compliance responsibilities to other staff. The Compliance Officer shall consult Advisors or such other professional service organizations as are necessary to ensure compliance with the post-issuance tax compliance requirements of the Issuer. The Compliance Officer shall provide training and educational resources to staff responsible for ensuring compliance with any portion of the tax compliance requirements of this policy.

Expenditure of Bond Proceeds -- Review Process:

The Compliance Officer shall review the resolution authorizing issuance for each tax-exempt obligation, and shall:

- a) obtain a computation of the yield on such issue from the Issuer's financial advisor;
- b) create a separate Project Fund (with as many sub-funds as shall be necessary to allocate proceeds among the projects being funded by the issue) into which the proceeds of issue shall be deposited;
- c) review all requisitions, draw schedules, draw requests, invoices and bills requesting payment from the Project Fund;
- d) determine whether payment from the Project Fund is appropriate, and if so, make payment from the Project Fund (and appropriate sub-fund if applicable);
- e) maintain records of the payment requests and corresponding cancelled checks showing payment;
- f) consult with the Advisors to ensure that such expenditures are within the sixty (60) day period prior to the date in which the Issuer made a "declaration of intent" to reimburse such costs or are preliminary expenditures under the Code, in the event the Issuer seeks to utilize bond proceeds for costs that were incurred prior to the issuance of the bonds. If proceeds are used for such reimbursement, a copy of the declaration of intent shall be obtained and included in the records for the Bonds if not already part of the transcript.;
- g) maintain records showing the earnings on, and investment of, the Project Fund;
- h) ensure that investments acquired with proceeds are purchased at fair market value;
- i) identify bond proceeds or applicable debt service allocations that must be invested with a yield-restriction and monitor the investments of any yield-restricted funds to ensure that the yield on such investments does not exceed the yield to which such investments are restricted; and
- j) If not otherwise provided for in the Tax Exemption Certificate executed by the officers of the Issuer at closing, the Compliance Officer shall prepare an "allocation memorandum" for each issue of Bonds that accounts for the allocation of the proceeds of the Bonds to expenditures not later than the earlier of:
 - Eighteen (18) months after the later of (i) the date the expenditure is paid, or (ii) the date the project that is financed by the Bonds is placed in service; or
 - Sixty (60) days after the earlier of (i) the fifth (5th) anniversary of the issue date of the Bonds, or (ii) the date sixty (60) days after the retirement of the Bonds.

Rate of Expenditure:

The Compliance Officer shall ensure that the expenditure of bond proceeds will be monitored against the expenditure expectations represented in the Tax Exemption Certificate for such bond issue to ensure that:

- Five percent (5%) of the net sale proceeds were spent or committed within six (6) months of the issue date;
- Eighty-five percent (85%) of the net sale proceeds were spent within three (3) years of the issue date; and

- the Issuer proceeded with due diligence to complete the project and fully spend the net sale proceeds; or
- One hundred percent (100%) of proceeds used for current refunding within ninety (90) days of issuance.

Failure to meet the expected expenditure expectations represented in the Tax Exemption Certificate for such bond issue shall be documented and retained by the Compliance Officer in the records for the bond issue.

Arbitrage Rules and Rebate Requirements

The Compliance Officer shall review the Tax-Exemption Certificate for each tax-exempt obligation, and the expenditure records, and shall:

- a) monitor and ensure that proceeds of each such issue are spent within the temporary period set forth in such certificate;
- b) if the “small issuer” exception does not apply (not more than \$5 million issued in a calendar year), monitor and ensure that the proceeds are spent in accordance with one or more of the applicable exceptions to rebate as set forth in such certificate (e.g. six month exception, eighteen month exception, two year “construction issue” exception);
- c) not less than sixty (60) days prior to a required expenditure date within applicable rebate exception(s), confer with bond counsel if it appears expenditures will fail to meet the applicable temporary period or rebate exception expenditure requirements of the Tax-Exemption Certificate;
- d) in the event of failure to meet a temporary period or rebate exception:
 - i. procure a timely computation of any rebate liability and, if rebate is due, file a Form 8038-T and arrange for payment of such rebate liability;
 - ii. arrange for timely computation and payment of “yield reduction payments” (as such term is defined in the Code and Treasury Regulations), if applicable;
- e) ensure that the investment of bond proceeds is made only in permitted investments of the Issuer as outlined in Iowa Code chapters 12B and 12C, and any official policy;
- f) consult with the Advisors to ensure that the investment of bond proceeds is performed in compliance with the arbitrage rules and rebate requirements;
- g) consult with the Advisors to identify bond proceeds that must be yield-restricted and shall monitor the investments of any yield-restricted funds to ensure that the yield on such investments does not exceed the yield to which such investments are restricted;
- h) contact the Rebate Analyst (and, if appropriate, bond counsel) prior to the fifth anniversary of the date of issuance of each issue of bonds of the Issuer and each fifth anniversary thereafter to arrange for calculations and reports of the rebate requirements with respect to such bonds;
- i) if a rebate payment is required to be paid by the Issuer, the Compliance Officer shall prepare or cause to be prepared the appropriate form to be filed with the IRS (Form 8038-T);

- j) The Compliance Officer shall ensure that guaranteed investment contracts (GIC) will be purchased only using the three-bid “safe harbor” of applicable Treasury regulations, in compliance with fee limitations on GIC brokers in the regulations. The Compliance Officer shall ensure that all other investments will be purchased only in market transactions.

Filings with Internal Revenue Service

The Compliance Officer, with assistance from Bond Counsel, shall ensure that each issuance of Bonds is properly reported with the Internal Revenue Service (IRS) as required by Section 149(e) of the Code. On the issue date of each series of Bonds, the Compliance Officer shall consult with the Advisors to identify the deadline to file the requisite IRS form for such issue.

If a bond issue consists of tax-exempt Bonds, the Issuer must report the tax-exempt portion on Form 8038-G or 8038-GC.

Reporting the Issuance of Tax-Exempt Bonds

The original issuance of a tax-exempt bond issue with an issue price of one-hundred thousand dollars (\$100,000) or greater shall be reported on Form 8038-G. The original issuance of a tax-exempt bond issue with an issue price less than one-hundred thousand dollars (\$100,000) shall be reported on Form 8038-GC.

- Forms 8038-G and 8038-GC shall be filed by the Compliance Officer or Bond Counsel no later than the 15th day of the 2nd calendar month following the quarter in which the Bonds were issued.
- The Compliance Officer shall consult with the Advisors to ensure the Form 8038-G is accurately filled out.

Rebate Reporting Requirements

The Compliance Officer shall contact the rebate analyst prior to the 5th anniversary of the issue date on each series of Bonds and each 5th anniversary thereafter to arrange for calculations of the rebate requirements with respect to such Bonds. If a rebate payment is required to be paid, the Compliance Officer shall prepare or cause to be prepared a Form 8038-T, and submit such Form 8038-T to the IRS with the required rebate payment.

If the Issuer is authorized to recover a rebate payment previously paid, the Compliance Officer shall prepare or cause to be prepared a Form 8038-R, with respect to such rebate recovery, and submit such Form 8038-R to the IRS.

Use of Bond-Financed Property

The Compliance Officer shall monitor the use of all bond-financed facilities in order to determine whether private business uses of bond-financed facilities have exceeded the de minimis limits set forth in Section 141(b) of the Code (generally 10% of bond proceeds) as a result of leases and subleases, licenses, management contracts, research contracts, naming rights agreements or other arrangements that provide special legal entitlements to nongovernmental persons. Prior to entering into such leases or other contracts, the Compliance Officer shall consult with Bond Counsel to ensure appropriate action is taken with respect to the bond-financed facilities.

To this end, the Compliance Officer shall:

- a) maintain appropriate records and a list of all bond financed assets. Such records shall include the actual amount of proceeds (including investment earnings) spent on each of the bond financed assets;
- b) with respect to each bond financed asset, the Compliance Officer will monitor and confer with bond counsel with respect to all proposed:

- i. management contracts,
 - ii. service agreements,
 - iii. research contracts,
 - iv. naming rights contracts,
 - v. leases or sub-leases,
 - vi. joint venture, limited liability or partnership arrangements,
 - vii. sale of property;
 - viii. any other change in use of such asset; or
 - ix. output contracts (including retail and wholesale requirements contracts);
- c) maintain a copy of the proposed agreement, contract, lease or arrangement, together with the response by bond counsel with respect to the proposal for at least three (3) years after retirement of all tax-exempt obligations issued to fund all or any portion of bond financed assets, or obligations issued to refund those obligations;
 - d) provide training and educational resources to any staff member that has the primary responsibility for the operation, maintenance, or inspection of bond-financed facilities with regard to the limitations on the private business use and on the private security or payments with respect to bond-financed facilities;
 - e) ensure that no item of bond-financed property will be sold or transferred to a nonexempt party without advance arrangement of a “remedial action” under the applicable Treasury Regulations and the Compliance Officer shall consult with bond counsel prior to the sale or transfer of any bond-financed property; and
 - f) In the event of an action with respect to a bond financed asset, which may cause the private business tests or private loan financing test to be met, the Compliance Officer shall contact bond counsel for advice and ensure timely remedial action under IRS Regulation Sections 1.141-12.

Advance Refundings

The Compliance Officer shall be responsible for the following current, post issuance and record retention procedures with respect to advance refunding bonds:

- a) Identify and select bonds to be advance refunded with advice from internal financial personnel, and/or the Issuer’s Financial Advisor;
- b) Identify, with advice from Advisors, any possible federal tax compliance issues prior to structuring any advance refunding;
- c) Review the structure with the input of the Advisors, of advance refunding issues prior to the issuance to ensure (i) that the proposed refunding is permitted pursuant to applicable federal tax requirements if there has been a prior refunding of the original bond issue; (ii) that the proposed issuance complies with federal income tax requirements which might impose restrictions on the redemption date of the refunded bonds; (iii) that the proposed issuance complies with federal income tax requirements which allow for the proceeds and replacement proceeds of an issue to be invested temporarily in higher yielding investments without causing the advance refunding bonds to become “arbitrage bonds”; and (iv) that the proposed issuance will not result in the Issuer’s exploitation of the difference between tax exempt and taxable interest rates to obtain a financial advantage nor overburden the tax exempt market in a way that might be considered an abusive transaction for federal tax purposes.

- d) Collect and review data related to arbitrage yield restriction and rebate requirements for advance refunding bonds. To ensure such compliance, the Compliance Officer shall engage a rebate consultant to prepare a verification report in connection with the advance refunding issuance. Said report shall ensure said requirements are satisfied.
- e) Ensure, whenever possible, the purchase of demand deposit Treasury securities from the State and Local Governmental Series (“SLGS”) to size each advance refunding escrow. The Financial Advisor shall be included in the process of subscribing SLGS. To the extent SLGS are not available for purchase, the Compliance Officer shall, in consultation with Bond Counsel and the Financial Advisor, comply with IRS regulations.
- f) To the extent as Issuer elects to the purchase a guaranteed investment contract, the Compliance Officer shall ensure, after input from Bond Counsel, compliance with any bidding requirements set forth by the IRS regulations.
- g) In determining the issue price for any advance refunding issuance, the Compliance Officer shall obtain and retain issue price certification by the purchasing underwriter at closing.
- h) After the issuance of an advance refunding issue, the Compliance Officer shall ensure timely identification of violations of any federal tax requirements and engage Bond Counsel in attempt to remediate same in accordance with IRS regulations.

Record Retention

Management and retention of records related to the Issuer’s bond issues shall be supervised by the Compliance Officer. Records and documents pertaining to cancellation, transfer, redemption or replacement of Issuer bonds shall be preserved by the Issuer or its agent for a period of not less than 11 years, as set forth in Iowa Code Section 76.10. Other records shall be retained during the period in which the bonds remain outstanding (plus any refunding bonds) plus three (3) years. Records may be in the form of documents and electronic copies of documents, appropriately indexed to specific bond issues and compliance functions.

The Compliance Officer shall collect and retain the following records with respect to each issue of Bonds of the Issuer and with respect to the facilities financed with the proceeds of such Bonds:

- audited financial statements of the Issuer;
- appraisals, demand surveys, or feasibility studies, if any, with respect to the facilities to be financed with the proceeds of such Bonds;
- publications, brochures, and newspaper articles, if any, related to the bond financing;
- trustee or paying agent statements;
- records of all investments and the gains (or losses) from such investments;
- paying agent or trustee statements regarding investments and investment earnings;
- reimbursement resolutions, if any, and expenditures reimbursed with the proceeds of such Bonds;
- allocations of proceeds to expenditures (including costs of issuance) and the dates and amounts of such expenditures (including any requisitions, expenditure/draw schedules, expenditure/draw requests, invoices, bills, and cancelled checks with respect to such expenditures);
- contracts entered into for the construction, renovation, or purchase of bond-financed facilities;
- an asset list or schedule of all bond financed depreciable property and any depreciation schedules with respect to such assets or property;
- records of the purchases and sales of bond-financed assets;
- private business uses of bond-financed facilities that arise subsequent to the date of issue through leases and subleases, licenses, management contracts, research contracts, naming rights agreements, or other arrangements that provide special legal entitlements to nongovernmental persons and copies of

any such agreements or instruments; arbitrage rebate reports and records of rebate and yield reduction payments, if any; resolutions or other actions, if any, taken by the Board of Education subsequent to the date of issue with respect to such Bonds;

- formal elections authorized by the Code or Treasury Regulations that are taken with respect to such bonds;
- relevant correspondence relating to such Bonds;
- documents related to guaranteed investment contracts or certificates of deposit, credit enhancement transactions, and financial derivatives entered into subsequent to the date of issue;
- copies of any and all forms filed with the IRS for each series of Bonds including, as applicable, Form 8038-G, Form 8038-GC, Form 8038-T and Form 8038-R; and
- the official transcript prepared by Bond Counsel with respect to each series of Bonds of the Issuer.

Identification of Violations and Corrections

If, during the period the Bonds remain outstanding, it is determined that a violation of federal tax requirements has occurred, the Compliance Officer shall immediately consult with the Advisors to ensure that corrective or remedial action is taken. In consultation with Bond Counsel, the Compliance Officer shall become acquainted with the remedial actions under Treasury Regulations, Section 1.141-12, to be utilized in the event that private business use of bond-financed facilities exceeds the de minimus limits under Section 141(b)(1) of the Code. In consultation with Bond Counsel, the Compliance Officer shall become acquainted with the Tax Exempt Bonds Voluntary Closing Agreement Program, described in Notice 2008-31, 2008-11 I.R.B. 592, to be utilized as a means for an issuer to correct any post-issuance infractions of the Rules with respect to its outstanding Bonds.

Continuing Disclosure Obligations

In addition to its post-issuance compliance requirements under applicable provisions of the Rules, the Issuer has agreed to provide continuing disclosure, such as annual financial information and event notices, pursuant to a continuing disclosure certificate or similar document (the “Continuing Disclosure Certificate”) prepared by Bond Counsel and made a part of the transcript with respect to each issue of Bonds of the Issuer that is subject to such continuing disclosure requirements. The Continuing Disclosure Documents shall be executed by the Issuer to assist the underwriters of the Issuer’s Bonds in meeting their obligations under Securities and Exchange Commission Regulation, 17 C.F.R. Section 240.15c2-12, as in effect and interpreted from time to time (“Rule 15c2-12”). The continuing disclosure obligations of the Issuer shall be governed by the Continuing Disclosure Certificate and by the terms of Rule 15c2-12. The Compliance Officer shall be primarily responsible for undertaking such continuing disclosure obligations and to monitor compliance with such obligations in accordance with the City’s Disclosure Policy.

Other Post-Issuance Actions

If, in consultation with the Advisors, the Compliance Officer determines that any additional action not identified in this policy must be taken by the Compliance Officer to ensure the continuing tax-exempt status or “qualified” status of any issue of the Issuer’s Bonds, the Compliance Officer shall take such action if the Compliance Officer has the authority to do so. If, after consultation with the Advisors, the Compliance Officer determines that this policy shall be amended or supplemented to ensure the continuing tax-exempt status or “qualified” status of any issue of the Issuer’s Bonds, the Compliance Officer shall follow the appropriate Issuer policy that this document be so amended or supplemented.

Taxable Governmental Bonds

Most of the provisions of this policy, other than the provisions Continuing Disclosure Obligations subsection of this policy, are not applicable to governmental Bonds the interest on which is includable in gross income for federal income tax purposes (i.e. “taxable governmental Bonds”). If an issue of taxable governmental Bonds is later refunded with the proceeds of an issue of tax-exempt governmental Bonds, then the uses of the proceeds of the taxable governmental Bonds and the uses of the facilities financed with the proceeds of the

taxable governmental Bonds shall be relevant to the tax-exempt status of the refunding Bonds. Therefore, if there is any reasonable possibility that an issue of taxable governmental Bonds may be refunded, in whole or in part, with the proceeds of an issue of tax-exempt governmental Bonds then, for purposes of this policy, the Compliance Officer shall treat the issue of taxable governmental Bonds as if such issue were an issue of tax-exempt governmental Bonds and shall carry out and comply with the requirements of this policy with respect to such taxable governmental Bonds. The Compliance Officer shall seek the advice of Bond Counsel as to whether there is any reasonable possibility of issuing tax-exempt governmental Bonds to refund an issue of taxable governmental Bonds.

**Adopted by City Council on November 4, 2019*

Public Purpose Policy

1. **PURPOSE:** The purpose of the policy is to establish a public purpose policy for certain expenditures. The City Council of the City of Indianola believes that the expenditures cited below serve a general public purpose in recruitment of key employees and improved employee training and public service.

2. **PUBLIC PURPOSE EXPENDITURES:** The expenditures listed below serve a general public purpose in the recruitment of quality department heads and maintaining the service delivery of employees to the citizens of Indianola: At no time will public funds be spent on alcoholic beverages.
 - a. **Employee Recruitment:** The expenditure of funds for food and drink for the recruitment of department head employees as deemed necessary by the City Manager or Director of Finance.

 - b. **Employee Training:** The expenditure of funds for refreshments for the training of employees. This expenditure will be approved by the department head of the department holding the training and will be paid by funds of the same department as allocated for training. It will be the determination of the City Manager or Director of Finance if such expenditure is considered excessive and will take such corrective action as deemed necessary.

 - c. **Sustenance Supplies:** The expenditure of funds for sustenance supplies, including, coffee, coffee creamer, coffee filters, sweetener, paper products including plates, cups, and utensils, paper towels or napkins, and any products deemed necessary by the City Manager or Director of Finance falling under the term “sustenance”. The expenditure will be made by the department for which the supplies will be utilized.

 - d. **Promotional Items:** The expenditure of promotional material for city departments and activities, for such items as stress relievers, pencil, pens, and coasters. The annual expenditure on such items for each department shall not be in excess of \$1000.

 - e. **Employee Recognition Events:** The expenditure of funds for employee recognition events authorized by the Indianola City Council either by a one-time approval or through the annual budgeting process (i.e. annual awards banquet).

 - f. **Funeral or Get-Well Flowers/Memorials:** The expenditure of flowers or other items not exceeding the amount of \$100 for employees or family members in the case of death or extended hospitalization as approved by the City Manager.

Adopted by City Council on September 3, 2019

Surplus Property Disposal Policy

I. GENERAL

- a. "Surplus property" is defined as City owned property that no longer is needed or has no practical use to a particular City Department (hereafter "Surplus Property" or "Property").
- b. Items seized, confiscated, or found by the Police Department shall be handled and disposed of in accordance with applicable Federal, State, and local requirements (hereafter "Seized Property" or "Unclaimed Property").
- c. Surplus property shall be disposed of in accordance with this policy. Seized Property and Unclaimed Property may be disposed of in accordance with this policy. All Surplus, Seized and Unclaimed Property is disposed of "as is" and "where is", with no warranty, guarantee, or representation of any kind, expressed or implied, as to the condition, utility or use-ability of the property offered.
- d. It is critical to maintain a trail of documentation for audit purposes regarding the disposition of Property of the City of Indianola (hereafter "City").

II. RESPONSIBILITIES

- a. It shall be the responsibility of the head of the department with the Property to notify the City Manager of the surplus property it has in its possession.
- b. The method of disposal shall be determined by the Department Head and the City Manager, or his Designee, in accordance with this Policy. The Department with Property for disposal is responsible to provide information to the Finance Department including brief description and estimated value. Each department will maintain storage of Property until final disposal.
- c. The Finance Department shall be responsible for coordination of the disposal process for all Property except as indicated below:
 - i. Disposition of real estate or any interest in land requires a resolution of the City Council after published notice and public hearing in accordance with the Code of Iowa. All dispositions of real estate or land interest shall be the responsibility of the City Clerk's office, with the assistance/coordination of the City Attorney.
 - ii. Seized and Unclaimed Property within the Police Department shall be handled and disposed of in accordance with applicable Federal, State, and local requirements.
 - iii. Items purchased with grant funds shall be disposed of in accordance with applicable grant requirements.
 - iv. Computers and Electronic Data Storage Equipment are defined as any equipment that contains electronic data or is procured or managed by the outside Information Technology (IT) staff. Such items shall be returned to the IT staff for proper data wiping and disposal. This includes, but is not limited to Computers, Laptops, Tablets, Servers, Backup Tapes and Media Switches, Routers and Hubs, Phones, Printers, Fax Machines, Copiers, Scanners, Monitors, and External Hard Drives.
 1. When deemed appropriate by current IT standards, IT staff will wipe any data or configuration on the equipment. For servers, backup media, or any equipment in which data wiping is not feasible, staff will physically remove the data storage components for destruction of the data or configuration by physical or other permanent means.

2. When deemed appropriate, some computer and electronic data equipment may be disposed of in accordance with section III of this Policy.
3. Any optical media, including writable CD and DVD media, containing City data shall be disposed of by individual departments using the City's shredding procedures.
- v. Any electronic data consisting of records covered by the record retention manual shall be retained until such time as noted in the record retention manual, where under storing the records is no longer required or that the records have no further value.

III. METHODS OF DISPOSAL

Based on review by the City Manager or Designee, with input from department representatives, the following methods will be considered for disposal of surplus property:

- a. Transfer to other departments: Surplus Property may be transferred to another City department. The departments involved in the transfer shall exchange purchase information, service manuals and service records and all other applicable information regarding the Property.
- b. Trade-in of Surplus Property: Surplus Property may be used in trade if determined to provide maximum return for the City.
- c. Sale of Surplus Property:
 - i. The Department representative shall provide an estimated value of the Surplus Property sought for sale to the City Clerk/Finance Director
 1. Property with an estimated value in excess of \$5,000 requires City Council approval prior to sale.
 2. Property with an estimated value less than \$5,000 and more than \$1,000 requires City Manager approval prior to sale.
 3. Property with an estimated value less than \$1,000 requires Department Director approval prior to sale.
 - ii. Surplus Property may be sold by public auction, including public auctions of other government agencies.
 1. Surplus Property may be sold at public auction if the quantity and types of Property on hand warrant such action.
 2. The department that is in possession of the Property shall coordinate auctions with the Finance Department
 3. It is the responsibility of the department with possession of the Property to provide administration and logistical support of the auction item/event. Any expense incurred in conducting the auction shall be deducted from the auction receipts.
 - iii. Surplus property may be sold using internet auction sites.

1. It is the responsibility of the department having possession of the Property to provide administration and logistical support of the auction item. Any expense incurred in conducting the auction shall be deducted from the auction receipts.
 2. The selling department shall provide photo, brief description, and estimated value of the Property. All Property not sold during the original auction, will be posted for auction at least two times with each auction lasting a minimum of 10 calendar days. If the Property does not sell after the second auction, the Department Director and the City Manager will then determine the best method of disposal, as provided by this Policy.
- iv. Surplus Property may be sold by soliciting written bids/quotations or other similar means, all as approved by the CFO/City Clerk
 - v. Scrap metal may be sold through a reputable metals recycling dealer without competitive bids if the value of the scrap metal is estimated at less than \$1,000.
- d. Cannibalizing: Property may be disassembled and used for parts when this is the most cost- effective method of disposal for the City.
- e. Transfer to Other Public Agency or Charity:
- i. No Property shall be transferred to another public agency or charity before it is first offered to City departments, as outlined in section “A”.
 - ii. When the value of the Property is estimated at \$5,000 or less, the City Manager or Designee, shall approve its sale or transfer to another Iowa public agency or charitable organization exempt under Section 501(c)(3) of the Internal Revenue Code, without competitive bid. Public agency means the State of Iowa or any agency or subdivision thereof, any city, county, special district, or school district.
 - iii. When the value of the Property is estimated to be more than \$5,000, the sale or transfer to another Iowa public agency without competitive bid shall be approved by the City Council.
 - iv. The transfer of Property, of any value, to a non-Iowa public agency shall be approved by the City Council.
 - v. Publication requirements do not apply when Property is transferred to another governmental agency.
- f. Property Having No Value:
- i. Property that has no practical salvage or scrap metal value may be disposed of in the proper manner for the item. If Property cannot be recycled or disposed of in the regular solid waste disposal process, departments shall take or make arrangements to take them to the appropriate disposal location.
 - ii. All authorized surplus property determined for disposal, shall be placed in dumpsters or other trash bins which are accessible to the general public.

IV. City Officials and Employees:

- a. Employees shall be defined as any full-time or part-time/seasonal employee of the

City of Indianola.

- b. City Officials shall be defined as elected officials, commission members, board members, and committee member (hereafter “City Officials”).
- c. City Officials and Employees are eligible to bid on Property listed for disposal in section III within this Policy.
- d. City Officials and Employees shall not bid on Property while on duty nor while acting in official capacity of the City.

V. Unauthorized Personal Scrapping, Recycling or Disposal of Trash or Junk:

- a. Transferring, selling, donating, scrapping, recycling or disposing of Property by City Officials or Employees for personal gain or to benefit the interest of any person or party other than the City of Indianola, including handling or disposal of trash or junk except as directed by authorized City management, is strictly forbidden.
- b. Disciplinary Action(s):
 - i. Appropriate disciplinary action, up to and including termination, will be taken should an employee be found, through proper investigation, to:
 - 1. have failed to promptly remit to persons officially designated to receive proceeds, including cash or other consideration, from the sale of City Property, as defined herein, including the proceeds from the sale, scrapping or recycling of any such property belonging to City tenants;
 - 2. have failed, in the performance of their duties, to promptly place in appropriate City containers, bins, dumpsters, or other collection facilities, equipment or containers, or have received, taken, given away, collected, stored or retained in other than appropriate City containers, bins, or collection facilities, or dump sites, City scrap, recyclables, trash or any such Surplus Property belonging to City tenants;
 - 3. have engaged in selling, scrapping, recycling or handling of City Property in violation of this Policy or the Procedures set forth herein, including having engaged in any such activity for their personal interest or gain, or in aid of others doing the same for their respective interest or gain;
 - 4. have used City vehicles, facilities or equipment to collect, store, or transport Surplus Property to sites, locations, or facilities, including the facilities of scrap vendors or recycling centers, except as specifically directed by authorized City management, in accordance with this Policy and the Procedures set forth herein.
 - 5. have failed to notify his/her Department Director in a prompt and timely manner after having observed any individual engaging in any of the above-described act(s) or having learned that such act(s) were being committed by other City employees.

Adopted by Council, 21 January 2020

General/Miscellaneous Policies

City Policy on Lobbying

The “official position” of every city official or employee as well as the “official position” of the City of Indianola, for purposes of encouraging the passage, defeat or modification of any state legislation or any state regulation or influencing the decision of any state officials, or for any other purposes, can only be established by a motion, resolution or ordinance duly adopted by the City Council of the City of Indianola, Iowa. No such “official position” exists in the absence of such motion, resolution, or ordinance establishing such “official position”, and no city official or employee is authorized or empowered to represent or express any such “official position” on behalf of the City of Indianola.

No city official or employee is paid compensation for the purpose of lobbying or is authorized to act as a lobbyist on behalf of the City of Indianola.

In the absence of a motion, resolution or ordinance specifically authorizing and empowering a city official or employee to the contrary, every city official and employee having any contact with any state representative, senator, executive branch employee or officer, or any state agency employee or officer (“state officials”), shall immediately state the disclaimer found below before making any other statement unless (a) the contact is initiated, conducted and concluded by the state official exclusively for the purpose of obtaining purely factual non-confidential objective information or data about the city, or (b) the contact is initiated, conducted and concluded by the city official or employee exclusively for the purpose of obtaining purely factual non-confidential objective information or data about the state, or (c) the contact is limited to the city official’s or employee’s formal appearance to give testimony, or (d) the contact involves a lawyer licensed to practice law in the State of Iowa representing the city before any agency or in a contested case.

The disclaimer mentioned above shall consist of the following statement: “The Indianola City Council has not established an ‘official position’ on this matter either for myself, my officer, or the City. I am not compensated or authorized to lobby on behalf of the City of Indianola on this matter. Accordingly, any views or opinions I may express are my own alone as a private citizen and are not intended to reflect the ‘official position’ of the City of Indianola or of my office or position with the City of Indianola.” Upon the stating of this disclaimer, it shall be conclusively presumed that the city official or employee is exercising his or her own right to free speech and the right to petition his or her government.

Adopted by City Council on January 4, 1993.

City-Wide Clean Up

Policy for the annual City clean-up will be:

1. All large items, such as sofas, mattresses, etc. will be picked up on the residents recycling day. Appliances, such as stoves, refrigerators, furnaces, etc., shall be taken to the brush facility free of charge on designated days.
2. Items that are bulky, such as swing sets, should be cut up or dismantled into smaller pieces.
3. The spring leaf and organic yard waste disposal program will be available free of charge (on designated days of the week) at the Indianola Brush Facility only. Fees will still apply for brush which is anything that is ½ inch or more in diameter. Items may be loose or in paper bags only.
4. Also, there is a household hazardous waste and e-cycling collection at the Brush Facility – fees will apply to the e-cycling collection.
5. The City will not pick up trash or other items in trash containers, boxes or trash bags that the garbage haulers normally pick up.

Amended by City Council on April 18, 1983; amended on March 17, 2003; amended August 4, 2008.

Use of North Council Chambers

1. The North Council Room shall be reserved for the following:

Council meetings – 1st and 3rd Monday evening of each month at 6:00 p.m. and 7:00 p.m. respectfully

Any special called meetings of the Council.

Board of Trustee meetings on the 2nd and 4th Mondays at 5:30 P.M.

Planning and Zoning Commission meetings on the 2nd Tuesday of each month.

Board of Adjustment meetings when called.

2. Civic organizations may use the room; however, they cannot be secretive, discriminatory, religious, or political (informational meetings sponsored by incumbents are allowed).
3. The use of the north council room may be pre-empted by the City Council at any time.
4. The City Manager and City Clerk shall be responsible for scheduling the use of the rooms and shall maintain a reservation schedule.
5. Any group wishing to use the rooms shall present a written request for reservation at least one week in advance of the time of intended use. This request shall be presented to the City Clerk.
6. The City Council has the right to change, modify or eliminate any or all policy regulations at any time.

Adopted by City Council on May 21, 1980.

Policy For Examination Or Copying Of Records

GENERAL POLICY:

It is the policy of the City of Indianola to meet all reasonable requests for information and documents within the constraints of Iowa Code Chapter 22. This policy should be read in harmony with those provisions of Iowa Code Chapter 22 in effect at the time of the request.

The City of Indianola recognizes the right of the public to access public records maintained by the City in accordance with state law. When the City responds to requests to inspect or copy records, costs are incurred by the City. This policy is adopted to balance these competing interests, to establish an orderly and consistent procedure for responding to public records requests and to support the adoption of a fee schedule designed to reimburse the City for the actual costs incurred in responding to public records requests.

CUSTODIAN OF RECORDS:

Requests for public records should be directed to the respective lawful custodian of such records. The Police Chief is the lawful custodian of police records, the Fire Chief is the lawful custodian of fire records, the Library Director is the lawful custodian of library records, the Parks and Recreation Director is the lawful custodian of Park and Recreation records, and the City Clerk is the lawful custodian of all other city records. The contact information for such custodians is as follows:

<u>Department</u>	<u>Custodian</u>	<u>Location</u>
Fire Department	Fire Chief	110 N. 1 st Street
Police Department	Police Chief	110 N. 1 st Street
Library	Library Director	207 N. "B"
Park and Recreation	Director of P&R	2204 W. 2 nd
All other City Departments	City Clerk	110 N. 1 st Street

GENERAL PROCEDURE:

- This policy is not intended to preclude verbal responses to routine requests for information. In addition, under certain circumstances, documents may be provided without a written request. Those circumstances may include:
 - Documents made generally available to the public at public meetings;
 - Subject to approval by the City Manager, a specific Department may establish separate departmental policy to allow verbal requests for public records maintained by that department which are routinely requested by members of the public as part of the department's normal course of operations
- This policy does not apply to Indianola Municipal Utility records, police department accident reports, medical and fire reports, or fire investigation reports, which are subject to separate policies.
- **Written Request.** All parties requesting any City records are asked to complete and submit a written Request for Examination and Copying of Public Records form, attached hereto as Exhibit "A," to allow the City to promptly and accurately respond. Written requests are not limited to form Exhibit "A," but use of the form is highly encouraged to ensure sufficient clarity of public records requests. The City reserves the right to seek clarification of any public records request before responding to the request. The City reserves the right to deny any public records request if the request is sufficiently vague or unclear that the City cannot reasonably determine what records have been requested.

- **Inspection.** Parties requesting the inspection of public records may do so at a date and time during the regular business hours of the designated lawful custodian, or, if no such regular hours are established, from 9:00 a.m. to noon and from 1:00 p.m. to 4:00 p.m., Monday through Friday, excluding legal holidays. In-person inspection may be conducted in an on-premise room as arranged by the custodian. No original public records or documents can be removed from the premises at which they are stored.
- **Timing of Response.** The custodian of the requested records will attempt to fill record requests in a timely manner within fourteen (14) working days, unless the records are subject to consideration for exemption from disclosure as confidential under Chapter 22. Reasonable delay for the purpose of determining whether a confidential record should be available for inspection and copying to the person requesting the right to do so shall not exceed twenty (20) calendar days. Such records may include, but are not limited to: medical records, personnel or employee-related files, documents concerning litigation or claims, and/or names and addresses of complaints. Any request for public records which could be exempt from disclosure under the conditional exemptions in Iowa Code Section 22.7 shall be referred to the City Attorney for review and response.
- **Electronic Media Requests.** All open record requests that are responded to by electronic media shall be provided in a format that prevents the document from being altered.
- **Estimated Costs; Prepayment Required.** The person requesting the information shall be provided a bill, which shall be paid before the photocopies will be released. If the cost of responding to a request is estimated to exceed \$10.00, the person requesting the records will be provided with an estimated of costs, which the person will need to agree to pay prior to the copies being made. If the cost of responding to a request exceeds \$50, the person requesting the records will need to pay the estimated costs prior to the copies being made. If the actual costs incurred by the City to respond to a records request are less than the amount of any required prepayment, the overpayment will be refunded promptly to the person or entity making the prepayment. If the actual costs incurred by the City to respond to the request are more than the amount of prepayment, the City shall charge the requestor for all additional costs.

FEE SCHEDULE:

- If the number of photocopies does not exceed twenty-five (25) pages, or if staff time for responding to the request does not exceed thirty (30) minutes, the following fee schedule shall apply:
- Fees for photocopies: \$.25 per page for black and white copies and \$1.00 per page for color copies.
 - A fee for records provided on a CD is \$10.00.
- If the number of pages to be copied exceeds twenty-five (25) pages, or if the staff time involved in providing the records exceeds thirty (30) minutes, the following additional fee schedule shall apply:
 - Hourly rate for clerical time needed to make photocopies or copying to a CD - \$25.00 (prorated to the nearest fifteen (15) minutes)
 - Hourly rate for professional staff time – Effective hourly rate of staff member for time needed to produce or review the documents (prorated to the nearest fifteen (15) minutes)
 - Routinely prepared or bound reports – Actual cost to produce
 - Special requests for records mapping requests, and other non-traditional methods of providing information may incur additional costs.
 - The City reserves the right to adjust the above fee schedule in the event of unanticipated costs.

- Unless otherwise prohibited by law, the City may, at the City’s discretion, furnish copies of requested records without charge or at a reduced fee if the City determines that the waiver or reduction of fees is in the public interest.

CITY OF INDIANOLA
REQUEST FORM TO EXAMINE OR COPY RECORDS

Description of Record Requested:

Requester and Record Identification*

Name of Requester	Address	Telephone No.
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Signature of Requester*

If the cost of responding to a request is estimated to exceed \$10.00, the person requesting the records will be provided with an estimate of costs, which the person will need to agree to pay prior to the copies being made. If the cost of responding to a request exceeds \$50, the person requesting the records will need to pay the estimated costs prior to the copies being made.

*This information is not required but will be used to provide a response and/or in the event clarification is needed.

Adopted September 15, 2014

Event Application Policy

The purpose of this policy is to maintain procedures for event organizers to hold a fun and successful event. The policy will allow others who are using the trails, parks and streets to remain safe while the event is being held. A well-planned event translates to a successful activity that benefits both public and private interests.

An official City of Indianola “Special Event Application Form” must be submitted for all events planning to use public property. The complete application will provide the following information for the proposed event:

- Event name
- Event type
- Date/time of event
- Location of event
- Event sponsor(s)
- Organization
- Contact name
- Address, telephone number, cell phone number, fax number, e-mail address and date the application is delivered to the City Clerk’s office
- Anticipated Attendance
- Event Information (date and time for setup, event start/end, dismantle)
- Description of the request and event
- Describe what streets you are planning to close
- Describe safety plan including crowd control. The Indianola Police and Fire Department will review your safety plans to determine if adequate for planned event. In reviewing the application, they will be looking at anticipated crowd size, demographics, entertainment, alcohol, prior history with this event or similar events and other relevant criteria.
- Describe emergency/medical plan, including your communication procedures
- Describe cleanup procedures and removal of recyclable goods and garbage during and after event.
- When the street is closed off for the event an access lane needs to be maintained at minimum of 20’ wide per IFC 503.1.1 for emergency vehicles. If the event has a moving route this requirement is not applicable.

Application review process:

- If an event is held on City Streets - applications will be reviewed by the City Manager, Street, Human Resources/Risk Manager, Fire and Police Departments.
- If event is held on combination of City Streets and City Trails – applications will be reviewed by the City Manager, Street Superintendent, Human Resources/Risk Manager, Fire Department, Police Department, Park and Recreation Department.
- If event is held exclusively within City Parks or Trails - the Park and Recreation Department will review the event applications to verify they are in accordance with city park policies, rules and regulations.
- Applications for events held on City Streets or a combination of City Streets and City Trails will be approved or denied by the Indianola City Council.
- Applications need to be received no later than **60 days prior to your event**. If received less than 60 days prior to the event, staff will deny the application. It may be appealed to the City Council with a \$50 late fee.
- All applications will need to complete a map showing street/lane closures, trails, parks you will be using, location of barriers/barricades, stages, platforms, parking, etc. If the event involves a moving route, indicate direction of travel
- The Sheriff’s Department shall have complete and unobstructed access to the west side of the Warren County Courthouse.

- If the Square is blocked-off, west bound traffic on Ashland should be able to turn north on Howard: south bound traffic on Buxton should be able to turn west on Ashland, east bound traffic on Salem should be able to turn south on Buxton and north bound traffic on Howard should be able to turn east on Salem.
- If the Square and one block in each direction are blocked-off, be sure plans include barricades one block west and east of the square on Ashland and Salem, one block north and south of the square on Howard and Buxton.
- Vendors are expected to park vehicles off of the Square once their booths/trailers have been set up – applicants will need to complete a map (B) showing parking of vehicles
- Always be sensitive to neighbors and area businesses when interrupting normal traffic flow and using amplified music.
- You will receive communication after the request has been to council unless there are questions regarding your application.
- When the street is closed off for the event an access lane needs to be maintained at minimum of 20' wide per IFC 503.1.1 for emergency vehicles. If the event has a moving route this requirement is not applicable.
- An insurance certificate showing the City as an additional insured in the amount of \$1,000,000 or more will be required.

Special Events Held On City Trails/Streets:

An official City of Indianola “Special Event Application Form” must be submitted for all events planning to use public property (City Streets, City Trails and/or a combination of City Streets and City Trails or Parks). The complete application will provide the following information for the proposed event:

- Event name
- Event type
- Date/time of event
- Location of event
- Event sponsor(s)
- Organization
- Contact name
- Address, telephone number, cell phone number, fax number, e-mail address and date the application is delivered to the City Clerk’s office
- Anticipated Attendance
- Event Information (date and time for setup, event start/end, dismantle)
- Describe what streets and/or trails, parks you will be closing or using (map required)
- Description of the request and event
- Describe safety plan including crowd control. The Indianola Police and Fire Department will review your safety plans to determine if adequate for planned event. In reviewing the application, they will be looking at anticipated crowd size, demographics, entertainment, alcohol, prior history with this event or similar events and other relevant criteria.
- Describe emergency/medical plan, including your communication procedures.
- Describe cleanup procedures and removal of recyclable goods and garbage during and after event.

Application review process:

- If event is held exclusively within City Parks or Trails, the Park and Recreation Department will review the event applications to verify they are in accordance with city park policies, rules and regulations.
- If an event is held on City Streets and/or a combination of City Streets and City Trails
 - Applications will be reviewed by the City Manager, Street, Human Resources/Risk Manager, Fire Department, Police Department and Park and Recreation Department.

- All applications will be approved or denied by the Indianola City Council.
- Applications need to be received no later than **60 days prior to your event**. If received less than 60 days prior to the event, staff will deny the application. It may be appealed to the City Council with a \$50 late fee.
- All applications will need to complete a map showing streets that will be used and indicate direction of travel
- An insurance certificate showing the City as an additional insured in the amount of \$1,000,000 or more will be required.

Adopted August 1, 2016

Community Development Policies

TIF Program Policy

The purpose of this policy is to provide guidance regarding the use of Tax Increment Financing (TIF) to enhance economic development in the City of Indianola (the City). This policy does not replace project area objectives or types of renewal activities listed in any Urban Renewal Plan. Nothing within this policy requires the City of Indianola to provide funding for any project, regardless of that project's ability to meet eligibility guidelines. Any project making application for TIF funds must be located in a designated TIF district and is subject to the particulars of the respective Urban Renewal Plan applicable for said TIF district.

Goal

The goal of Indianola's Tax Increment Finance (TIF) program is to effectively encourage economic development, enhance industrial and non-retail commercial property tax base, create high-quality employment opportunities, and attract businesses that contribute to the general well-being and quality of life of Indianola's residents.

Uses of Funds

- Construction and repair of public infrastructure. TIF funds may be used to retire debt and pay interest for these projects until development occurs or until assessments and connection fees are paid.
- Direct assistance to pay assessments or connection fees for properties whose uses meet eligibility criteria. Properties that do not meet the criteria shall be required to pay assessments or connection fees, even if TIF is used to finance others within the same project.
- Direct assistance to businesses or property owners in the form of rebates, grants or loans for non-infrastructure uses. Loans may be interest bearing, zero-interest, or forgivable based on performance targets.
- To purchase or expand land ownership in partnership with the Indianola Development Association and any public/private partnership project that serves a public purpose compatible with the project objectives of a particular Urban Renewal Plan.
- Any other lawful use as listed in the Urban Renewal Plan on file in the City Clerk's Office for any particular area.

Property Use Eligibility Criteria

- Properties owned by public entities that enhance the quality of life in Indianola, serve a public purpose, and stimulate economic development.
- Properties owned by the Indianola Development Association or any public/private partnership that serves a public purpose compatible with the project objectives of a particular Urban Renewal Plan.
- Properties with any proposed industrial usage.
- Properties with proposed commercial office or retail usage with combined taxable valuation of all lots that exceeds \$10 million.
- Properties with proposed retail development with a taxable valuation under \$10 million and all residential development properties are explicitly excluded from receiving TIF program funds.

Project Eligibility Criteria

The following project characteristics shall be the primary factors in considering project eligibility:

1. Improves the development viability of an eligible property and will likely meet at least 3 other project criteria within 5 years of funding.
2. Increases the taxable value of an eligible property within 2 years of funding.
3. Creates or retains quality employment opportunities within Indianola.
4. Is compatible with the community and surrounding properties.
5. Does not cause undue stress on City services or public infrastructure.
6. Does not create an unfair advantage for the property owner over existing property owners in the community.

7. Property owners or developers waive other forms of property tax abatement, exemptions, or incentives allowed by law, however nothing precludes the City from rebating property taxes paid.
8. Property owners or developers agree to minimum assessed values, construction timetables, and other criteria to be contained in a development agreement.
9. Property owners or developers shall construct public infrastructure necessary to serve the project in accordance with City specifications, and upon completion, dedicate such to the City.

Where applicable, assistance to private entities shall be based on criteria outlined in Iowa Code Chapter 15A, including, but not limited to the number and pay scale of projected new jobs and the amount of property tax base to be created. Pay scale shall be determined by the percentage of median income for Warren County. Other compensation criteria, such as benefits paid, may also be considered.

Project Priorities

1. Public infrastructure improvements adjacent to undeveloped property or proposed redevelopment.
2. Lending at low or zero-interest rates where local funds are used to match other public and private economic development incentives. Preference will be given to projects that expand existing businesses.
3. Direct assistance in the form of grants, rebates, or forgivable loans where local funds are used to match other public and private economic development incentives.
4. Lending or direct assistance without local funds matching other economic development incentives.

Application Procedure

- Application forms are available in the Community Development Office at City Hall, 110 N. First Street.
- Applications shall be submitted as soon as possible to the Community Development Office and, at a minimum, prior to the submittal of a site plan.
- The application shall be reviewed by the City Manager for completeness.
- The City Manager shall forward the application, with a recommendation for approval or denial, to the City Council for its consideration of the application.
- If the application is approved by the City Council, the City Manager shall prepare a Development Agreement, which shall contain the necessary financial and legal considerations. The cost to prepare the Developer Agreement shall be paid for by the applicant, including any outside counsel retained by the City for purposes of negotiating, drafting, approving or executing said Agreement.
- Once the Development Agreement is negotiated between the Applicant and the City Manager, the City Council will conduct a public hearing and take action on the agreement. The City Council must find that a bona fide public purpose will reasonably be accomplished by the project.

City of Indianola
TIF Program Application

This application must be completed for any project that requests financial assistance from the City of Indianola using the Tax Increment Financing Program. Please use additional or attached sheets to provide any information requested in this application.

Applicant Name: _____
Mailing Address: _____

Telephone# _____
FAX# _____
E-mail address _____

Property Use

- | | |
|---|---|
| <input type="checkbox"/> Public entity | <input type="checkbox"/> Proposed industrial use |
| <input type="checkbox"/> Indianola Development Corp. | <input type="checkbox"/> Commercial office in excess of \$10M |
| <input type="checkbox"/> Other public/private partnership | <input type="checkbox"/> Other eligible use |

Zoning classification: _____

Project Description

Description of the project (Physical location, building square feet, unique architectural aspects, etc.):

Description of employment (use attached sheets if necessary):

New jobs _____ Average wages \$ _____

Existing jobs _____ Average wages \$ _____

Note: Projects that simply relocate jobs from another part of the city or state may not be eligible unless they significantly expand new jobs or retain current jobs from moving out of state.

Other information (types of employment, benefits, etc.):

Dollar value of property improvements to be constructed: \$ _____

Description of compatibility with the community and surrounding properties:

Description of uses of public infrastructure or municipal services (utilities, special public safety considerations):

FOR CITY USE ONLY:

Received by the City: _____

Reviewed by the City Manager: _____

Referred to City Council for Action: _____(YES) _____(NO)

Signed: _____
(City Manager)

Date: _____

Adopted by City Council on January 16, 2007; amended August 4, 2008.

Dangerous & Dilapidated Program

The D&D Committee shall establish a priority list (using the criteria below) designating properties for potential acquisition. Highways shall be the first priority.

The Community Development Director with cooperation of the City Attorney shall be responsible for negotiating and purchasing said properties.

All purchase agreements shall be approved by City Council.

CRITERIA

All properties purchased shall be vacant.

All purchases shall be voluntary and condemnation shall not be used.

Properties shall be purchased for a price at or below the Warren County Assessor's valuation. Special circumstances may be considered to allow a higher price.

Properties purchased should have a reasonable (ten years or less) net (purchase plus improvements minus re-sale) return on investment (increased value over existing) when considering city, county and school tax revenue. Exception: If the property is used for "affordable" housing, the reasonable return on investment may extend to 15 years or waived completely.

Adopted by City Council on July 18, 2000; amended August 21, 2008.

Permit Fees for Local Government Entities

Effective October 15, 2018 the city shall not charge any related building permit fees to the Indianola Community Schools, Warren County or the Warren County Habitat for Humanity. Fees include building, plumbing, electric, water, sewer, driveway, sign, etc.

This policy shall be reviewed periodically to determine significant percentage changes and shall be adjusted accordingly and approved by council.

Updated September 21, 1998, amended October 15, 2018

Rezoning

Notice of the Planning & Zoning Commission meeting shall be mailed by first class mail ten days prior to the meeting to all property owners within 200 feet of a proposed rezoning.

Adopted by City Council on April 2, 1984.

Revolving Loan Fund Program Policy

The purpose of this policy is to provide broad direction for the implementation of a Revolving Loan Fund by the City of Indianola.

Geographic Area: Benefited entities shall be limited to an area described in the Urban Renewal Plan for the Original Downtown Urban Renewal Area on file in the City Clerk's office.

Purpose

The program's purpose is to assist building/landowners in the retrofit, renovation, or new construction of properties or second story housing development, within the designated area to provide: new retail service, housing projects; to combat urban blight; and to provide employment opportunities in the City of Indianola.

Program Methods

The assistance provided to the building/business owner will come in the form of direct, zero interest loans, of up to 25% of the project cost or \$10,000, whichever is less. The Council reserves the right to approve projects for more than \$10,000 if they provide broader economic benefits to the community and are recommended by the Director of Finance.

Eligibility Criteria

The Director of Finance shall establish objective eligibility criteria, funding priorities, and program requirements that meet local, state, federal, and grant funding requirements as applicable. The Director of Finance shall maintain proper documentation of these procedures on file in the City Clerk's office. Exceptions to the eligibility criteria for projects approved by the Director of Finance using his/her own guidelines shall be disclosed to the City Council.

Implementation

The Director of Finance shall provide recommendations to the City Council under this program on applications it approves for funding.

Disbursements under this program shall be submitted to the City Clerk's Office for council consideration using existing policies and procedures.

Adopted by City Council on August 6, 2001; amended August 4, 2008.

Small Wireless Facility Antenna/Tower Right-of-Way Siting

PURPOSE:

1. This policy has been established to define the general requirements for the installation of small wireless facilities within the rights-of-way in the City of Indianola. The policy creates requirements for the siting and design of wireless communication structures, facilities, and related utilities. As such the provisions of this policy are intended to regulate and guide the installation of small wireless facility antennas and related accessory structures on infrastructure and to regulate and guide the installation of new communication towers when needed. It is the desire of the City to encourage the development of an aesthetically pleasing local environment. It is also the intent of the City to encourage the expansion of wireless technology, as it provides a valuable service to City residents and businesses. It is not the City's goal to unreasonably discriminate among providers of functionally equivalent services nor to have the effect of prohibiting, either directly or indirectly, the provisions of small wireless services. It is the City's goal to encourage wireless providers to construct new facilities disguised through techniques of camouflage design, as defined in this Policy. It is the intent of this Policy to achieve the following objectives:
 - 1) To minimize the adverse visual effects of communication structures through careful design, siting, locating and screening.
 - 2) To locate and engineer communications support structures in a manner which minimizes potential damage to adjacent properties from structural failure.
 - 3) To allow for the reasonable location and efficient use of communication structures through the co-location of carriers.
2. The City currently regulates all wireless telecommunications facilities in the public rights-of-way through a permit process. The City's existing code is in the process of being updated to reflect current telecommunications trends or necessary legal requirements. Further, the existing code provisions were not specifically designed to address the unique legal and practical issues that arise in connection with multiple small wireless facility installations deployed in the public rights-of-way.
3. A recent FCC Order suggests that all local jurisdictions comply with various rules and recommendations on the exercise of local aesthetic, zoning, public works, and fee schedules when dealing with small cell (**Small Wireless Facility**) installations. The FCC Order also concludes that local governments function as regulators of their rights-of-way. The FCC's Declaratory Rule and Third Order Rights concluded that when local governments regulate, they do so as a regulatory function. This section is supporting The Declaratory Ruling and Third Order Rights view of local governments acting as regulators. Thus, Indianola, Iowa is in clear need of policies that support their role as a regulator of their rights-of-way.
4. The City recognizes its responsibilities under the federal Telecommunications Act of 1996 and Iowa law and believes that it is acting consistent with Iowa Law in ensuring that development activity does not endanger public health, safety, or welfare. The City intends this Policy to ensure that the installation, augmentation and relocation of **small wireless facility** installations in the public rights-of-way are conducted in such a manner as to lawfully balance the legal rights of applicants under the federal Telecommunications Act and Iowa Law with the rights, safety, privacy, property and security of residents of the City.
5. This policy is not intended to, nor shall it be interpreted or applied to: (1) prohibit or effectively prohibit any wireless telecommunications service provider's ability to provide wireless services; (2) prohibit or effectively prohibit any entity's ability to provide any interstate or intrastate telecommunications service; (3) unreasonably discriminate among providers of functionally equivalent services; (4) deny any request for authorization to place, construct or modify wireless telecommunications service facilities on the basis of environmental effects of radio frequency emissions so long as such wireless facilities comply with the FCC's regulations concerning such

emissions; (5) prohibit any collocation or modification that the City may not deny under federal or state law; or (6) otherwise authorize the City's to preempt any applicable federal or state law.

6. Based on the foregoing, the Indianola **City Council** finds and determines that the preservation of public health, safety and welfare requires that this Policy be enacted and be effective immediately upon adoption.

POLICY:

A. Application for Small Wireless Facility Permit:

An applicant must submit an application for a permit to install a **Small Wireless Facility**, in, over or under Indianola City rights-of-way. Upon issuance of a permit by the city, the applicant agrees to abide by the terms and conditions of a permit agreement to be approved by the Community Development Department. The application shall consist of the following:

- a) Application and Agreement for use of Street Right-of-Way for Utilities Accommodation
- b) Detailed drawing showing location(s) of proposed Small Wireless Facility
- c) Proposed location and routing of underground infrastructure (i.e. fiber, handholes/vaults). Fiber and handholes/vaults require separate license (permit) for installation and will be approved separately. Staff will review and provide comments to applicant at time of application for Small Wireless Facilities
- d) Signed copy of Special Terms and Conditions for any underground work that will be required for the Small Wireless Facility whether construction is included with installation of Small Wireless Facility or under separate project.
- e) Detail drawing of proposed and picture of Small Wireless Facility that will be installed. Detail and picture shall show everything that will be located on the pole/structure.
- f) Copy of agreement with pole/structure owner if not the City (proof of permission to locate on pole/structure).
- g) If installation is proposed on City owned pole/structure, applicant shall provide calculations as required in Section D Subsection H(1) of this Policy.
- h) If new pole is required, application shall include details on proposed pole installation.

B. Permit Fee:

Before any **Small Wireless Facility** permit is issued, the applicant shall be required to pay a permit fee in accordance with a fee schedule established from time to time and approved by the City Council. The City reserves the right to do a rate study at a future date to establish the Permit fee for a Small Wireless Facility permit.

- (a) The fee permissible in the most current FCC regulations but not less than \$500 for non-recurring fees, including a single up-front application for collocation applications that includes up to five Small Wireless Facilities, with an additional \$100 or the fee permissible in the most current FCC regulations, for each Small Wireless Facility beyond five;
- (b) The fee permissible in the most current FCC regulations but not less than \$1,000 for non-recurring fees for a new pole (*i.e.*, not a collocation) intended to support one or more Small Wireless Facilities; and
- (c) The fee permissible in the most current FCC regulations but not less than \$270 per Small Wireless Facility per year for all recurring fees, including any possible ROW access fee or fee for attachment to municipally-owned structures in the ROW.

C. Definitions:

Authority Used as a noun, means a state, county, or city governing body, board, agency, office or commission authorized by law to make legislative, quasi-judicial, or administrative decision relative to an application.

“Authority” does not include any of the following:

- a. State courts having jurisdiction over land use, planning, or zoning decisions made by an authority.
- b. The utilities division of the Public Works Department of commerce
- c. Any entities, including municipally owned utilities established under or governed by Title IX, subtitle 4 of the Code, that do not have zoning or permitting jurisdiction

Alternative Antenna Structure An existing pole or other structure within the public rights-of-way that can be used to support an antenna and is not a utility pole or a City-owned infrastructure.

Antenna means communications equipment that transmits and/or receives electromagnetic radio frequency signals used in the provision of Wireless Services. This definition does not apply to broadcast antennas, antennas designed for amateur radio use, or satellite dishes for residential or household purposes.

Applicant means the person submitting an application.

Application means the process by which a person submits a request to perform construction activity and/or indicates a desire to be granted permission in any way to utilize the rights-of-way of all, or a part, of the City. An application includes all written documentation, in whatever form or forum, made by a person to the City concerning: the installation of any type of public improvements, public utility facilities, the construction of a cable system or any type of information or telecommunications system over, under, on or through the rights-of-way.

Attached wireless facilities are those affixed to a structure except optical fiber, wires, coaxial cable and the mounting hardware used to attach optical fiber, wires, and coaxial cable. Examples of attached facilities include but are not limited to antennas, telephone boxes, power boxes, and other equipment boxes and cabinets on structures located on the ground.

Base Station a structure other than a tower that supports or houses an antenna, transceiver, or other associated equipment that constitutes part of a “base station” at the time the relevant application is filed with the City, even if the structure was not built for the sole or primary purpose of providing such support, but does not include structures that do not at that time support or house base station components.

Camouflage Design Structures and associated equipment taking on the appearance of a piece of art, a natural feature, an architectural structural component or other similar element and which aesthetically blends with the surrounding building environment. Examples of camouflage design include, but are not limited to: architecturally screened roof-mounted antennas; antennas integrated into architectural elements; antennas designed to look other than an antenna; antennas integrated into existing buildings, sports field lights, highway signs, water towers, etc; and towers designed to blend into the surrounding environment or to look other than a tower, such as flag poles, trees, clock towers, monuments, and church steeples. All such designs are subject to the review and approval of the Community Development Department.

City-Owned Infrastructure Infrastructure in public right-of-way within the boundaries of the City, including, but not limited to, streetlights, traffic signals, towers, structures, or buildings owned, operated or maintained by the City.

Collocate means to install or mount a Small Wireless Facility in the Public ROW on an existing Support Structure, an existing Tower, or on an existing Pole to which a Small Wireless Facility is attached at the time of the Application. “Collocation” has a corresponding meaning.

Collocated Small Wireless Facility Installation means a single telecommunication tower, pole, mast, cable, wire or other structure supporting multiple antennas, dishes, transmitters, repeaters, or similar devices owned or used by more than one public or private entity.

- A. A single ground or building mounted receive-only radio or television antenna including any mast, for the sole use of the tenant occupying the residential parcel on which the radio or television antenna is

located; with an antenna height no higher than the height of the poles and antennas in the surrounding area;

- B. A ground or building mounted citizens band radio antenna, including any mast, if the height (post and antenna) does not exceed the height of the poles and antenna in the surrounding area;
- C. A ground or building mounted receive-only radio or television satellite dish antenna, which does not exceed thirty-six inches in diameter, for the sole use of the resident occupying a residential parcel on which the satellite dish is located; provided the height of said dish does not exceed the height of the ridgeline of the primary structure on said parcel.
- D. Mobile services providing public information coverage of news events of a temporary nature.
- E. Hand-held devices such as cell phones, business-band mobile radios, walkie-talkies, cordless telephones, garage door openers and similar personal-use devices.
- F. Government-owned and operated receive and/or transmit telemetry station antennas for supervisory control and data acquisition (SCADA) systems for water, flood alert, traffic control devices and signals, storm water, pump stations and/or irrigation systems, with heights no higher than the height of the poles and antennas in the surrounding area.
- G. Telecommunication facilities, including multiple antennas, in compliance with the applicable sections of this chapter, located on an industrial parcel and utilized for the sole use and purpose of a research and development tenant of said parcel, where it is found by the planning director to be aesthetically compatible with the existing and surrounding structures

Communications Facility means collectively, the equipment at a fixed location or locations within the Public ROW that enables Communications Services, including: (i) radio transceivers, Antennas, coaxial, fiber-optic or other cabling, power supply (including backup battery), and comparable equipment, regardless of technological configuration; and (ii) all other equipment associated with any of the foregoing. A Communications Facility does not include the Pole, Tower or Support Structure to which the equipment is attached.

Communication Structure any communications tower, antenna, and related accessory structure used in the transmission or reception of microwave energy, analog data transfer techniques, radio frequency energy, and other digital data transfer techniques.

Communications Structure Site a tract or parcel of land that contains the wireless communication structure, accessory building(s), on-site parking, and may include other uses associated with and necessary for wireless communication and transmission.

Distribute Antenna System (DAS) A type of **small wireless facility** consisting of a network of spatially separated antenna nodes connected to a common source via a transport medium that provides wireless service within a geographic area. Generally, serves multiple carriers.

Effectively Screen aesthetically pleasing construction meant to conceal small wireless facility equipment. Shall be required where needed to improve the aesthetics of the local environment.

Eligible Facilities Request any request for modification of any existing wireless tower or base station that involves (a) collocation of new transmission equipment; (b) removal of transmission equipment; or (c) replacement of transmission equipment.

Eligible Support Structure any tower or base station, as defined in this section, provided that it is existing at the time the relevant application is filed to the City.

Equipment Concealed Whenever technically feasible, antennas, cabling, and equipment shall be fully concealed within a Pole, or otherwise camouflaged to appear to be an integrated part of a Pole.

Facilities means any and all equipment, structures, materials or tangible components located in the rights-of-way and used to provide a service, including without limitation: all plants, whether inside or outside, fiber strands or optic lines, electronic equipment, amplification equipment, optic equipment, transmission and distribution structures, antennas of any type, lines, termination equipment, pipes, poles, ducts, mains, conduits,

inner ducts, regenerators, repeaters, underground lines, vaults, manholes, pull boxes, splice closures, wires and cables, and all other like equipment, fixtures and appurtenances used in connection with transmitting, receiving, distributing, offering, and/or providing such service. Facilities shall include, as the context dictates, wireless telecommunication facilities, as defined herein.

Height means maximum height of the small wireless facility, including antenna, above established grade measured at the base of the structure

Landscape Screening The installation at grade of plantings, shrubbery, bushes or other foliage intended to screen the base of a **small wireless facility** from public view.

Lattice Tower an antenna support tower that is self-supporting with multiple legs and cross-bracing of structural steel

Permit Area Locations in city zones where **small wireless facilities** are permitted to be installed and operated pursuant to the requirements of this policy.

Major Wireless Telecommunications Facility means telecommunication towers, poles or similar structures greater than 50 feet in height, including accessory equipment such as transmitters, repeaters, microwave dishes, horns, and other types of equipment for the transmission or receipt of such signals, as well as support structures, equipment buildings and parking areas.

Micro Wireless Facility means a **small wireless facility** with dimensions no larger than twenty-four inches in length, fifteen inches in width, and twelve inches in height and that has an exterior antenna, if any, that is no more than eleven inches in length.

Minimum Height- the lowest vertical distance at which the structure can still operate at an efficient level of service. An efficient level of service is deemed to be 95% or greater of possible service levels.

Modification Includes collocation, removal, or replacement of an antenna or any other transmission equipment associated with the supporting structure.

Monopole A structure composed of a single spire, pole or tower designed and used to support antennas or related equipment and that is not a utility pole, an alternative antenna structure, or a City-owned infrastructure.

Provider means any person including a franchisee who is providing or is in the process of seeking permission to provide a service to citizens of the City through the placement of facilities or structures either owned or leased in and thereby occupying the rights-of-way, as defined herein.

Replacement exchanging of transmission equipment; not to include the structure on which the equipment is located.

Rights-of-way or ROW means the surface and space above and below any real property in which the City has a real property interest and/or which have been dedicated to the public or is hereafter dedicated to the public and maintained under public City or by others at the direction of the public City and located within the City including, but not limited to, public: streets, roadways, highways, avenues, lanes, alleys, bridges, sidewalks, easements, public ways and similar public property and areas.

Signage Signage is prohibited on all small wireless facilities and wireless support structures, including stickers, logos, and other non-essential graphics and information unless required by the FCC, except for a small placard identifying the service provider and contact information, which shall be placed at 6-feet above grade, facing away from the public rights-of-way.

Small Wireless Facility(ies) are low powered antennas that provide cellular and data coverage to small geographic areas supplementing the larger cellular network. It includes all equipment required for the operation and maintenance of radio-frequency communications systems that transmit and/or receive signals but are not "major wireless telecommunications facilities," including antennas, electronics, and other types of equipment required for the transmission or receipt of such signals.

Alternatively, Small Wireless Facility means either of the following:

- (a) Micro wireless facilities that are no larger in dimension than twenty-four (24) inches in length, fifteen (15) inches in width, and twelve (12) inches in height and that have an exterior antenna, if any, of no more than eleven (11) inches in length; or
- (b) A wireless service facility where each antenna is located inside an enclosure of no more than 6 cubic feet in volume and where primary equipment enclosures associated with the small wireless facility is cumulatively no more than twenty-eight cubic feet in volume and shall be placed underground unless it is integrally incorporated inside the customary pole structure or base.

For purposes of this subparagraph volume shall be measured by the external displacement of the primary equipment enclosure, not the internal volume of each enclosure. An associated electric meter, concealment, telecommunications, demarcation box, ground-based enclosures, battery backup power systems, grounding equipment, power transfer switch, cutoff switch, cable, conduit and any equipment that is concealed from public view within or behind an existing structure or concealment may be located outside of the primary equipment enclosure and shall not be included in the calculation of the equipment volume.

For the purposes of this chapter, a **small wireless facility** does not include the following:

- A. Wireline backhaul facility, which shall mean a facility used for the transport of communications data by wire from wireless facilities to a network.
- B. Coaxial or fiber optic cables that are not immediately adjacent to or directly associated with a particular antenna or collocation.
- C. Underlying vertical infrastructure, which shall mean poles or similar facilities owned or controlled by the City that are in the public rights-of-way or public utility easements and meant for, or used in whole or in part for, communications service, electric service, lighting, traffic control, or similar functions

Small Wireless Facility Installation means all equipment required for the operation and maintenance of so-called "small cell" wireless communications systems that transmit and/or receive signals but are not "Major Telecommunications Facilities," including antennas, microwave dishes, power supplies, transformers, electronics, and other types of equipment required for the transmission or receipt of such signals.

Stealth Facility Any commercial wireless communications facility that is designed to blend into the surrounding environment by means of screening, concealment, or camouflage. The antenna and supporting antenna equipment are either not readily visible beyond the property on which they are located, or, if visible, appear to be part of the existing landscape or environment rather than identifiable as a wireless communications facility. Stealth facilities may be installed, but such installation methods are not limited to, undergrounding, partially undergrounding and landscaping.

Structure means anything constructed or erected with a fixed location below, on, or above grade, including, without limitation, service cabinets, junction boxes, foundations, fences, retaining walls, awnings, balconies, and canopies.

Structure Height the vertical distance measured from the base of the antenna support structure at grade to the highest point of the structure. If the support structure is on a sloped grade, then the average between the highest and lowest grades of the cell site shall be used in calculating the height.

Tower Any structure that is designed and constructed primarily for the purpose of supporting one or more antennas, including self-supporting lattice towers, guy towers, or monopole towers, and that is not a utility pole, an alternative antenna structure, or a City-owned infrastructure. Except as otherwise provided for by this Policy, the requirements for a tower and associated antenna facilities shall be those required in this Policy.

Utility Pole An upright pole or similar structure owned and utilized in a whole or in part by a public utility, municipality. It is designed and used to support electric cables, telephone cables, telecommunication cables, cable service cables, which are used to provide lighting, traffic control, signage, or a similar function.

Variance or Variation A grant of relief by the **Community and Economic Development Director** or his/her designee.

Wi-Fi Antenna An antenna used to support Wi-Fi broadband Internet access service based on the IEEE 802.11 standard that typically uses unlicensed spectrum to enable communication between devices.

D. Standards and Regulations:

Small Wireless Facilities will be permitted to be placed in right-of-way within the jurisdiction of the City as attachments to existing utility poles, alternative antenna structures, or City-owned infrastructure subject to the following regulations.

- A. Aesthetics.** A small wireless facility shall reasonably match the aesthetics of an existing utility pole or wireless support structure in the area that incorporates decorative elements. Furthermore, a small wireless facility will allow retroactive aesthetic or placement requirements.
- B. Number Limitation and Co-Location.** The **Community and Economic Development Director** or his/her designee may regulate the number of **small wireless facilities** allowed on each utility pole or unit of City-owned infrastructure. Up to **two (2) small wireless facilities** will be permitted on utility poles or Alternative Antenna Structure. This Policy does not preclude or prohibit co-location of **small wireless facilities** on towers or monopoles that meet the requirements as set forth elsewhere in this section or as required by federal law.
- C. Separation and Clearance Requirements for Existing Decorative Poles.** **Small wireless facilities** may be attached to a utility pole, alternative antenna structure, monopole, or City-owned infrastructure including decorative only where such pole, structure or infrastructure is located evenly behind the curb. This supports The FCC Order that creates a One-Touch-Make-Ready (“OTMR”) regiment for pole attachments. The City of Indianola, Iowa currently maintains three Corridors with decorative lighting.
- D. Separation and Clearance Requirement New Small Wireless Facilities.** For new **small wireless facilities** between existing decorative street lights no closer than a distance equal to one hundred (100) per cent of the height of such facility to any residential building and no closer than **Three Hundred (300)** feet from any other **small wireless facility** for the same carrier. A new small wireless facility shall be installed on the nearest lot line and not in front of the building or structure on the lot. A separation or lesser clearance may be allowed by the **Community and Economic Development Director** or his/her designee as an administrative variance to this Policy when the Applicant establishes that the lesser separation or clearance is necessary to close a significant coverage or capacity gap in the Applicant's services or to otherwise provide adequate services to customers, and the proposed antenna or facility is the least intrusive means to do so within the right-of-way.
- E. City-Owned Infrastructure.** **The City’s preference is that Small Wireless Facilities be installed on non-City-owned infrastructure.** If the facility is attached to City-owned infrastructure then the **Small Wireless Facilities** can only be mounted to City-owned infrastructure including, but not limited to, streetlights, towers or buildings, if authorized by a license or other agreement between the owner and the City.
- F. Construction Requirements.** **All Small Wireless Facility installations shall comply with the following:**

 - 1. All needed traffic control shall comply with the most recent version of the Manual on Uniform Traffic Control Devices.
 - 2. Any needed lane closures on arterial roadways shall not start before 9:00 A.M. and end no later than 3:00 P.M.
 - 3. Small Wireless Facilities shall be installed on non-decorative facilities/poles wherever possible.
 - 4. Once new pole designs have been approved in an area, all providers shall use the same pole design.

5. Installations shall foster an aesthetically pleasing environment, prevent visual blight, protect and preserve public safety and general welfare, and maintain the character of residential and nonresidential areas consistent with the adopted plans and compliance of applicable State and Federal legislation.
6. All disturbed or damaged ROW shall be hydro-seeded, seeded with erosion mat or replaced with sod as soon as completed.
 - a) If seeding or hydro-seeding, prepare the area by hand raking to a depth of 3-4 inches and proper grade. When hydro-seeding, scarify the seedbed to facilitate lodging and germination of the seed.
 - b) If sodding, sod shall be rolled immediately after laying to create firm contact with the ground.

Areas shall be maintained by the permittee until satisfactory growth is established. Permittee shall water all seeded or sodded areas once per day for the first 15 days and as needed until established growth and signed off by the city. Any day that there is ¼” or more rainfall in that 24-hr. period, watering does not need to take place.

7. It will be the responsibility of the Permittee to work with property owners to identify location of any existing lawn irrigation system within the public right of way. Any damage to these systems is the responsibility of the Permittee to repair.
8. Installations shall maintain a minimum distance of 15 feet from existing trees in the ROW.
9. Only equipment necessary for the installation of Small Wireless Facilities can sit on the right of way. Large trucks must stay on a hard surface at all times. No equipment can be left on the right of way overnight.
10. Work **cannot** take place during City snow/ice operations.
11. The City reserves the right to deny any future projects with the Permittee if the Permittee has failed to follow the aforementioned Construction Requirements on a previous permit.

G. New Towers. When approved by the City, a new monopole shall be installed on the nearest lot line and not in front of the building or structure on the lot. No new monopole or other tower to support **small wireless facilities** shall be installed in rights-of-way, that exceeds the height of surrounding existing poles, within the jurisdiction of the **Indianola, Iowa** unless the **Community and Economic Development Department** finds, based on clear and convincing evidence provided by the applicant, that locating the **small wireless facilities** on the rights-of-way is necessary to close a significant coverage or capacity gap in the Applicant’s services or to otherwise provide adequate services to customers, and the proposed new monopole or other tower within the rights-of-way is the least intrusive means to do so.

- a. New monopole or tower installations, where approved by the City, shall maintain a minimum horizontal clearance of four (4) feet from all City utilities.
- b. New monopole or tower installations, where approved by the City, shall maintain a minimum horizontal distance of 15 feet from existing trees in the ROW.

H. Attachment Limitations. No small wireless telecommunication antenna or facility within the rights-of-way will be attached to a utility pole, alternative antenna structure, tower, or City-owned infrastructure unless all of the following conditions are satisfied:

- a. **Surface Area of Antenna:** The small wireless telecommunication antenna, including antenna panels, whip antennas or dish-shaped antennas, cannot have a surface area of more than **six (6)** cubic feet in volume.
- b. **Size of Above-Ground Small Wireless Facility:** The total combined volume of all above-ground equipment and appurtenances comprising a **small wireless facility**, exclusive of the antenna itself, cannot exceed **twenty-eight (28)** cubic feet.

- c. **Small Wireless Facility Equipment:** The operator of a **Small wireless facility** must, whenever possible, locate the base of the equipment or appurtenances at a height of no lower than **twelve (12)** feet above grade.
- d. **Small Wireless Facility Services Equipment Mounted at Grade:** Any equipment or appurtenances that are to be installed outside the exterior of the pole, monopole or structure, must be installed below grade. Pedestals at grade are allowed. In the event that the operator of a **small wireless facility** proposes to install a facility where equipment or appurtenances are to be installed at grade outside of the right-of-way. Where required screening must be installed to minimize the visibility of the facility. Screening must be installed outside the right-of-way, at least **three (3)** feet from the equipment installed at-grade and **eight (8)** feet from a roadway.
- e. **Height:** The top of the highest point of the antenna cannot extend more than **three (3)** feet above the highest point of the utility pole, alternative antenna support structure, tower or City-owned infrastructure. If necessary, the replacement or new utility pole, alternative support structure or City-owned infrastructure located within the public rights-of-way may not be higher than existing poles adjacent to the replacement or new pole or structure.
- f. **Color:** A **small wireless facility**, including all related equipment and appurtenances, must be a color that blends with the surroundings of the nearest pole, structure tower or infrastructure on which it is mounted and use non-reflective materials which blend with the materials and colors of the surrounding area and structures. Any wiring must be covered with an appropriate cover.
- g. **Antenna Panel Covering:** A **small wireless facility** antenna may include a radome, cap or other antenna panel covering or shield, to the extent such covering would not result in a larger or more noticeable facility and, if proposed, such covering must be of a color that blends with the color of the pole, structure, tower or infrastructure on which it is mounted.
- h. **Wiring and Cabling:** Wires and cables connecting the antenna to the remainder of the facility must be installed in accordance with the electrical code currently in effect. No wiring and cabling serving the facility will be allowed to interfere with any wiring or cabling installed by a cable television or video service operator, electric utility or telephone utility.
- i. **Grounding:** The **small wireless facility** must be grounded in accordance with the requirements of the electrical code currently in effect in the City.
- j. **Guy Wires:** No guy or other support wires will be used in connection with a **small wireless facility** unless the facility is to be attached to an existing utility pole, alternative antenna support structure, tower or City-owned infrastructure that incorporated guy wires prior to the date that an applicant has applied for a permit.
- k. **Pole Extensions:** No pole extensions to utility poles, alternative support structures, towers and City-owned infrastructure are allowed.
- l. **Structural Integrity:** The **small wireless facility**, including the antenna, and all related equipment must be designed to withstand a wind force and ice loads in accordance with applicable standards established in Chapter 25 of the National Electric Safety Code for utility poles, Rule 250-B and 250-C standards governing wind, ice, and loading forces on utility poles, in the American National Standards Institute (ANSI) in TIA/EIA Section 222-G established by the Telecommunications Industry Association (TIA) and the Electronics Industry Association (EIA) for steel wireless support structures and the applicable industry standard for other existing structures. For any facility attached to City-owned infrastructure or, in the discretion of the City, for a utility pole, tower, or alternative antenna structure, the operator of the facility must provide the City with a structural evaluation of each specific location containing a recommendation that the proposed installation passes the standards described above. The evaluation must be prepared by a professional structural engineer licensed in the State of Iowa.

- m. Signage.** Other than signs required by federal law or regulations or identification and location markings, installation of signs on a **small wireless facility** is prohibited.
- n. Screening.** Where screening is required, it must be natural landscaping material or a fence subject to the approval of the City and must comply with all regulations of the City. Appropriate landscaping must be located and maintained and must provide the maximum achievable screening, as determined by the City, from view of adjoining properties and public or private streets. Notwithstanding the foregoing, no such screening is required to extend more than **six (6)** feet in height. Landscape screening when permitted in the rights-of-way must be provided with a clearance of three (3) feet in all directions from the facility. The color of housing for ground-mounted equipment must blend with the surroundings. For a covered structure, the maximum reasonably achievable screening must be provided between such facility and the view from adjoining properties and public or private streets.
- I. Permission to Use Utility Pole or Alternative Antenna Structure.** The operator of a **small wireless facility** must submit to the City written copies of the approval from the owner of a utility pole, monopole, or an alternative antenna structure, to mount the **small wireless facility** on that specific pole, tower, or structure, prior to issuance of the City permit.
- J. Licenses and Permits.** The operator of a **small wireless facility** must verify to the City that it has received all concurrent licenses and permits required by other agencies and governments with jurisdiction over the design, construction, location and operation of said facility have been obtained and will be maintained within the corporate limits of the City.
 - a. The City currently maintains 3 corridors with decorative street lighting on them. The City maintains that it reserves to determine accessibility to the street lighting.
 - b. The City reserves the right to deny any future projects with the Permittee if the General Terms and Conditions or Special Provisions of this Permit have not been stratified.
- K. Abandonment and Removal.** Any **small wireless facility** located within the corporate limits of the City that is not operated for a continuous period of twelve (12) months, shall be considered abandoned and the owner of the facility must remove same within ninety (90) days of receipt of written notice from the City notifying the owner of such abandonment. Such notice shall be sent by certified or registered mail, return-receipt-requested, by the City to such owner at the last known address of such owner. In the case of **small wireless facilities** attached to City owned infrastructure, if such facility is not removed within ninety (90) days of such notice, the City may remove or cause the removal of such facility through the terms of the applicable permit agreement or through whatever actions are provided by law for removal and cost recovery.
- L. NOISE AND EMISSION STANDARDS.**
 - a. Noise.** The incorporation of ambient noise suppression measures is required, and/or it is required to place the equipment in locations less likely to impact adjacent residences or businesses to ensure compliance with all applicable noise regulations. The maximum allowable noise emitted by the Small Wireless Facility shall not exceed 30 dB measured at a distance of 3 feet from any portion of the facility.

The only exception is during emergencies or periodic routine maintenance which requires the use of a back-up generator, where the noise standards may be exceeded temporarily.
 - b. Emissions.** The Federal Telecommunications Act of 1996 gives the FCC sole jurisdiction to regulate radio frequency emissions. Facilities that meet the FCC standards shall not be conditioned or denied on the basis of emissions impacts. Applicants for tower sites shall be required to provide information on the projected power density of the facility and how this meets the FCC standards.
- M. New Technologies** Should, within the term of any lease, developments within the field for which the grant was made to the holder of the lease, present the opportunity to the holder of the lease to be more

effective, efficient and economical through the use of a substance or material other than those for which the lease was originally made, the holder of the lease may petition the Community Development Department which, with such requirements or limitations as it deems necessary to protect public health, safety and welfare, may allow the use of such substances under the terms and conditions of the lease.

N. Safety Requirements

- a. Prevention of failures and accidents.** Any Person who owns a Small Wireless Facility and/or Wireless Support Structure sited in the ROW shall at all times employ ordinary and reasonable care and install and maintain in use industry standard technology for preventing failures and accidents which are likely to cause damage, injury, or nuisance to the public.
 - b. Compliance with fire safety and FCC regulations.** Small Wireless Facilities, wires, cables, fixtures, and other equipment shall be installed and maintained in substantial compliance with the requirements of the National Electric Code, all FCC, state, and local regulations, and in such manner that will not interfere with the use of other property.
 - c. Changes in state or federal standards and regulations.** If state or federal standards and regulations are amended, the owners of the Small Wireless Facilities and/or Wireless Support Structures governed by this chapter shall bring any facilities and/or structures into compliance with the revised standards and regulations within six months of the effective date of the standards and regulations, unless a different compliance schedule is mandated by the regulating agency. Failure to bring Small Wireless Facilities and/or Wireless Support Structures into compliance with any revised standards and regulations shall constitute grounds for removal at the owner's expense.
 - d. Indemnification** Any Person who owns or operates Small Wireless Facilities or Wireless Support Structures in the ROW shall indemnify, protect, defend, and hold the City and its elected officials, officers, employees, agents, and volunteers harmless against any and all claims, lawsuits, judgments, costs, liens, losses, expenses, fees to include reasonable attorney fees and costs of defense, proceedings, actions, demands, causes of action, liability and suits of any kind and nature, including personal or bodily injury or death, property damage or other harm for which recovery of damages is sought, to the extent that it is caused by the negligence of the Operator who owns or operates Small Wireless Facilities and wireless service in the ROW, any agent, officer, director, representative, employee, affiliate, or subcontractor of the Operator, or their respective officers, agents, employees, directors, or representatives while installing, repairing, or maintaining facilities in the Rights-of-Way.
 - e. Surety bond or equivalent financial tool for cost of removal.** All owners must procure and provide to the City a bond, or must provide proof of an equivalent financial mechanism, to ensure compliance with all provisions of this chapter. The bond must be maintained for as long as the owner has Small Wireless Facilities and/ or Wireless Support Structures located in the ROW. The bond or equivalent financial method must specifically cover the cost of removal of unused or Abandoned Small Wireless Facilities and/ or Wireless Support Structures or damage to City property caused by an Operator or its agent of each Small Wireless Facility and/ or Wireless Support Structure in case the City has to remove or pay for its removal. Two acceptable alternatives to a bond include a funds set-aside and a letter of credit.
- O. Severability** The various parts, sentences, paragraphs, Sections and clauses of this Chapter are hereby declared to be severable. If any part, sentence, paragraph, Section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Chapter shall not be affected thereby.

Conflict of Laws

Where the conditions imposed by any provisions of this Chapter regarding the siting and installation of **small wireless facilities** are more restrictive than comparable conditions imposed elsewhere in any other local law, policy, resolution, rule or regulation, the regulations of this Policy will govern.

Adopted by Council April 15, 2019

Voluntary Annexations

All requests for voluntary annexation shall be referred to the Planning and Zoning Commission and Board of Trustees for their recommendation and report to the City Council.

Adopted by City Council on January 16, 1974; amended August 4, 2008.

Information Technology and Public Relations Policies

Government Access Channel Policy

Policy

The government access channel shall be used by the city to promote the availability of government information to the citizens of Indianola. Government information shall include city, county and school and shall be only administrative in nature such as agendas, schedules, public safety and promotional information for government sponsored programs. Non-administrative information such as social and sporting events may not be placed on the government access channel. However, dates, times and locations of such events may be broadcast.

In addition, information relating to political, commercial, religious or any other non-government nature shall not be permitted. However, information such as election dates, times and locations may be broadcast.

Equipment Location

The equipment will be housed in the old data processing room located in the south council chambers which provides space as well as convenience to the council chambers.

Administrator

The Information Technician Manager is recommended as the person responsible for overseeing the day-to-day operations of the channel. Duties include scheduling, data entry, and working with personnel, either existing or new part-time, to enter information into the system. The City Manager will be ultimately responsible for the overall operation of the system.

Schedule

The channel will be live/tape broadcast.

Board/Commission Use

Should a board/commission wish to live broadcast their meetings, it will have to be done in the council chambers.

Adopted by City Council on January 16, 1995

Web Site Privacy Statement & Disclaimer

The City of Indianola (City) and Indianola Municipal Utilities (IMU) provide web sites, including indianolaiowa.gov and i-m-u.com, as a public service. Please note that visitors to these sites are responsible for checking the accuracy, completeness, currency and/or suitability of all information. The following information outlines the collection and protection standards used by the City and IMU on these sites. This information is provided for informative purposes only and is not meant to be a contract of any type, either express or implied, and should not be treated as such by site visitors. The information provided in this statement and disclaimer may change at any time, without prior notice to any visitor.

Access to Information:

- Access to personally identifiable information in public records for municipalities is determined primarily by Chapter 22 *Examination of Public Records (Open Records)* of the Code of Iowa. Records generally available under Chapter 22, and not otherwise designated as confidential elsewhere in the Iowa Code or under federal statutes, are considered public information and can be made available upon request. Information that visitors to this web site provide has no greater, or less, privacy protection than similar information provided to this municipality by other means.
- Any public information furnished by a visitor to this site, for any reason, may be filed and maintained by the municipality for its own use in performing statistical analysis, improving its service delivery system, or responding to a request for service or information. Information deemed as confidential may be retained for the city's or IMU's own use. The City and IMU do not sell visitor's information to any outside company or organization. Visitors should be aware that the collection of personal information requested from or volunteered by children will be treated in the same manner as information given by an adult and may be subject to access by the public under Iowa law.

Collection of Information:

- The City and IMU may automatically collect specific and non-personal information about each visitor to its web sites. This information may include Internet Protocol (IP) addresses, type of browser used, the date and time of the visit, the services accessed, and the IP addresses of the locations to which the visitor linked during their visit to these web sites. This information is strictly used for site maintenance purposes, but may be considered public information. The portion of a record request that contains an internet protocol number which identifies the computer from which a person requests an official record is considered confidential under Chapter 22 of the Code of Iowa.
- The City and IMU contracts with third parties to provide certain services. Data collected on these sites is owned by the City and IMU and is subject to the same privacy protections and constraints under applicable Iowa law and federal statutes as if it were collected on City and IMU sites.

Security of Information:

- City, IMU, and sites providing services to the City and IMU by third parties meet accepted standards of security for transactions that may involve payment of funds, including the use of encryption and SSL services.
- Credit card numbers are not electronically stored on-line by the City or IMU longer than is required for verification and completion of the subject transaction. However, neither the City nor IMU are responsible for credit card numbers or information retained by third parties and do not warrant the security of such data retained by any third party.

Information Content:

- The City and IMU specifically disclaim any and all liability for any claims or damages that may result from providing information or transactional capabilities on its web sites, including sites maintained by third parties. The inclusion of links to or from any site does not imply endorsement by the City or IMU. The City and IMU makes no effort to independently verify, and does not exert editorial control over, information on pages outside of its own sites. The responsibility for content rests with the organizations providing the information.
- The City and IMU do not endorse any products, services, vendors, consultants, or documentation referenced in the content on its web sites. Any mention of products, services, vendors, and consultants is for informational purposes only.
 - The City and IMU makes no representations, guarantees, or warranties as to the accuracy, completeness, currency, or suitability of the information provided via these web sites. Any person or entity that relies on any information obtained from these sites does so at his or her own risk.

Adopted by City Council on October 7, 2002.

Sanitary Sewer Policies

Infiltration and Inflow Policy

Pursuant to Chapter 97.01, no person shall discharge or cause to be discharged any storm water, surface water, groundwater, roof run-off, sub-surface drainage, uncontaminated cooling water, or unpolluted industrial process waters to any sanitary sewer. Inflow and Infiltration (I&I) is the invasion of storm water into the sanitary sewer system from broken, cracked or misaligned mains, leaking manholes or manholes that have water flowing over their covers. Other sources of I&I include private (resident and business) services that are cracked or broken and storm water connections from sump pits, roof drains or surface drains into sanitary sewers. The storm water connections from sump pits, roof drains or surface drains are illegal based on Chapter 97.01 (was amended as such by Ordinance 612 in 1979.)

I&I not only causes sewage backups in basements, but also results in a substantial increase in energy needs and rapidly advances the need for repair and maintenance due to increased burden on the system. In addition, there is a reduction in sewer capacity, which shortens the life of the current treatment facility. All of which result in increased cost and financial burden on citizens and businesses of Indianola.

In addition to Chapter 97 of the City of Indianola Code of Ordinances, the City adopted Chapter 94 of the City of Indianola Code of Ordinances authorizing Time of Sales Inspections within the City sanitary sewer system.

The mayor and council therefore adopt the following policy to abate problems associated with I&I:

1. The city shall perform a study to locate I&I using sewer department staff and an engineering firm. It shall be conducted on an area-by-area basis concentrating on the city's sewer mains by televising, cleaning, smoke testing, and installing flow meters.
2. The city staff will prioritize their findings to repair the most severe first with the funds budgeted for that budget year. Public sewers and manholes with I&I shall be repaired using sewer revenue including fees and grants etc. designated by the city council.
3. Private sources of I&I will be inspected pursuant to the Time of Sales ordinance, or as part of a Capital Project or resident request. Inspection Fees will be assessed pursuant to the city's annual fee schedule. Illegal connections shall be repaired as noted below.
 - Information obtained that identifies leaky lateral or other non-illegal contributors of I&I will be shared with the homeowner. The City will not mandate repairs.
4. Beginning May 1, 2017, the city will allow the residents that are on the I&I Penalty list the opportunity to be removed from the list if they have their residence inspected in accordance with the Time of Sale Ordinance and the penalty fees paid in full. Successful inspections will result in the issuance of a Certificate of Compliance and you will be removed from the I&I Penalty list starting with the next month's billing. The certificate will be good for two years.

Upon written notification from the City (regular first-class mail) I&I flowing into the sanitary sewer from an illegal connection, the property owner shall have a period of **90 days to abate the problem.** Those owners that perform the proper repairs or retain a contractor to make the repairs within 90 days of notification or less shall be eligible for one of the following finance options:

- a) 25% reimbursement (not to exceed \$1000) for the disconnection costs. Repair amounts in excess of \$7500 and up to \$15,000 will be eligible for an additional rebate amount equal to 10% per \$1000. A repair in excess of \$15,000 will receive an additional 25% per \$1000.

OR:

- b) Loan Amounts may range from \$3,000 to \$7,500 with a three (3%) interest rate. Loan term may vary not to exceed ten (10) years. Loan requests will be approved by the City Manager.

Inspection by city staff both prior to and after repairs shall be necessary for a reimbursement or loan. In addition, a billing statement for services performed shall accompany the request for reimbursement. For those owners opting to do the work without the assistance of a commercial contractor, the city shall reimburse 50% of the material costs only. The reimbursement shall not exceed \$500.

Example:

- 1) \$3,000, 3%, 5 years
- 2) \$4,000, 3%, 7 years
- 3) \$5,000, 3%, 8 years
- 4) \$5,500, 3%, 9 years
- 5) \$7,000, 3%, 10 years

For those property owners who opt not to repair the illegal connection from the sanitary sewer after the 90-day period, a \$50.00 per month fee shall be applied to the utility bill until the disconnection has been performed, but not to exceed 1 year. By the end of the 1-year period, the owner shall have completed the disconnection.

If the owner has failed to repair the illegal connection the monthly fee will increase to \$70.00 until repairs have been made. By the end of the second 1-year period, the owner shall have completed the disconnection. If the owner has failed to repair the illegal connection the City will seek to enforce this policy using all lawful means, including but not limited to the prosecution of a municipal infraction which could result in a civil penalty, court cost, and / or a court order requiring that repairs be made within a certain time period.

Provisions of this policy may be waived by the City Council.

Reference of City Ordinances:

- 94.00 Time of Sales Inspections
- 95.07 Right of Entry
- 97.01 Storm Water
- 97.05 Restricted Discharge Powers
- 99.05 User Charges

Adopted by City Council on November 17, 1986; amended September 5, 1995; amended June 15, 1998; amended September 5, 2006; amended July 16, 2007; amended June 2, 2008, amended 2010, amended 2013, amended May 1, 2017

Excessive Sewer Policy

The purpose of this policy is to provide the City Manager, or his designee, with the authority to issue credits to utility accounts with bona-fide excessive sewer usage in amounts up to \$1,000 based on the following criteria:

Water was metered

Municipal employees verify evidence that water did not directly enter into the sewer system

The metered water that did not enter into the sewer system was due to extraordinary circumstances beyond the utility account holder's control

For any refund issued under this policy, the City staff has the authority to approve a refund of an amount less than \$1,000. A refund exceeding this amount must be approved by the City Council. In all events, a refund shall be a credit on the customer's invoice and shall not be paid in cash.

Any and all credits will be issued to the customer's utility account and not as a cash credit unless approved by the City Council.

Amended by City Council on December 19, 2016, August 7, 2017

Sewer Policy Statement

Purpose

The purpose of this policy is to provide for the implementation of Chapter 99.04 of the Code Of Ordinances pertaining to the basis for establishing user charges for sewer services. Nothing in this policy shall be construed to apply to or interfere with other chapters of the Code of Ordinances for sewer services.

Policy Statement

In the event that it is discovered that a meter multiplier has been incorrectly applied to a customer's consumption, a meter has been read incorrectly, the appropriate rate schedule has not been applied, a meter was not connected correctly, or in other similar circumstances, a refund or back bill shall be issued.

Whenever an incorrect reading of a meter, incorrect application of a rate schedule, incorrect meter connection or other similar reason occurs, the City shall make a refund for any overcharge or shall back bill for any undercharge. A refund or back billing shall be calculated using the actual consumption for (1) the preceding 60 months from the time the error was identified, or (2) for the period from the establishment of the current account holder to the time the error was identified, whichever is less. The maximum refund or back bill shall not exceed the amount of the actual consumption multiplied by the rate for like charges in the twelve (12) months preceding the discovery of the error, unless otherwise ordered by the governing body.

For any back bill issued under this policy, the customer shall be offered a payment plan agreement with repayment terms up to 12 months without interest or penalty. Any requested payment plan exceeding 12 months shall require Council approval. Failure to complete repayment will not lead to disconnection of services, but will lead to appropriate legal action being initiated by the city. The payment plan agreement shall also provide for complete repayment upon the closing of that customer's account. Any agreement with terms exceeding these must be approved by the City Council.

Adopted by City Council on August 6, 2007. Amended by City Council on August 7, 2017.

Shared Sewer Service Policy

The Water Pollution Control Department has discovered that there are several shared sewer services that have two or more buildings located on separately owned lots connected to a single sewer service typically 6” VCP (Clay Tile) material. Shared sewer service collects from multiple residences and conveys it to the public sewer system.

2003 International Plumbing Code

Section 701.3 Separate sewer service connection. Every building having plumbing fixtures installed and intended for human habitation, occupancy or use on premises abutting on a street, alley or easement in which there is a public sewer shall have a separate connection with the sewer. Where located on the same lot, multiple buildings shall not be prohibited from connecting to a common building sewer that connects to the public sewer.

Purpose

This policy establishes standards for City staff when shared sewer service connections are discovered. The policy will provide information such as types of shared sewer services, notifications, and define steps for public sewer construction. The intent of this policy is to protect the health and welfare of the public by separating shared services that are the responsibility of multiple lot owners. It is inclusive of, but not limited to, single family dwellings, single family dwellings converted to apartments, and businesses.

Definitions

“Collection Sewer Service” - The portion of the shared sewer service system that collects and conveys sewage from multiple buildings that are located on separately owned lots to the public sewer system. It is owned by, and the responsibility of, the property owners.

“Physical Repair” - Any portion of the sewer service to be removed, replaced, or altered.

“Private Sewer Service” - A portion of the shared sewer service that collects and conveys sewage from the property to the collection sewer service. It is owned by, and the responsibility of, the property owner.

“Public Sewer” - Sewer in which all owners of abutting properties have equal rights, and is controlled by public authority

“Sewer Service” - The pipe that conveys sewage from a property to the public sewer system.

“Sewer System” - All facilities for collecting, pumping, and disposing of sewage.

“Shared Sewer Service” – The entire system of pipes from multiple buildings that are located on separately owned lots that convey sewage to the public sewer. This includes private sewers and collection sewer services.

Notification

- When shared sewer services are identified by the City of Indianola, property owners will be notified within 30 days.
- The notification will include a map that identifies the known properties that share the sewer service, an estimated location of the shared sewer service, the private sewer services, the collection sewer service, and the connection to the public sewer system.
- Property owners will be notified if there are maintenance issues with the sewer service such as sewer backups, inflow and infiltration, or if physical repairs are required. If repairs are required, the property

owner will be given 6 months from the date of notification to comply, unless otherwise approved by city council.

Reasons to abate Shared Sewer Services

When property owners are required to disconnect from the shared sewer service they must reconnect to the public sewer in accordance with City code. Separation of the shared sewer service will be required if/when:

- A physical repair is required on one of the private sewer services.
- A physical repair is required on the collection sewer service.
- A public health issue arises.

*Temporary repairs to a shared sewer service will be allowed by the City. However permanent repairs are required and must be completed within 6 months of notification, as outlined in this policy.

Request for Public Sewers

Property owners may request a public sewer extension to separate shared sewer services. The City will provide the following:

- Cost analysis for public sewer installation and sewer service connection.
- Replacement cost estimate per property owner.
- Engineering, bidding, and construction contracts.
- Tentative schedule for replacement of the shared sewer service.
- 10-year loan agreement based on actual cost, subject to council approval.
- Payment schedules for property owners.

Prohibited Acts

Property owners that are connected to a shared sewer service will not disrupt, disconnect, or prevent the use of the service to other properties that are connected.

EXAMPLES

If a property owner's **private sewer** portion of the shared sewer service is in need of repair, then they would be responsible for disconnecting from the shared sewer service and reconnecting to the public sewer.

If multiple property owners have sewer service above a portion of the **collection sewer service**, then they would be responsible for disconnection from the shared sewer service and reconnection to the public sewer.

See [\(Fig 1\) for the Shared Sewer Service Diagram](#) – back of council policy book

See [\(Fig 2\) Shared Sewer Service Examples Diagram](#) for a visual reference to the written examples of responsibility if the sewer is in need of a physical repair – back of council policy book

- A) Property Owner #1 would be solely responsible for disconnecting from the collection sewer service and reconnecting to a public sewer.
- B) Property Owners #1 & #2 would be responsible for disconnecting from the collection sewer service and reconnecting to a public sewer.
- C) Property Owner #2 would be responsible for disconnecting from the collection sewer service and reconnecting to a public sewer.
- D) Property Owners #1, #2 & #3 would be responsible for disconnecting the shared service and reconnecting to a public sewer.
- E) Property Owner #3 would be responsible for disconnecting from the collection sewer service and reconnecting to a public sewer.

- F) Property Owners #1, #2 & #3 would be responsible for disconnecting the shared service and reconnecting to a public sewer.
- G) Property Owner #4 would be solely responsible for repairs to the sewer service.
- H) Public Sewer would be the responsibility of the City.

Adopted January 19, 2010

Parks and Recreation Department Policies

Roadside Trail Development Policy

Where trails will double as sidewalks as per the City Parks and Trails Master Plan along designated Green Streets or where Roadside Trails are designated, the developer, prior to or at the time adjacent houses are constructed, shall install an 8 ft or 10 ft wide concrete trail (whichever is required) instead of 4 ft wide, with the city paying the width difference greater than 4 ft.

Installation: must follow city specifications

Maintenance: 50% owner-50% city (8 ft wide), 40% owner-60% city (10 ft wide)
The city will determine when a repair or replacement is needed, notify the property owner and hire a contractor to perform the work. The city shall pay the contractor and bill the property owner for 40% or 50% of the cost, depending on the trail width.

Snow Removal: The property owner shall be responsible for snow removal to a width of 4 feet.

Adopted by City Council on September 9, 2006.

Public Safety Policies

Animal Control

The purpose of this policy is to aid the general public in dealing with problems that result from the intrusion of wild animals into residential and commercial areas.

The city council authorizes the City Manager, or his designee, to pay the costs for wild animal control occurring in the city limits on either public or private property under the following conditions:

1. The contractor is required to be experienced in the capture and handling of wild animals.
2. The fee is based on a per animal basis.
3. The property owner is responsible for arranging the work with the contractor
4. The contractor provides the city a per animal quote and, where applicable, other anticipated cost information, prior to engaging work on behalf of the customer
5. The contractor provides the city an invoice for 50% of the cost complete with the name and address of the customer and a description of the wild animals captured
6. Fees are reimbursed only after the wild animal(s) is/are successfully captured.

The following implementation guidelines apply to this policy:

1. Wild animals include, but are not limited to skunks, raccoons, opossums, and squirrels. This policy shall also apply for the capture and prevention of nesting locations for bats. Fees for domestic animal control shall not be authorized.
2. Payments for the city's share shall be made solely to the contractor and not to the property owner.
3. No contractor shall be reimbursed for the capture of more than 6 animals from work at a single property within any 90-day period.
4. The maximum reimbursement amount set for skunks, raccoons, opossums, and squirrels is:

1 animal	\$20
Multiple animals at 1 trapping	\$15 each
5. The maximum amount of bat nuisance abatement and prevention shall be \$200 for each individual claim.

Adopted by City Council on August 1, 1994; amended March 20, 2006.

Storm Watch & Warnings

During periods of potentially dangerous weather conditions, the Indianola Fire Department (IFD) will place the members on alert, or may place them into active duty as storm spotters.

Storm Watch – When conditions are favorable for more potentially dangerous weather conditions to occur. Simply stated, a watch is less dangerous. IFD personnel response is optional*. If responding, do NOT use blue warning lights. (*Duty Officer may request full response during storm watch.)

Storm Warning – When conditions are likely for dangerous weather conditions to occur. These can take the form of high winds, (up to and including tornadoes), dangerous lightning, intense rain, or snow and ice storms. Simply stated, severe weather will likely affect operations and require assistance. IFD personnel should respond to the station for assignment. Use of blue lights is authorized.

Due to the nature of storm warnings, the families of IFD personnel are allowed to respond to the station. Once there, they shall go to the basement of City Hall. The family members cannot be allowed to loiter on the apparatus floor, station bays, offices or day room.

If orders are given to place apparatus on storm watch, firefighters will respond in protective clothing.

The Duty Officer will determine the likely storm path and assign apparatus to areas of the City for maximum storm observation. Examples of apparatus placement might likely be:

West South “Y” Street near Farm Service, Inc.
South 17th Street at the crest of the hill
North 1200 block of Hayes Street.

Apparatus will generally stay within a 2-mile radius of the city limits unless otherwise directed by the Duty Officer.

The Duty Officer will determine when the storm sirens will be activated and any other procedures necessary to help ensure the safety of the public. The following criteria for activating the storm sirens shall be followed:

1. Storm sirens shall be activated when the National Weather Service has issued a tornado warning for the Indianola area.
2. Storm sirens shall be activated when the Duty Officer has a report from an authorized spotter of weather conditions that could be concern for the public’s safety.

Adopted by City Council on November 17, 1997; amended August 4, 2008.

EMS Billing Write off Policy and Payment Plan

PURPOSE: This policy provides guidance when EMS bills will be written off or payment plan imposed

POLICY:

1. The City of Indianola Fire Department shall bill all patients through its contracted vendor, in accordance with local, state and federal (including Medicare and Medicaid) business billing and collection laws and practices.
2. The department and contractor shall monitor due and unpaid bills and issue a written monthly report on all delinquent accounts 90 days or greater to the Finance Director and Fire Chief outlining:
 - Financially responsible party
 - Total amount due/delinquent
 - Original date of service
 - Billing history
3. The Finance Director and Fire Chief collectively will take one of the three following actions related to delinquent accounts:
 - Authorize the bill to be forwarded to Iowa State Income Offset Program
 - Authorize the Billing Contractor continue efforts
 - Recommend the account be written off
4. Authority to write off delinquent accounts will be retained by the Indianola City Council as recommended by the Finance Director and Fire Chief. Write-offs may be based on (but not limited to):
 - Inability to locate financially responsible party (mail skip)
 - Deceased with no remaining assets
 - Balance on insurance companies that we are required to accept the assigned amount (Examples-Medicare, Medicaid, Medicare Railroad, Medicare HMO's, Tricare/Champus)
 - Anyone that submits notice of bankruptcy
 - Anyone that can provide proof of income and that income falls below 150% of the federal poverty guideline that are set each year.
 - Small balance write-off, any balance below \$20.00
5. Payment Plans
Use the IMX Standard Process
 - If the patient is unable to pay the balance in full, then they may participate in a standard payment plan.
 - The patient's balance is divided equally into 6 or less monthly payments
 - Payments in the amount agreed upon must be received on time (every 30 days) to remain on the payment plan.
 - If the patient does not comply with the agreed upon payment plan, they will be dropped from the payment plan and continue through the collection process up to being turned over to Iowa Income Offset Program once applicable.
6. Deceased Patients
 - Charges for DOA's should be billed to insurance only. Patients and/or family members should not be billed for copays/coinsurance/deductibles or non-covered charges. All balances not paid by insurance should be written off.

Adopted on July 2, 2018

STREETS, ALLEYS, AND PARKING LOTS

Addresses on Street Curbs

Establishes a policy, which permits house numbers to be painted on street curbs at the residents' option and expense.

Adopted by City Council on August 5, 1985.

Alleys and Streets – Sale Of

Whereas the City Council of the City of Indianola, Iowa is desirous of setting a consistent and uniform policy in the pricing of streets and alleys offered for sale, the following be adopted as the policy of the City Council of the City of Indianola relative to the sale of streets and alleys:

1. It shall be Council policy that before a request to vacate and sell an alley be presented to the Council, that all the adjacent property owners and the property owners that abut the extension of the proposed vacated alley prior to the alley crossing a designated city street, must sign that they are in agreement on the sale of the alley and the division thereof. All other property owners within the block shall be notified.
2. That such utility easements be retained over any street or alley sold by the City of Indianola as the City Manager may, in his opinion, determine as advisable and reasonably necessary under the existing circumstances.
3. That the standard price of \$200.00 for an entire alley one-half block in length be set for each portion of an alley sold except for areas within two blocks of the city square or one block of 65/69 and 92 where a price of \$400.00 for an entire alley one-half block in length is hereby set.
4. That it be adopted as a standard general policy that alleys be divided between the lots which are adjacent to it, and that parties owning the adjacent lots be notified in the event that an alley is going to be sold.
5. That a price of \$500.00 for a street one-half block in length is hereby set.
6. That the purpose of this policy is to set a minimum, and in effect a standard price for alleys and streets offered for sale by the City of Indianola, Iowa. It is not, however, the intent of this policy statement to set a maximum price in the event that on a Notice of Sale there is more than one interested buyer and said parties are willing to bid against each other in excess of the price set by this policy statement. In the event that more than one party is interested, the street or alley shall be sold to the highest bidder as provided by law.
7. The purchaser shall, in addition to the prices set forth above, pay the necessary publication costs and legal fees incurred incidental to the sale.
8. Prospective purchasers shall deposit the amount of their bid with the City Clerk at the time of their request, which deposit shall be refunded in the event the sale is not approved by the Council.

Adopted by City Council on October 19, 1981.

Alley Policy

The City Council recognizes it is of mutual interest to property owners and the City to vacate and sell unused alleys to property owners. The Council from time to time may allow property owners to obtain unused or low-use alleys from the City for a purchase price of \$1.00 plus costs which shall include but are not limited to publication, attorney, recording and survey fees. Alleys sold by the City must be unused or low use and have unanimous approval of property owners abutting the alley to be sold.

Adopted by City Council on May 18, 1987; amended August 4, 2008.

Alleys – Hard Surfacing

The City will pay one-third the cost of constructing a hard-surfaced alley. All in-kind service and/or labor by the City will not be included in the City's 1/3 allocation. In order for the City to participate in the construction, the alley will be constructed in accordance with City specifications.

Adopted by City Council on April 3, 1981.

Alley Maintenance

Hard-Surfaced Alleys

The City of Indianola will provide maintenance on hard-surfaced alleys. This includes, but is not limited to, patching holes, plowing snow and sweeping the alleys. Major maintenance is not included as part of this policy and the cost incurred in such a project may be assessed to property owners.

Major maintenance of hard-surfaced alleys shall be defined but not restrictedly limited to asphalt or concrete overlays over large sections of the hard surface or reconstructing a large section of the hard-surfaced alley.

Exception: The above section shall not apply to the alleys within one block of the square. For these alleys, given their commercial and therefore public use, the mayor and council may opt to improve them at the city's expense. Improvement for this section shall only include asphalt overlays.

Rocked Alleys

The City of Indianola will grade and plow snow on rocked surfaced alleys upon request. Additional rock will be added on a minimal basis to existing maintained rocked alleys or future constructed rocked alleys. This rocking by the City is not to be construed to construct or reconstruct non-surfaced alleys but only to maintain rocked surfaced alleys. Any cost incurred for construction or major reconstruction of rocked alleys should be borne by the property owners.

Major construction or reconstruction of rocked alleys shall be defined but not strictly limited to the addition of rock or other road building materials on a major portion of an alley or removing old material and replacing it with rock or other road building materials.

If a dispute between property owners occurs due to the City's maintenance of an alley, the City reserves the right to ask the person who requested the maintenance to obtain signatures of the majority of the abutting property owners on the alley and/or the majority of ownership, per running foot, on the alley before the City will continue to maintain the alley.

Adopted by City Council on April 3, 1981.

Dirt Alleys

Dirt traveled alleys will be graded and snow plowed upon request. Rock or other road building materials will not be added to dirt alleys by the City.

If a dispute between property owners occurs due to the City's grading of an alley, the City reserves the right to ask the person who requested the grading to obtain signatures of the majority of the abutting property owners on the alley and/or the majority of ownership, per running foot, on the alley before the City will continue to grade the alley.

Adopted by City Council on April 3, 1981.

Calcium Chloride (Dust Control)

The City will pay for one application of calcium chloride (dust control).

Adopted by City Council on April 16, 2001.

Parking Lot Maintenance

City policy on maintaining parking lots is that the City owned or properly leased parking lots shall be surfaced and maintained, as needed under the supervision of the City Manager.

Adopted by City Council on August 1, 1977.

Policy for Banners in the Public Right-of-Way

Applicability Any banners erected in the public right-of-way in the City of Indianola shall adhere to this established policy. This policy does not apply to banners that are not in the public right-of-way. The Sign Regulations of the Zoning Ordinance shall apply for such banners.

Application Form Applicants for banners in the public right-of-way shall use the Banner application form available at the Community Development Department located at 110 North 1st Street. Banner design, including color depiction, exact dimensions, content, colors, locations, duration of event, applicant information and insurance shall be required as part of any banner permit application.

<u>Banner Zones and Number of Poles</u>	# of Poles	Minimum # of Banners
Zone 1 – North Buxton from Ashland to West Clinton West Ashland from Buxton to North C Street	13	10
Zone 2 – North Howard from Ashland to East Clinton East Ashland from North Howard to Hwy 65/69	10	8
Zone 3 – South Buxton from Salem to Hwy 92 West Salem from Buxton to South C Street	11	9
Zone 4 – East Salem from South Howard to Hwy 65/69 South Howard from Salem to Hwy 92	11	9
Zone 5 – Square/downtown area	28	20
Zone 6 – Highway 65/69 – Number and location approved by City Council.		
Zone 7 – Highway 92 – Number and location approved by City Council.		

Other Zones Applicants for banner locations outside the banner zones listed above will be considered on an individual basis after review and recommendation by city staff and the approval of the City Council.

Application Fee A \$25.00 application fee plus \$2.00 per banner is required for those banners installed within Zones 1 – 2 – 3 – 4 and Private Non-Profit banners located in any zone. The Community Development Director shall waive the fee if no sponsorship is placed on the banner.

Number of Banners Minimum number of metal light poles as listed in each zone must have the same banner and the banners must utilize the minimum number of banners listed for the zone in which they are installed. No more than one banner per pole. *Exception: Zones 6 and 7, approval of specific number and location of banners along Highway 65/69 and Highway 92 will be required by City Council.

Minimum number of banners must be distributed uniformly within the zone.

Banner Construction Pole banners must not be larger than 30”x 94” and should be made out of a canvas or nylon material. Supports shall match existing pole color unless otherwise approved.

<u>Banner Installation</u>	All hardware used to support each banner shall be approved and installed by Indianola Municipal Utilities. All costs associated with the installation and removal shall be the responsibility of the applicant. Permit holder is responsible for coordinating installation and removal of banners with Indianola Municipal Utilities.
<u>Length of Use by Type of Banner</u>	<p>Business or Institution: Allowed in Zones 1 – 2 – 3 – 4 (company anniversary event, college welcoming, etc.) 3-month maximum per calendar year per banner with at least 30 days separating such 3-month periods .</p> <p><i>Community Wide Event: Allowed in ALL Zones</i> (seasons, holiday shopping, etc.) 3 months maximum per calendar year per banner with at least 30 days separating such 3-month periods.</p> <p><i>Community Special Event: Allowed in ALL Zones</i> (The National Balloon events, Log Cabin days, Dickens, etc.) One month maximum prior to each event. Banner must be removed within 7 days after event.</p> <p><i>Private Non-Profit Special Event: Allowed in ALL Zones</i> (The National Balloon Classic, Opera Festival and similar events) One month maximum prior to each event. Banners must be removed within 7 days after event.</p>
<u>Insurance</u>	Permit applicant must file proof of insurance and must sign a hold harmless agreement. These documents must be submitted before sign permit application for banners in public right-of-way will be approved.
<u>Maintenance of</u>	<p>Upon receipt of any call regarding problems with banners, corrective action <u>Banners</u> within 24 hours of notification to the banner sponsor’s contact person will be required. The City of Indianola reserves the right to immediately have the banner removed and revoke the banner permit. Any cost for the removal of banners by IMU will be charged to the organization holding the permit.</p> <p><i>In all cases, the applicant is responsible for cost of installation and maintenance of the banners.</i></p>
<u>Administration</u>	These policies and procedures are administered by the Community Development Director.
<u>Banner Reservations</u>	Banner space will be allocated on a first-come, first-served basis, with conflicts resolved according to the prioritization standards.
<u>Prioritization</u>	<ol style="list-style-type: none"> (1) Decorative non-event specific (2) Major Multi-day events with community involvement. (3) Community promotions and events.
<u>Banner Content and Design</u>	<p>The content and design must comply with the following:</p> <ol style="list-style-type: none"> (1) Celebrates and/or promotes the Indianola community or is event specific. (2) Be non-offensive. (3) Sponsorship recognition will be allowed in the bottom 15%. In Zones 1 –2 –3 –4 ONLY. (4) Banner design must be submitted to the Community Development Director for compliance with above criteria.

Availability

Open to all citizens of Indianola, to established institutional or non-profit organizations (example churches, colleges, etc.) within the community and to Indianola organizations carrying out events within the community. The foregoing requirements and guidelines must be followed by all banner users. Corporate banners recognizing company anniversary events or special recognition may be permitted subject to all the above design and location criteria.

Exemption

The City Council may approve any banner design, content or location for a person not to exceed 1 year.

Adopted by City Council on February 18, 2003; amended June 2, 2003; amended August 4, 2008.

Sidewalk Agreements

Staff has the authority to enter into sidewalk agreements with square businesses, which will include the following:

- Hold harmless agreement
- City as a “name insured” on a \$1,000,000 (where no liquor license is involved)
- 50 cents per square foot of occupied space
- Term agreed to annually

Any agreements that are “outside” the conditions above will be brought to council for consideration.

Adopted by City Council on June 21, 2004.

Snow and Ice Removal Policy

SNOW AND ICE REMOVAL CITY OF INDIANOLA

POLICY

The purpose of this policy is meant to provide general guidelines for snow and ice removal operations. Due to unpredictability of weather events, this policy provides for modifications to be made in the field by the Street Superintendent or designated person in charge in an effort to best serve the community and meet the intent of this policy. This policy will be presented to the City Council annually in September for update, review, and approval.

The City of Indianola does not utilize a “Bare Pavement” snow/ice removal policy. This policy does not guarantee that streets, sidewalks, parking areas, trails or other public property will be free of snow and ice after execution of the Snow and Ice Removal Policy and Procedure Manual. Bare, dry pavement should not be expected and will not always be provided. This plan attempts to maintain an adequate driving surface for properly equipped vehicles and drivers prepared for winter driving conditions, and to provide pedestrians with safe routes of travel.

IOWA WEATHER CONDITIONS

The average annual snowfall in Indianola is 27 inches per year. We anticipate 15 snowfall or ice events per year, which requires action on part of the City for removal or control.

The overall budgetary and planning goal for our snow and ice removal efforts is: plan for the worst, hope for the best, budget for an average snowfall, and use contingency funds if we have a severe winter.

NOTIFICATION OF WINTER WEATHER EVENTS

The City of Indianola does not employ the services of a private weather forecasting service. Street Department staff will monitor commercially available web based forecasts (i.e. Weather Underground, Weather.com), government forecast information (National Weather Service, Iowa State University Meteogram Generator), Iowa DOT Road Conditions, and local television news forecasts (KCCI, WHO, WOI). The Street Superintendent will attempt to keep all other City departments informed of the potential winter weather event beginning around 48 hours in advance of the event. Past experience has shown forecasting farther out than 48 hours is extremely variable. Information is typically emailed out with timing of the storm and anticipated response from City Crews. The City will use all of this information to formulate a response to impending winter weather. The timing, duration, and temperatures involved in a winter weather event will dictate the scope of the response from the City of Indianola. When weather conditions constitute snow removal and/or ice mediation activities, the City of Indianola Streets Department, City Manager’s Office, and the Indianola Police Department shall notify and alert citizens of these efforts. Notification to the public is sent through a press release or email to the local media outlets, the City of Indianola web page is updated, and social media sites controlled and operated by the City, the City Clerk’s office, and Indianola Police Department will be updated.

USE OF CHEMICALS AND ABRASIVES (SALT AND SAND)

The policy of the department is to use salt or salt/sand mix for melting of ice and hard packed snow. A 2:1 sand/salt mix will be utilized in a majority of circumstances. Salt is used only when it can be effectively

applied or extreme conditions warrant. As a rule, it will not be applied when temperatures are below 20°F and falling due to the ineffectiveness negated by refreezing or roadway surfaces.

Locally available screened/washed sand is used as an abrasive to help remove ice and hard packed snow and as a driving aid during slippery conditions.

EQUIPMENT AVAILABLE

The primary equipment available to remove snow and ice will be supplied by the City Street Department. List of equipment can be seen in Exhibit 1 of the Appendix to this document.

During normal snow removal operations, 6 truck plows, 1 road grader, 1 wheel loader, 1 skid loader, and 2 pickup trucks are available.

All truck-mounted snowplows have quick attachments and can be mounted in 15 minutes or less.

All plow trucks are also equipped with sanders for salt/salt applications.

MANPOWER AVAILABLE

The primary manpower for snow removal shall be supplied by the City Street Department. The manpower consists of 1 Street Superintendent, 2 Heavy Equipment Operators, 2 Medium Equipment Operators, 2 Light Equipment Operator, and 3 On-Call Seasonal Employee.

For normal snow events, the Street Superintendent shall determine hours of operations, as conditions direct. The City Manager and Police Chief shall be notified of anticipated operating hours. Personnel from other City and Indianola Municipal Utility Departments may be utilized in certain prolonged events.

MONITORING AND NOTIFICATION OF ICE/SNOW EVENTS

The Police Department and the Street Superintendent, when inclement weather is approaching, shall continuously monitor weather reports. The Police Chief, Street Superintendent, and City Manager shall keep each other informed of anticipated snow events, including timing and intensity of the event. The primary responsibility shall rest with the Street Superintendent.

During nighttime, weekends and holidays the Police Department shall monitor weather reports and road conditions and notify the Street Superintendent or appropriate Street Department personnel when potential action is needed by the City Street Department.

SANDING/SALTING PROCEDURES

Sand and salt shall be used sparingly and only when application will produce a positive result. During certain weather events priority will be given to dangerous intersections, hills, city owned and controlled parking lots, and other hazardous areas will be sanded or salted. The Street Superintendent shall authorize the use of salt/sand mix, straight salt, and/or straight sand but the route driver will be responsible for the application along his/her route as need arises.

SNOW ORDINANCE/ TOWING VEHICLES ILLEGALLY PARKED

The City of Indianola Code of Ordinances Chapter 69, Sections 10 and 11 serve as referenced Code for this Policy Manual (Exhibit 3). The purpose of the snow ordinance is to allow for safe and efficient snow removal operations on snow routes throughout the City. If forecasts indicate that two inches of snow or more is probable the City of Indianola may begin proactive notification that the snow ordinance will go into effect. It will be the City's goal to time the commencement of the snow ordinance to minimize the inconvenience on the public; however, the timing of the beginning of the ordinance will be dictated by the winter weather event. Vehicles parked on the streets during a snow removal effort may be ticketed and/or towed to allow for safe and efficient plow operations.

Depending upon severity of winter event, the Street Superintendent (or designated department representative) will communicate with the Police Chief and the City Manager as to timing of plowing and snow hauling activities. In extreme weather occurrences or sustained weather events, trucks may only be plowing on select arterial and collector streets in order to maintain passable conditions for emergency vehicles.

SNOW REMOVAL PROCEDURES

Snowfalls less than 2 (two) inches will not be plowed from streets unless drifting is occurring. Accumulation of snow on or drifting of streets may dictate variations in snowplowing activity.

Snow removal efforts shall be made on a priority system as follows:

Public Facilities/ Downtown Square

Cleared within 12-24 hours of end of snow event by City Street Department. Hauling of snow, where necessary, will occur when deemed practical and necessary.

Arterial and Collector Streets

Cleared within 12-24 hours of end of snow event by City Street Department.

Residential Streets

Cleared within 12-24 hours of end of snow event by City Street Department.

Alleys

Cleared within 48 hours of end of snow event by City Water Pollution Control

Public Parking Lots

Snow will be plowed in driveways of parking lots and vacant parking spots within 12-24 hours of end of snow event by City Street Department. Hauling of snow, where necessary, will occur when deemed practical and necessary.

Sidewalk, City Responsibility and Trail

Cleared within 48 hours of end of snow event by City Parks Department

- Due to route efficiency, intermingling of types of streets, and changes in priority due to unforeseen events, the aforementioned areas are not necessarily plowed in the order that they are presented in this document.

BOUNDARY STREET JURISDICTION-RESPONSIBILITY

The City of Indianola will not be responsible for any snow removal outside our municipal boundaries except on roads with 28E agreements in place in cooperation with Warren County. The map in Exhibit 4 of the Appendix will show Warren County/ City of Indianola responsibilities per the 28E agreement.

SIDEWALKS – PRIVATE RESPONSIBILITY

All sidewalks adjacent to private property are the responsibility of the property owner or occupant. All complaint calls shall be routed to the Community Development Department for complaint follow-up and code enforcement. The City Code section concerning private sidewalk snow and ice removal can be found in Exhibit 3 of the Appendix to this document.

A reasonable time period shall be 48 (forty-eight) hours for purposes of enforcement. The City lacks sufficient manpower to clear sidewalks so every effort should be made to convince the property owner to clear the sidewalk of ice and snow.

DRIVEWAYS – PRIVATE

City snowplows will not clear private driveways of snow or ice. Due to the location of driveways and the volume of snow being moved, there will be occasions where the plowing operations may deposit additional snow into private driveways. The removal of snow and ice placed in driveways by city plows is the responsibility of the property owner. Snow or ice from a private driveway or property may not be placed on or pushed across a city street. The City Code section concerning private driveway snow and ice removal can be found in Exhibit 3 of the Appendix to this document. Please notify the Police Department of any violations of the city code.

MAILBOXES

Every attempt will be made by the snowplow operator to clean snow adjacent to mailboxes to allow rural type mail delivery. The snow will only be cleaned, however, from curb line to curb line. The adjacent property owner is responsible for any other snow cleaning and to assure the mailbox is properly installed to withstand snow-clearing efforts by the City. The City will not be responsible for damage to mailboxes unless they were properly constructed and struck by a snowplow. It must be shown that a City plow struck the mailbox or the support structure of the mailbox for the City to be held responsible for any damage. The City will not be responsible for any damage to mailboxes caused by snow and/or ice or the force of snow and/or ice thrown from the plow during plowing operations.

If a complaint is received regarding a mailbox suspected of being hit by a snowplow, an incident report must be filled out by the citizen issuing the complaint. The City will investigate the complaint and notify the citizen of the outcome. If it is determined that the City did hit the mailbox in question, the City will provide the materials and labor necessary to install a 4X4 mailbox post assembly and USPS-approved,

standard-size mailbox. Mailboxes of alternate construction, size, and/or material will have a claim filed by the property owner with the City's insurance company through the Risk Management Department.

COMMUNICATIONS

All snowplow equipment shall keep in radio communication with the Street Superintendent or Heavy Equipment Operators at all times. Check the radio before starting duty. Radio communications by snowplow operators shall be between supervisor and equipment operators.

All communications, whether they are direct, telephone, or radio shall be made in a kind, courteous, and business-like in manner.

The supervisor on duty shall periodically keep the City Manager informed on road conditions and snow removal efforts.

CITIZENS COMPLAINTS

All citizen complaints on the snow removal effort shall be routed to the Street Superintendent. Snowplow operators shall avoid verbal confrontations with citizens. All citizen complaints shall be treated courteously and followed up on promptly. Complaints will be reviewed, debriefed, and responded to. Every attempt will be made to respond to inquiries/complaints within 2 business days during normal business hours. Due to the nature of snow removal operations, citizens are encouraged to use the customer service portal on the City of Indianola website (www.indianolaiowa.gov) as a preferred method of reporting.

WORK HOURS AND RULES

Employees will be compensated according to the effective Employee Policy.

SAFETY PROCEDURES

Safety is paramount to any snow event. The sole purpose of the snow/ice removal operation is to make the streets, sidewalks, alleys, and parking lots safe for the motoring and walking public. All snowplow operators shall observe the following safety rules.

Check your snow removal equipment prior to leaving the shop including:

All working lights and emergency lights

Radio

Snowplow and frame for damage

Sander

Rearview mirrors

Flags and reflectors

Windshield wipers

Heater and defroster

Oil and gas levels

Obey all applicable traffic laws.

Report any non-working equipment immediately.

Use reasonable caution in operation of snow removal equipment.

Do not drive too fast.
Slow down if in cramped quarters with parked cars on a street.
Know your route and any fixed objects covered by snow.
Only travel on wrong side of street if another truck is blocking traffic.
Do not follow cars or other snow removal equipment too closely.
Slow down prior to turning – your plow will tend to push you where it wants to go.
Snowplows are emergency equipment, but they still must obey all traffic laws and give right-of-way to other vehicles.
Notify following truck prior to turning, when plowing in tandem.

ACCIDENTS

Report all accidents immediately to your supervisor and the Police Department. The Police Department will be called to investigate the accident. All procedures for property damage and/or injury shall be followed as outlined in the City Employee Handbook. The Risk Management/ Human Resources is also to be notified.

CARE AND USE OF EQUIPMENT

The snowplow operator is responsible for routine maintenance on his vehicle. Report any maintenance needed to the supervisor on duty. Check vehicle before and after use for any maintenance needed or damage to equipment. The vehicle is to be refueled at the end of duty shift.

During snow removal emergencies snow removal equipment maintenance will take priority over any other city equipment or vehicles, subject to the discretion of the department supervisor.

No towing or pushing of vehicles, other than city vehicles, shall be allowed. No “jump” starting private vehicles shall be allowed. Rides to private citizens, other than city employees shall not be allowed except for emergency purposes only, i.e.: doctors to surgery, nurses needed for surgery, pharmacist for medicine calls, any other rides must be approved by the City Manager.

SEVERE STORM & DECLARED EMERGENCY MANAGEMENT

In the case of severe storms, state, or federally declared disasters as they apply to snow events, and when the City’s emergency operations center is activated, the management of extreme snow emergency incidents will be conducted utilizing the National Incident Management System (NIMS) and Incident Command System (IC). Decisions for this utilization will be based off information provided by local and national weather service predictions and forecasting from the Des Moines office (NOAA).

OTHER AREAS OF CONCERN AND ATTENTION

The City Street Department will assist all other City and Indianola Municipal Utility Departments with needs that arise in snow and ice efforts.

The Indianola YMCA utilizes private contractors for snow removal efforts. The City will provide sanding/salting services and will haul snow piles from the YMCA parking lot when deemed necessary.

APPENDIX INDEX

**SNOW AND ICE REMOVAL
STREET DEPARTMENT
CITY OF INDIANOLA**

Exhibits

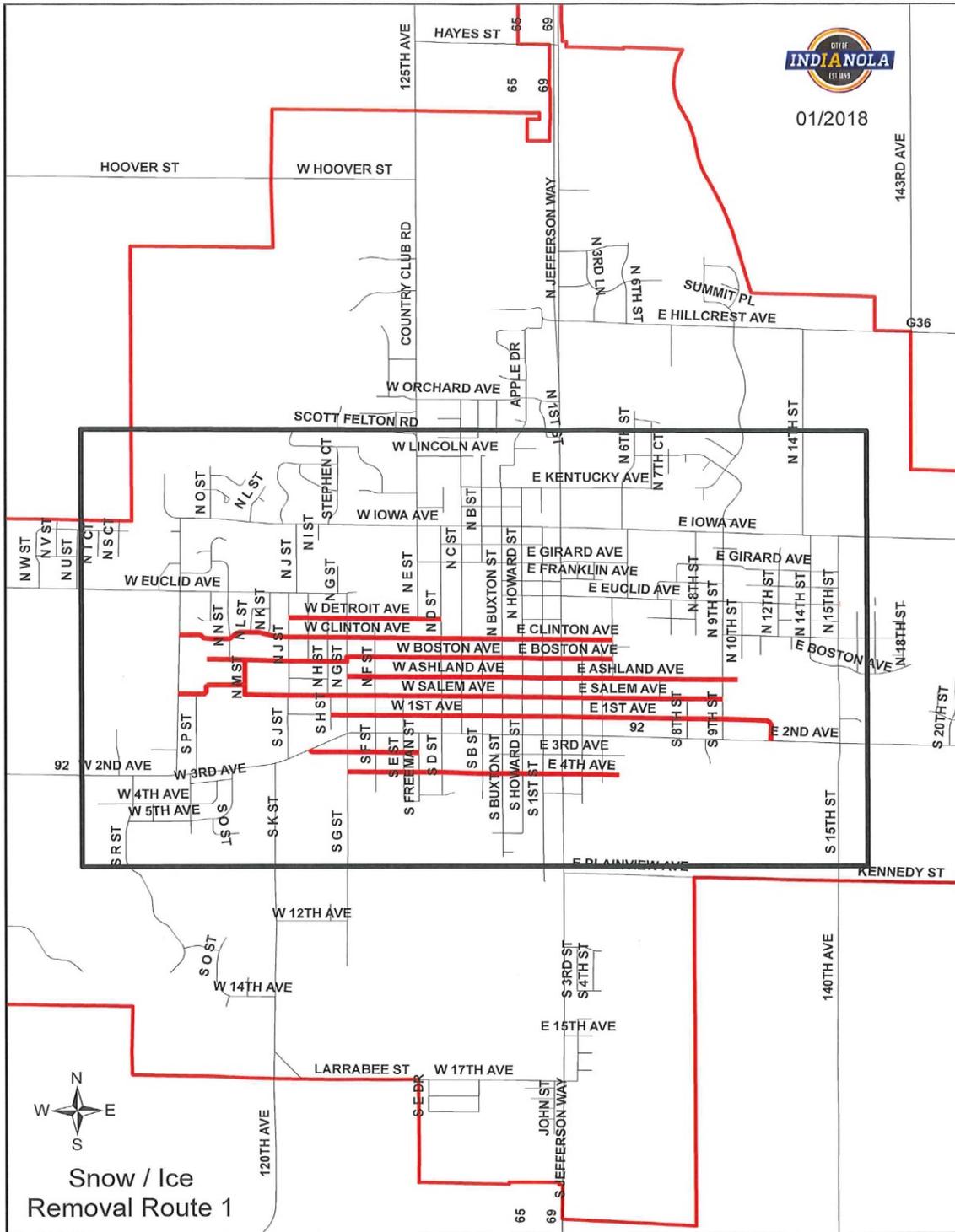
1. Equipment Assigned – Street Department
2. Maps of 7 City Snow Routes
3. City Code Sections Referenced within the Policy and Procedure Manual
4. City of Indianola/Warren County Boundary Street Jurisdiction Map

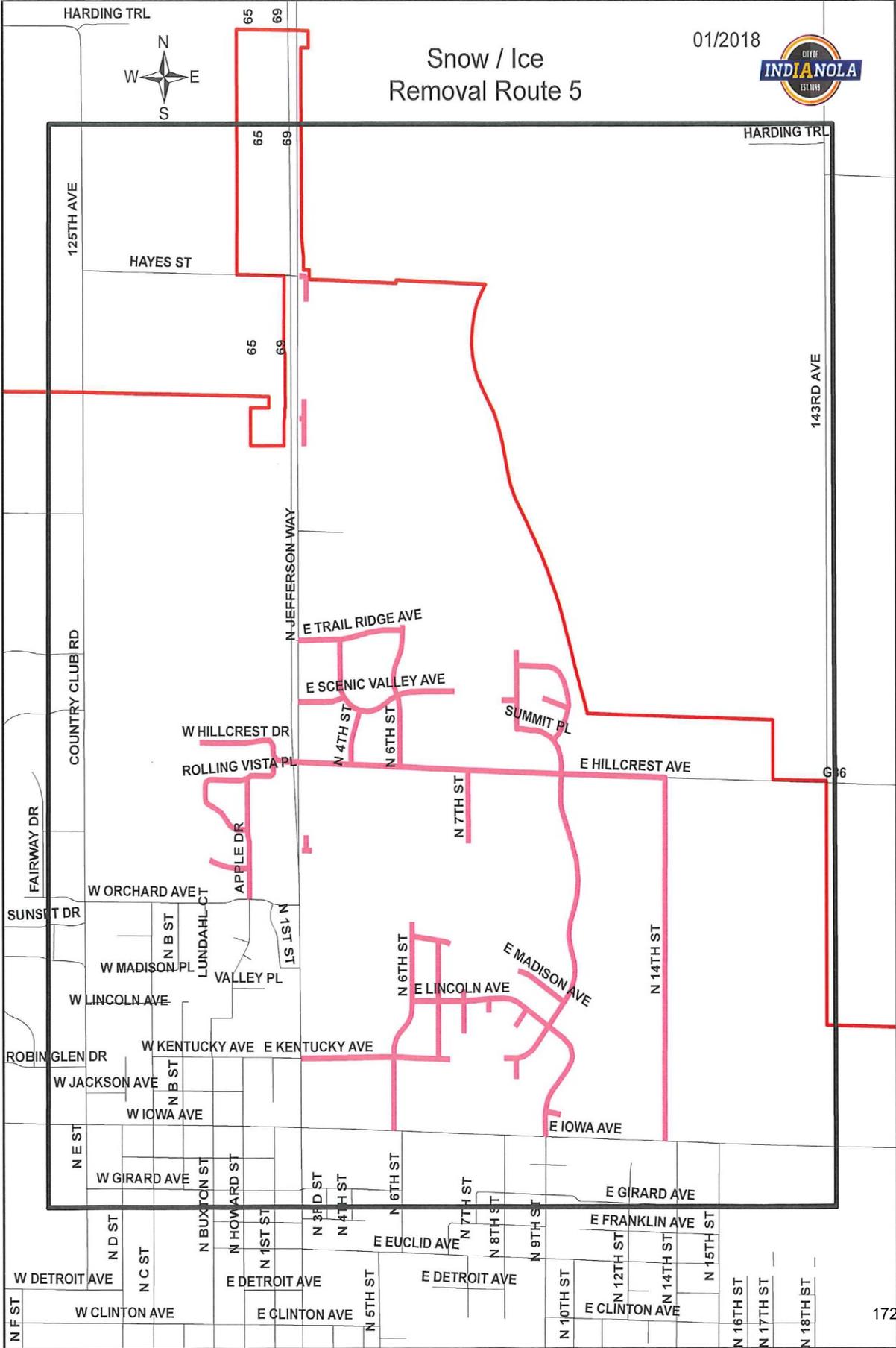
Exhibit 1

Equipment Assigned – Street Department

<u>Unit</u>	<u>Year</u>	<u>Make</u>	<u>Function</u>
5	10	Case 621E Wheel Loader	w/bucket/blower/plow
7	18	Freightliner 114SD Tandem Axle	w/plow & sander
9	16	Freightliner 114SD Tandem Axle	w/plow & sander
12	07	International Single Axle	w/plow & sander
21	16	Ford F250	w/plow
22	06	International Single Axle	w/ plow & sander
23	14	International Single Axle	w/ plow & sander
24	14	International Single Axle	w/ plow & sander
27	03	Case Maintainer	w/ plow blade
28	07	International Single Axle	w/ plow & sander
30	10	SnowGo Snow Blower	mounted to Unit 5
	18	Kubota 95-2sv	skidloader

Exhibit
2



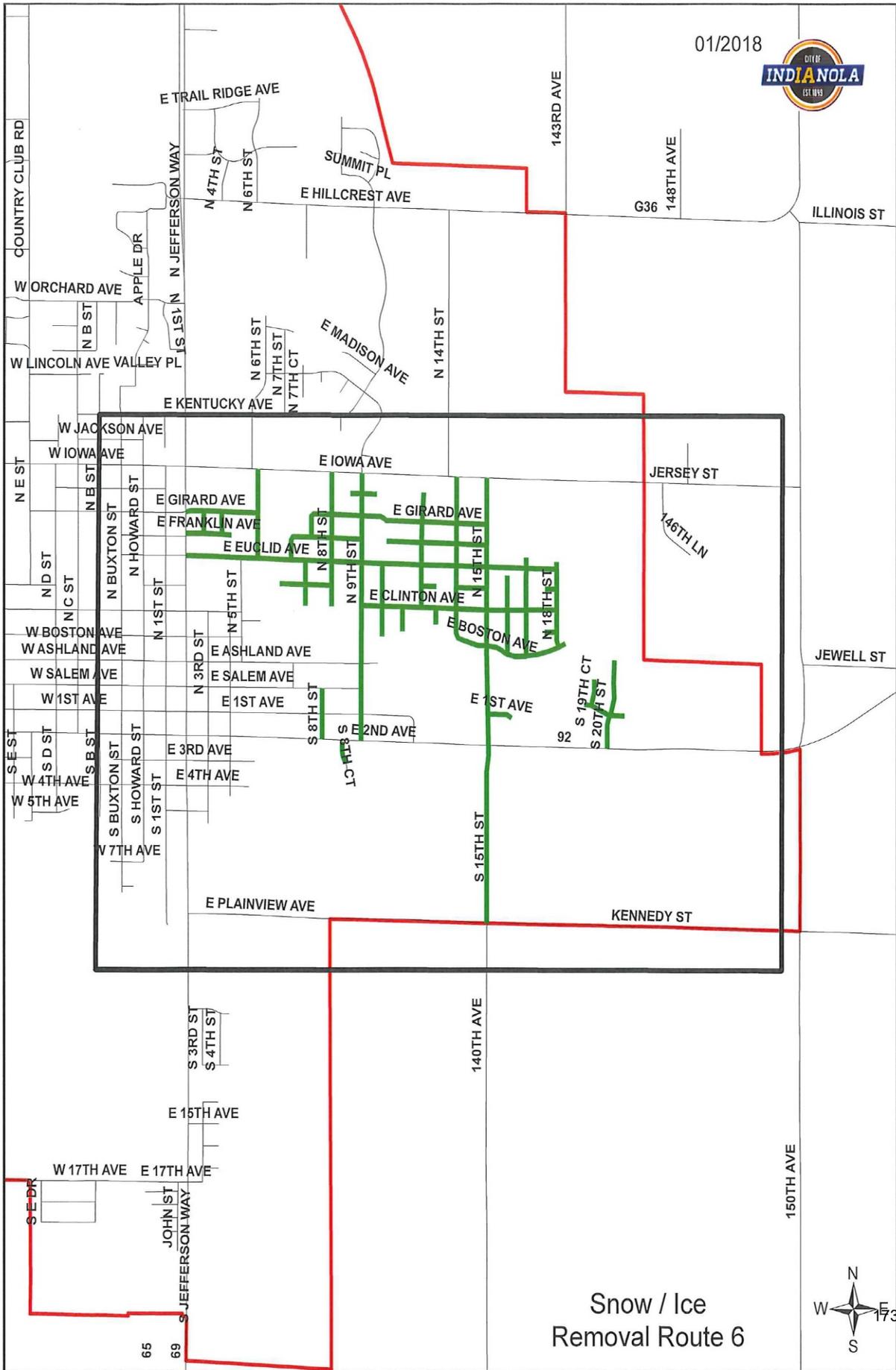


01/2018



Snow / Ice Removal Route 5

01/2018



Snow / Ice
Removal Route 6



Exhibit 3

City Code Sections Referenced within the Policy and Procedure Manual

69.10 SNOW EMERGENCY.

1. No person shall park, abandon or leave unattended any vehicle on any public street, alley or parking areas in the public right-of-way and immediately adjacent to the traveled portion of a street during any snow emergency parking ban unless the snow has been removed or plowed from the street, alley or parking areas in the public right-of-way and immediately adjacent to the traveled portion of a street and the snow has ceased to fall. A snow emergency parking ban shall begin when the National Weather Service predicts that two (2) or more inches of snow or ice will fall in the Indianola area or two (2) or more inches of snow or ice has fallen in the Indianola area, and shall continue through the duration of the snow or ice storm and the forty-eight-hour period after cessation of the storm, except as above provided upon streets which have been fully opened.

2. Such a ban shall be of uniform application, and the Police Chief is directed to widely publicize the requirements, using all available news media, in early November of each year. The emergency shall be extended or shortened when conditions warrant upon proclamation by the City Manager or a designee.

3. The foregoing prohibition shall be modified within the downtown area and near the Simpson College campus as follows:

A. On Howard Street, from Boston Avenue to First Avenue;

B. On Buxton Street, from Boston Avenue to First Avenue;

C. On Ashland Avenue, from First Street to B Street;

D. On Salem Avenue, from First Street to B Street;

E. On B Street, from First Avenue to Boston Avenue;

F. On First Street, from First Avenue to Boston Avenue;

G. On Boston Avenue, from First Street to B Street;

H. On First Avenue, from First Street to B Street;

I. On D Street, from Girard Avenue to Detroit Avenue;

J. On C Street, from Clinton Avenue to Girard Avenue.

K. On Detroit Avenue, from Howard Street to Buxton Street.

4. The foregoing prohibition does not apply to the area described in subsections 3(A) through (H) during normal business hours of 8:00 a.m. to 6:00 p.m. and during evening business hours as defined by the Indianola Chamber of Commerce, and further, during Christmas holiday hours as defined by the Indianola Chamber of Commerce each year. The foregoing prohibition does not apply to the area described in subsections 3(I) through (K) between 8:00 a.m. and 10:00 p.m.

(Ord. 1288 – Aug. 04 Supp.)

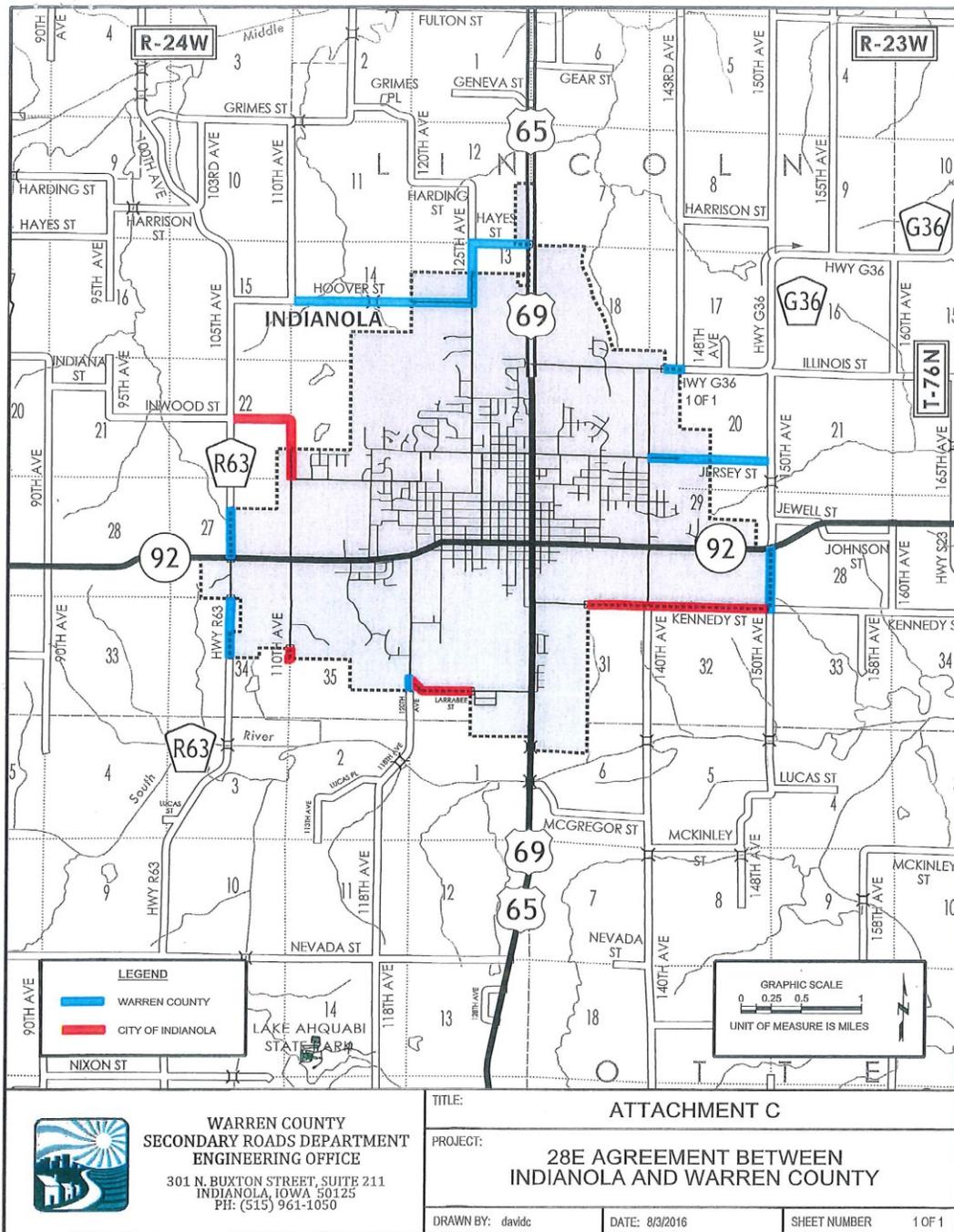
69.11 SNOW ROUTES. The Council may designate certain streets in the City as snow routes. When conditions of snow or ice exist on the traffic surface of a designated snow route, it is unlawful for the driver of a vehicle to impede or block traffic.

136.03 REMOVAL OF SNOW, ICE AND ACCUMULATIONS. It is the responsibility of the abutting property owners to remove snow, ice and accumulations promptly from sidewalks. If a property owner

does not remove snow, ice or accumulations within a reasonable time, the City may do so and assess the costs against the property owner for collection in the same manner as a property tax. The abutting property owner may be liable for damages caused by the failure of the abutting property owner to use reasonable care in the removal of the snow or ice. If damages are to be awarded under this section against the abutting property owner, the claimant has the burden of proving the amount of the damages. To authorize recovery of more than a nominal amount, facts must exist and be shown by the evidence which afford a reasonable basis for measuring the amount of the claimant's actual damages, and the amount of actual damages shall not be determined by speculation, conjecture or surmise. All legal or equitable defenses are available to the abutting property owner in an action brought pursuant to this section. The City's general duty under this section does not include a duty to remove natural accumulations of snow or ice from the sidewalks. However, when the City is the abutting property owner it has the specific duty of the abutting property owner set forth in this section.

135.12 DUMPING OF SNOW. It is unlawful for any person to throw, push, or place or cause to be thrown, pushed or placed, any ice or snow from private property, sidewalks, or driveways onto the traveled way of a street or alley so as to obstruct gutters, or impede the passage of vehicles upon the street or alley or to create a hazardous condition therein; except where, in the cleaning of large commercial drives in the business district it is absolutely necessary to move the snow onto the street or alley temporarily, such accumulation shall be removed promptly by the property owner or agent. Arrangements for the prompt removal of such accumulations shall be made prior to moving the snow.

Exhibit 4: City of Indianola/Warren County Boundary Street Jurisdiction Map



Adopted March 29, 2018, Amended November 5, 2018, Amended October 7, 2019

Stop Sign & Speed Zone Change Request Policy

Purpose

To provide for a uniform process for handling citizen requests for installation of new stop/yield signs or changes to speed zones on streets controlled by the City of Indianola.

Policy

Requests for such changes shall be initiated with a citizen request, using the form attached as Exhibit B to the adopting resolution. If a citizen makes a request at a Council meeting, they will be directed to complete the form. The form will be made available online as well as at City Hall. An elected official may also complete the form to initiate a request for review.

Upon receipt of a completed request form, City staff and the City Engineer will conduct any necessary field research to evaluate the request. Requests will be evaluated based on the guidelines of the U.S. DOT's Manual on Uniform Traffic Control Devices (MUTCD).

Efforts will be made toward being efficient in evaluating the request, and the typical timeframe for processing a request should not exceed one month, barring unusual circumstances or the need for more extensive research.

Adopted by City Council on October 1, 2018

Stop Sign or Speed Zone Change Request

Requesting Party Name: _____

Property Address: _____

Daytime Phone#: _____ Evening Phone#: _____

Email: _____

Type of Request: _____ New Stop Sign _____ Change in Speed Zone

Location of Issue (please be specific):

Please briefly describe the reason for your request (attach additional sheets as needed):

Is this a new situation? Has anything significant changed recently that may have prompted your request?

Does the issue you have observed seem to occur in any sort of pattern (such as immediately before & after school hours or only late at night)?

What is your preferred outcome to this request (such as installation of a four-way stop or a reduction in speed limit)?

When is the best time to contact you? _____

What is your preferred method of contact? _____

****Your request will be evaluated by the City based on the guidelines of the U.S. DOT's Manual on Uniform Traffic Control Devices. It may take up to a month to review your request and develop a recommendation to the City Council.****

Adopted by City Council on October 1, 2018

STREET CONSTRUCTION POLICIES

Asphalt Overlays

The City Council on paved streets shall assess 100% of the overlay project costs. Assessments shall not include: 1) engineering; 2) curb repairs and replacement and; 3) repairs to the street prior to the overlay.

For streets that potentially have an additional 20 years of life based on limited structural deterioration, the engineer shall prepare a cost estimate for rehabilitation. This includes replacement of excessively cracked panels, replacement of deteriorated curbs, placements of asphalt overlays or other repairs necessary to improve the streets appearance to substantially the same standard as required in new subdivisions.

In addition, for those property owners who pay their assessment within 30 days of adoption of the final assessment schedule, no default fee shall be charged.

Adopted by City Council on May 17, 1993

Concrete Street Replacement

The following policy shall be used for replacing existing concrete streets. The council's vision centered on minimizing neighborhood deterioration as well as possible segregation of the community into high and low-income housing areas.

Factors for consideration include:

- A.** Approximate Age of Original P.C.C. - The basis of a concrete street replacement policy shall be that all streets which reach 70 years of age may be replaced unless engineering investigations show above average performance by the street pavement. Streets that show excessive deterioration before reaching 70 years of age may also be subject to replacement.

The above time line approach will allow the City Council and residents adequate time to plan for the financial impact of a street replacement program.

- B.** Arterial/Collector Streets - Arterial and collector streets require a higher level of maintenance since they attract through traffic and are intended to be used more than neighborhood streets. The timing of replacement for these streets will depend on the amount of damage sustained from truck traffic and funding availability from state and federal programs. These streets will be reviewed periodically and property owners will pay a reduced special assessment which is consistent with the ISTEA Street Replacement Policy.
- C.** Engineer's Recommendation - Evaluating and rating of streets by an engineer shall include but not be limited to use of core samples for determining thickness and structural strength. In addition, the general condition of the street including curb defects, types and frequency of cracks, formation of potholes, pavement irregularity and lack of storm drainage shall be reviewed. The engineers' recommendation shall be a key factor in street replacement.

Adopted by City Council on March 6, 1995.

Non-TEA-21 Streets

The City Council on non-paved streets will assess all eligible construction costs up to 31' B to B to the property owners. The assessment will be based on the benefited area.

Exception: The City Council may at it's option based on undue hardship as a result of the assessment, pay 50% of the paving for streets that are one block in length or less and that lie between two existing concrete paved streets.

On paved (hard surfaced) streets, the City Council will assess 0% of the eligible construction costs up to 25' B to B to residential, commercial, industrial and non-profit organizations.

Adopted by City Council on January 15, 2001.

Amended by City Council on March 5, 2012

TEA-21 Streets

The City Council on non-paved streets constructed with TEA-21 funds will assess all eligible costs that are not funded by the TEA-21 grant.

For streets that have been previously paved (hard surfaced), the city shall assess 0% of all eligible costs not funded by TEA-21 to the residential, commercial, industrial and non-profit property owners.

Adopted by City Council on January 15, 2001.

Streets Funded by Alternative Revenue Sources

On a case by case basis, the City will decide how much each property will be assessed.

Sidewalk Installation

When concrete streets are replaced, sidewalks shall also be installed where none currently exist and the lot is developed. The walks shall be installed as part of the street project.

The cost of material and labor shall be borne by the property owner. However, unique costs related to severe grade, tree and utility removal shall be borne by the city as part of the reconstruction project.

Adopted by City Council on April 17, 1995.

**CITY OF INDIANOLA, IOWA
RESOLUTION NO. _____**

**RESOLUTION ADOPTING
COUNCIL POLICY FOLDER**

WHEREAS, recent changes were made to the City of Indianola Council Policy Folder;
and

WHEREAS, the Council Policy Folder contains many policies which serve as guidelines
for the conduct of city business, and

WHEREAS, the Indianola City Council fulfills its role as policy creator by adopting such
policies.

BE IT THEREFORE RESOLVED, that the City Council of Indianola approves and
adopts the attached City of Indianola Council Policy Folder,

Passed and adopted this 18th day of February 2020.

Kelly B. Shaw
Mayor

ATTEST:

Andrew J. Lent
City Clerk/Finance Director

Meeting Date: 02/18/2020

Information

Subject

Receive and file BRAVO annual audit.

Information

In your packet is the annual BRAVO audit.

Fiscal Impact

Attachments

BRAVO Audit

FEB 06 2020

INDIANOLA, IOWA



February 5, 2020

City of Indianola
Ryan Waller, City Manager
110 North First Street
Indianola, IA 50125

Dear Ryan,

Bravo Greater Des Moines is grateful for our continued partnership with the City of Indianola. Together, we are ensuring that arts, culture and heritage organizations are able to thrive in our region.

We are committed to accountability to our partner governments. As such, we have enclosed the following items in this packet:

- FY19 Bravo Greater Des Moines Audit. A copy of Bravo's 2019 IRS Form 990 is also available to you on request.
- A list of Bravo Cultural Partners who received operating grants for 2020.
- A copy of Bravo's 15th Anniversary publication which celebrates Bravo's history and provides more information about our current cultural partners. We hope you will use and share this guide to some of our region's outstanding arts, culture and heritage organizations with your council and community. A digital version of this plan can also be found on our website www.bravogreaterdesmoines.org.

We will also be reaching out to you soon to schedule a Bravo presentation at a city council meeting to continue the dialogue and updates.

As always, thank you for your continued commitment and support of the arts. Feel free to contact me if you have additional questions.

Thank you,

A handwritten signature in cursive script that reads "Sally Dix".

Sally Dix
Executive Director
Bravo Greater Des Moines
sally@bravogreaterdesmoines.org
(515) 243-0388

**Bravo Greater Des Moines, Inc.
Des Moines, Iowa**

FINANCIAL REPORT

June 30, 2019 and 2018

DENMAN
& COMPANY, LLP

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INDEPENDENT AUDITOR'S REPORT

Board of Directors
Bravo Greater Des Moines, Inc.
Des Moines, Iowa

We have audited the accompanying financial statements of Bravo Greater Des Moines, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2019, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Bravo Greater Des Moines, Inc. as of June 30, 2019, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Prior Period Financial Statements

The financial statements of Bravo Greater Des Moines, Inc. as of June 30, 2018, were audited by other auditors whose report dated January 17, 2019 expressed an unmodified opinion on those statements.

Report on Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedules of program services and gala revenue and expenses on pages 16-18 are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Denman & Company, LLP
DENMAN & COMPANY, LLP

West Des Moines, Iowa
November 11, 2019

Bravo Greater Des Moines, Inc.
STATEMENTS OF FINANCIAL POSITION

	June 30	
ASSETS	2019	2018
Cash and cash equivalents	\$3,570,857	\$2,986,329
Governmental receivable	1,587,476	1,705,764
Contributions receivable	60,625	61,500
Prepaid expenses	31,343	34,375
Beneficial interest to assets held by Community Foundation of Greater Des Moines	59,084	59,556
Total assets	\$5,309,385	\$4,847,524
LIABILITIES AND NET ASSETS		
Accounts payable	\$ 15,565	\$ 12,212
Grants payable	2,387,125	2,298,100
Programs payable	57,125	60,000
Accrued payroll liabilities	8,325	8,560
Total liabilities	2,468,140	2,378,872
NET ASSETS		
Without donor restrictions	2,770,540	2,344,096
With donor restrictions	70,705	124,556
Total net assets	2,841,245	2,468,652
Total liabilities and net assets	\$5,309,385	\$4,847,524

**Bravo Greater Des Moines, Inc.
STATEMENTS OF ACTIVITIES**

	Year ended June 30, 2019			Year ended June 30, 2018		
	Without donor restrictions	With donor restrictions	Total	Without donor restrictions	With donor restrictions	Total
PUBLIC SUPPORT AND REVENUE						
Contributions	\$ 124,030	\$ -	\$ 124,030	\$ 111,242	\$ 15,000	\$ 126,242
Funding from local governments	4,763,126	-	4,763,126	4,431,902	-	4,431,902
Gala, net of direct costs						
2019 \$421,475; 2018 \$431,410	229,211	-	229,211	170,798	-	170,798
Investment return	47,147	2,539	49,686	24,925	3,560	28,485
Net assets released from restrictions	56,390	(56,390)	-	2,729	(2,729)	-
Total public support and revenue	<u>5,219,904</u>	<u>(53,851)</u>	<u>5,166,053</u>	<u>4,741,596</u>	<u>15,831</u>	<u>4,757,427</u>
EXPENSES						
Program service	4,547,403	-	4,547,403	4,521,030	-	4,521,030
Management and general	246,057	-	246,057	326,546	-	326,546
Total expenses	<u>4,793,460</u>	<u>-</u>	<u>4,793,460</u>	<u>4,847,576</u>	<u>-</u>	<u>4,847,576</u>
CHANGE IN NET ASSETS	426,444	(53,851)	372,593	(105,980)	15,831	(90,149)
NET ASSETS						
Beginning	<u>2,344,096</u>	<u>124,556</u>	<u>2,468,652</u>	<u>2,450,076</u>	<u>108,725</u>	<u>2,558,801</u>
Ending	<u>\$2,770,540</u>	<u>\$ 70,705</u>	<u>\$2,841,245</u>	<u>\$2,344,096</u>	<u>\$ 124,556</u>	<u>\$2,468,652</u>

See Notes to Financial Statements.

Bravo Greater Des Moines, Inc.
STATEMENTS OF FUNCTIONAL EXPENSES

	<u>Year ended June 30, 2019</u>			<u>Year ended June 30, 2018</u>		
	<u>Program services</u>	<u>Management and general</u>	<u>Total</u>	<u>Program services</u>	<u>Management and general</u>	<u>Total</u>
Cultural enrichment grants	\$3,799,100	\$ —	\$3,799,100	\$3,698,263	\$ —	\$3,698,263
Capital project grants	274,000	—	274,000	450,000	—	450,000
Public art grants	216,250	—	216,250	—	—	—
Local art grant	—	—	—	149,980	—	149,980
Connecting kids and culture	59,935	—	59,935	62,630	—	62,630
Sponsorship	25,000	—	25,000	25,000	—	25,000
Regional cultural assessment	53,379	—	53,379	—	—	—
Personnel	119,739	134,755	254,494	135,157	152,106	287,263
Occupancy	—	14,905	14,905	—	17,033	17,033
Professional fees	—	57,783	57,783	—	89,118	89,118
Information technology	—	16,938	16,938	—	13,712	13,712
Administration and office operations	—	21,676	21,676	—	54,577	54,577
Total expenses	<u>\$4,547,403</u>	<u>\$ 246,057</u>	<u>\$4,793,460</u>	<u>\$4,521,030</u>	<u>\$ 326,546</u>	<u>\$4,847,576</u>

Bravo Greater Des Moines, Inc.
STATEMENTS OF CASH FLOWS

	Year ended June 30	
	2019	2018
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 372,593	\$ (90,149)
Adjustments to reconcile change in net assets to net cash flows from operating activities		
Gain on beneficial interest	(2,539)	(3,560)
Changes in assets and liabilities		
Receivables	119,163	(31,313)
Prepaid expenses	3,032	(1,937)
Accounts payable	3,353	4,797
Grants payable	89,025	6,687
Programs payable	(2,875)	(5,000)
Accrued payroll liabilities	(235)	2,975
Net cash flow from operating activities	<u>581,517</u>	<u>(117,500)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Proceeds from sale of investments	<u>3,011</u>	<u>2,729</u>
Net cash flows from investing activities	<u>3,011</u>	<u>2,729</u>
NET CHANGE IN CASH AND CASH EQUIVALENTS	584,528	(114,771)
CASH AND CASH EQUIVALENTS		
Beginning	<u>2,986,329</u>	<u>3,101,100</u>
Ending	<u>\$3,570,857</u>	<u>\$2,986,329</u>

See Notes to Financial Statements.

Bravo Greater Des Moines, Inc.
NOTES TO FINANCIAL STATEMENTS

NOTE 1 NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

Bravo Greater Des Moines, Inc. (the Organization), located in Des Moines, Iowa, began operations in July 2004 as a nonprofit organization assisting the cultural community of the Greater Des Moines area by increasing awareness, advocacy, and funding, as well as fostering collaboration among cultural organizations and the communities. Bravo's mission is to leverage community resources to maximize the impact of arts, culture, and heritage to advance regional priorities. On an annual basis Bravo, as directed by its Board of Directors, distributes available funds in support of various cultural organizations based on submitted grant applications.

Basis of Presentation

The Organization presents its financial statements in accordance with Financial Accounting Standards Board Accounting Standards Codification (FASB ASC) Topic 958, *Not-for-Profit Entities*. Accordingly, the Organization reports information regarding its financial position and activities according to two classes of net assets, depending on the existence or nature of donor restrictions, as follows:

Net assets without donor restrictions are those assets that have no donor-imposed stipulations. The Organization's governing board may earmark portions of its net assets without donor restrictions as board-designated for various purposes.

Net assets with donor restrictions represent contributions or other inflows of assets whose use by the Organization is limited by donor-imposed stipulations. When a restriction is fulfilled or removed, net assets with donor restrictions are reclassified to net assets without donor restrictions. In addition, the Organization follows the policy of reporting contributions that are restricted by the donor as increases in net assets without donor restrictions if the restrictions are fulfilled or removed in the same fiscal year as the contributions are recognized.

Cash and Cash Equivalents

The Organization has entered into a pass-through fund agreement with the Community Foundation of Greater Des Moines (Foundation) and established the Bravo Greater Des Moines Operating Fund (Fund). The agreement allows for the Organization to make contributions to the Fund at any time. Distributions from the Fund require a written request from the Organization's Executive Director and/or Board President or Treasurer. The funds held by the Foundation are pooled with funds of other nonprofit agencies and invested in a money market fund. For purposes of the statements of cash flows, the Organization considered these funds to be cash equivalents.

Governmental Receivable

Governmental receivables are recorded at the amount the Organization expects to collect on balances outstanding at year end. An allowance for doubtful accounts is recorded when accounts are deemed uncollectible. The Organization considers all accounts fully collectible, therefore, an allowance has not been recorded.

Donated Assets and Services

The Organization receives donated assets and services to assist with its annual gala. During the years ended June 30, 2019 and 2018, the Organization recorded \$21,536 and \$51,650, respectively, of in-kind contributions for entertainment, printing, and other costs related to the annual gala.

Bravo Greater Des Moines, Inc.
NOTES TO FINANCIAL STATEMENTS

NOTE 1 NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES (continued)

Income Taxes

The Organization is a nonprofit corporation under Section 501(c)(3) of the Internal Revenue Code and does not pay income tax on exempt-purpose income.

Accounting principles generally accepted in the United States of America require management to evaluate tax positions taken by the Organization and recognize a tax liability (or asset) for an uncertain position that more likely than not would not be sustained upon examination by the Internal Revenue Service. Management has evaluated their material tax positions and determined there are no uncertain positions taken or expected to be taken that would require recognition of a liability (or asset) or disclosure in the financial statements. The Organization is subject to routine audits by tax authorities; however, there are currently no audits for any tax periods in progress. Management believes the Organization is no longer subject to income tax examinations for years ended prior to 2015.

Contributions

Contributions received and unconditional promises to give are recognized when collection is probable and upon commitment and are reported as an increase in net assets. The Organization reports gifts of cash and other assets as net assets with donor restrictions if they are received with donor stipulations that limit the use of the donated assets, or if they are designated as support for future periods. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions. All donor-restricted contributions are reported as net asset with donor restrictions.

Allocation of Functional Expenses

Expenses by function were allocated among program and supporting services on the basis of estimates made by management. A majority of expenses are recorded to the applicable program or supporting function through the direct identification method.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America require management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

Change in Accounting Principle

Financial Accounting Standards Board's Accounting Standards Update 2016-14 *Presentation of Financial Statements of Not-for-Profit Entities* was implemented in 2019. The revised requirements changed financial reporting requirements for nonprofits. The new standard modified net asset reporting requirements and increased reporting and disclosure of nonprofit organizations' functional expenses and liquidity. Certain amounts have been reclassified in the 2018 financial statements in order to conform with the new standard, with no change to total net assets.

Reclassifications

Certain amounts have been reclassified in the 2018 financial statements in order to conform to the 2019 presentation with no effect on the change in net assets.

Bravo Greater Des Moines, Inc.
NOTES TO FINANCIAL STATEMENTS

NOTE 2 FAIR VALUE MEASUREMENTS

The Organization follows the Fair Value Measurements and Disclosures Topic of the FASB Accounting Standard Codification, which establishes a framework for measuring fair value. The framework provides a fair value hierarchy that prioritizes the inputs used to measure fair value. Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

Beneficial interest in assets held by Community Foundation of Greater Des Moines – The Organization holds a share of the pooled funds held by the Community Foundation of Greater Des Moines and not direct ownership of the underlying investments. Although the pooled funds include investments in equity fixed income, real assets, and other marketable securities, the pool itself is not a publicly traded instrument. Management estimates the fair value of its pooled investments at the statement of financial position date based on its relative ownership interest in the pool. All funds at the Community Foundation of Greater Des Moines are measured at fair value using the net asset value per share, or its equivalent practical expedient.

	<u>Fair Value as of June 30</u>		<u>Unfunded commitments</u>	<u>Redemption frequency (if currently eligible)</u>	<u>Redemption notice period</u>
	<u>2019</u>	<u>2018</u>			
Beneficial interest in assets held at Community Foundation of Greater Des Moines Indexed Growth Portfolio	\$ <u>59,084</u>	\$ <u>59,556</u>	None	Daily	None

NOTE 3 FUNDING AGREEMENTS AND COMMITMENTS

The Organization receives its funding primarily from 16 municipalities and one county in the Greater Des Moines area through Iowa Code Chapter 28E agreements (Agreements) entered into with each local government. The Agreements generally require two sevenths of the government's hotel/motel sales tax be provided to the Organization. The municipalities and county have renewed the Agreements, which continue in perpetuity unless terminated by delivery of notice to the other party and shall be effective 18 months after receipt of the required notice. The Organization's ability to continue its sustained level of grant making is dependent upon continued support from these local governments. Under the Agreements, the Organization recorded funding of \$4,763,126 and \$4,431,902 for the years ended June 30, 2019 and 2018, respectively, and receivables of \$1,587,476 and \$1,705,764 as of June 30, 2019 and 2018, respectively. These funds have been classified as without donor restrictions on the accompanying statements of activities.

NOTE 4 LIQUIDITY

The Organization's financial assets available within one year of the statement of financial position date for general expenditure are as follows:

Cash and cash equivalents	\$3,570,857
Governmental receivable	1,587,476
Contributions receivable	<u>60,625</u>
	<u>\$5,218,958</u>

The Organization structures its financial assets to be available as its general expenditures, liabilities, and other obligations come due. The Organization regularly monitors liquidity requirements necessary to meet annual operating needs and fund reserves while striving to maximize the community investment from its grant awards.

Bravo Greater Des Moines, Inc.
NOTES TO FINANCIAL STATEMENTS

NOTE 5 NET ASSETS

The Organization's net assets consist of the following:

	June 30	
	2019	2018
Net assets without donor restrictions		
Board designated, DART shelter project	\$ 250,000	\$ -
Undesignated	<u>2,520,540</u>	<u>2,344,096</u>
Total net assets without donor restrictions	<u>2,770,540</u>	<u>2,344,096</u>
Net assets with donor restrictions		
General endowment, held in perpetuity	50,000	50,000
Accumulated endowment earnings	9,084	9,556
Regional cultural assessment	<u>11,621</u>	<u>65,000</u>
Total net assets with donor restrictions	<u>70,705</u>	<u>124,556</u>
Total net assets	<u>\$2,841,245</u>	<u>\$2,468,652</u>

In June 2019, the Board of Director's approved an allocation of up to \$250,000 for the Des Moines Area Regional Transit Authority (DART) shelter project to be spent over a three year period. The designated funds are to be used by DART for expenses related to the addition of public art on new bus shelter installations. This commitment is conditioned on the project achieving certain requirements which had not been met as of June 30, 2019 and, therefore, this commitment has not been included in grants payable on the accompanying statements of financial position.

Net assets were released from donor restrictions by incurring expenses satisfying the restricted purposes, as follows:

	Year ended June 30	
	2019	2018
Purpose restrictions accomplished and reclassifications made		
Regional cultural assessment	\$ 53,379	\$ -
Endowment earnings appropriated for expenditure	<u>3,011</u>	<u>2,729</u>
Totals	<u>\$ 56,390</u>	<u>\$ 2,729</u>

Bravo Greater Des Moines, Inc.
NOTES TO FINANCIAL STATEMENTS

NOTE 6 ENDOWMENT FUNDS

The Organization's endowment funds consist of donor restricted net assets which provide that the principal be invested in perpetuity and the income only be used. As required by generally accepted accounting principles, net assets associated with endowment funds are classified and reported based on the existence or absence of donor-imposed restrictions.

The Organization follows the endowment fund disclosure requirements as required by the Not-For-Profit Entities Topic of *FASB Accounting Standards Codification* as well as the Uniform Prudent Management of Institutional Funds Act (Act) which was adopted as law in the State of Iowa. The Board of Directors of the Organization has adopted the practice of preserving the fair value of the original gift as of the gift date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this interpretation, the Organization classifies as net assets held in perpetuity (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the funds. The remaining portion of the donor-restricted endowment funds that is not classified as net assets held in perpetuity is classified as term endowments until those amounts are appropriated for expenditure by the Organization in a manner consistent with the standards of prudence prescribed by the Act.

Endowment net asset composition by type of fund is as follows:

	June 30	
	2019	2018
Donor-restricted endowment funds		
Original donor-restricted gift amounts required to be held in perpetuity	\$ 50,000	\$ 50,000
Accumulated investments earnings	9,084	9,556
Total endowment funds	\$ 59,084	\$ 59,556

The changes in endowment funds for the years ended June 30, 2019 and 2018 are as follows:

	2019	2018
Balance, beginning of year	\$ 59,556	\$ 58,725
Investment return, net	2,539	3,560
Appropriated for expenditure	(3,011)	(2,729)
Balance, end of year	\$ 59,084	\$ 59,556

Bravo Greater Des Moines, Inc.
NOTES TO FINANCIAL STATEMENTS

NOTE 7 RELATED PARTY TRANSACTIONS

Bravo receives administrative services from the Foundation. The Foundation administers Bravo's grant distribution, serves as a contact with the public, and performs various clerical and accounting duties, including producing annual reports required by government units. Payments to the Foundation for administrative services totaled \$18,300 and \$18,000 for the years ended June 30, 2019 and 2018, respectively.

The Organization and the Foundation operate a shared program, Connecting Kids and Culture. The Foundation is responsible for the accounting duties and administration of the program. Annual contributions are to be provided by the Organization with proceeds received from the Principal Charity Classic. Payments by the Organization to the Connecting Kids and Culture program totaled \$57,500 and \$60,000 for the years ended June 30, 2019 and 2018, respectively.

Certain members of the Board of Directors of Bravo are also members of the Board of Directors of organizations receiving grants. The Organization's by-laws require these members abstain from votes which represent a conflict of interest.

NOTE 8 SUBSEQUENT EVENTS

Management has evaluated subsequent events through November 11, 2019, the date which the financial statements were available to be issued. There were no subsequent events required to be accrued or disclosed.

SUPPLEMENTARY INFORMATION

Bravo Greater Des Moines, Inc.
SCHEDULE OF PROGRAM SERVICES – GRANTS
Year ended June 30, 2019

Cultural Enrichment Grants

Ankeny Area Historical Society	\$ 6,500
Ankeny Friends of the Arts (For Ankeny Art Center)	16,500
Ankeny Community Chorus	2,400
Ankeny Community Foundation	750
Ankeny Community Theatre	10,000
Arts for the City, Inc.	21,000
Ballet Des Moines	44,000
Blank Park Zoo Foundation, Inc.	150,000
Brazilian Cultural Center	1,000
Carlisle Area Historical Society	1,000
Central Iowa Wind Ensemble	1,250
City Voices	5,000
Civic Music Association of Des Moines	30,000
Class Act Productions, Inc.	5,000
City of Clive (For Clive Public Arts Commission)	9,500
CultureALL, Inc.	26,000
Des Moines Arts Festival	85,000
Des Moines Chapter S.P.E.B.S.Q.S.A., Inc.	4,500
Des Moines Children's Museum	1,250
Des Moines Choral Society	8,000
Des Moines Community Orchestra	2,500
Des Moines Community Playhouse	165,000
Des Moines Diversity Chorus	600
Des Moines European Heritage Association	5,000
Des Moines Film Society	2,500
Des Moines Gay Men's Chorus	9,500
Des Moines Metro Opera	216,000
Des Moines Performing Arts	695,000
Des Moines Social Club	72,000
Des Moines Symphony Association	184,000
Des Moines Vocal Arts Ensemble	6,600
Des Moines Young Artist's Theatre	10,000
Downtown Events Group	14,000
Edmundson Art Foundation, Inc.	435,000
Gateway Dance Theatre Inc.	4,500
Greater Des Moines Botanical Garden	245,000
Greater Des Moines Music Coalition, Inc.	72,000
Greater Des Moines Public Art Foundation	38,000
Harmony Central Chorus	2,500
Heartland Youth Choir	25,750
Historic Valley Junction Foundation	20,000
Hoyt Sherman Place Foundation	86,500
I'll Make Me a World in Iowa, Inc.	10,000

See Accompanying Independent Auditor's Report.

Bravo Greater Des Moines, Inc.
SCHEDULE OF PROGRAM SERVICES – GRANTS (continued)
Year ended June 30, 2019

Cultural Enrichment Grants (continued)

Iowa Architectural Foundation	7,500
Iowa Asian Alliance	29,000
Iowa Hall of Pride	41,500
Iowa Latino Community Center, Inc.	1,000
Iowa National Guard Memorial Association	30,000
Iowa Shakespeare Experience	1,500
Iowa Youth Chorus	14,000
Italian-American Cultural Center of Iowa	14,000
Jewish Federation of Greater Des Moines	12,000
Latino Resources, Inc.	25,000
Living History Farms Foundation	175,000
Mainframe Studios	25,000
Music Under the Stars	2,500
Polk County Heritage Gallery	1,000
Pyramid Theatre Company	10,000
Salisbury House Foundation	58,000
Science Center of Iowa	390,000
Iowa Stage Theatre Company	27,000
State Historical Museum of Iowa	95,000
Station 1 Records, Inc.	2,500
Tallgrass Theatre Company	6,500
Urbandale Community Theatre, LTD	2,500
West Des Moines Historical Society	28,000
World Food Prize Foundation	50,000
Total Cultural Enrichment Grants	<u>3,799,100</u>

Capital Project Grants

Greater Des Moines Botanical Garden	100,000
Hoyt Sherman Place Foundation	150,000
Des Moines Children's Museum	9,000
Central Iowa Wind Ensemble	15,000
Total Capital Project Grants	<u>274,000</u>

Public Art Grants

City of Bondurant	5,000
City of Pleasant Hill	50,000
Clive Public Art Commission	9,000
West Des Moines Parks & Rec Dept	50,000
City of Urbandale	20,000
City of Norwalk	17,250
City of Altoona	20,000
City of Ankeny	15,000
City of Johnston	30,000
Total Public Art Grants	<u>216,250</u>

Total Grants Awarded	<u>\$4,289,350</u>
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See Accompanying Independent Auditor's Report.

Bravo Greater Des Moines, Inc.
SCHEDULE OF GALA REVENUE AND EXPENSES
Year ended June 30, 2019

Revenue

Table sales, sponsorships, and contributions	\$ 629,150
In-kind contributions	<u>21,536</u>
Total revenue	<u>650,686</u>

Expenses

Administrative	41,358
Advertising	3,358
Decorations	38,296
Entertainment	70,531
Venue	246,396
In-kind expense	<u>21,536</u>
Total expenses	<u>421,475</u>

Total revenue and expenses, net of direct costs \$ 229,211

Meeting Date: 02/18/2020

Information

Subject

Receive and file the Park and Recreation Annual Report.

Information

The attached report summarizes the impact the Parks and Recreation Department had in the community with the parks, trails, facilities, programs and services provided in 2019. The department is driven to offer a variety of programs and facilities that enhance and preserve the quality of life in our community for people of all ages and abilities.

Fiscal Impact

Attachments

Park & Rec Annual Report

INDIANOLA PARKS & RECREATION

ANNUAL REPORT

2019



A Note from Director Doug Bylund

This report summarizes the impact the Parks and Recreation Department had in the community with the parks, trails, facilities, programs and services provided in 2019. We are driven to offer a variety of programs and facilities that enhance and preserve the quality of life in our community for people of all ages and abilities. Looking back on the past year's accomplishments and the services we provide, reminds us how lucky we are to provide opportunities for everyone to make memories.

Countless generations have made memories since the city's first park, Buxton Park, was founded in 1906. We currently offer over 210 programs and operate over 250 acres of parks, trails and facilities to make memories every day of the year. Whether its walking your dog on one of the nature trails, making music with a grandchild at the new Children's Interactive Garden, taking a morning jog on the trails, playing billiards at the Activity Center, sitting on a park bench, playing on a recreation flag football team or enjoying a round of disc golf with friends, we have something for everyone.

On behalf of the Indianola Parks and Recreation Department, we thank our community for supporting and enjoying our parks. We are proud to serve the community and will continue to provide, preserve and improve our park system and programs for future generations and the memories they will create.

*Doug Bylund
Director of Parks and Recreation*

Our Mission

Offer a variety of experiences that enhance and preserve quality of life in Indianola.

Our Vision

To have a community with a variety of parks, trails, recreation facilities and activities which are modern, fun, safe and attractive, highly valued by the community, promote economic and neighborhood growth and enhance the quality of life for our local citizens.

Our recreation and park facilities and activities will:

- show evidence of community pride,
- have manmade and natural environments which are in harmony and balance,
- have parks and open spaces enriching every neighborhood,
- have parks with unique focal points,
- have modern, well-maintained indoor and outdoor recreation facilities,
- have a wide variety of wholesome recreation & learning opportunities with substantial participation for everyone
- enhance the physical, social and mental well-being for citizens of all ages and interests.

Our tree-lined streets, parks and trails will:

- provide good places to live and travel
- bond neighborhoods together in a continuous fabric of a united and progressive community

#BYTHENUMBERS

15 Parks comprising **255** acres **9** miles hard surface & mowed grass trails

8 Shelters **8** Play grounds **13** Buildings **7** softball fields **6** basket ball courts

Activity Center Amphitheater Aquatic Center Campground

Disc Golf Course Dog Park Skate Park

50 Flower beds **40** Square baskets/ planters **2** City entrance sign beds

400 Highway trees **2** Highway median flower beds



233 Teens served at The Zone **218** Programs & special events: dances sports leagues • educational seminars swim lessons • fitness classes outdoor movies • free family events

5,600+ Program registrations **510** Facility reservations

177 Dog Park memberships sold **2,000+** Softball complex games & practices

9,400 Attendance at the Activity Center by Adults 50+ Billiards • Bingo • Cards • Computer Lab • Crafts • Exercise Classes • Exercise Room • Line Dancing • Mah Jong • Pickleball • Potluck • Yoga • Concerts • Lectures

2019 Projects

Additional enhancements accomplished in 2019

Trail projects: Jerry Kelley Trail Phase 2
Hillcrest Trail Connection

**Parks/
Facilities:**

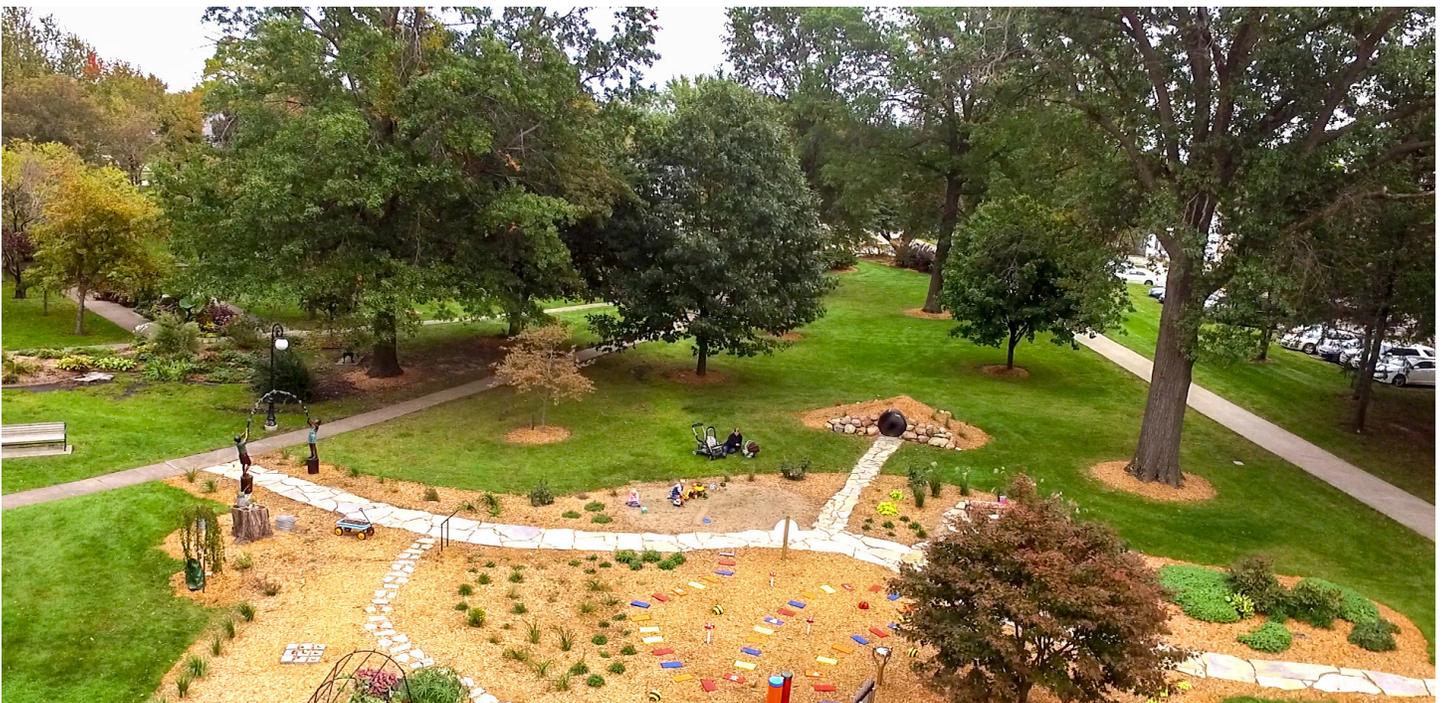
Buxton Park Children’s Garden
Sculpture installed at Buxton Park
McCord Park Shelter concrete replacement
Ice Rink at Pickard Park
Kiwanis/Rotary Inclusive Playground at Pickard Park
Shade canopy and concession seating at Pickard Park
Outdoor pickleball courts at the Indianola YMCA

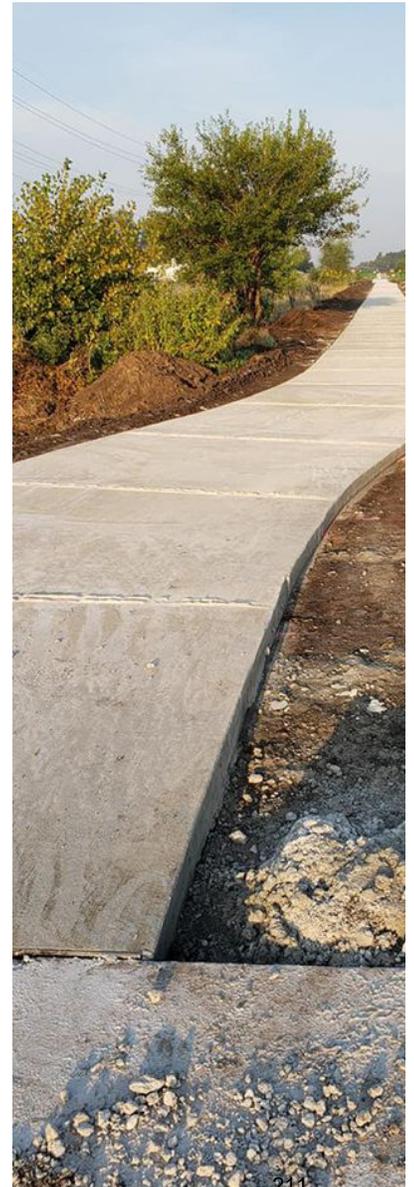
**Replaced
Vehicles:**

Parks Dump Truck
Parks Tractor/loader and roadside mower
Recreation cargo van

Trees:

Ash tree removal on city property
Street tree removal (between street & sidewalk)





2019 Special Events

- Jan 24 Lunch & Learn*
- Feb 9 Mother & Son Night-o-Fun
- Feb 16 Daddy/Daughter Date Night
- Feb 19 Tunes & Treats*
- Feb 22 Special Friends Valentine Dance
- Feb 23 Think Spring! Garden Seminar
- Feb 28 Lunch & Learn*
- Apr 13 Family Flashlight Easter Egg Hunt
- Apr 18 Lunch & Learn*
- Apr 24/25 Buxton Plant Sale
- Apr 26 Special Friends Spring Formal
- May 8 Live Healthy Iowa Kids Track Meet*
- May 14-15 Spring Planting Blitz*
- May 16 Lunch & Learn*
- May 17 Outdoor Movie*
- Yoga in the Park (Saturdays June - Sept)*
- June 6 Tunes & Treats*
- June 14 Be a Hero Pool Party *
- June 15 Bike Fest
- June 21 Special Friends Luau
- July 11 Tunes & Treats*
- July 19 Outdoor Movie*
- July 29 - Aug 2 Balloon Camp
- Aug 22 Lunch & Learn*
- Aug 25 Cardboard Boat Races*
- Aug 16 Outdoor Movie*
- Sep 12 Lunch & Learn*
- Sep 13 Outdoor Movie*
- Oct 1 Tunes & Treats*
- Oct 18 Special Friends Halloween Bash
- Oct 24 Lunch & Learn*
- Oct 26 Children's Costume Party*
- Oct 29 Tunes & Treats*
- Nov 14 Lunch & Learn*
- Dec 10 Tunes & Treats*
- Dec 13 Special Friends Holiday Dance



*Free events





Community Events

- June 7 Friday Night Live
- June 8/9 Cemetery Tours
- June 13 Warren County Health Fair
- June 28 Friday Night Live
- July 12 Friday Night Live
- July 17 Chamber Golf Outing Host
- July 23 RAGBRAI (camping, dump stations)
- July 25 Warren County Fair Parks & Rec Day
- July 27 National Balloon Classic Parade
- Oct 30 City of Indianola Trunk or Treat
- Dec 6 Light Up the Square



Teamwork & Collaboration

Alone we can do so little, together we can do so much.

Ackworth Garden Club

Youth gardening instruction & contests

Indianola Community School District

Hosted youth programs & sports leagues
Hosted the Zone at Indianola Middle School

Indianola Fire Department

Be a Hero Pool Party Participant
Offered Junior Fire Academy
Filled Indianola Ice Rink
Hosted Mayor's Youth Council



Indianola Streets Department

Removed Downey Park shelter
Poured concrete for Pickard shade canopy
Excavated/poured sidewalk for Inclusive Playground
Transported Buxton Park Children's Garden features



Indianola Water Pollution Control Department

Installed 2 feature pumps at the Aquatic Center

Indianola Police Department

Participated in Indianola Bike Fest
Offered Indianola Jr Police Academy
Be a Hero Pool Party Participant
Spoke to Mayor's Youth Council



Indianola Municipal Utilities

Hung flower baskets on The Square
Installed and removed holiday decorations



Indianola YMCA

Hosted youth programming

Senior Health Insurance Information Program

Education & help with Medicare and related topics

Warren County Conservation

Prairie Burn • Joint programming



Warren County Health Services

Health screenings & vaccinations

Wesley Woods Camp & Retreat Center

Youth & family programming

Powered by People

"It takes a village" to make all these memories!

Staff Members

Doug Bylund, Director
 Afton Bradley, Recreation Coordinator
 Angie Buchanan, Horticulturist Supervisor
 Marty Chittenden, Parks Supervisor
 Brandon DeCook, Recreation Coordinator
 Janean Hallin, Receptionist
 Kelly Heinkel, Parks Technician I
 Joe Holaday, Parks Technician I
 Kathy Kester, Marketing Coordinator
 Becky Lane, Recreation Coordinator



Parks & Recreation Commission

Drew Brazie
 Christopher Goodale
 Joel Hoger
 Kerry Koonce
 Kathy Turnbull
 Kate Walton

Program Instructors

Sports Officials

Volunteers
 Parks
 Computer Assistance
 Horticulture
 Youth sports coaches
 The Zone after-school program
 Track meet
 Special events

Seasonal Staff

Parks maintenance
 Horticultural assistants
 Ballfield maintenance
 Concession workers
 Sports league supervisors



Supported by Sponsors

Many thanks to these businesses, organizations, and individuals who have joined us in our mission to enhance the quality of life in Indianola

- | | | |
|-------------------------------------|------------------------------------|--------------------------------|
| All Creatures Small Animal Hospital | Family Video | Monkey Joe's |
| American Legion | Fareway | National Balloon Classic |
| Arby's | Fridley Theatres | National Balloon Museum |
| Ardour Salon | Funaro's | Optometric Associates |
| Athletico Physical Therapy | Golden Rule | Outside Scoop |
| B&B Family Boutique | Good Samaritan Society - Indianola | Overton Funeral Home |
| Balloon Federation of America | Grit Performance 515 | Pageturners Bookstore |
| Balloons Over Iowa | Immanuel Pathways Pace Program | Pamela's Place |
| Blank Children's Hospital | Indianola Breakfast Lions | Paramount Theatres |
| Bob's Custom Trophies | Indianola Comm. Youth Foundation | Peoples Bank |
| Breakout Games | Indianola Elks Lodge #2814 | Peterson Funeral Home |
| Burger King | Indianola Hy-Vee | Pizza Ranch |
| Cal's | Indianola Independent Advocate | Pop UpGames |
| Calamar Scenic Trails Active Living | Indianola Kiwanis Club | Shoe Sensation |
| CanoeSport Outfitters | Indianola Mayor's Youth Council | Shottenkirk Ford |
| Carousel Theatre | Indianola Noon Lions | Simpson College |
| Casey's General Stores | Indianola Park Friends | Sluggers Batting Cages |
| CemenTech Inc | Indianola Veterinary Clinic | Sports Page |
| Chumbley's Auto Care | Indianola YMCA | Subway |
| CityState Bank | Iowa Balloonists Association | Taco Bell |
| Community 1st Credit Union | Iowa Realty | Taco John's |
| Community Health Partners | Jimmy John's | The Iowa Clinic, P.C. |
| Corner Sundry | Jump Air | The Playground for Kids |
| Crouse Café | Karey Bishop-Iowa Realty | Theisen's |
| Deer Run Golf Course | Kerry's Flowers & Creations | Tim McConnell Photography |
| Dental Professionals | Kindness Pet Clinic | TruBank |
| Des Moines Musicians Association | KNIA/KRLS | United Health Care |
| Details Plus | LaCasa | Vander Linden Real Estate, Inc |
| DLH GrafX | Malinda Palmer Photography | Vintage Hills |
| Downey Tire | McCoy True Value Hardware | Warren County Extension |
| Dairy Queen | McDonald's | Warren County Fair |
| Drees Chiropractic | Medicap Pharmacy | Warren County Oil |
| Edencrest at the Legacy | MercyOne | Windsor Manor |
| Edward Jones | MidAmerican Energy | Winn's Pizza & Steakhouse |
| Embark Ink | Mike & Nancy Baethke | X-Treme Tupperware Studio |
| Exit Realty | Miller Electric | Yo-Yogurt |





Meeting Date: 02/18/2020

Information

Subject

Receive and file Planning and Zoning Commission Annual Report.

Information

Fiscal Impact

Attachments

Annual Report Memorandum

Annual Report



COMMUNITY DEVELOPMENT

To: Mayor and City Council
From: Charlie E. Dissell, Community and Economic Development Director
CC: Ryan Waller, City Manager
Date: February 12, 2020
Subject: Receive and file the 2019 Planning and Zoning Commission Annual Report

According to Section 23.05 of the Code of Ordinances of Indianola, Iowa, the Commission shall each year make a report to the Mayor and Council of its proceedings, with a full statement of its receipts, disbursements and the progress of its work during the preceding fiscal year. The attached report is a summary of all proceedings undertaken by the Planning and Zoning Commission in calendar year 2019. As the Council does not appropriate any monies to the Planning and Zoning Commission, a statement of receipts and disbursements is not required. At its meeting on February 11, on a 8-0 vote, the Planning and Zoning Commission approved its 2019 annual report.

I will attend your February 18 meeting to answer any questions you may have.





— PLANNING AND ZONING COMMISSION —

Annual Report – 2019

Planning and Zoning Commission Members:

<u>Name</u>	<u>Present</u>	<u>Absent</u>	<u>Term Expires</u>
Josh Rabe (Chairperson)	10	0	02/01/22
Misty Soldwisch (Vice Chairperson)	9	1	02/01/24
Joe Butler	7	3	02/01/23
Al Farris	10	0	02/01/24
Erin Freeberg	6	4	02/01/20
Ron Fridley	3	7	02/01/21
Becky Needles	9	1	02/01/21
Bob Ormsby	7	3	02/01/23
Jeromy Pribil	5	5	02/01/20
Sarah Ritchie	8	2	02/01/22

The Planning and Zoning Commission elected its 2019 Officers as Chairperson Josh Rabe and Vice Chairperson Misty Soldwisch.

The Planning and Zoning Commission held ten (10) regularly scheduled meetings in 2019. The Planning and Zoning Commission reviewed forty (40) items which included:

- Six (6) plat of surveys
- Six (6) alley vacation and conveyance
- Six (6) zoning ordinance amendments
- Five (5) site plans for residential development on a lot exceeding one (1) acre
- Five (5) preliminary plats
- Three (3) final plats
- Two (2) rezoning requests
- One (1) planned residential development amendment
- Six (6) other business items

The Planning and Zoning Commission forwarded thirty-four (34) recommendations to the City Council; thirty-one (31) were recommendations of approval, and three (3) were recommendations of denial.

The City Council ultimately approved twenty-nine (29) of the thirty-one (31) recommendations of approval from the Planning and Zoning Commission.

The City Council ultimately denied the three (3) recommendations of denial from the Planning and Zoning Commission.

A brief review of each meeting and request follows:

January 08, 2019

- Consider request from Snyder and Associates for Preliminary Plat approval of the McConnell Subdivision
 - Planning and Zoning Commission recommended approval
 - City Council approved request
- Consider request from Civil Engineering Consultants, Inc., on behalf of Doering Properties, LLC for Preliminary Plat and Site Plan approval of the Quail Meadows Townhomes
 - Planning and Zoning Commission recommended approval
 - City Council approved request
- Consider request from the Gilbert Johan Wigeland and Becky Sue Wigeland Trust and the City of Indianola for a vacation and conveyance of the north and south alley lying between 203 and 209 West Second Avenue
 - Planning and Zoning Commission recommended approval
 - City Council approved request

February 12, 2019

- Consider request from Daniels Land Surveying for approval of a Plat of Survey for William and Kathryn Thayer at 12332 158th Street
 - Planning and Zoning Commission recommended approval
 - City Council approved request
- Review and Discussion of Proposed Planning and Zoning Commission Rules and Regulations
 - Commission delayed action to next meeting
- Review and Approval Planning & Zoning Annual Report for 2018
 - Planning and Zoning Commission approved report
 - City Council received and filed report
- Election of Officers for 2019 Commission
 - Josh Rabe elected Chairperson
 - Misty Soldwisch elected Vice Chairperson

March 12, 2019

- Review and approval of proposed Planning and Zoning Commission Rules and Regulations
 - Commission delayed action to next meeting
- Consider request from Mark Putney with Putney Auction Services for an amendment to Chapter 165 (Zoning Regulations), Section 09 to include "Auction Sales" in the M-2, General Industrial Zoning District as a permitted principal use
 - Planning and Zoning Commission recommended approval
 - City Council approved request

April 9, 2019

- *No meeting held due to lack of items on the agenda*

May 14, 2019

- Review and request approval of proposed Planning and Zoning Commission Rules and Regulations
 - Planning and Zoning Commission approved Rules and Regulations
- Consider request from Chad and Christine Keller for a vacation and conveyance of the east/west alley lying between 204 and 206 North Jefferson Way
 - Planning and Zoning Commission recommended approval
 - City Council approved request
- Consider request from Civil Engineering Consultants, Inc., on behalf of Doering Properties, LLC for Final Plat approval of the Quail Meadows Townhomes
 - Planning and Zoning Commission recommended approval
 - City Council approved request

- Consider amendment to Chapter 165 (Zoning Regulations), regarding notification procedures and timeliness of items brought forward to the Planning and Zoning Commission, Board of Adjustment and City Council
 - Planning and Zoning Commission recommended approval
 - City Council approved request
- Consider amendment to Chapter 165 (Zoning Regulations), regarding Bed and Breakfasts
 - Planning and Zoning Commission recommended approval
 - City Council denied request

June 11, 2019

- *No meeting held due to lack of items on the agenda*

July 09, 2019

- Consider request from Cooper Crawford & Associates, LLC., on behalf of Diligent Glynn, LLC for Preliminary Plat approval of the Prairie Glynn Plat 2
 - Planning and Zoning Commission recommended approval
 - City Council approved request
- Consider request from Thomas Land Surveying, LLC for approval of a Plat of Survey for Robert M. Strovers at 410 East Clinton Avenue
 - Planning and Zoning Commission recommended approval
 - City Council approved request
- Capital Crossroads Workforce Housing Study Data Presentation

August 13, 2019

- Consider request from Paul D/Rheanna M Edenburn, Timothy J/Shelli R Mc Connell, John R/Linda H Benoit and Michael/Natalie Smothers for a right-of-way vacation and conveyance of the north and south alley lying adjacent to Lots 1-4, in Block 20 of College Addition to the City of Indianola
 - Planning and Zoning Commission recommended approval
 - City Council approved request
- Consider request from Steger Construction Inc. to rezone property located in the Northeast Quarter of the Southwest Quarter and the Northwest Quarter of the Southeast Quarter of Section 18, Township 76 North, Range 23 West from R-3 (Mixed Residential) and C-2 (Highway Commercial) Zoning Districts to R-3 (Mixed Residential) Zoning District
 - Planning and Zoning Commission recommended approval
 - City Council approved request
- Consider request from Capone Property Management, LLC for approval of a Plat of Survey at 1109 South K Street
 - Planning and Zoning Commission recommended approval
 - City Council approved request
- Consider request from Civil Engineering Consultants, Inc., on behalf of Peoples Company, for preliminary plat approval of Heritage Hills Plat 10
 - Planning and Zoning Commission recommended approval
 - City Council approved request
- Consider zoning regulation amendment to Chapter 165, regarding fence regulations
 - Planning and Zoning Commission recommended approval
 - City Council approved request
- Consider zoning regulation amendment to Chapter 165, regarding Bed and Breakfast and Boardinghouse regulations
 - Planning and Zoning Commission remanded the request back to staff for further review and/or modifications

September 10, 2019

- Consider request from Steve Darr for an amendment to R-5, Planned Residence District plan for Lots 3-6 of Deer Run Plat 7
 - Planning and Zoning Commission recommended approval
 - City Council approved request
- Consider request from Shelly A. Bevard and Deon Walker for a right-of-way vacation and conveyance of the East and West alley lying North of Lot 1, in Sinderson's Subdivision
 - Planning and Zoning Commission recommended approval
 - City Council approved request
- Consider request from Tim J/Laura L Davison, Timothy G Grimm, and Jeanenne E Glascock Revocable Trust for a right-of-way vacation and conveyance of the East 75' of the West Half of the East and West alley in Block Ten of the Steele and Granthams Addition to Indianola, Iowa, and the North Half of the North and South alley in Block Ten of the Steele and Granthams Addition to Indianola, Iowa
 - Planning and Zoning Commission recommended approval
 - City Council approved request
- Consider request from Wouter Hertzberger and Jessica E Halgren-Hertzberger for a right-of-way vacation and conveyance of the South half of the North and South alley in Block 19 of College Addition to the City of Indianola
 - Planning and Zoning Commission recommended approval
 - City Council approved request
- Consider request from Mark Lee of Lee Chamberlin Consultant Engineers, on behalf of Kading Properties LLC, for final plat approval of Cavitt Creek Plat I
 - Planning and Zoning Commission recommended approval
 - City Council approved request
- Consider request from Mark Lee of Lee Chamberlin Consultant Engineers, on behalf of Kading Properties LLC, for final plat approval of Cavitt Creek Plat II
 - Planning and Zoning Commission recommended approval
 - City Council approved request
- Consider request from Kading Properties LLC for site plan approval of Cavitt Creek Condominiums I, a residential development on a lot exceeding one (1) acre, between 1404 and 1500 North 9th Street
 - Planning and Zoning Commission recommended denial
 - City Council denied request
- Consider request from Kading Properties LLC for site plan approval of Cavitt Creek Condominiums II, a residential development on a lot exceeding one (1) acre, west of 1500 North 9th Street
 - Planning and Zoning Commission recommended denial
 - City Council denied request

October 08, 2019

- Consider request from Keven J. Crawford of Cooper Crawford & Associates, LLC for approval of a Plat of Survey at 1305, 1307 and 1313 South L Court
 - Planning and Zoning Commission recommended approval
 - City Council approved request
- Consider request from Matt Thomas of Thomas Land Surveying, LLC for approval of a Plat of Survey at 306 North 5th Street
 - Planning and Zoning Commission recommended approval
 - City Council approved request
- Consider zoning regulation amendment to Chapter 165, regarding Bed and Breakfast, Boardinghouse and Short-term Rental regulations
 - Commission delayed action to next meeting

November 12, 2019

- Consider zoning regulation amendment to Chapter 165, regarding Bed and Breakfast, Boardinghouse and Short-term Rental regulations
 - Planning and Zoning Commission recommended approval
 - City Council approved request
- Consider request from Jon L. Hanson of Snyder & Associates, Inc. for approval of a Preliminary Plat for Quail Meadows Subdivision
 - Planning and Zoning Commission recommended approval
 - City Council approved request
- Consider zoning regulation amendment to Chapter 165, regarding breweries
 - Planning and Zoning Commission recommended approval
 - City Council approved request
- Consider request from Stacy Crow on behalf of Lyelca Of Warren Co Et Al to rezone property located in the North Half of the Southeast Quarter and the South Half of the Northeast Quarter of Section 36, Township 76 North, Range 24 West from A-1, Agricultural Zoning District to A-2 Mixed Agricultural Zoning District
 - Planning and Zoning Commission recommended approval
 - City Council approved request
- Consider request from Thomas Land Surveying, LLC, on behalf of Marywood Farms, Inc. for approval of a Plat of Survey for property at the northwest corner of Kennedy Street and County Highway S23
 - Planning and Zoning Commission recommended approval
 - City Council approved request

December 10, 2019

- Consider request from Kading Properties LLC for site plan approval of Cavitt Creek Condominiums I, a residential development on a lot exceeding one (1) acre, between 1404 and 1500 North 9th Street
 - Planning and Zoning Commission recommended approval
 - City Council denied request
- Consider request from Kading Properties LLC for site plan approval of Cavitt Creek Condominiums II, a residential development on a lot exceeding one (1) acre, west of 1500 North 9th Street
 - Planning and Zoning Commission recommended denial
 - City Council denied request
- Discuss options regarding final review of Elevate Indianola, a Comprehensive Plan Update Prepared with the Citizens of Indianola
- Review 2020 Calendar

Meeting Date: 02/18/2020

Information

Subject

Resolution approving purchase of a Water Tender from Rosenbauer, South Dakota LLC for a total apparatus cost of \$262,018.

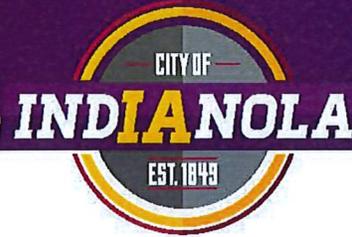
Information

Previous bids submitted for a Water Tender were rejected because of high costs. At the December 2, 2019 meeting, Council directed staff to utilize its membership with the purchasing group Sourcewell / NJPA Purchasing Group to acquire a Water Tender within the department's approved budgeted amount of \$300,000 for the apparatus.

Fiscal Impact

Attachments

Water Tender Memorandum
Resolution Authorizing Purchase

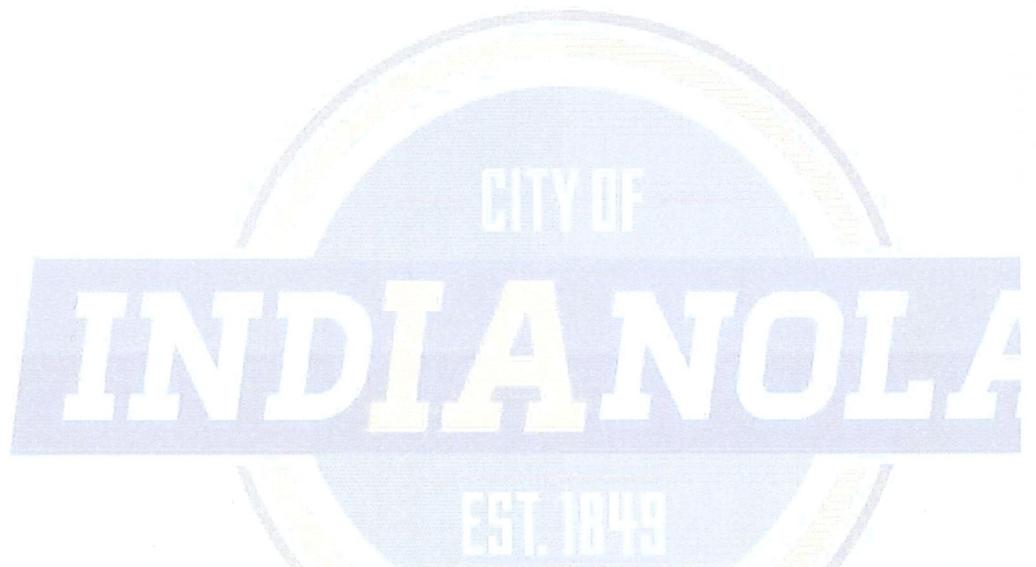


FIRE DEPARTMENT

TO: Mayor Kelly Shaw and City Council Members
CC: City Manager Ryan Waller
FROM: Fire Chief Gregory M. Chia
DATE: 02-06-2020
RE: Purchase Water Tender from Rosenbauer LLC

The attached document is a request to purchase a Water Tender from Rosenbauer, South Dakota LLC in the amount of \$265,388. If the chassis is paid for upon arrival to Rosenbauer plant (\$88,114) the city can deduct an additional \$3,370 from the total cost. This puts the total cost for apparatus at \$262,018.

Previous bids submitted 11/15/2019, Alexis Fire-\$358,918 and Heiman Fire/Rosenbauer-\$364,238 were rejected. The department opted to utilize its membership with the purchasing group Sourcewell/ NJPA Purchasing Group. The membership streamlines the acquisition of equipment and providing a non-bid format.





PURCHASE ORDER

Purchaser		SUPPLIER	
Member #	119316	Contract #	Sourcewell Contract #: 022818-RSB
Purchaser:	City of Indianola	Supplier:	Rosenbauer South Dakota, LLC
Address 1:	P.O. Box 299	Address 1:	100 3rd Street
Address 2:	110 N. 1st Street	Address 2:	
City, State, Zip:	Indianola, IA 50125-0299	City, State, Zip:	Lyons, SD 57041

Purchase Order Number:		Delivery in Calendar Days:	395
Date:	2/6/2020		

Quantity	Description	Price	Price (Extended)
1	One (1) Rosenbauer Tanker, complete with Freightliner chassis per attached specifications.	\$265,388.00	\$265,388.00
*Note: If chassis amount of \$88,114.00 is paid upon arrival at our plant in South Dakota, deduct \$3,370.00 each			
TOTAL			\$265,388.00

NOTES:

Rosenbauer Dealer :	Heiman Fire Equipment
Salesperson:	Dominic Chiovaro
Signature:	<i>Dominic Chiovaro</i>

Purchaser:	City of Indianola
Print Name:	<i>Gregory M. Chia</i>
Title:	<i>Fire Chief</i>
Date:	<i>2-6-2020</i>
Signature:	<i>Gregory M. Chia</i>

RESOLUTION NO 2020-
RESOLUTION AUTHORIZING THE PURCHASE OF A WATER TENDER

WHEREAS, the FY20 CIP budget includes funding for the purchase of a Water Tender for the Fire Department; and

WHEREAS, the Fire Department utilized it's membership with the purchasing group Sourcewell /NJPA Purchasing Group to acquire a Water Tender in an amount of \$262,018.

NOW, THEREFORE BE IT RESOLVED, the Indianola City Council hereby approves the purchase of a Water Tender and the Mayor or City Manager 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.

Passed and approved this 18 day of February 2020.

Kelly B. Shaw, Mayor

Attest:

Andrew J. Lent, City Clerk

Meeting Date: 02/18/2020

Information

Subject

Water Resource Recovery Facility

Information

Fiscal Impact

Attachments

No file(s) attached.

Meeting Date: 02/18/2020

Information

Subject

Resolution approving a Construction Phase Service Agreement with HR Green for the Water Resource Recovery Facility project.

Information

The Construction Phase Services covers both construction administration by the HR Green office staff (shop drawing review, contractor questions and RFIs, change orders, progress meetings, review of pay requests, review of schedule, etc) and Resident Observation. They also propose to do other duties for this project like developing a detailed Operations Manual, assisting with Start-up and Commissioning and helping with Warranty items.

Fiscal Impact

Attachments

Construction Phase Services Memorandum
Resolution Approving Contract
HR Green Agreement



— WATER RESOURCE RECOVERY FACILITY —

February 10, 2020

To: Honorable Mayor and City Council

CC: Ryan J. Waller, City Manager

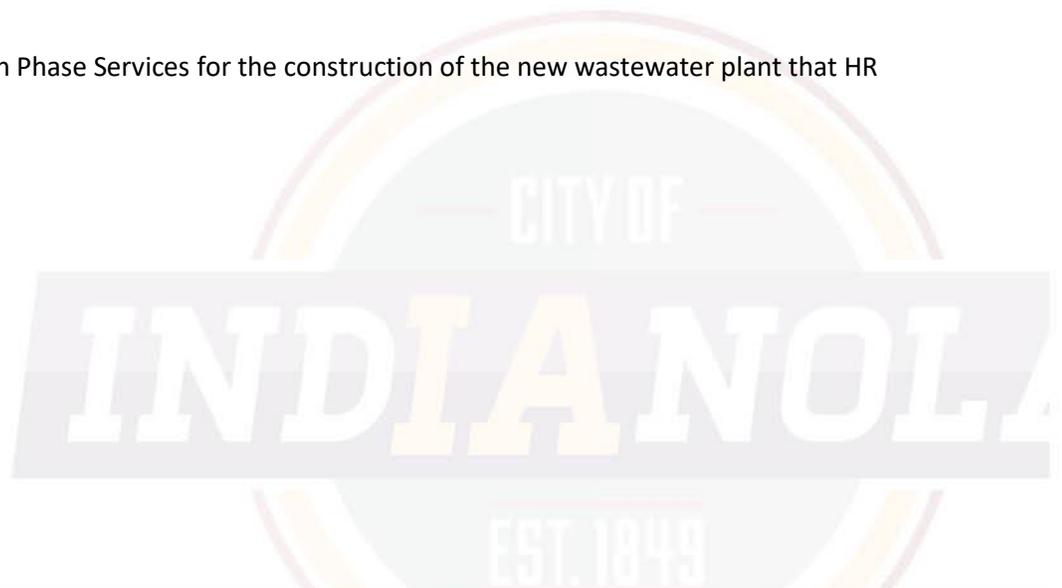
From: Rick Graves, WRRF Supt.

re: Construction Phase Services for WRRF

HR Green has submitted their scope for supplying Construction Phase Services for the new wastewater plant. Here are a few comments from this document:

- We plan the CPS on a Not to Exceed basis - therefore if it takes less effort you don't pay for the entire scope.
- We plan on the Contractor being somewhat difficult so if things go smoothly, we shouldn't use all the fee.
- We included Jim Mayne for full time except for a couple months at the beginning and the end and a second Resident Observer for about 750 hours during times when we'll need 2 ROs on site.
- We have 2 sub-consultants - Terracon will do some of the Special Inspections that are a part of the Building Code Requirements and our Architect for architectural issues and shops during construction
- We have a big role planned for Commissioning and Start Up to check out each process and help start it up. This also includes an Operations Manual to help your staff in everyday operations.
- We have a scope item for Warranty assistance to help you during the 2-year Warranty Period.
- We included assisting with an Open House for the Council and public after startup is complete.
- We are including aerial drone photos during construction of the site.

I recommend the Construction Phase Services for the construction of the new wastewater plant that HR Green has submitted.



Resolution No 2020-

RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH HR GREEN FOR THE CONSTRUCTION PHASE SERVICES FOR THE INDIANOLA WATER RESOURCE RECOVERY FACILITY PROJECT

WHEREAS, the City of Indianola, Iowa, is in need of engaging a company to provide construction phase services for the Water Resource Recovery Facility project; and

WHEREAS, the City of Indianola, Iowa, has solicited proposals for said Services; and

WHEREAS, after review of the proposals the City Council believes it to be in the best interest of the City to engage HR Green of Johnston, Iowa to perform the Services; and

WHEREAS, it is the determination of the City Council that the City should enter into a Professional Services Agreement with HR Green of Johnston, Iowa in the form attached as Exhibit "A".

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

1. The Professional Services Agreement with HR Green of Johnston, Iowa is in the public interest of the citizens of the City of Indianola and is hereby approved.
2. The Mayor and/or City Manager is authorized and directed to execute the Professional Services Agreement 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.

Kelly B. Shaw, Mayor

Attest:

Andrew J. Lent, City Clerk



February 11, 2020

Ryan Waller
City of Indianola, City Manager
110 N 1st Street
Indianola, IA 50125

Re: Indianola WRRF – Construction Phase Services

Dear Ryan:

Enclosed are two copies each of our Professional Services Agreement for the Construction Phase Services for the Indianola Water Resource Recovery Facility project. HR Green’s role in Construction Phase Services is to make sure the Contractor supplies the appropriate materials and equipment, constructs the facilities per the contract documents, and to help transition the City staff to knowledgeable operation of the wastewater treatment plant.

The overall construction phase services fee for the proposed project is \$2,000,000. The project represents a total of 12,324 hours including 5,000 hours planned for Resident Observation over the project duration of 28 months. The not-to-exceed engineering fee is approximately broken down as follows:

Project Management/Sub-Consultants	\$190,000
Submittals/Shop Drawing Review.....	\$295,000
Interpret Documents, RFIs, Field Mods, Change Orders.....	\$245,000
Progress Meetings/Site Visits.....	\$150,000
Pay Requests/Certified Payroll	\$ 65,000
Construction Correspondence/Communications.....	\$ 38,000
Record Drawings.....	\$ 54,000
Punch List.....	\$ 57,000
Commissioning/Start Up.....	\$116,000
Warranty Assistance.....	\$ 48,000
Resident Observation/Special Inspections.....	\$700,000
Open House.....	\$ 42,000

Total Professional Fee..... \$2,000,000

We have developed the scope and fee and discussed with Rick Graves. Please provide any additional review and let us know if you have comments or recommended changes. If you have questions or need additional information, please don’t hesitate to contact me. We are ready to start work on the construction phase services of these projects as the Contractor commences.



February 11, 2020
Ryan Waller, City Manager
Page 2

Sincerely,
HR Green, Inc.



James R. Rasmussen, P.E.
Vice-President

Cc: Rick Graves, WWTP Superintendent

Enclosures





PROFESSIONAL SERVICES AGREEMENT

For

Indianola Water Resource Recovery Facility Phase 2 – Construction Phase Services

Ryan Waller, City Manager
City of Indianola, IA
110 N. 1st Street
Indianola, Iowa, 50125
(515) 961-9410

Jim Rasmussen, Vice President
HR Green, Inc.
5525 Merle Hay Rd, Suite 200
Johnston, IA, 50131
Project No.191899

February 10, 2020

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- 1.0 PROJECT UNDERSTANDING
- 2.0 SCOPE OF SERVICES
- 3.0 DELIVERABLES AND SCHEDULES INCLUDED IN THIS AGREEMENT
- 4.0 ITEMS NOT INCLUDED IN AGREEMENT/SUPPLEMENTAL SERVICES
- 5.0 SERVICES BY OTHERS
- 6.0 CLIENT RESPONSIBILITIES
- 7.0 PROFESSIONAL SERVICES FEE
- 8.0 TERMS AND CONDITIONS



THIS **AGREEMENT** is between CITY OF INDIANOLA (hereafter "CLIENT") and HR GREEN, INC. (hereafter "COMPANY").

1.0 Project Understanding

1.1 General Understanding

COMPANY has completed Phase 1 – Preliminary and Final Design, and Bidding Services for the Indianola Water Resource Recovery Facility (WRRF) project. The project is proceeding into construction and the CLIENT wishes for the COMPANY to provide office construction phase administration and resident observation for the project during construction. This Phase 2 – Construction Phase Services includes the scope of services as identified herein.

The existing North Wastewater Treatment Facility has exceeded its useful life and near the completion of the Indianola WRRF wastewater flows will be diverted from the existing wastewater treatment plant to the new WRRF. The final design and construction phase services for the new Trunk Sewer project are covered under a separate Professional Services Agreement with the CLIENT. Additionally, the planning and final design services for the demolition of the existing North Wastewater Treatment Facility will be covered under a separate Professional Services Agreement with the CLIENT.

1.2 Design Criteria/Assumptions

Design will meet the requirements of the State Revolving Loan Fund (SRF) program. Project will be completed in one construction contract.

COMPANY will use sub-consultants for special testing and architectural construction phase services.

CLIENT is requesting full time resident observation during the duration of the project for all but the first two months and the final two months where part-time resident observation will be planned.

Construction duration from start to Substantial Completion is approximately 24 months, and construction duration from start to Final Completion is approximately 28 months.

2.0 Scope of Services

The CLIENT agrees to employ COMPANY to perform the following services:

GENERAL

COMPANY recently completed the Phase 1 – Preliminary and Final Design, and Bidding Services for the Indianola WRRF for the CLIENT. Generally, the project will include the following items:

- Construction Phase Services including office engineering and resident observation for the wastewater treatment plant as designed by the COMPANY. The buildings, structures, and infrastructure to be constructed for the WRRF include the following:



Administration/Vehicle Storage Building
Headworks Building
Grit Building
Flow Splitters
Two Stage Oxidation Ditches
Equalization Tank
Peak Flow Treatment Building
Secondary Clarifiers
Secondary Treatment Building
Ultraviolet (UV) Disinfection Building
Aerobic Digesters
Solids Processing Building
Biosolids Storage Tanks
Biosolids Mixing Building
Electrical Service Building
Emergency Engine Generator
Sitework including yard piping, paving, fencing, structures, and appertnances

COMPANY has been retained by the CLIENT to provide engineering assistance during construction for the Indianola Water Resource Recovery Facility project.

PHASE 2 – CONSTRUCTION PHASE SERVICES

A. Preliminary and General Work

- 1. Develop Project Procedures.** Develop a project procedures manual for the project for use by the CLIENT and COMPANY during construction. The manual will cover project description, project participants, lines of communication, construction schedule, construction forms, and applicable codes and standards to be used.
- 2. Project Management.** Provide on-going project management for the construction phase of the project during its duration. The construction phase of the project is expected to be complete within 28 months (excluding Warranty assistance).
- 3. Certified Payrolls.** Provide administrative review and certification of Contractor's payroll to meet the Davis Bacon Wage Rate requirements.
- 4. Drone Aerial Imagery.** COMPANY will provide aerial imagery by use of a drone throughout the construction to show overall progress and changes in the construction.

B. Construction Contract Administration (for each construction contract).

1. Conduct a preconstruction meeting after award of construction contract for the CLIENT, Contractor, subcontractors and utility companies.
2. Provide horizontal and vertical control for the Contractors use during construction. Benchmarks will be provided. Detailed construction staking shall be provided by the contractor.
3. Review shop drawings, samples, and other data which the Contractor is required to submit, but only for conformance with design concept of the Project and

conformance with the information given in the contract documents. Such review shall not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto.

4. Consult with and advise CLIENT and act as CLIENT'S representative. All of CLIENT'S instructions to the Contractor will be issued through COMPANY, who will have the authority to act on behalf of CLIENT. The COMPANY shall not act on the CLIENT'S behalf without securing actual authority from the CLIENT'S representative prior to taking such action.
5. During the period of construction, COMPANY shall make periodic visits to the site at intervals appropriate to the various stages of construction as COMPANY deems appropriate. A total of thirty (30) site visits while construction is in progress are anticipated and budgeted. The purpose of these visits shall be to observe the site and work, to familiarize COMPANY with the progress and quality of the work, and to determine for the CLIENT'S benefit and protection if the work is proceeding in accordance with the intent of the contract documents and construction schedule. On the basis of his on-site observations as a professional engineer, the COMPANY shall keep the CLIENT informed of the progress and quality of the work and he shall use reasonable care to inform the CLIENT of defects and deficiencies in the Contractor's work and of the Contractor's failure to carry out the work in accordance with the intent of the construction documents and the construction schedule. The COMPANY shall not, during such visits supervise, direct or have control over the Contractor's work nor shall COMPANY have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected by the Contractor, for safety precautions and programs incident to the work or for any failure of the Contractor to comply with laws, rules, regulations, ordinances, codes or orders applicable to the Contractor furnishing and performing his work. Accordingly, COMPANY can neither guarantee the performance of the construction contract by the Contractor nor assume responsibility for the Contractor's failure to furnish and perform his work in accordance with the contract documents. During such visits COMPANY may disapprove of or reject the Contractor's work while it is in progress if COMPANY believes that such work will not produce a completed Project that conforms generally to the contract documents or that it will prejudice the integrity of the design concept of the Project as reflected in the contract documents.
6. Consult with CLIENT regarding the status of the work and partial payments due to the Contractor. Such recommendations of payment will constitute a representation to CLIENT, based on such observations and review, that the work has progressed to the point indicated, and that, to the best of COMPANY'S knowledge, information and belief, quality of such work is generally in accordance with the contract documents. In the case of unit price work, COMPANY'S recommendation of payment will include determinations of quantities and classifications of such work. COMPANY'S review of the Contractor's work for the purpose of recommending payments shall not impose on COMPANY the responsibility to supervise, direct or control such work. It shall also not impose responsibility on COMPANY to make any examination to ascertain how or for what purposes the Contractor has used the monies paid on account of the contract price.
7. Issue necessary interpretations and clarifications of the contract documents, and in connection therewith, prepare change orders as required. Evaluate and

determine the acceptability of substitute materials and equipment proposed by the Contractor. Any substitutions shall first be approved by the CLIENT.

8. Conduct an observation to determine if the work is substantially complete and a final observation to determine if the completed work is acceptable so that COMPANY may recommend, in writing, final payment to the Contractor and may give written notice to CLIENT and the Contractor that the work is acceptable, but any such recommendation and notice will be subject to the limitations expressed in item 4, and the duties imposed under item 5. COMPANY will provide a punchlist for the contractor.
9. Review and assemble the operating and maintenance information supplied by the manufacturers of the equipment into a Manufacturers Operations and Maintenance Manual. This task to include both hardcopy and electronic versions.
10. COMPANY will assist CLIENT in commissioning and startup of the new facilities and treatment processes at the WRRF.
11. Prepare record drawings showing those changes made during construction, based on the marked-up drawings and other data furnished by the Contractor to COMPANY and which COMPANY considers significant. Provide the CLIENT with one paper copy and an electronic copy in AutoCAD of the record drawings.

C. RESIDENT OBSERVATION.

COMPANY will furnish a Resident Observer to be part-time for four (4) months, and full time for 24 months based on the current construction schedule. At times during the construction the COMPANY will need additional Resident Observer staff to keep up with times of significant progress by the Contractor. COMPANY will provide up to 5,000 hours of resident observation time for this work. In addition to the full time Resident Observer, COMPANY will provide special inspections as required by the building code through a sub-consultant. The Resident Observer shall not have responsibility for the superintendence of construction site conditions, safety, safe practices or unsafe practices or conditions, operation, equipment, or personnel other than employees of the COMPANY. This service will in no way relieve the Contractor of complete supervision and inspection of the work or the Contractor's obligation for complete compliance with the drawings and specifications. The Contractor shall have sole responsibility for safety and for maintaining safe practices and avoiding unsafe practices or conditions. Specific services performed by the Resident Observer are as follows:

- A. Site Observation and Liaison with the CLIENT and Contractor.
 1. Conduct onsite observations of the general progress of the work to assist COMPANY in determining if the work is proceeding in accordance with the construction contract documents.
 2. Serve as COMPANY's liaison with the Contractor, working principally through the Contractor's superintendent, and assist COMPANY in providing interpretation of the construction contract documents. Transmit COMPANY's clarifications and interpretations of the construction contract documents to the Contractor.

3. As requested by the COMPANY, assist in obtaining from CLIENT additional details or information when required at the jobsite for proper execution of the work.
 4. Report to COMPANY, giving opinions and suggestions based on the Resident Observer's observations regarding defects or deficiencies in the Contractor's work and relating to compliance with drawings, specifications, and design concepts.
 5. Advise COMPANY and the Contractor or its superintendent immediately of the commencement of any work requiring a shop drawing or sample submission if the submission has not been accepted by the COMPANY.
 6. Observe pertinent site conditions when the Contractor maintains that differing subsurface and physical conditions have been encountered, and document actual site conditions. Review and analysis of the Contractor's claims for differing subsurface and physical conditions are supplemental services.
 7. Review the Contractor's construction sequence and traffic control plans for all construction work undertaken simultaneously.
 8. Verify that the Contractor has contacted utilities in the general construction area and advise them of Contractor's schedule.
 9. Establish and furnish Contractor with necessary baselines and control points which will be used as datum for the work. Actual construction staking will be done by the Contractor.
 10. Visually inspect materials, equipment, and supplies delivered to the worksite. Reject materials, equipment, and supplies which do not conform to the construction contract documents.
 11. Coordinate onsite materials testing services during construction. Copies of testing results will be forwarded to CLIENT for review and information.
 12. Observe field tests of equipment, structures, and piping, and review the resulting reports, commenting to COMPANY, as appropriate.
- B. Meetings, Reports, and Document Review and Maintenance
1. Attend the preconstruction conference, and assist COMPANY in explaining administrative procedures which will be followed during construction.
 2. Schedule and attend monthly progress meetings, and other meetings with CLIENT and the Contractor when necessary, to review and discuss construction procedures and progress scheduling, engineering management procedures, and other matters concerning the project.
 3. Review the Contractor's monthly progress report and project schedule, schedule of shop drawings submissions, and schedule of values prepared by the Contractor, and consult with COMPANY regarding their acceptability.
 4. Report to COMPANY regarding work which is known to be defective, or which fails any required inspections, tests, or approvals, or has been damaged prior to final payment; and advise COMPANY whether the work should be corrected or rejected, or should be uncovered for observation, or requires special testing, inspection, or approval.
 5. Review applications for payment with the Contractor for compliance with the established procedure for their submission, and forward them with recommendations to COMPANY, noting particularly their relation to the

schedule of values, work completed, and materials and equipment delivered at the site, but not incorporated into the work.

6. Maintain a marked set of drawings and specifications at the jobsite based on data provided by the Contractor. This information will be combined with information from the record documents maintained by the Contractor, and a master set of documents conforming to construction records will be produced.
7. Review certificates of inspections, tests, and related approvals submitted by the Contractor as required by laws, rules, regulations, ordinances, codes, orders, or the Contract Documents (but only to verify that their content complies with, the construction contract documents). This service is limited to a review of items submitted by the Contractor and does not extend to a determination of whether the Contractor has complied with all legal requirements.
8. Receive and review all certified payrolls submitted by Contractors.
9. Maintain a daily diary or log book of events at the jobsite. The diary or log book shall remain the property of the COMPANY.

C. Assistance in Certification of Substantial Completion

1. Before COMPANY issues a Certificate of Substantial Completion, submit to the Contractor a list of items observed to require completion or correction.
2. Assist COMPANY in conducting final inspection in the company of CLIENT and the Contractor, and prepare a final list of items to be completed or corrected.
3. Verify all items on the final list have been completed or corrected, and make recommendations to COMPANY concerning acceptance.

D. COMMISSIONING AND START UP

COMPANY will lead a Commissioning Team on site to verify operations, start up, set or verify controls, instruments, set points and the control system prior to Substantial Completion. Commissioning will not start until the Contractor has completed Manufacturer's Field Services and Training for each of the equipment items. COMPANY will provide up to 80 hours by the Commissioning Team to validate operations and start up equipment.

E. WARRANTY ASSISTANCE

COMPANY will assist the CLIENT with the identification of Warranty items during the warranty period and communicate the warranty item to the Contractor for repair or replacement. After the item is repaired, the COMPANY will validate the equipment item is operational as originally intended and ready for service. COMPANY will provide up to 200 hours for warranty assistance for the CLIENT.



3.0 Deliverables and Schedules Included in this Agreement

This schedule shall be equitably adjusted as the construction project progresses, allowing for changes in the scope of the project requested by the CLIENT or for delays or other causes beyond the control of COMPANY.

4.0 Items not included in Agreement/Supplemental Services

The following items are not included as part of this AGREEMENT:

Additional engineering services related to excessive RFIs or Contractor requests.
Resident Observation, Commissioning or Start Up assistance, and Warranty assistance beyond what is included in the scope of services.
Modifications to the design based on differing subsurface and physical conditions encountered in the construction project.

Supplemental services not included in the AGREEMENT can be provided by COMPANY under separate agreement, if desired.

5.0 Services by Others

The following services will be completed by subcontractor:

Architectural serviced during construction
Special inspections as required by building code.

6.0 Client Responsibilities

- Make existing WWTP and sanitary sewer drawings, data, records, condition assessment, history available as needed.
- Provide any legal review of information needed for the project.
- Attend and participate in monthly Progress Meetings.

7.0 Professional Services Fee

7.1 Fees

The fee for services will be based on COMPANY standard hourly rates current at the time the AGREEMENT is signed. These standard hourly rates are subject to change upon 30 days' written notice. Non-salary expenses directly attributable to the project such as: (1) living and traveling expenses of employees when away from the home office on business connected with the project; (2) identifiable communication expenses; (3) identifiable reproduction costs applicable to the work; and (4) outside services will be charged in accordance with the rates current at the time the service is done.

7.2 Invoices

Invoices for COMPANY's services shall be submitted, on a monthly basis. Invoices shall be due and payable upon receipt. If any invoice is not paid within 15 days, COMPANY may, without waiving any claim or right against the CLIENT, and without liability whatsoever to



the CLIENT, suspend or terminate the performance of services. The retainer shall be credited on the final invoice. Accounts unpaid 30 days after the invoice date may be subject to a monthly service charge of 1.5% (or the maximum legal rate) on the unpaid balance. In the event that any portion of an account remains unpaid 60 days after the billing, COMPANY may institute collection action and the CLIENT shall pay all costs of collection, including reasonable attorneys' fees.

7.3 Extra Services

Any service required but not included as part of this AGREEMENT shall be considered extra services. Extra services will be billed on a Time and Material basis with prior approval of the CLIENT.

7.4 Exclusion

This fee does not include attendance at any meetings or public hearings other than those specifically listed in the Scope of Services. These service items are considered extra and are billed separately on an hourly basis.

7.5 Payment

The CLIENT AGREES to pay COMPANY on the following basis:

Per current Rate Schedule with a Not to Exceed fee of \$2,000,000.

8.0 Terms and Conditions

The following Terms and Conditions are incorporated into this AGREEMENT and made a part of it.

8.1 Standard of Care

Services provided by COMPANY under this AGREEMENT will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing at the same time and in the same or similar locality.

8.2 Entire Agreement

This AGREEMENT and its attachments constitute the entire understanding between CLIENT and COMPANY relating to COMPANY's services. Any prior or contemporaneous agreements, promises, negotiations, or representations not expressly set forth herein are of no effect. Subsequent modifications or amendments to this AGREEMENT shall be in writing and signed by the parties to this AGREEMENT. If the CLIENT, its officers, agents, or employees request COMPANY to perform extra services pursuant to this AGREEMENT, CLIENT will pay for the additional services even though an additional written agreement is not issued or signed.

8.3 Time Limit and Commencement of Services

This AGREEMENT must be executed within ninety (90) days to be accepted under the terms set forth herein. The services will be commenced immediately upon receipt of this signed AGREEMENT.

8.4 Suspension of Services

If the Project or the COMPANY'S services are suspended by the CLIENT for more than thirty (30) calendar days, consecutive or in the aggregate, over the term of this AGREEMENT, the COMPANY shall be compensated for all services performed and reimbursable expenses incurred prior to the receipt of notice of suspension. In addition, upon resumption of services, the CLIENT shall compensate the COMPANY for expenses incurred as a result of the suspension and resumption of its services, and the COMPANY'S schedule and fees for the remainder of the Project shall be equitably adjusted.



If the COMPANY'S services are suspended for more than ninety (90) days, consecutive or in the aggregate, the COMPANY may terminate this AGREEMENT upon giving not less than five (5) calendar days' written notice to the CLIENT.

If the CLIENT is in breach of this AGREEMENT, the COMPANY may suspend performance of services upon five (5) calendar days' notice to the CLIENT. The COMPANY shall have no liability to the CLIENT, and the CLIENT agrees to make no claim for any delay or damage as a result of such suspension caused by any breach of this AGREEMENT by the CLIENT. Upon receipt of payment in full of all outstanding sums due from the CLIENT, or curing of such other breach which caused the COMPANY to suspend services, the COMPANY shall resume services and there shall be an equitable adjustment to the remaining project schedule and fees as a result of the suspension.

8.5 Books and Accounts

COMPANY will maintain books and accounts of payroll costs, travel, subsistence, field, and incidental expenses for a period of five (5) years. Said books and accounts will be available at all reasonable times for examination by CLIENT at the corporate office of COMPANY during that time.

8.6 Insurance

COMPANY will maintain insurance for claims under the Worker's Compensation Laws, and from General Liability and Automobile claims for bodily injury, death, or property damage, and Professional Liability insurance caused by the negligent performance by COMPANY'S employees of the functions and services required under this AGREEMENT.

8.7 Termination or Abandonment

Either party has the option to terminate this AGREEMENT. In the event of failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party, then the obligation to provide further services under this AGREEMENT may be terminated upon seven (7) days' written notice. If any portion of the services is terminated or abandoned by CLIENT, the provisions of this Schedule of Fees and Conditions in regard to compensation and payment shall apply insofar as possible to that portion of the services not terminated or abandoned. If said termination occurs prior to completion of any phase of the project, the fee for services performed during such phase shall be based on COMPANY'S reasonable estimate of the portion of such phase completed prior to said termination, plus a reasonable amount to reimburse COMPANY for termination costs.

8.8 Waiver

COMPANY'S waiver of any term, condition, or covenant or breach of any term, condition, or covenant, shall not constitute a waiver of any other term, condition, or covenant, or the breach thereof.

8.9 Severability

If any provision of this AGREEMENT is declared invalid, illegal, or incapable of being enforced by any Court of competent jurisdiction, all of the remaining provisions of this AGREEMENT shall nevertheless continue in full force and effect, and no provision shall be deemed dependent upon any other provision unless so expressed herein.

8.10 Successors and Assigns

All of the terms, conditions, and provisions hereof shall inure to the benefit of and are binding upon the parties hereto, and their respective successors and assigns, provided, however, that no assignment of this AGREEMENT shall be made without written consent of the parties to this AGREEMENT.

8.11 Third-Party Beneficiaries

Nothing contained in this AGREEMENT shall create a contractual relationship with or a cause of action in favor of a third party against either the CLIENT or the COMPANY. The COMPANY'S services under this AGREEMENT are being performed solely for the CLIENT'S benefit, and no other party or entity shall have any claim against the COMPANY because of this AGREEMENT or the performance or nonperformance of services hereunder. The CLIENT and COMPANY agree to require a similar provision in all contracts with contractors, subcontractors, sub-consultants, vendors and other entities involved in this project to carry out the intent of this provision.

8.12 Governing Law and Jurisdiction

The CLIENT and the COMPANY agree that this AGREEMENT and any legal actions concerning its validity, interpretation and performance shall be governed by the laws of the State of Iowa without regard to any conflict of law provisions, which may apply the laws of other jurisdictions.

It is further agreed that any legal action between the CLIENT and the COMPANY arising out of this AGREEMENT or the performance of the services shall be brought in a court of competent jurisdiction in the State of Iowa.

8.13 Dispute Resolution

Mediation. In an effort to resolve any conflicts that arise during the design or construction of the project or following the completion of the project, the CLIENT and COMPANY agree that all disputes between them arising out of or relating to this AGREEMENT shall be submitted to non-binding mediation unless the parties mutually agree otherwise. The CLIENT and COMPANY further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with subcontractors, sub-consultants, suppliers or fabricators so retained, thereby providing for mediation as the primary method for dispute resolution between the parties to those agreements.

8.14 Attorney's Fees

If litigation arises for purposes of collecting fees or expenses due under this AGREEMENT, the Court in such litigation shall award reasonable costs and expenses, including attorney fees, to the party justly entitled thereto. In awarding attorney fees, the Court shall not be bound by any Court fee schedule, but shall, in the interest of justice, award the full amount of costs, expenses, and attorney fees paid or incurred in good faith.

8.15 Ownership of Instruments of Service

All reports, plans, specifications, field data, field notes, laboratory test data, calculations, estimates and other documents including all documents on electronic media prepared by COMPANY as instruments of service shall remain the property of COMPANY. COMPANY shall retain these records for a period of five (5) years following completion/submission of the records, during which period they will be made available to the CLIENT at all reasonable times.

8.16 Reuse of Documents

All project documents including, but not limited to, plans and specifications furnished by COMPANY under this project are intended for use on this project only. Any reuse, without specific written verification or adoption by COMPANY, shall be at the CLIENT's sole risk, and CLIENT shall defend, indemnify and hold harmless COMPANY from all claims, damages and expenses including attorneys' fees arising out of or resulting therefrom.

Under no circumstances shall delivery of electronic files for use by the CLIENT be deemed a sale by the COMPANY, and the COMPANY makes no warranties, either express or implied, of merchantability and fitness for any particular purpose. In no event shall the COMPANY be liable for indirect or consequential damages as a result of the CLIENT's use or reuse of the electronic files.

8.17 Failure to Abide by Design Documents or To Obtain Guidance

The CLIENT agrees that it would be unfair to hold COMPANY liable for problems that might occur should COMPANY'S plans, specifications or design intents not be followed, or for problems resulting from others' failure to obtain and/or follow COMPANY'S guidance with respect to any errors, omissions, inconsistencies, ambiguities or conflicts which are detected or alleged to exist in or as a consequence of implementing COMPANY'S plans, specifications or other instruments of service. Accordingly, the CLIENT waives any claim against COMPANY, and agrees to defend, indemnify and hold COMPANY harmless from any claim for injury or losses that results from failure to follow COMPANY'S plans, specifications or design intent, or for failure to obtain and/or follow COMPANY'S guidance with respect to any alleged errors, omissions, inconsistencies, ambiguities or conflicts contained within or arising as a result of implementing COMPANY'S plans, specifications or other instruments of service. The CLIENT also agrees to compensate COMPANY for any time spent and expenses incurred remedying CLIENT's failures according to COMPANY'S prevailing fee schedule and expense reimbursement policy.

8.18 Opinion of Probable Construction Cost

As part of the Deliverables, COMPANY may submit to the CLIENT an opinion of probable cost required to construct work recommended, designed, or specified by COMPANY, if required by CLIENT. COMPANY is not a construction cost estimator or construction contractor, nor should COMPANY'S rendering an opinion of probable construction costs be considered equivalent to the nature and extent of service a construction cost estimator or construction contractor would provide. This requires COMPANY to make a number of assumptions as to actual conditions that will be encountered on site; the specific decisions of other design professionals engaged; the means and methods of construction the contractor will employ; the cost and extent of labor, equipment and materials the contractor will employ; contractor's techniques in determining prices and market conditions at the time, and other factors over which COMPANY has no control. Given the assumptions which must be made, COMPANY cannot guarantee the accuracy of its opinions of cost, and in recognition of that fact, the CLIENT waives any claim against COMPANY relative to the accuracy of COMPANY'S opinion of probable construction cost.

8.19 Design Information in Electronic Form

Because electronic file information can be easily altered, corrupted, or modified by other parties, either intentionally or inadvertently, without notice or indication, COMPANY reserves the right to remove itself from its ownership and/or involvement in the material from each electronic medium not held in its possession. CLIENT shall retain copies of the work performed by COMPANY in electronic form only for information and use by CLIENT for the specific purpose for which COMPANY was engaged. Said material shall not be used by CLIENT or transferred to any other party, for use in other projects, additions to this project, or any other purpose for which the material was not strictly intended by COMPANY without COMPANY'S express written permission. Any unauthorized use or reuse or modifications of this material shall be at CLIENT'S sole risk. Furthermore, the CLIENT agrees to defend, indemnify, and hold COMPANY harmless from all claims, injuries, damages, losses, expenses, and attorneys' fees arising out of the modification or reuse of these materials.

The CLIENT recognizes that designs, plans, and data stored on electronic media including, but not limited to computer disk, magnetic tape, or files transferred via email, may be subject to undetectable alteration and/or uncontrollable deterioration. The CLIENT, therefore, agrees that COMPANY shall not be liable for the completeness or accuracy of any materials provided on electronic media after a 30-day inspection period, during which time COMPANY shall correct any errors detected by the CLIENT to complete the design in accordance with the intent of the contract and specifications. After 40 days, at the request of the CLIENT, COMPANY shall submit a final set of sealed drawings, and any additional services to be performed by COMPANY relative to the submitted electronic materials shall be subject to separate agreement. The CLIENT is aware that differences may exist between the electronic files delivered and the printed hard-copy construction documents. In the event of a conflict between the signed construction documents prepared by the COMPANY and electronic files, the signed or sealed hard-copy construction documents shall govern.

8.20 Information Provided by Others

The CLIENT shall furnish, at the CLIENT'S expense, all information, requirements, reports, data, surveys and instructions required by this AGREEMENT. The COMPANY may use such information, requirements, reports, data, surveys and instructions in performing its services and is entitled to rely upon the accuracy and completeness thereof. The COMPANY shall not be held responsible for any errors or omissions that may arise as a result of erroneous or incomplete information provided by the CLIENT and/or the CLIENT'S consultants and contractors.

COMPANY is not responsible for accuracy of any plans, surveys or information of any type including electronic media prepared by any other consultants, etc. provided to COMPANY for use in preparation of plans. The CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless the COMPANY from any damages, liabilities, or costs, including reasonable attorneys' fees and defense costs, arising out of or connected in any way with the services performed by other consultants engaged by the CLIENT.

COMPANY is not responsible for accuracy of topographic surveys provided by others. A field check of a topographic survey provided by others will not be done under this AGREEMENT unless indicated in the Scope of Services.

8.21 Force Majeure

The CLIENT agrees that the COMPANY is not responsible for damages arising directly or indirectly from any delays for causes beyond the COMPANY'S control. CLIENT agrees to defend, indemnify, and hold COMPANY, its consultants, agents, and employees harmless from any and all liability, other than that caused by the

negligent acts, errors, or omissions of COMPANY, arising out of or resulting from the same. For purposes of this AGREEMENT, such causes include, but are not limited to, strikes or other labor disputes; severe weather disruptions or other natural disasters or acts of God; fires, riots, war or other emergencies; failure of any government agency to act in a timely manner; failure of performance by the CLIENT or the CLIENT'S contractors or consultants; or discovery of any hazardous substances or differing site conditions. Severe weather disruptions include but are not limited to extensive rain, high winds, snow greater than two (2) inches and ice. In addition, if the delays resulting from any such causes increase the cost or time required by the COMPANY to perform its services in an orderly and efficient manner, the COMPANY shall be entitled to a reasonable adjustment in schedule and compensation.

8.22 Job Site Visits and Safety

Neither the professional activities of COMPANY, nor the presence of COMPANY'S employees and sub-consultants at a construction site, shall relieve the general contractor and any other entity of their obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending or coordinating all portions of the work of construction in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. COMPANY and its personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions. The CLIENT agrees that the general contractor is solely responsible for job site safety, and warrants that this intent shall be made evident in the CLIENT'S AGREEMENT with the general contractor. The CLIENT also agrees that the CLIENT, COMPANY and COMPANY'S consultants shall be indemnified and shall be made additional insureds on the general contractor's and all subcontractor's general liability policies on a primary and non-contributory basis.

8.23 Hazardous Materials

CLIENT hereby understands and agrees that COMPANY has not created nor contributed to the creation or existence of any or all types of hazardous or toxic wastes, materials, chemical compounds, or substances, or any other type of environmental hazard or pollution, whether latent or patent, at CLIENT'S premises, or in connection with or related to this project with respect to which COMPANY has been retained to provide professional services. The compensation to be paid COMPANY for said professional services is in no way commensurate with, and has not been calculated with reference to, the potential risk of injury or loss which may be caused by the exposure of persons or property to such substances or conditions. Therefore, to the fullest extent permitted by law, CLIENT agrees to defend, indemnify, and hold COMPANY, its officers, directors, employees, and consultants, harmless from and against any and all claims, damages, and expenses, whether direct, indirect, or consequential, including, but not limited to, attorney fees and Court costs, arising out of, or resulting from the discharge, escape, release, or saturation of smoke, vapors, soot, fumes, acid, alkalis, toxic chemicals, liquids gases, or any other materials, irritants, contaminants, or pollutants in or into the atmosphere, or on, onto, upon, in, or into the surface or subsurface of soil, water, or watercourses, objects, or any tangible or intangible matter, whether sudden or not.

It is acknowledged by both parties that COMPANY'S Scope of Services does not include any services related to asbestos or hazardous or toxic materials. In the event COMPANY or any other party encounters asbestos or hazardous or toxic materials at the job site, or should it become known in any way that such materials may be present at the job site or any adjacent areas that may affect the performance of COMPANY'S services, COMPANY may, at its option and without liability for consequential or any other damages, suspend performance of services on the project until the CLIENT retains appropriate specialist consultant(s) or contractor(s) to identify, abate and/or remove the asbestos or hazardous or toxic materials, and warrants that the job site is in full compliance with applicable laws and regulations.

Nothing contained within this AGREEMENT shall be construed or interpreted as requiring COMPANY to assume the status of a generator, storer, transporter, treater, or disposal facility as those terms appear within the Resource Conservation and Recovery Act, 42 U.S.C.A., §6901 et seq., as amended, or within any State statute governing the generation, treatment, storage, and disposal of waste.

8.24 Certificate of Merit

The CLIENT shall make no claim for professional negligence, either directly or in a third party claim, against COMPANY unless the CLIENT has first provided COMPANY with a written certification executed by an independent design professional currently practicing in the same discipline as COMPANY and licensed in the State in which the claim arises. This certification shall: a) contain the name and license number of the certifier; b) specify each and every act or omission that the certifier contends is a violation of the standard of care

expected of a design professional performing professional services under similar circumstances; and c) state in complete detail the basis for the certifier's opinion that each such act or omission constitutes such a violation. This certificate shall be provided to COMPANY not less than thirty (30) calendar days prior to the presentation of any claim or the institution of any judicial proceeding.

8.25 Limitation of Liability

In recognition of the relative risks and benefits of the Project to both the CLIENT and the COMPANY, the risks have been allocated such that the CLIENT agrees, to the fullest extent permitted by law, to limit the liability of the COMPANY and COMPANY'S officers, directors, partners, employees, shareholders, owners and sub-consultants for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert witness fees and costs, so that the total aggregate liability of the COMPANY and COMPANY'S officers, directors, partners, employees, shareholders, owners and sub-consultants shall not exceed \$5,000,000.00. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

8.26 Drywells, Underdrains and Other Infiltration Devices

Services provided by COMPANY under this AGREEMENT do NOT include the geotechnical design of drywells, underdrains, injection wells or any other item that may be devised for the purpose of removing water from the CLIENT'S property by infiltration into the ground. Due to the high variability of soil types and conditions such devices will not be reliable in all cases. While for this reason COMPANY does not recommend the use of these devices, in some cases their use may be necessary to obtain an adequate amount of area for development on the CLIENT'S property. Since the use of these devices is intended to enhance the value of the CLIENT'S property and, in some cases, allow development that would otherwise not be possible, the CLIENT will assume all risks inherent in the design and construction of these devices, unless the contractor or a Geotechnical Engineer assumes these risks. Typical risks include but are not limited to:

- Failure to obtain the required release rate;
- Variability of the soils encountered during construction from those encountered in soil borings. (Soils can vary widely over a small change in location, horizontal or vertical, particularly with regards to permeability);
- Failure of the device due to siltation, poor construction or changes in the water table;
- Need to obtain additional soils information (i.e. borings etc.) to evaluate the function of installed devices;
- Reconstruction of failed or inadequate devices;
- Enlargement of detention/ retention facilities to make up for release rates that are lower than those used in the stormwater design, including engineering design and additional land required for such enlargement; and
- Regular maintenance to remove accumulated silt over the device's life span.

If the use of these devices is required COMPANY will advise the CLIENT that a Geotechnical Engineer must be retained to consult on the project. The CLIENT must enter into a separate agreement directly with this consultant. They will not be sub-contracted through COMPANY nor are their fees included as part of this AGREEMENT. COMPANY will work together with this consultant to obtain a final design. Our collaboration may include the use of a common standard detail or the creation of a new standard detail. COMPANY may make suggestions to the Geotechnical Engineer on ways to tailor these devices to meet the needs of the overall site design. The Geotechnical Engineer will evaluate these suggested details and modifications based on his experience and measured soils information to estimate the release rate for each detail considered. COMPANY may use a release rate of these devices as provided by the Geotechnical Engineer for the design of the stormwater system. This rate may be faxed to us, as a draft copy of the Geotechnical Engineers report or as a final copy of that report. In no case will COMPANY accept responsibility for the determination of the expected release rate of these devices.

If certification of the contractor's construction of these devices is required by the municipality or desired by the CLIENT a Geotechnical Engineer must also be obtained for these services. This is highly recommended in order to observe the actual soils where the devices are being constructed and to verify that the construction methods used do not violate any assumptions made by the Geotechnical Engineer during the design and evaluation of the standard detail. If a Geotechnical Engineer is not retained by the CLIENT to provide construction review, the CLIENT shall assume all risks that the devices may fail requiring additional geotechnical investigation or reconstruction and shall defend, indemnify and hold harmless COMPANY from all claims,



damages and expenses including attorneys' fees arising out of or resulting therefrom. Any construction observation services provided by COMPANY shall not include these devices.

8.27 Environmental Audits/Site Assessments

Environmental Audit/Site Assessment report(s) are prepared for CLIENT's sole use. CLIENT agrees to defend, indemnify, and hold COMPANY, its consultants, agents, and employees harmless against all damages, claims, expenses, and losses arising out of or resulting from any reuse of the Environmental Audit/Site Assessment report(s) without the written authorization of COMPANY.

8.30 Construction Observation

COMPANY shall visit the project at appropriate intervals (as described in the scope of services) during construction to become generally familiar with the progress and quality of the contractors' work and to determine if the work is proceeding in general accordance with the Contract Documents. The CLIENT has not retained COMPANY to make detailed inspections or to provide exhaustive or continuous project review and observation services. COMPANY does not guarantee the performance of, and shall have no responsibility for, the acts or omissions of any contractor, subcontractor, supplier or any other entity furnishing materials or performing any work on the project.

If the CLIENT desires more extensive project observation or full-time project representation, the CLIENT shall request in writing such services be provided by COMPANY as Additional Services in accordance with the terms of the AGREEMENT.

8.31 Soliciting Employment

Neither party to this AGREEMENT will solicit an employee of the other nor hire or make an offer of employment to an employee of the other that is working on this PROJECT, without prior written consent of the other party, during the time this AGREEMENT is in effect.

8.32 DGPS Signal Accuracy

Regional RTN, local RTK, or Omnistar Data Service may be interrupted, or the validity of the data changed, by local conditions such as blockage by trees and buildings or radio interference. Published system accuracies are dependent on the CLIENT'S GPS receiver and CLIENT'S location. The Regional RTN, local RTK, or Omnistar Data Services coverage is approximate and when CLIENT intends to operate on the extremes of the published coverage area, CLIENT is advised to verify the anticipated Data Services performance with vendor prior to use.

8.33 Intellectual Property Ownership of Tendered Materials

COMPANY retains title and full intellectual property ownership of all tendered documents and materials, including without limitation, analysis methods and equations, calculations, print layouts, layer operational definitions, drawings, models, plans, set of tools, etc. All such documents and materials are considered confidential and CLIENT shall not copy such documentation or materials or disclose them to third parties without COMPANY'S prior written consent. CLIENT shall sign COMPANY'S GEOSPATIAL NONDISCLOSURE AGREEMENT and take reasonable precautions to prevent unauthorized access and use of the software and documentation by third parties. To the extent permitted by the COMPANY Geospatial Nondisclosure Agreement and relevant law, CLIENT shall not, nor allow any third party to copy, decompile, disassemble or otherwise reverse engineer the COMPANY'S analysis, reports, maps, or other products, or attempt to do so.

8.34 Data Access

COMPANY makes no warranties or guarantees concerning internet connections or access to data. COMPANY will make efforts to notify internet service provider if made aware of CLIENT connectivity issues. CLIENT GIS data consumed through COMPANY-developed web mapping applications will be inaccessible at times due to planned hardware and software maintenance and, on occasion, due to unexpected technical issues. COMPANY does NOT guarantee CLIENT access to GIS data at all times. COMPANY will endeavor to minimize periods of data inaccessibility while also providing regular database maintenance and updates to CLIENT web mapping applications during contract period. If CLIENT deems the functionality or availability of the COMPANY-developed web mapping applications and associated GIS data is unacceptable, the CLIENT's sole remedy will be to discontinue using the service provided by COMPANY, at which point COMPANY will provide CLIENT with a copy of the data.



8.37 Municipal Advisor

The COMPANY is not a Municipal Advisor registered with the Security and Exchange Commission (SEC) as defined in the Dodd-Frank Wall Street Reform and Consumer Protection Act. When the CLIENT is a municipal entity as defined by said Act, and the CLIENT requires project financing information for the services performed under this AGREEMENT, the CLIENT will provide the COMPANY with a letter detailing who their independent registered municipal advisor is and that the CLIENT will rely on the advice of such advisor. A sample letter can be provided to the CLIENT upon request.

This AGREEMENT is approved and accepted by the CLIENT and COMPANY upon both parties signing and dating the AGREEMENT. Services will not begin until COMPANY receives a signed agreement. COMPANY's services shall be limited to those expressly set forth in this AGREEMENT and COMPANY shall have no other obligations or responsibilities for the Project except as agreed to in writing. The effective date of the AGREEMENT shall be the last date entered below.

Sincerely,

HR GREEN, INC.

Approved by:

Printed/Typed Name:

James R. Rasmussen

Title:

Vice - President

Date:

2/11/2020

CLIENT NAME

Accepted by:

Printed/Typed Name:

Title:

Date:

Meeting Date: 02/18/2020

Information

Subject

Resolution approving the contract and bond for the Indianola Water Resource Recovery Facility.

Information

The contract and bond submitted by Williams Brothers as been reviewed and approved by counsel and insurance has been reviewed and approved by insurance agents.

Fiscal Impact

Attachments

Resolution Approving Contract

_____ introduced the following Resolution entitled “RESOLUTION APPROVING CONSTRUCTION CONTRACT AND BOND” and moved that the same be adopted. _____ seconded the motion to adopt. The roll was called, and the vote was:

AYES: _____

NAYS: _____

Whereupon, the Mayor declared the following Resolution duly adopted:

Resolution No. _____

RESOLUTION APPROVING CONSTRUCTION CONTRACT AND BOND

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

Section 1. That the construction contract and bond executed and insurance coverage for the construction of certain public improvements described in general as the Water Resource Recovery Facility Project and as described in detail in the plans and specifications heretofore approved, and which have been signed by the Mayor and City Clerk on behalf of the City be and the same are hereby approved as follows:

Contractor: William Brothers Construction, Inc. of Peoria, Illinois

Date of contract: _____

Bond surety: _____

Date of bond: _____

Portion of project: All construction work

PASSED AND APPROVED, this 18 day of February 2020.

Kelly B. Shaw, Mayor

ATTEST:

Andrew J. Lent, City Clerk

Meeting Date: 02/18/2020

Information

Subject

Resolution authorizing the City of Indianola to participate in wetland mitigation for the Water Resource Recovery Facility project.

Information

In your packet is a memorandum and letter explaining wetland mitigation on the site of the new Water Resource Recovery Facility. Council will need to consider a resolution authorizing the City of Indianola to participate in wetland mitigation for the Water Resource Recovery Facility project.

Fiscal Impact

Attachments

Mitigation Memorandum
USACE Response Letter
Resolution - Wetland Mitigation



— WATER RESOURCE RECOVERY FACILITY —

February 12, 2020

To: Honorable Mayor and City Council

CC: Ryan J. Waller, City Manager

From: Rick Graves, WRRF Supt.

re: Wetland Mitigation for WRRF

The Department of Army Corps of Engineers and Iowa Department of Natural Resources did a joint application (Wetland Mitigation) to determine if the waters of the United States will be impacted by the construction of the new wastewater plant. The areas of concern were the NE and SE corners of the site.

The Corps and IDNR sent questions to HR Green that were answered in the attached letter. As you can see in Table 2, the total proposed mitigation credit is 0.766 acres of the 20 acres site. In order to avoid further delays to issuance of Notice to Proceed, HR Green is proposing authorization from City Council at the February 18th meeting up to \$35,000 for wetland mitigation. HR Green has reached out to the Voas Wetland Bank and envision that the proposed wetland mitigation will cost the City \$26,810, but getting authorization up to \$35,000 will give the City a buffer in case the Corps were to require more extensive mitigation than currently proposed.

The attachments noted on the bottom of page 5 are at city hall if you would like to review them.

I recommend the budgeting of \$35,000 to cover the Wetland Mitigation per HR Green's letter.





January 16, 2020

Jeff Nelson, Project Manager Regulatory Branch
Corps of Engineers, Rock Island District
PO Box 2004 Clock Tower Building
Rock Island, Illinois 61204-2004

RE: CEMVR-OD-P-2019-1391 Request for Additional Information

Dear Mr Nelson:

Your December 5, 2019 letter Mr. Michael Sullivan at Iowa DNR requested additional information for a new wastewater facility for the City of Indianola. HR Green is working as permit agent for the City of Indianola for this project. Please see your comments from the December 5th letter, the City of Indianola's responses, and a completed Joint Application below:

Comment 1: *Please provide information documenting the impacts to the tributary. What is the amount (in linear feet) of stream that would be filled for the embankment? What is the amount of stream (in linear feet) that would be inundated by the impoundment? What is the stream type (perennial, intermittent, ephemeral)?*

Answer: No tributaries are proposed to be impacted and no inundation is proposed. There are vegetated wetland channels within the project area, but ordinary high water marks are absent from these channels. Wetland impacts are discussed in Comment 2. Flow through Wetland 2 will go under the proposed road embankment through a 42-inch diameter pipe that is approximately 90 ft. long with upgradient invert of 807.12 and downgradient invert of 806.90. A tributary was observed upgradient from and into Wetland 2. No impacts to this tributary are proposed.

Comment 2 (App. Items 11 & 12): *Please provide a wetland/waters delineation of the project area. The delineation should include, at a minimum, the size (in acres) and type of wetlands (emergent, scrub/shrub or forested). Your wetland delineation must be conducted using the Corps' 1987 Wetland Delineation Manual and the Midwest Regional Supplement. Your delineation report should also identify any streams in the project area, and include a description of stream hydrologic regime (ephemeral, intermittent, perennial).*

Answer: Please see the attached wetland delineation report. Emergent and forested wetlands were identified in the study area and impacts to two wetland complexes are proposed. The impacts total 0.230 acres of emergent wetland and 0.051 acres of forested wetland. Impact are summarized in Table 1 below.

Mitigation: Additionally, since proposed impacts are over 0.1 acre compensatory mitigation is proposed. A review of the RIBITS wetland website showed no wetland credit available within the primary service area. However, the project is within the secondary service area of the Voas Wetland Bank. Impacts, proposed mitigation ratios, and type are summarized in Table 2. No forested wetland credit is available within the secondary service area. However, forested impacts are small (0.051 acres/2,222 square



feet). The city proposes mitigating the small forested wetland impacts at a 3:1 ratio. Emergent wetland impacts will be to reed canary grass dominated field and road edge wetlands. A ratio of 1:1 replacement is proposed for emergent wetland impacts. Proposed mitigation for all impacts will be doubled since the available credits are within the secondary bank service area.

Table 1 - Proposed Wetland impact detail (Item 11)

Feature Impact Total	Area (acres)	Latitude (Dec Degr)	Longitude (Dec Degr)	Cowardin Class	Associated Wetland Data Point	NWI ID
Wetland 1 Wet Prairie (Emergent)	0.117	41.413929	-93.598438	PEMA	3 & 5 (wet) 1, 2, 4 (up)	None
Wetland 1 Forested	0.037	41.41397	-93.598561	PFOA	3 (wet) 2 (up)	None
Wetland 2 Emergent	0.163	41.411225	-93.597501	PEMB	6 (wet) 7 (up)	None
Wetland 2 Forested	0.014	41.41116	-93.597393	PFOB	6 (wet) 7 (up)	None
Emergent Total	0.230					
Forested	0.051					
Total	0.281					

Table 2 - Impacts and Proposed Mitigation Credit Purchase from Voas Wetland Bank (Item 12)

Impact Totals	Impact Area	Mitigation Ratio	Credit Total	Secondary Service Area Multiplier	Total Emergent Credit* Purchase
Emergent Impacts	0.230	1:1	0.230	2	0.460
Forested Impacts	0.051	3:1	0.153	2	0.306
Total	0.281		3.83	2	0.766

*Forested credit not available within bank service area.

Comment 3: Detailed plan-view and cross-sectional drawings (8 ½ x 11) of all facets of your project. The drawings should be to scale and have the scale clearly labeled. The drawings must be detailed enough to show lengths and widths of any effected stream channels and must show the boundaries of any effected wetlands along with a calculation of wetland and/or stream impacts.

Answer: Please see the attached impact plan sheet with impacts called out. Additionally, please see the selected plan and cross sectional drawings from the plan set.



Comment 4: *Impacts to bat habitat. Please describe an estimation on impacts to forested areas (in acreage). This would be forested areas to be removed and/or flooded as part of the project. Additional coordination with the US Fish and Wildlife Service will likely be required to address any removal of forested areas.*

Impacts to forested acres will total approximately 0.49 acres. Clearing is planned to be completed before April 1, 2020. No flooding of remaining forest areas is proposed. Forested areas were noted during the wetland delineation. Forested areas in the north half of the study area included honey locust, green ash, box elder, American elm, and bur oak. No standing dead trees with flaking bark, or snags, were observed in the north half. The south half forested areas, including areas within Wetland 2 and adjacent upland, was older than the north forest areas and included with bur oak, American elm, green ash, peach leaf willow, hackberry, box elder, eastern cottonwood, and black cherry. Four snags were observed in the southern forested area including two dead American elms, one dead green ash, and one living shagbark hickory.

Comment 5: *Please provide a map that shows the location of any borrow areas associated with the project. Please indicate if borrow material will be purchased locally.*

Answer: No borrow is proposed for this project. A surplus of cut materials will be used for landscape berms and placed in upland on the site.

Comment 6 (App. Item 16): *A list of authorizations required by other federal, interstate, state, or local agencies for the work, to include all prior approvals and denials received.*

Answer: The following authorizations and permits will be required for the project:

- NPDES stormwater construction permit (to be obtained)
- DNR Wastewater Facility Plan Permit to Build (approved)
- Warren County Conditional Use Permit (approved)
- SRF Environmental Information Document approval (complete)
- Iowa SHPO Coordination (complete)
 - A Phase I Archaeological Survey was conducted and it identified and recorded two (2) new archaeological site(s) (13WA323 and 13WA324), which consisted of prehistoric scatter. However, it was determined the site is not eligible for listing on the National Register since both sites have been severely disturbed from cultivation and lack sufficient integrity or information content. No further archaeological investigation of the survey area was recommended. A copy of this survey and correspondence is available on request.

Additionally, as part of the SRF process, the following Federal, state and local agencies were asked to comment on the proposed project to better assess the potential impact to the environment:



Table 3 - Federal, Tribal, State and local agencies requested for comment for SRF process

U.S. Army Corps of Engineers	Flandreau Santee Sioux	Miami Tribe of Oklahoma	Ponca Tribe of Nebraska	Shakopee Mdewakanton Sioux Community
U.S. Fish and Wildlife Service	Ho-Chunk Nation	Omaha Tribal Council	Prairie Band Potawatomi Nation	Sisseton-Wahpeton Oyate
Natural Resources Conservation Service	Iowa Tribe of Kansas and Nebraska	Osage Tribal Council	Prairie Island Indian Community	Spirit Lake Tribal Council
State Historical Society of Iowa (State Historical Preservation Office)	Iowa Tribe of Oklahoma	Otoe-Missouria Tribe	Sac & Fox Nation of Mississippi in Iowa	Three Affiliated Tribes Mandan, Hidatsa & Arikara Nations
Iowa DNR Conservation and Recreation Division	Kickapoo Tribe in Kansas	Pawnee Nation of Oklahoma	Sac & Fox Nation of Missouri	Upper Sioux Tribe
Iowa DNR Water Resources Section	Kickapoo Tribe of Oklahoma	Peoria Tribe of Indians of Oklahoma	Sac & Fox Nation of Oklahoma	Winnebago Tribal Council
Citizen Band Potawatomi	Lower Sioux Indian Community Council	Ponca Tribe of Indians of Oklahoma	Santee Sioux Nation	Yankton Sioux Tribal Business and Claims Committee

Comment 7 (App. Item 5): Names and addresses of adjoining property owners

See below.

Table 4 - Adjacent Property Owners

Parcel ID	Owner	Address	City/State/Zip
5000039700	Perez-Sanchez, Pedro P/Mayorga, Daisy	10519 GRIMES ST	Indianola IA 50125
5585000040	Kelso, Brent W/ Kelso, Ronna R Eley	7847 105TH LN	Indianola IA 50125
Multiple	City of Indianola	110 N 1st street	Indianola IA 50125
Multiple	Kingsbury, Douglas B/Susan G	23471 Hwy 69	New Virginia IA 50210
14000110445	Rhoads, Richard/Joann	11162 GRIMES ST	Indianola IA 50125
14000100220	Staudacher, Michael J/Rene M	10782 Grimes St	Indianola IA 50125
14000100240	Hines, Margaret J	10586 Grimes St	Indianola IA 50125



The following attachments are included with your request for additional documentation:

1. Indianola Water Resource Recovery Facility Wetland Delineation Report. HR Green, 2020
2. Wetland Impacts Areas on Site Plan (1 Sheet)
3. Plan and profile sheets

Sincerely,

HR GREEN, INC

A handwritten signature in blue ink that reads 'Ted McCaslin'.

Ted McCaslin, PWS, AICP
Lead Environmental Planner

Cc: Rick Graves, City of Indianola; Christine Schwake, Iowa DNR; Michael Sullivan, Iowa DNR

RESOLUTION NO 2020-

**RESOLUTION AUTHORIZING THE CITY OF INDIANOLA TO PARTICIPATE IN
WETLAND MITIGATION FOR THE WATER RESOURCE RECOVERY FACILITY
PROJECT**

WHEREAS, the City of Indianola is building a Water Resource Recovery Facility; and

WHEREAS, the US Army Corps of Engineers requires wetland/waters delineation of the project area; and

WHEREAS, the impact is over 0.1 acres, requiring compensatory mitigation; and

WHEREAS, the project will require 0.766 acres of mitigation credit; and

WHEREAS, the project is within the secondary service area of the Voas Wetland Bank; and

WHEREAS, the City proposes mitigating for all impacts; and

WHEREAS, the cost for wetland mitigation is budgeted at \$35,000.

NOW, THEREFORE BE IT RESOLVED, the Indianola City Council hereby authorizes up to \$35,000 for wetland mitigation for the Water Resource Recovery Facility project and the Mayor or City Manager 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.

Passed and approved this 18 day of February 2020.

Kelly B. Shaw, Mayor

Attest:

Andrew J. Lent, City Clerk

Meeting Date: 02/18/2020

Information

Subject

Street usage application from Simpson College for the 2020 Living the Dream; Ending the Isms March and Rally to be held on April 3, 2020 at 3:30 pm and use the N Buxton Street crossing at W Clinton, then crossing at W Boston Ave, W Ashland Ave, E Salem Ave, N Howard St, W Ashland and then N Buxton St to return to the Simpson Campus.

Information

In your packet is the event application from Simpson College for their Living the Dream: Ending the Isms March and Rally on Friday, April 3, 2020. This March and Rally celebrates human diversity. The March begins at Simpson College and proceeds to the Indianola town square and back to the campus where speeches on a variety of social justice issues. The event is open to the public. The march will not close any streets, trails or parks, but will use N. Buxton Street crossing at W. Clinton then crossing at W. Boston Ave, W. Ashland Ave., E. Salem Ave., N. Howard St., W. Ashland and then to N. Buxton St. to return to the Simpson campus. All the paperwork is in order and staff has approved.

Fiscal Impact

Attachments

Application

Map

Route

Certificate of Insurance



Indianola Special Event Application Form

Dear Event Organizer:

Thank you for your interest in planning and holding an event in Indianola. Through public events and activities a sense of community and pride is developed. Public events are also a means to stimulate our local economy.

The following pages provide key information for a safe, fun and successful event.

Please take time to read the information application form thoroughly and feel free to contact City Hall at 515-961-9410 or email requests@indianolaiowa.gov with questions.

We appreciate your time and interest in planning an event whether for local residents or the entire south central region of Iowa. A well-planned event translates to a successful activity that benefits both public and private interests.

Please be sure to complete the following:

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | The event application is completely filled out |
| <input checked="" type="checkbox"/> | Map A attached – shows streets/trails/parks/lane closures, location of barrier/barricades, stages, platforms, parking, etc. |
| <input type="checkbox"/> | Map B attached – shows where vendors are expected to park vehicles off the Square |
| <input type="checkbox"/> | Applied for a noise permit, if applicable – located on the web site under Community Guide tab |
| <input checked="" type="checkbox"/> | Submitted insurance certificate showing the City as an additional insured in an amount of \$1,000,000 |

RETURN PERMIT APPLICATION TO:

110 North First Street, PO Box 299

Indianola, Iowa 50125

Phone: 515-961-9410 Fax: 515-961-9402

www.indianolaiowa.gov

E-Mail: requests@indianolaiowa.gov

General Event Information

- If an event is held on City Streets - applications will be reviewed by the City Manager, Street, Human Resources/Risk Manager, Fire and Police Departments.
- If event is held on combination of City Streets and City Trails – applications will be reviewed by the City Manager, Street Superintendent, Human Resources/Risk Manager, Fire Department, Police Department, Park and Recreation Department.
- If event is held exclusively within City Parks or Trails - the Park and Recreation Department will review the event applications to verify they are in accordance with city park policies, rules and regulations.
- Applications for events held on City Streets or a combination of City Streets and City Trails will be approved or denied by the Indianola City Council.
- Applications need to be received no later than **60 days prior to your event**. If received less than 60 days prior to the event, staff will deny the application. It may be appealed to the City Council with a \$50 late fee.
- All applications will need to complete a map showing street/lane closures, trails, parks you will be using, location of barriers/barricades, stages, platforms, parking, etc. If the event involves a moving route, indicate direction of travel
- The Sheriff's Department shall have complete and unobstructed access to the west side of the Warren County Courthouse.
- If the Square is blocked-off, west bound traffic on Ashland should be able to turn north on Howard: south bound traffic on Buxton should be able to turn west on Ashland, east bound traffic on Salem should be able to turn south on Buxton and north bound traffic on Howard should be able to turn east on Salem.
- If the Square and one block in each direction are blocked-off, be sure plans include barricades one block west and east of the square on Ashland and Salem, one block north and south of the square on Howard and Buxton.
- Vendors are expected to park vehicles off of the Square once their booths/trailers have been set up – applicants will need to complete a map (B) showing parking of vehicles
- Always be sensitive to neighbors and area businesses when interrupting normal traffic flow and using amplified music.
- You will receive communication after the request has been to council unless there are questions regarding your application.
- When the street is closed off for the event an access lane needs to be maintained at minimum of 20' wide per IFC 503.1.1 for emergency vehicles. If the event has a moving route this requirement is not applicable.
- An insurance certificate showing the City as an additional insured in the amount of \$1,000,000 or more will be required.

RETURN PERMIT APPLICATION TO:
110 North First Street, PO Box 299
Indianola, Iowa 50125
Phone: 515-961-9410 Fax: 515-961-9402
www.indianolaiowa.gov
E-Mail: requests@indianolaiowa.gov

Event Name: 2020 Living the Dream; Ending the Isms March & Rally

Event Type (Check all that apply):

Parade Bike Ride/Race Concert

Running Event: Fun Run Timed Race

Will trails/sidewalks be utilized? Yes No

Other (please specify): _____

Date/Time of Event: April 3, 2020 3:30pm

Location of Event: Simpson College, Buxton Street around the Indianola Square and back to the college

Event Sponsor(s): Simpson College

Contact Information:

Organization: Simpsons College Office of Multicultural & International Affairs

Contact Name: Walter Lain

Address: 701 N. C Street, Kent Campus Center, Indianola, Iowa 50125

Telephone Number: (515) 961-1233

Cell Phone Number: (505) 203-9435

Fax Number: (515) 961-1674

Email Address: walter.lain@simpson.edu

Today's Date: January 31, 2020

Anticipated Attendance: 150 Per Day 150 Total

Event Information:

Setup Begins	Date: <u>4/3/20</u>	Time <u>3:00pm</u>	Day of Week <u>Friday</u>
Event Starts	Date: <u>4/3/20</u>	Time <u>3:30pm</u>	Day of Week <u>Friday</u>
Event Ends	Date: <u>4/3/20</u>	Time <u>5:00pm</u>	Day of Week <u>Friday</u>
Dismantle	Date: <u>4/3/20</u>	Time <u>5:30pm</u>	Day of Week <u>Friday</u>

Walter Lain

Applicant Signature

RETURN PERMIT APPLICATION TO:

110 North First Street, PO Box 299

Indianola, Iowa 50125

Phone: 515-961-9410 Fax: 515-961-9402

www.indianolaiowa.gov

E-Mail: requests@indianolaiowa.gov

Narrative:

Please describe your request and event:

Living the Dream: Ending the Isms March and Rally is an annual Simpson College students lead activity to be held on Friday, April 3, 2020. This March and Rally celebrates human diversity. The March begins at Simpson College and proceeds to the Indianola town square and back to the campus where speeches on a variety of social justice issues. The event is open to the public.

Please describe what streets, trails or parks you are planning to close or use:

We will not close any streets, trails or parks, but we will use N. Buxton Street crossing at W. Clinton then crossing at W. Boston Ave, W. Ashland Ave., E. Salem Ave., N. Howard St., W. Ashland and then to N. Buxton St. to return to the Simpson campus.

Please describe your safety plan including crowd control. Attach additional sheets if necessary. The Indianola Police and Fire Departments will review your safety plans to determine if safety is adequate for planned event. In reviewing the application, they will be looking at anticipated crowd size, demographics, entertainment, and alcohol, prior history with this event or similar events and other criteria.

We will coordinate with Indianola Police and Simpson Security. Participants includes Simpson Students, staff, faculty and the public. In the past 17 years of this event we will return to campus to listen to speeches, poetry, and live music. No alcohol is served at this event.

Please describe your emergency/medical plan, including your communication procedures. Attach additional sheets if necessary.

Simpson Campus security and Campus Nursing staff will assist.

Please describe your plan for cleanup and removal of recyclable goods and garbage during and after your event.

Participants will clean up and remove any trash. Container will be provided

Thank you for your interest in holding a neighborhood or community event!

RETURN PERMIT APPLICATION TO:

110 North First Street, PO Box 299

Indianola, Iowa 50125

Phone: 515-961-9410 Fax: 515-961-9402

www.indianolaiowa.gov

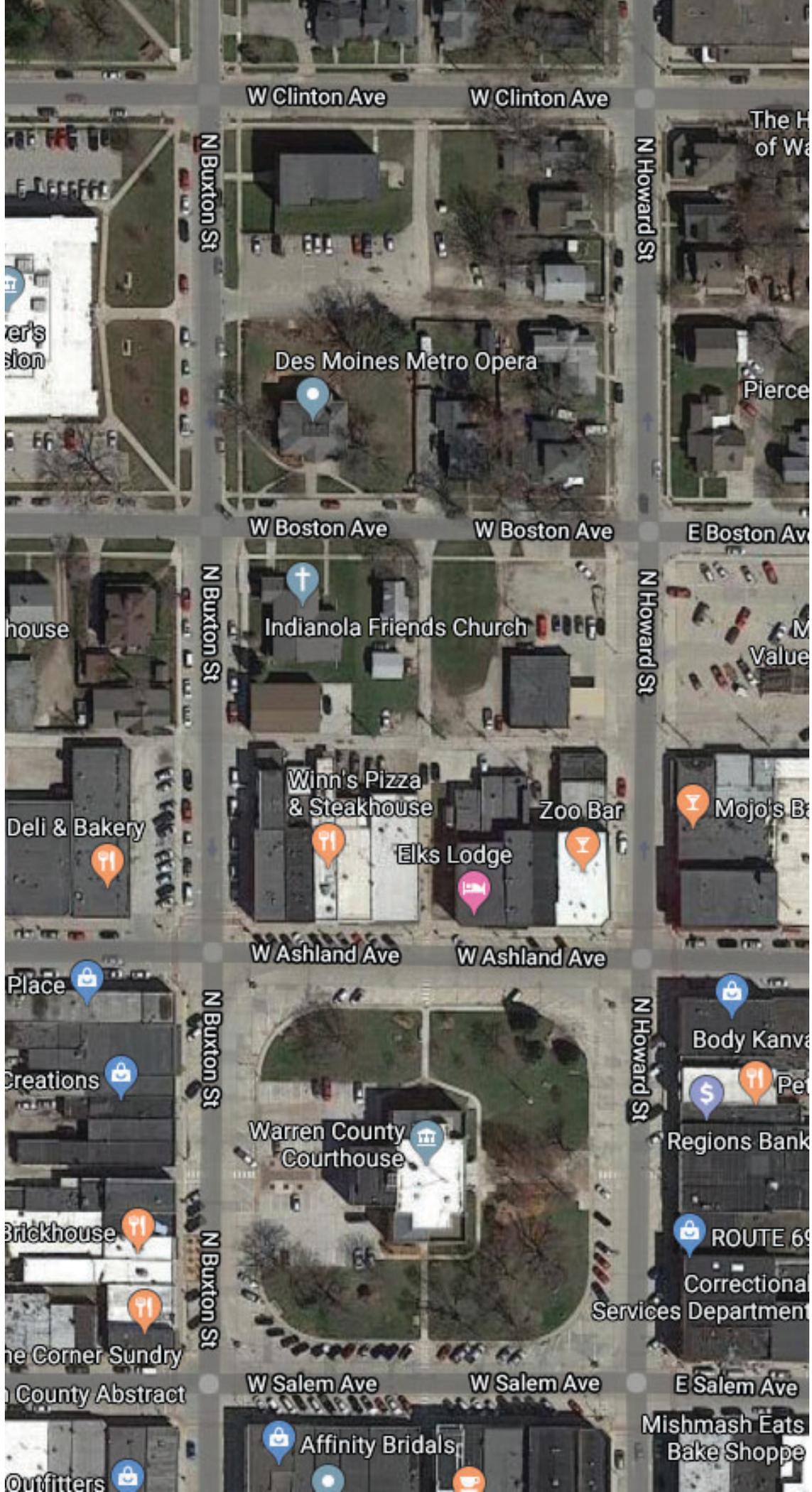
E-Mail: requests@indianolaiowa.gov

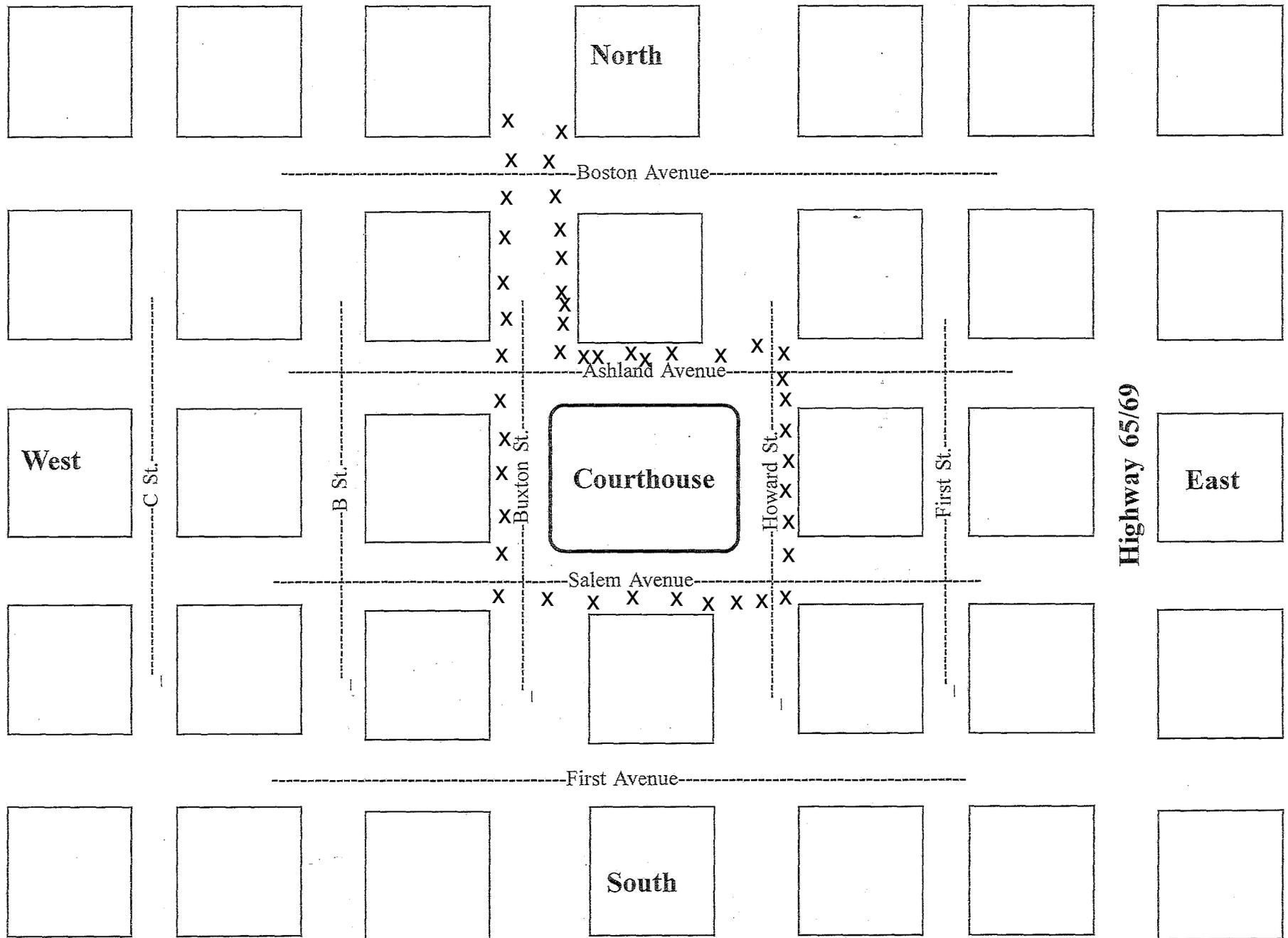
Late Fee: Cash: _____ Check: _____ Received By: _____

OFFICE USE ONLY

DATE RECEIVED:				
	Signature	Date	Approved	Denied
Police Department:				
Fire Department:				
Public Works:				
City Manager:				
Park and Recreation Department				

**RETURN PERMIT APPLICATION TO:
110 North First Street, PO Box 299
Indianola, Iowa 50125
Phone: 515-961-9410 Fax: 515-961-9402
www.indianolaiowa.gov
E-Mail: requests@indianolaiowa.gov**





North

Boston Avenue

Ashland Avenue

Courthouse

Salem Avenue

First Avenue

South

West

East

C St.

B St.

Buxton St.

Howard St.

First St.

Highway 65/69

Highway 92



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/05/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER EIIA 200 S. Wacker Ste. 1000 Chicago, IL 60606	1-312-648-0914	CONTACT NAME: PHONE (A/C, No. Ext): E-MAIL ADDRESS: certificates@eiaa.org	FAX (A/C, No):
INSURED Simpson College 701 North C Street Indianola, IA 50125		INSURER(S) AFFORDING COVERAGE INSURER A: COLLEGE RRG INC	NAIC # 13613
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 58474263

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC	X		GL090119	09/01/19	09/01/20	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 50,000
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 3,000,000
							PRODUCTS - COMP/OP AGG	\$ 3,000,000
								\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATUTORY LIMITS	OTHER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Evidence of General Liability maintained by the above Insured Institution for: Its activities and operations during the policy term; Obligations of the Insured under a lease or rental contract; Use of facilities by the insured during the policy term; Students in practicum while participating within the scope of their curriculum requirements and assignments; Contractual Liability; City of Indianola is named as Additional Insured as their interest may appear as required by written contract.

CERTIFICATE HOLDER**CANCELLATION**

City of Indianola 110 North First St PO Box 299 Indianola, IN 50125 USA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Mary Ellen Mowatt</i>
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Effective March 25, 2009 128 higher education institutions affiliated with either the United Methodist Church, the Evangelical Lutheran Church in America, the Presbyterian Church (USA) or the American Baptists Churches, organized a new insurance company, College Risk Retention Group, Inc. under the Federal Liability Risk Retention Act of 1986. The Federal Act permits like insureds to combine their resources for the purpose of underwriting and insuring their liability risks.

The enclosed certificate identifies College Risk Retention Group, Inc. as the general liability insurer for primary limits of \$1 Million per occurrence and \$3 Million aggregate. Lloyds of London (A.M. Best Rating A XV) supports College Risk Retention Group, Inc. as the reinsurer.

As you may be unfamiliar with evidences of insurance from risk retention groups we welcome any questions you may have regarding the attached certificate of insurance. Should you need any further information regarding the renewal certificate please do not hesitate to contact our administrator's office. Following is the contact information:

Educational & Institutional Insurance Administrators, Inc.
200 S. Wacker Drive, Suite 1000
Chicago, IL 60606
(800) 537-8410
Email: certificates@eiia.org

Lloyds of London Financial Ratings:

A.M. Best Rating A XV

Meeting Date: 02/18/2020

Information

Subject

Street closure request from the Indianola Mayor's Youth Council for Bike Fest 2020 to be held 10:00 am — noon on Saturday, June 6, 2020 on Buxton Street between Clinton and Boston plus the County Administration Building lawn and parking lots.

Information

In your packet is the request from Indianola Mayor's Youth Council for their annual Bike Fest event. This year's event will be held on the County Administration Building's lawn and parking lots as well as on Buxton Street between Clinton and Boston. They are requesting the street be closed from 6:00 am — 1 pm on Saturday, June 6, 2020. All the paperwork is in order and staff has approved.

Fiscal Impact

Attachments

MYC Request

Event Name: BikeFest 2020

Event Type (Check all that apply):

Parade Bike Ride/Race Concert

Running Event: Fun Run Timed Race

Will trails/sidewalks be utilized? Yes No

Other (please specify): Bike Safety event, free, family oriented

Date/Time of Event: Saturday, June 6, 2020 10:00am - Noon

Location of Event: Buxton Street between Clinton & Boston (plus County lawn & parking lots)

Event Sponsor(s): Indianola Mayor's Youth Council

Contact Information:

Organization: Indianola Mayor's Youth Council

Contact Name: Becky Lane

Address: Indianola Parks & Rec 2204 W. 2nd Ave

Telephone Number: 515-961-9420

Cell Phone Number: 515-783-7150

Fax Number: na

Email Address: blane@indianolaiowa.gov

Today's Date: 1/31/2020

Anticipated Attendance: 150-200 Per Day 150-200 Total

Event Information:

Setup Begins	Date: <u>6/6/2020</u>	Time: <u>6:00am</u>	Day of Week: <u>Saturday</u>
Event Starts	Date: <u>6/6/2020</u>	Time: <u>10:00am</u>	Day of Week: <u>Saturday</u>
Event Ends	Date: <u>6/6/2020</u>	Time: <u>12:00 Noon</u>	Day of Week: <u>Saturday</u>
Dismantle	Date: <u>6/6/2020</u>	Time: <u>1:00pm</u>	Day of Week: <u>Saturday</u>

Becky Lane
Applicant Signature

RETURN PERMIT APPLICATION TO:
110 North First Street, PO Box 299
Indianola, Iowa 50125
Phone: 515-961-9410 Fax: 515-961-9402
www.indianolaiowa.gov
E-Mail: requests@indianolaiowa.gov

Narrative:

Please describe your request and event:

MYC is planning their 8th annual community bicycle event, a family-friendly event that offers free & fun bike related activities to encourage safe biking and healthy lifestyles.

Please describe what streets, trails or parks you are planning to close or use:

MYC is requesting the closure of Buxton Street between Clinton & Boston. We have also asked the county for permission to use the lawn & parking lots of the Warren County Administration building.

Please describe your safety plan including crowd control. Attach additional sheets if necessary. The Indianola Police and Fire Departments will review your safety plans to determine if safety is adequate for planned event. In reviewing the application, they will be looking at anticipated crowd size, demographics, entertainment, and alcohol, prior history with this event or similar events and other criteria.

The one block of Buxton will be closed to ensure safe passage of bicyclists & pedestrians who are attending the event.

Please describe your emergency/medical plan, including your communication procedures. Attach additional sheets if necessary.

First aid kits will be available at the event. All volunteers will have cell phones for communication. In the event of an emergency 911 will be called.

Please describe your plan for cleanup and removal of recyclable goods and garbage during and after your event.

No outside vendors are planned. We will collect garbage as needed after the event.

Thank you for your interest in holding a neighborhood or community event!

RETURN PERMIT APPLICATION TO:

110 North First Street, PO Box 299

Indianola, Iowa 50125

Phone: 515-961-9410 Fax: 515-961-9402

www.indianolaiowa.gov

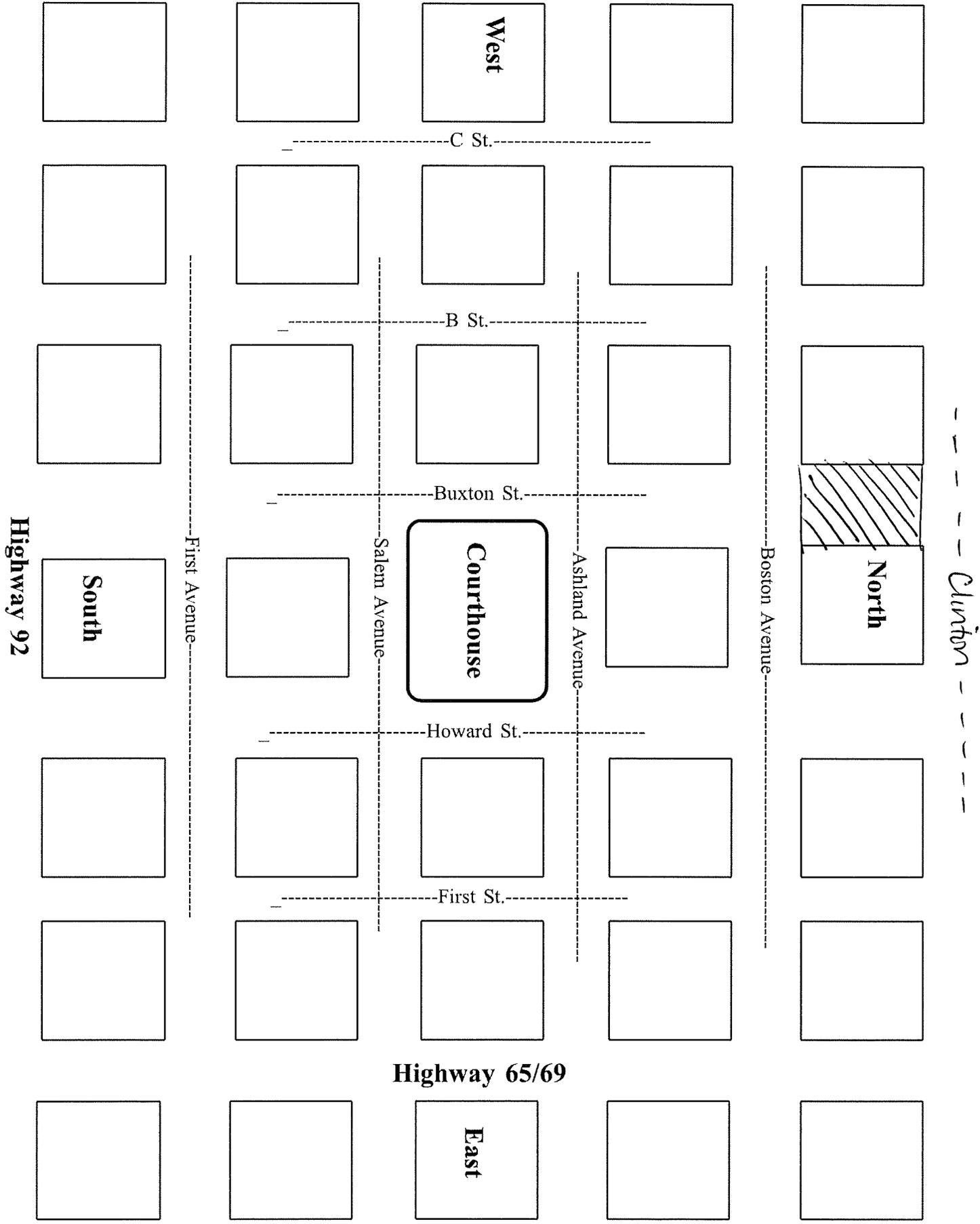
E-Mail: requests@indianolaiowa.gov

Late Fee: Cash: _____ Check: _____ Received By: _____

OFFICE USE ONLY

DATE RECEIVED:				
	Signature	Date	Approved	Denied
Police Department:				
Fire Department:				
Public Works:				
City Manager:				
Park and Recreation Department				

RETURN PERMIT APPLICATION TO:
110 North First Street, PO Box 299
Indianola, Iowa 50125
Phone: 515-961-9410 Fax: 515-961-9402
www.indianolaiowa.gov
E-Mail: requests@indianolaiowa.gov



Meeting Date: 02/18/2020

Information

Subject

Resolution authorizing emergency repairs to the Library HVAC system in the amount of \$11,285.00.

Information

Fiscal Impact

Attachments

HVAC Memorandum

Resolution Authorizing Repairs



— PUBLIC LIBRARY —

TO: City Council Members
FROM: Michele Patrick, Library Director
CC: Ryan Waller, City Manager
SUBJECT: Budget Amendment: HVAC Repair
DATE: October 16, 2019

The Library is requesting \$11,285 for an emergency HVAC repair.

As part of the Library’s HVAC system, two compressors are required to run the air conditioning unit. One of those compressors had been repaired several times and was scheduled to be replaced in FY21. Unfortunately, it stopped working on October 10, 2019, and is damaged beyond repair. It must be replaced before spring.

The Library has a maintenance contract with Air-Con Mechanical Corporation. Their quote of \$11,285 includes parts and labor.

RESOLUTION NO 2020-

RESOLUTION AUTHORIZING EMERGENCY REPAIRS TO THE LIBRARY'S HVAC SYSTEM IN THE AMOUNT OF \$11,285.00

WHEREAS, the Library has an HVAC compressor that was scheduled to be replaced in Fiscal Year 21; and

WHEREAS, the compressor that is required to run the air conditioning unit stopped working on October 10, 2019 and is damaged beyond repair; and

WHEREAS, the Library has a maintenance contract with Air-Con Mechanical Corporation; and

WHEREAS, the Library is requesting \$11,285 for an emergency HVAC repair.

NOW, THEREFORE BE IT RESOLVED, the Indianola City Council hereby approves the emergency repairs by Air-Con Mechanical Corporation for the HVAC compressor and the Mayor or City Manager 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.

Passed and approved this 18 day of February 2020.

Kelly B. Shaw, Mayor

Attest:

Andrew J. Lent, City Clerk

Meeting Date: 02/18/2020

Information

Subject

Resolution approving salaries.

Information

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

- Charlie Dissell, Community Development Director, from CE13-5, \$100,266.86/year to CE13-6, \$103,236.72/year, effective November 24, 2019.
 - Krissa Cihaski, Office Assistant, Administration, CE1-3, \$13.98/hour.
 - Kyle Lux, Probationary Firefighter, part-time, \$10.00/hour, effective January 19, 2020.
 - Tracy Van Zante, Probationary Firefighter, part-time, \$10.00/hour, effective January 19, 2020.
-

Fiscal Impact

Attachments

Resolution Approving Salaries

**RESOLUTION 2020-
APPROVING SALARIES**

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

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

Charlie Dissell, Community Development Director, from CE13-5, \$100,266.86/year to CE13-6, \$103,236.72/year, effective November 24, 2019.

Krissa Cihaski, Office Assistant, Administration, CE1-3, \$13.98/hour.

Kyle Lux, Probationary Firefighter, part-time, \$10.00/hour, effective January 19, 2020.

Tracy Van Zante, Probationary Firefighter, part-time, \$10.00/hour, effective January 19, 2020.

Passed and approved on the 18 day of February 2020.

Kelly B. Shaw, Mayor

ATTEST:

Andy Lent, City Clerk

Meeting Date: 02/18/2020

Information

Subject

Claims on the computer printout for February 18, 2020.

Information

Fiscal Impact

Attachments

Vendor Report 021320

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
AGRILAND FS INC				
AGRILAND FS INC	GREENHOUSE PROPANE	01/31/2020	853.65	PARK & RECREATI
Total AGRILAND FS INC:			853.65	
AGSOURCE COOPERATIVE SERVICES				
AGSOURCE COOPERATIVE SE	REPAINT DUE TO MISTAKE OF CREDITING U	02/04/2020	39.00	POOL (MEMORIAL)
Total AGSOURCE COOPERATIVE SERVICES:			39.00	
AHLERS & COONEY P.C.				
AHLERS & COONEY P.C.	STREET ASSESS-IOWA STREET	01/27/2020	800.00	STREET CAPITAL
Total AHLERS & COONEY P.C.:			800.00	
AIR-CON MECHANICAL CORP.				
AIR-CON MECHANICAL CORP.	QUARTERLY AGREEMENT	01/27/2020	979.50	LIBRARY FUND
Total AIR-CON MECHANICAL CORP.:			979.50	
ALLSUP, PAT				
ALLSUP, PAT	MILEAGE - TRAINING	01/03/2020	95.85	POLICE FUND
Total ALLSUP, PAT:			95.85	
AMAZON CAPITAL SERVICES				
AMAZON CAPITAL SERVICES	FILING BOXES	01/29/2020	53.99	GENERAL FUND
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	01/21/2020	199.86	GENERAL FUND
AMAZON CAPITAL SERVICES	TABLE CLOTHS-EMPLOYEE ENGAGEMENT	01/24/2020	27.97	GENERAL FUND
AMAZON CAPITAL SERVICES	WET FLOOR SIGNS - ACTIVITY CENTER	02/04/2020	26.25	PARK & RECREATI
AMAZON CAPITAL SERVICES	TALLY COUNTERS	02/05/2020	17.97	FIRE FUND
Total AMAZON CAPITAL SERVICES:			326.04	
AUBERT'S TOWING				
AUBERT'S TOWING	ABANDONED TOW	12/23/2019	170.00	POLICE FUND
Total AUBERT'S TOWING:			170.00	
AVESIS THIRD PARTY ADMINISTRATORS INC				
AVESIS THIRD PARTY ADMINIS	VISION - CITY MANAGER	01/01/2020	9.98	GENERAL FUND
AVESIS THIRD PARTY ADMINIS	VISION - HR	01/01/2020	4.51	GENERAL FUND
AVESIS THIRD PARTY ADMINIS	VISION - IT	01/01/2020	19.96	GENERAL FUND
AVESIS THIRD PARTY ADMINIS	VISION - FINANCE/CLERK	01/01/2020	31.92	GENERAL FUND
AVESIS THIRD PARTY ADMINIS	VISION - P & R	01/01/2020	29.49	PARK & RECREATI
AVESIS THIRD PARTY ADMINIS	VISION - PARKS	01/01/2020	21.94	PARK & RECREATI
AVESIS THIRD PARTY ADMINIS	VISION - LIBRARY	01/01/2020	25.94	LIBRARY FUND
AVESIS THIRD PARTY ADMINIS	VISION - AMBULANCE	01/01/2020	57.92	AMBULANCE FUN
AVESIS THIRD PARTY ADMINIS	VISION - COMM DEV	01/01/2020	19.00	GENERAL FUND
AVESIS THIRD PARTY ADMINIS	VISION - STREETS	01/01/2020	35.92	ROAD USE TAX FU
AVESIS THIRD PARTY ADMINIS	VISION - SEWER	01/01/2020	36.43	SEWER FUND
AVESIS THIRD PARTY ADMINIS	VISION - EE LIABILITY	01/01/2020	379.00	GENERAL FUND
AVESIS THIRD PARTY ADMINIS	VISION - POLICE	01/01/2020	122.43	POLICE FUND
AVESIS THIRD PARTY ADMINIS	VISION - FIRE	01/01/2020	10.22	FIRE FUND
Total AVESIS THIRD PARTY ADMINISTRATORS INC:			804.66	

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
BAKER & TAYLOR ENTERTAINMENT				
BAKER & TAYLOR ENTERTAINM	DVD	11/26/2019	10.87	LIBRARY FUND
BAKER & TAYLOR ENTERTAINM	DVD	01/24/2020	136.20	LIBRARY FUND
BAKER & TAYLOR ENTERTAINM	DVD	01/28/2020	26.79	LIBRARY FUND
Total BAKER & TAYLOR ENTERTAINMENT:			173.86	
BAKER AND TAYLOR				
BAKER AND TAYLOR	BOOKS	11/29/2019	266.93	LIBRARY FUND
BAKER AND TAYLOR	BOOKS	12/02/2019	45.72	LIBRARY FUND
BAKER AND TAYLOR	BOOKS	12/05/2019	118.66	LIBRARY FUND
BAKER AND TAYLOR	BOOKS	12/12/2019	316.29	LIBRARY FUND
BAKER AND TAYLOR	BOOKS	12/13/2019	121.10	LIBRARY FUND
BAKER AND TAYLOR	BOOKS	12/23/2019	466.64	LIBRARY FUND
BAKER AND TAYLOR	BOOKS	12/30/2019	563.78	LIBRARY FUND
BAKER AND TAYLOR	BOOKS	12/31/2019	351.32	LIBRARY FUND
BAKER AND TAYLOR	BOOKS	01/09/2020	264.66	LIBRARY FUND
BAKER AND TAYLOR	BOOKS	01/15/2020	180.65	LIBRARY FUND
BAKER AND TAYLOR	BOOKS	01/20/2020	131.26	LIBRARY FUND
BAKER AND TAYLOR	BOOKS	01/27/2020	264.80	LIBRARY FUND
BAKER AND TAYLOR	BOOKS	01/27/2020	15.12	LIBRARY SPECIAL
BAKER AND TAYLOR	BOOKS	01/30/2020	25.57	LIBRARY SPECIAL
BAKER AND TAYLOR	BOOKS	01/30/2020	579.76	LIBRARY FUND
Total BAKER AND TAYLOR:			3,712.26	
BERENS-TATE CONSULTING GROUP				
BERENS-TATE CONSULTING G	2012B ARBITRAGE REPORT	01/31/2020	3,000.00	DEBT SERVICE FU
Total BERENS-TATE CONSULTING GROUP:			3,000.00	
BOEGE, KATELYN				
BOEGE, KATELYN	YOUTH BASKETBALL	01/31/2020	108.00	PARK & RECREATI
Total BOEGE, KATELYN:			108.00	
BRICK GENTRY P.C.				
BRICK GENTRY P.C.	PROSECUTIONS	12/25/2019	810.00	GENERAL FUND
BRICK GENTRY P.C.	REVIEW SECOND 28E	01/25/2020	60.00	FIRE FUND
BRICK GENTRY P.C.	GENERAL LEGAL WORK	01/25/2020	4,965.00	GENERAL FUND
BRICK GENTRY P.C.	CREDIT ON BILL DISPUTE	01/25/2020	75.00	LIBRARY FUND
BRICK GENTRY P.C.	PROSECUTIONS	01/25/2020	510.00	GENERAL FUND
BRICK GENTRY P.C.	LEGAL SERVICES - STREETS	01/25/2020	241.50	ROAD USE TAX FU
BRICK GENTRY P.C.	LEGAL SERVICES - SEWER	01/25/2020	210.00	SEWER FUND
BRICK GENTRY P.C.	LEGAL SERVICES - P & R	01/25/2020	126.00	PARK & RECREATI
BRICK GENTRY P.C.	LEGAL SERVICES - POLICE	01/25/2020	652.50	POLICE FUND
BRICK GENTRY P.C.	WASTEWATER MATTERS	01/25/2020	1,350.00	SEWER FUND
BRICK GENTRY P.C.	KADING PROPERTIES	01/25/2020	75.00	GENERAL FUND
Total BRICK GENTRY P.C.:			8,925.00	
BROWN, ALISON				
BROWN, ALISON	MILEAGE	12/18/2019	15.78	LIBRARY FUND
Total BROWN, ALISON:			15.78	
BUTTON, DAVID				
BUTTON, DAVID	WELLNESS PROGRAM	02/07/2020	15.00	POLICE FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total BUTTON, DAVID:			15.00	
CENGAGE LEARNING				
CENGAGE LEARNING	BOOKS	10/23/2019	74.40	LIBRARY FUND
CENGAGE LEARNING	BOOKS	11/14/2019	24.00	LIBRARY FUND
CENGAGE LEARNING	BOOKS	11/27/2019	24.80	LIBRARY FUND
CENGAGE LEARNING	BOOKS	12/04/2019	61.58	LIBRARY FUND
CENGAGE LEARNING	BOOKS	12/12/2019	49.60	LIBRARY FUND
CENGAGE LEARNING	BOOKS	12/18/2019	71.17	LIBRARY FUND
CENGAGE LEARNING	BOOKS	12/19/2019	24.79	LIBRARY FUND
CENGAGE LEARNING	BOOKS	01/08/2020	89.57	LIBRARY FUND
CENGAGE LEARNING	BOOKS	01/10/2020	26.39	LIBRARY FUND
CENGAGE LEARNING	BOOKS	01/13/2020	49.60	LIBRARY FUND
CENGAGE LEARNING	BOOKS	01/22/2020	25.59	LIBRARY FUND
CENGAGE LEARNING	BOOKS	01/24/2020	21.59	LIBRARY FUND
CENGAGE LEARNING	BOOKS	01/30/2020	29.59	LIBRARY FUND
Total CENGAGE LEARNING:			572.67	
CITY OF INDIANOLA - UTILITY				
CITY OF INDIANOLA - UTILITY	UTILITIES - MEMORIAL	01/31/2020	72.86	PARK & RECREATI
CITY OF INDIANOLA - UTILITY	UTILITIES - BARKER	01/31/2020	31.74	PARK & RECREATI
CITY OF INDIANOLA - UTILITY	UTILITIES - PICKARD	01/31/2020	173.69	PARK & RECREATI
CITY OF INDIANOLA - UTILITY	UTILITIES - McCORD	01/31/2020	43.00	PARK & RECREATI
CITY OF INDIANOLA - UTILITY	UTILITIES - DOWNEY	01/31/2020	31.23	PARK & RECREATI
CITY OF INDIANOLA - UTILITY	UTILITIES - SHOP	01/31/2020	374.33	PARK & RECREATI
CITY OF INDIANOLA - UTILITY	UTILITIES - TRAIL	01/31/2020	24.00	PARK & RECREATI
CITY OF INDIANOLA - UTILITY	UTILITIES - ADULT SOFTBALL COMPLEX	01/31/2020	132.03	PARK & RECREATI
CITY OF INDIANOLA - UTILITY	UTILITIES - MOATS	01/31/2020	31.33	PARK & RECREATI
CITY OF INDIANOLA - UTILITY	UTILITIES - YOUTH SOFTBALL	01/31/2020	95.26	PARK & RECREATI
CITY OF INDIANOLA - UTILITY	UTILITIES - BUXTON	01/31/2020	164.59	PARK & RECREATI
CITY OF INDIANOLA - UTILITY	UTILITIES	01/31/2020	1,041.28	LIBRARY FUND
CITY OF INDIANOLA - UTILITY	UTILITIES	12/31/2019	916.11	LIBRARY FUND
CITY OF INDIANOLA - UTILITY	VMAC UTILITIES	01/31/2020	412.69	POOL (MEMORIAL)
Total CITY OF INDIANOLA - UTILITY:			3,458.14	
CIVICPLUS				
CIVICPLUS	TRAINING	01/24/2020	625.00	GENERAL FUND
Total CIVICPLUS:			625.00	
COLE, LEE				
COLE, LEE	INSTRUCTION OF MAGICAMP	02/01/2020	350.00	PARK & RECREATI
Total COLE, LEE:			350.00	
CRAIG'S AUTOMOTIVE				
CRAIG'S AUTOMOTIVE	2017 FORD SUV REPAIRS	01/10/2020	189.95	POLICE FUND
CRAIG'S AUTOMOTIVE	VEH REPAIR	01/23/2020	200.00	POLICE FUND
CRAIG'S AUTOMOTIVE	VEH REPAIR	01/27/2020	361.40	POLICE FUND
CRAIG'S AUTOMOTIVE	VEH REPAIR	02/03/2020	190.00	POLICE FUND
Total CRAIG'S AUTOMOTIVE:			941.35	
DAVIS EQUIPMENT CORPORATION				
DAVIS EQUIPMENT CORPORAT	RIM & TIRE FOR VENTRAC	01/31/2020	202.37	PARK & RECREATI

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total DAVIS EQUIPMENT CORPORATION:			202.37	
DOWNEY TIRE PROS				
DOWNEY TIRE PROS	MOUNT TIRE FOR VENTRAC	02/05/2020	5.04	PARK & RECREATI
Total DOWNEY TIRE PROS:			5.04	
ENVIRONMENTAL RESOURCE ASSOCIATES				
ENVIRONMENTAL RESOURCE	ANNUAL DMR-QA TESTS	02/05/2020	104.30	SEWER FUND
Total ENVIRONMENTAL RESOURCE ASSOCIATES:			104.30	
EXTINGUISHER COMPANY, THE				
EXTINGUISHER COMPANY, THE	ANNUAL EXTINGUISHER INSPECTION	01/08/2020	34.00	LIBRARY FUND
Total EXTINGUISHER COMPANY, THE:			34.00	
FIRE SERVICE TRAINING BUREAU				
FIRE SERVICE TRAINING BURE	INSTRUCTOR 1 F.F.	01/24/2020	50.00	FIRE FUND
FIRE SERVICE TRAINING BURE	ROB COLLIER - INSTRUCTOR CLASS	02/01/2020	125.00	FIRE FUND
Total FIRE SERVICE TRAINING BUREAU:			175.00	
FIRST AVENUE PAINTING				
FIRST AVENUE PAINTING	PAINTING AP OFFICE	02/03/2020	325.00	GENERAL FUND
Total FIRST AVENUE PAINTING:			325.00	
FIRSTNET				
FIRSTNET	EMS PHONES	01/19/2020	221.67	AMBULANCE FUN
Total FIRSTNET:			221.67	
GALLS LLC				
GALLS LLC	UNIFORMS - STEWART	01/23/2020	725.00	POLICE FUND
GALLS LLC	UNIFORMS	01/27/2020	44.99	AMBULANCE FUN
GALLS LLC	UNIFORMS - VEST - HACKETT	01/28/2020	799.00	POLICE FUND
Total GALLS LLC:			1,568.99	
HAWKEYE TRUCK EQUIPMENT				
HAWKEYE TRUCK EQUIPMENT	SPRINGS FOR SNOW BLADE	01/27/2020	47.00	SEWER FUND
HAWKEYE TRUCK EQUIPMENT	CAST IRON SHOES FOR SNOW PLOW	01/30/2020	180.00	SEWER FUND
Total HAWKEYE TRUCK EQUIPMENT:			227.00	
HENDERSON TRUCK EQUIPMENT				
HENDERSON TRUCK EQUIPME	SLIDING SALT SPREADER	01/20/2020	321.97	ROAD USE TAX FU
Total HENDERSON TRUCK EQUIPMENT:			321.97	
HENRY, D. LYNN				
HENRY, D. LYNN	YOUTH BASKETBALL	01/29/2020	90.00	PARK & RECREATI
Total HENRY, D. LYNN:			90.00	

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
HR GREEN INC				
HR GREEN INC	WRRF FINAL DESIGN	02/03/2020	126,000.00	WWTP FACILITY C
HR GREEN INC	ON CALL SERVICES	02/03/2020	1,372.00	SEWER CAPITAL P
Total HR GREEN INC:			127,372.00	
HY-VEE				
HY-VEE	BIOMETRIC SCREENING	01/10/2020	45.00	GENERAL FUND
HY-VEE	BIOMETRIC SCREENING	01/10/2020	45.00	GENERAL FUND
HY-VEE	BIOMETRIC SCREENING	01/10/2020	135.00	AMBULANCE FUN
HY-VEE	BIOMETRIC SCREENING	01/10/2020	90.00	PARK & RECREATI
HY-VEE	BIOMETRIC SCREENING	01/10/2020	90.00	POLICE FUND
Total HY-VEE:			405.00	
IA COMMUNITIES ASSURANCE POOL				
IA COMMUNITIES ASSURANCE	GENERAL LIABILITY-SKATING RINKS	02/05/2020	32.00	PARK & RECREATI
IA COMMUNITIES ASSURANCE	KADING CLAIM EXPENSE	01/16/2020	1,013.64	CITY LIAB INS RES
Total IA COMMUNITIES ASSURANCE POOL:			1,045.64	
IMU TELECOM				
IMU TELECOM	PROFESSIONAL SERVICES US 2%	02/10/2020	698.67	STORMWATER UTI
IMU TELECOM	PROFESSIONAL SERVICES US 11%	02/10/2020	3,842.67	SEWER FUND
IMU TELECOM	PROFESSIONAL SERVICES US 2%	02/10/2020	698.67	RECYCLING FUND
Total IMU TELECOM:			5,240.01	
IOWA ECONOMIC DEV AUTHORITY				
IOWA ECONOMIC DEV AUTHOR	FOURTH PAYMENT - IEDA LOAN	02/07/2020	12,405.56	DOWNTOWN REV
IOWA ECONOMIC DEV AUTHOR	FOURTH PAYMENT - IEDA LOAN	02/07/2020	440.76	DOWNTOWN REV
Total IOWA ECONOMIC DEV AUTHORITY:			12,846.32	
IOWA LAW ENFORCEMENT ACADEMY				
IOWA LAW ENFORCEMENT AC	ACADEMY FOR 3 OFFICERS	01/28/2020	19,950.00	POLICE FUND
Total IOWA LAW ENFORCEMENT ACADEMY:			19,950.00	
IOWA MUN FINANCE ASSOC				
IOWA MUN FINANCE ASSOC	ANNUAL DUES - JACKIE	01/30/2020	50.00	GENERAL FUND
IOWA MUN FINANCE ASSOC	ANNUAL DUES	01/03/2020	50.00	GENERAL FUND
Total IOWA MUN FINANCE ASSOC:			100.00	
IOWA PRISON INDUSTRIES				
IOWA PRISON INDUSTRIES	TRAFFIC SIGNS	01/17/2020	2,653.80	ROAD USE TAX FU
Total IOWA PRISON INDUSTRIES:			2,653.80	
IOWA WATER MANAGEMENT CO.				
IOWA WATER MANAGEMENT C	WATER MGR - MUN BLDG	02/01/2020	150.00	GENERAL FUND
IOWA WATER MANAGEMENT C	WATER MGR LIBRARY	02/01/2020	40.00	LIBRARY FUND
Total IOWA WATER MANAGEMENT CO.:			190.00	
JAKES LAWN & LANDSCAPING LLC				
JAKES LAWN & LANDSCAPING	YMCA SNOW REMOVAL	01/31/2020	11,013.50	YMCA MAINTENAN

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total JAKES LAWN & LANDSCAPING LLC:			11,013.50	
JV TRUCKING LLC				
JV TRUCKING LLC	ICE CONTROL SAND	01/24/2020	3,110.70	ROAD USE TAX FU
JV TRUCKING LLC	HOURLY HAULING SNOW FROM SQUARE	01/24/2020	1,080.00	ROAD USE TAX FU
Total JV TRUCKING LLC:			4,190.70	
KELLER'S GARAGE				
KELLER'S GARAGE	VEHICLE UPKEEP	01/30/2020	279.65	GENERAL FUND
Total KELLER'S GARAGE:			279.65	
KNUTSON TREE SERVICE				
KNUTSON TREE SERVICE	ASH TREE REMOVAL	02/09/2020	5,650.00	CAPITAL PROJECT
Total KNUTSON TREE SERVICE:			5,650.00	
LEAGUE OF MINNESOTA CITIES				
LEAGUE OF MINNESOTA CITIES	ONLINE ADVERTISING - PUBLIC WORKS DIR	01/29/2020	161.00	ROAD USE TAX FU
Total LEAGUE OF MINNESOTA CITIES:			161.00	
LUNDE, SEAN				
LUNDE, SEAN	ATHLETIC REIMBURSEMENT	01/31/2020	15.00	FIRE FUND
Total LUNDE, SEAN:			15.00	
MAHASKA COMMUNICATION GROUP				
MAHASKA COMMUNICATION G	MONTHLY PHONE SERVICES	12/01/2019	29.13	GENERAL FUND
MAHASKA COMMUNICATION G	MONTHLY PHONE SERVICES	01/01/2020	95.39	GENERAL FUND
MAHASKA COMMUNICATION G	MONTHLY INTERNET SERVICES	01/01/2020	7.60	GENERAL FUND
MAHASKA COMMUNICATION G	MONTHLY PHONE SRVICES	01/01/2020	380.45-	GENERAL FUND
MAHASKA COMMUNICATION G	MONTHLY PHONE SERVICES	01/01/2020	146.94	GENERAL FUND
MAHASKA COMMUNICATION G	MONTHLY INTERNET SERVICES	01/01/2020	134.73-	GENERAL FUND
MAHASKA COMMUNICATION G	MONTHLY PHONE SRVICES	12/01/2019	29.32	GENERAL FUND
MAHASKA COMMUNICATION G	MONTHLY PHONE SERVICES	12/01/2019	782.27	GENERAL FUND
MAHASKA COMMUNICATION G	MONTHLY INTERNET SERVICES	12/01/2019	202.10	GENERAL FUND
MAHASKA COMMUNICATION G	MONTHLY PHONE SERVICES	01/01/2020	28.88	GENERAL FUND
MAHASKA COMMUNICATION G	MONTHLY PHONE SERVICES	01/01/2020	28.88	GENERAL FUND
Total MAHASKA COMMUNICATION GROUP:			835.33	
MATHESON TRI-GAS INC				
MATHESON TRI-GAS INC	OXYGEN	01/31/2020	100.61	AMBULANCE FUN
Total MATHESON TRI-GAS INC:			100.61	
MCCOY HARDWARE INC				
MCCOY HARDWARE INC	PAINTING PROJECT	01/08/2020	15.04	LIBRARY FUND
MCCOY HARDWARE INC	PAINTING PROJECT	01/08/2020	11.88	LIBRARY FUND
MCCOY HARDWARE INC	PAINTING PROJECT	01/13/2020	30.03	LIBRARY FUND
MCCOY HARDWARE INC	PAINTING PROJECT	01/14/2020	7.43	LIBRARY FUND
MCCOY HARDWARE INC	PAINTING PROJECT	01/14/2020	12.59	LIBRARY FUND
MCCOY HARDWARE INC	REPAIR PARTS - FAUCET	01/28/2020	24.54	PARK & RECREATI
MCCOY HARDWARE INC	YAK TRAKS	01/30/2020	143.95	SEWER FUND
MCCOY HARDWARE INC	TAPE, TARP	12/05/2019	31.43	LIBRARY FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
MCCOY HARDWARE INC	REPAIR PARTS - FAUCET	01/28/2020	28.75	PARK & RECREATI
Total MCCOY HARDWARE INC:			305.64	
MEDPRO DISPOSAL LLC				
MEDPRO DISPOSAL LLC	MEDICAL WASTE	01/29/2020	78.75	AMBULANCE FUN
MEDPRO DISPOSAL LLC	MEDICAL WASTE P/UP	02/01/2020	137.81	AMBULANCE FUN
Total MEDPRO DISPOSAL LLC:			216.56	
MEDTRAK SERVICES				
MEDTRAK SERVICES	411 RX	01/15/2020	83.91	POLICE FUND
Total MEDTRAK SERVICES:			83.91	
METCALF, BRAD				
METCALF, BRAD	WELLNESS - FEB	03/11/2019	16.66	POLICE FUND
Total METCALF, BRAD:			16.66	
METLIFE - GROUP BENEFITS				
METLIFE - GROUP BENEFITS	DENTAL - PARKS	12/16/2019	161.70	PARK & RECREATI
METLIFE - GROUP BENEFITS	DENTAL - LIBRARY	12/16/2019	210.48	LIBRARY FUND
METLIFE - GROUP BENEFITS	DENTAL - SEWER	12/16/2019	86.99	SEWER FUND
METLIFE - GROUP BENEFITS	DENTAL - EE LIABILITY	12/16/2019	1,403.00	GENERAL FUND
METLIFE - GROUP BENEFITS	DENTAL - POLICE	12/16/2019	945.13	POLICE FUND
METLIFE - GROUP BENEFITS	DENTAL - FIRE	12/16/2019	71.49	FIRE FUND
METLIFE - GROUP BENEFITS	DENTAL - AMBULANCE	12/16/2019	405.13	AMBULANCE FUN
METLIFE - GROUP BENEFITS	DENTAL - P&R	12/16/2019	185.77	PARK & RECREATI
METLIFE - GROUP BENEFITS	DENTAL - CITY MANAGER	12/16/2019	86.42	GENERAL FUND
METLIFE - GROUP BENEFITS	DENTAL - HR	12/16/2019	20.57	GENERAL FUND
METLIFE - GROUP BENEFITS	DENTAL - IT	12/16/2019	172.84	GENERAL FUND
METLIFE - GROUP BENEFITS	DENTAL - FINANCE/CLERK	12/16/2019	248.11	GENERAL FUND
METLIFE - GROUP BENEFITS	DENTAL - COMM DEV	12/16/2019	127.56	GENERAL FUND
METLIFE - GROUP BENEFITS	DENTAL - STREETS	12/16/2019	296.90	ROAD USE TAX FU
Total METLIFE - GROUP BENEFITS:			4,422.09	
MID AMERICAN ENERGY CO.				
MID AMERICAN ENERGY CO.	NATURAL GAS	12/18/2019	319.28	LIBRARY FUND
MID AMERICAN ENERGY CO.	UTILITIES	01/23/2020	159.01	FIRE FUND
MID AMERICAN ENERGY CO.	UTILITIES	01/23/2020	12.77	FIRE FUND
MID AMERICAN ENERGY CO.	SHOP HEAT	01/23/2020	1,051.51	ROAD USE TAX FU
MID AMERICAN ENERGY CO.	HEAT BUILDING	01/23/2020	72.19	POLICE FUND
MID AMERICAN ENERGY CO.	NATURAL GAS	01/23/2020	383.08	LIBRARY FUND
Total MID AMERICAN ENERGY CO.:			1,997.84	
MILLER ELECTRIC SERVICES				
MILLER ELECTRIC SERVICES	INSTALLED OUTLETS	01/16/2020	5,189.00	LIBRARY FUND
Total MILLER ELECTRIC SERVICES:			5,189.00	
MISSOURI MUNICIPAL LEAGUE				
MISSOURI MUNICIPAL LEAGUE	ADVERTISING ONLINE CLASSIFIED AD	01/29/2020	90.00	ROAD USE TAX FU
Total MISSOURI MUNICIPAL LEAGUE:			90.00	

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
MUTUAL OF OMAHA				
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	12/15/2019	49.63	GENERAL FUND
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	12/15/2019	135.30	PARK & RECREATI
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	12/15/2019	198.22	PARK & RECREATI
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	12/15/2019	157.49	LIBRARY FUND
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	12/15/2019	1,269.31	GENERAL FUND
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	12/15/2019	993.29	POLICE FUND
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	12/15/2019	82.65	FIRE FUND
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	12/15/2019	468.34	AMBULANCE FUN
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	12/15/2019	45.04	GENERAL FUND
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	12/15/2019	81.90	GENERAL FUND
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	12/15/2019	174.64	GENERAL FUND
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	12/15/2019	127.23	GENERAL FUND
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	12/15/2019	170.13	ROAD USE TAX FU
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	12/15/2019	166.95	SEWER FUND
Total MUTUAL OF OMAHA:			4,120.12	
NAPA AUTO PARTS				
NAPA AUTO PARTS	REPAIR	01/29/2020	12.98	ROAD USE TAX FU
NAPA AUTO PARTS	HEADLIGHT SWITCH	01/30/2020	34.99	SEWER FUND
Total NAPA AUTO PARTS:			47.97	
NARTEC INC				
NARTEC INC	SUPPLIES	01/22/2020	190.11	POLICE FUND
Total NARTEC INC:			190.11	
O'HALLORAN INTERNATIONAL				
O'HALLORAN INTERNATIONAL	UNIT 24 REPAIR	01/29/2020	1,327.96	ROAD USE TAX FU
Total O'HALLORAN INTERNATIONAL:			1,327.96	
O'REILLY AUTO PARTS				
O'REILLY AUTO PARTS	UNIT 7 REPAIR	01/16/2020	259.83	ROAD USE TAX FU
O'REILLY AUTO PARTS	REPAIR DODGE SANDER	01/22/2020	5.04	ROAD USE TAX FU
O'REILLY AUTO PARTS	UNIT 7 REPAIR - RETURN	01/22/2020	24.56	ROAD USE TAX FU
O'REILLY AUTO PARTS	UNIT 7 REPAIR	01/22/2020	31.49	ROAD USE TAX FU
O'REILLY AUTO PARTS	UNIT 22 REPAIR	01/27/2020	12.27	ROAD USE TAX FU
O'REILLY AUTO PARTS	UNIT 12 REPAIR	01/29/2020	9.36	ROAD USE TAX FU
O'REILLY AUTO PARTS	UNIT 12 REPAIR - RETURN	01/29/2020	9.36	ROAD USE TAX FU
O'REILLY AUTO PARTS	FUSES FOR '15 F250	01/31/2020	4.99	SEWER FUND
O'REILLY AUTO PARTS	WASHER FLUID FOR CAMERA VAN	02/03/2020	5.58	SEWER FUND
O'REILLY AUTO PARTS	REAR BRAKE PADS	02/03/2020	28.12	PARK & RECREATI
O'REILLY AUTO PARTS	WHEEL STUDS & NUTS	02/03/2020	7.60	PARK & RECREATI
O'REILLY AUTO PARTS	OIL FILTER, WIPER BLADES, CAP WRENCH,	02/04/2020	99.24	PARK & RECREATI
O'REILLY AUTO PARTS	MOTOR OIL	02/04/2020	19.98	PARK & RECREATI
Total O'REILLY AUTO PARTS:			449.58	
PARK SEED WHOLESale				
PARK SEED WHOLESale	SEEDS	01/13/2020	226.96	PARK & RECREATI
PARK SEED WHOLESale	SEEDS	01/29/2020	417.71	PARK & RECREATI
Total PARK SEED WHOLESale:			644.67	

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
PAYETTE, AARON				
PAYETTE, AARON	ATHLETIC REIMBURSEMENT	01/15/2020	15.00	FIRE FUND
Total PAYETTE, AARON:			15.00	
PIERCE BROTHERS REPAIR				
PIERCE BROTHERS REPAIR	FIBERGLASS HANDLE FOR PICK AXE	02/06/2020	27.17	SEWER FUND
PIERCE BROTHERS REPAIR	WOOD RACK	12/17/2019	938.00	ROAD USE TAX FU
PIERCE BROTHERS REPAIR	UNIT 35 TOOL RACK	12/04/2019	12.00	ROAD USE TAX FU
PIERCE BROTHERS REPAIR	UNIT 35 TOOL RACK	12/03/2019	112.00	ROAD USE TAX FU
PIERCE BROTHERS REPAIR	UNIT 35 TOOL RACK	12/12/2019	18.00	ROAD USE TAX FU
PIERCE BROTHERS REPAIR	WELDING ON POST @ McCORD PLAYGROU	12/18/2019	124.00	PARK & RECREATI
PIERCE BROTHERS REPAIR	LOG CHAIN RACK	12/18/2019	236.00	ROAD USE TAX FU
Total PIERCE BROTHERS REPAIR:			1,467.17	
PROSCREENING LLC				
PROSCREENING LLC	SCREENING	02/01/2020	93.50	GENERAL FUND
PROSCREENING LLC	SCREENING	02/01/2020	93.50	GENERAL FUND
PROSCREENING LLC	SCREENING	02/01/2020	179.50	AMBULANCE FUN
Total PROSCREENING LLC:			366.50	
PURCHASE POWER				
PURCHASE POWER	POSTAGE	02/06/2020	500.00	GENERAL FUND
Total PURCHASE POWER:			500.00	
R1 ADVANCED DATA PROCESSING INC				
R1 ADVANCED DATA PROCESSI	EMS BILLING FEE	12/31/2019	1,228.73	AMBULANCE FUN
Total R1 ADVANCED DATA PROCESSING INC:			1,228.73	
RECORDED BOOKS INC				
RECORDED BOOKS INC	E-BOOK	10/18/2019	32.50	LIBRARY FUND
RECORDED BOOKS INC	BOOK ON CD	11/26/2019	45.00	LIBRARY FUND
RECORDED BOOKS INC	BOOK ON CD	11/27/2019	36.00	LIBRARY FUND
RECORDED BOOKS INC	E-AUDIO	12/10/2019	49.99	LIBRARY FUND
RECORDED BOOKS INC	E-BOOK	12/10/2019	126.98	LIBRARY FUND
RECORDED BOOKS INC	BOOK ON CD	12/11/2019	71.99	LIBRARY FUND
RECORDED BOOKS INC	BOOK ON CD	01/08/2020	23.39	LIBRARY FUND
RECORDED BOOKS INC	BOOK ON CD	01/16/2020	31.50	LIBRARY FUND
RECORDED BOOKS INC	BOOK ON CD	01/23/2020	31.50	LIBRARY FUND
RECORDED BOOKS INC	BOOK ON CD	01/23/2020	76.50	LIBRARY FUND
RECORDED BOOKS INC	BOOK ON CD	01/24/2020	35.99	LIBRARY FUND
RECORDED BOOKS INC	BOOK ON CD	01/27/2020	36.00	LIBRARY FUND
RECORDED BOOKS INC	E-BOOKS	01/29/2020	270.99	LIBRARY FUND
RECORDED BOOKS INC	BOOK ON CD	02/03/2020	40.49	LIBRARY FUND
Total RECORDED BOOKS INC:			908.82	
REED, DEIKEN				
REED, DEIKEN	YOUTH BASKETBALL	01/30/2020	72.00	PARK & RECREATI
Total REED, DEIKEN:			72.00	
RELIABLE MAINTENANCE CO.				
RELIABLE MAINTENANCE CO.	SERVICE & SUPPLIES	12/04/2019	1,214.00	LIBRARY FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
RELIABLE MAINTENANCE CO.	CITY HALL CLEANING	01/01/2020	3,700.00	GENERAL FUND
RELIABLE MAINTENANCE CO.	CITY HALL CLEANING	01/01/2020	175.00	GENERAL FUND
RELIABLE MAINTENANCE CO.	SERVICE & SUPPLIES	01/01/2020	1,214.00	LIBRARY FUND
RELIABLE MAINTENANCE CO.	CITY HALL CLEANING/SUPPLIES	01/30/2020	3,700.00	GENERAL FUND
RELIABLE MAINTENANCE CO.	CITY HALL CLEANING SUPPLIES	01/30/2020	300.00	GENERAL FUND
RELIABLE MAINTENANCE CO.	JANITORIAL SERVICE & SUPPLIES	01/30/2020	1,280.00	LIBRARY FUND
Total RELIABLE MAINTENANCE CO.:			11,583.00	
SALCEDO, JESSICA				
SALCEDO, JESSICA	REFUND FOR FAMILY FUN NIGHT	01/28/2020	35.00	PARK & RECREATI
Total SALCEDO, JESSICA:			35.00	
SANDRY FIRE SUPPLY LLC				
SANDRY FIRE SUPPLY LLC	IRONSLOK KIT	01/30/2020	261.70	FIRE FUND
Total SANDRY FIRE SUPPLY LLC:			261.70	
SECURE SHRED SOLUTIONS LLC				
SECURE SHRED SOLUTIONS L	SHREDDING 9/19-12/19	01/31/2020	100.00	GENERAL FUND
Total SECURE SHRED SOLUTIONS LLC:			100.00	
SHER, BRIAN				
SHER, BRIAN	CELL PHONE 12/23/2019 - 1/22/2020	01/30/2020	50.00	POLICE FUND
SHER, BRIAN	UNIFORM ALLOWANCE	01/28/2020	82.90	POLICE FUND
Total SHER, BRIAN:			132.90	
SHOTTENKIRK FORD OF INDIANOLA				
SHOTTENKIRK FORD OF INDIA	VEH REPAIR	01/23/2020	522.19	POLICE FUND
SHOTTENKIRK FORD OF INDIA	TAIL LIGHT 2009 F-150	01/27/2020	87.97	PARK & RECREATI
Total SHOTTENKIRK FORD OF INDIANOLA:			610.16	
SIRCHIE FINGERPRINT LAB				
SIRCHIE FINGERPRINT LAB	SUPPLIES	01/23/2020	76.75	POLICE FUND
Total SIRCHIE FINGERPRINT LAB:			76.75	
SPRINGER PEST SOLUTIONS DSM				
SPRINGER PEST SOLUTIONS D	QRTLTY SERVICE	12/10/2019	79.00	LIBRARY FUND
Total SPRINGER PEST SOLUTIONS DSM:			79.00	
T.R.M. DISPOSAL LLC				
T.R.M. DISPOSAL LLC	DEC SERVICE	11/24/2019	97.00	LIBRARY FUND
T.R.M. DISPOSAL LLC	JAN SERVICE	12/24/2019	97.00	LIBRARY FUND
T.R.M. DISPOSAL LLC	ACCT 1506	01/24/2020	85.00	GENERAL FUND
T.R.M. DISPOSAL LLC	GARBAGE - BUILDING ACCT #159	01/24/2020	17.00	POLICE FUND
T.R.M. DISPOSAL LLC	TRASH REMOVAL	01/24/2020	97.00	LIBRARY FUND
Total T.R.M. DISPOSAL LLC:			393.00	
THE LEAGUE OF KANSAS MUNICIPALITIES				
THE LEAGUE OF KANSAS MUNI	JOB AD - PUBLIC WORKS DIRECTOR	01/29/2020	130.00	ROAD USE TAX FU

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total THE LEAGUE OF KANSAS MUNICIPALITIES:			130.00	
THEISEN'S				
THEISEN'S	STRAPS FOR SNOW CHAIN	01/15/2020	15.92	ROAD USE TAX FU
THEISEN'S	#9 REPAIR	01/28/2020	11.79	ROAD USE TAX FU
THEISEN'S	MOTOR OIL, DIESEL ADDITIVE	01/28/2020	42.91	PARK & RECREATI
THEISEN'S	RETURN MOTOR OIL	01/29/2020	31.92	PARK & RECREATI
THEISEN'S	MOTOR OIL	01/29/2020	31.12	PARK & RECREATI
THEISEN'S	UNIT 24 REPAIR	01/29/2020	7.98	ROAD USE TAX FU
THEISEN'S	UNIT 24 REPAIR	01/29/2020	8.98	ROAD USE TAX FU
Total THEISEN'S:			86.78	
TRANSUNION RISK AND ALTERNATIVE				
TRANSUNION RISK AND ALTER	CONTRACT	02/01/2020	100.00	POLICE FUND
Total TRANSUNION RISK AND ALTERNATIVE:			100.00	
TRUBANK				
TRUBANK	PETERSON LOAN INTEREST	02/07/2020	176.94	DOWNTOWN BIZ I
Total TRUBANK:			176.94	
TRUENORTH COMPANIES LC				
TRUENORTH COMPANIES LC	SAFETY COMMITTEE MEETING: JANUARY 2	01/31/2020	20.83	GENERAL FUND
TRUENORTH COMPANIES LC	SAFETY COMMITTEE MEETING: JANUARY 2	01/31/2020	20.83	GENERAL FUND
TRUENORTH COMPANIES LC	SAFETY COMMITTEE MEETING: JANUARY 2	01/31/2020	20.83	ROAD USE TAX FU
TRUENORTH COMPANIES LC	SAFETY COMMITTEE MEETING: JANUARY 2	01/31/2020	20.83	SEWER FUND
TRUENORTH COMPANIES LC	SAFETY COMMITTEE MEETING: JANUARY 2	01/31/2020	20.84	POLICE FUND
TRUENORTH COMPANIES LC	SAFETY COMMITTEE MEETING: JANUARY 2	01/31/2020	20.84	FIRE FUND
TRUENORTH COMPANIES LC	SAFETY COMMITTEE MEETING: JANUARY 2	01/31/2020	20.83	LIBRARY FUND
TRUENORTH COMPANIES LC	SAFETY COMMITTEE MEETING: JANUARY 2	01/31/2020	20.83	PARK & RECREATI
Total TRUENORTH COMPANIES LC:			166.66	
UNIQUE MANAGEMENT SERVICES				
UNIQUE MANAGEMENT SERVI	COLLECTION SERVICES	12/01/2019	50.00	LIBRARY FUND
UNIQUE MANAGEMENT SERVI	COLLECTION SERVICES	01/01/2020	50.00	LIBRARY FUND
UNIQUE MANAGEMENT SERVI	COLLECTION SERVICES	02/01/2020	50.00	LIBRARY FUND
Total UNIQUE MANAGEMENT SERVICES:			150.00	
UPHDM OCCUPATIONAL MEDICINE				
UPHDM OCCUPATIONAL MEDIC	PHYSICAL	01/30/2020	943.50	AMBULANCE FUN
UPHDM OCCUPATIONAL MEDIC	PHYSICAL	01/30/2020	166.50	FIRE FUND
UPHDM OCCUPATIONAL MEDIC	PHYSICALS	02/03/2020	91.00	ROAD USE TAX FU
UPHDM OCCUPATIONAL MEDIC	PHYSICALS	02/03/2020	105.00	AMBULANCE FUN
UPHDM OCCUPATIONAL MEDIC	PHYSICALS	02/03/2020	178.50	AMBULANCE FUN
UPHDM OCCUPATIONAL MEDIC	PHYSICALS	02/03/2020	31.50	FIRE FUND
UPHDM OCCUPATIONAL MEDIC	PHYSICALS	02/03/2020	447.10	AMBULANCE FUN
UPHDM OCCUPATIONAL MEDIC	PHYSICALS	02/03/2020	78.90	FIRE FUND
Total UPHDM OCCUPATIONAL MEDICINE:			2,042.00	
VANDERPOOL PLUMBING				
VANDERPOOL PLUMBING	REPAIR LP TANK LINES	01/17/2020	642.14	SEWER FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total VANDERPOOL PLUMBING:			642.14	
VERIZON WIRELESS				
VERIZON WIRELESS	DATA	02/07/2020	398.61	POLICE FUND
VERIZON WIRELESS	CELL PHONE	01/26/2020	42.66	GENERAL FUND
VERIZON WIRELESS	EMS CELL PHONE	01/26/2020	6.48	AMBULANCE FUN
VERIZON WIRELESS	WIRELESS FOR LAPTOP	01/26/2020	40.05	SEWER FUND
Total VERIZON WIRELESS:			487.80	
WARREN COUNTY ENGINEER				
WARREN COUNTY ENGINEER	FUEL DISTRIBUTION	02/04/2020	52.71	GENERAL FUND
WARREN COUNTY ENGINEER	FUEL DISTRIBUTION	02/04/2020	426.64	FIRE FUND
WARREN COUNTY ENGINEER	FUEL DISTRIBUTION	02/04/2020	1,318.10	AMBULANCE FUN
WARREN COUNTY ENGINEER	FUEL DISTRIBUTION	02/04/2020	1,983.04	POLICE FUND
WARREN COUNTY ENGINEER	FUEL DISTRIBUTION	02/04/2020	560.56	PARK & RECREATI
WARREN COUNTY ENGINEER	FUEL DISTRIBUTION - VANS	02/04/2020	43.36	PARK & RECREATI
WARREN COUNTY ENGINEER	STREET DEPT	02/04/2020	4,289.08	ROAD USE TAX FU
WARREN COUNTY ENGINEER	FUEL DISTRIBUTION	02/04/2020	681.88	SEWER FUND
Total WARREN COUNTY ENGINEER:			9,355.37	
WARREN COUNTY RECORDER				
WARREN COUNTY RECORDER	REC FEES	01/31/2020	15.00	GENERAL FUND
WARREN COUNTY RECORDER	REC FEE	01/16/2020	64.00	GENERAL FUND
WARREN COUNTY RECORDER	REC FEES	01/24/2020	42.00	GENERAL FUND
Total WARREN COUNTY RECORDER:			121.00	
WASTE MANAGEMENT OF IOWA				
WASTE MANAGEMENT OF IOWA	RECYCLING RES 10-13011-73004	01/29/2020	19,082.05	RECYCLING FUND
WASTE MANAGEMENT OF IOWA	RECYCLING TOTES 10-13079-23004	01/29/2020	6.41	RECYCLING FUND
Total WASTE MANAGEMENT OF IOWA:			19,088.46	
WELLER, BART				
WELLER, BART	MILEAGE	01/30/2020	115.86	ROAD USE TAX FU
WELLER, BART	MILEAGE	01/17/2020	163.30	ROAD USE TAX FU
WELLER, BART	MILEAGE	01/28/2020	163.30	ROAD USE TAX FU
Total WELLER, BART:			442.46	
WELLMARK BLUE CROSS				
WELLMARK BLUE CROSS	HEALTH INSURANCE	01/31/2020	58,467.26	HEALTH INSURAN
Total WELLMARK BLUE CROSS:			58,467.26	
WELLS FARGO CCER				
WELLS FARGO CCER	AMZN MKTP US B21uf7ik3 BOARD GAME CO	12/06/2019	20.99	LIBRARY FUND
WELLS FARGO CCER	GOVDEALS DETECTIVE EQUIPMENT	12/06/2019	347.22	POLICE FUND
WELLS FARGO CCER	SQ WINNER'S CIRCLE RETIREMENT AAWAR	12/06/2019	455.00	FIRE FUND
WELLS FARGO CCER	WAL-MART #1491 DRINKS FOR SPPECIAL F	12/06/2019	14.20	PARK & RECREATI
WELLS FARGO CCER	INTERSTATE ALL BATTERIES	12/06/2019	276.55	FIRE FUND
WELLS FARGO CCER	ADOBE ADOBE CS SOFTWARE	12/06/2019	635.87	GENERAL FUND
WELLS FARGO CCER	CASEYS PIZZA 2097 TEEN PROGRAM SUPP	12/14/2019	89.68	LIBRARY FUND
WELLS FARGO CCER	HY-VEE INDIANOLA 1271 FAMILY PROGRAM	12/14/2019	10.63	LIBRARY FUND
WELLS FARGO CCER	LITTLE CAESARS 1922 0001 FRIENDS OF TH	12/14/2019	21.40	LIBRARY SPECIAL

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
WELLS FARGO CCER	WM SUPERCENTER #1491 FAMILY PROGRA	12/14/2019	32.85	LIBRARY FUND
WELLS FARGO CCER	LITTLE CAESERS 1922 0001 FRIENDS OF TH	12/14/2019	64.20	LIBRARY SPECIAL
WELLS FARGO CCER	AMZN MKTP US Mt4ag7fv3 AM BOARD GAME	12/05/2019	87.36	LIBRARY FUND
WELLS FARGO CCER	AMZN MKTP US Zq7wo8de3 BOARD GAME C	12/05/2019	11.01	LIBRARY FUND
WELLS FARGO CCER	TIKLY.COM TOMORROW PLAN SPEAKER SE	12/05/2019	11.00	GENERAL FUND
WELLS FARGO CCER	WAL-MART #1491 DUCT TAPE BATTERIES, P	12/05/2019	31.49	PARK & RECREATI
WELLS FARGO CCER	WAL-MART #1491ZONE CRACKERS, CHIPS,	12/05/2019	52.80	PARK & RECREATI
WELLS FARGO CCER	AMZN MKTP US Lr12w5pr3 AM 65020-GAMES	12/05/2019	47.68	LIBRARY FUND
WELLS FARGO CCER	AMZN MKTP US 2m20q2n63 AM 65020-GAME	12/05/2019	26.98	LIBRARY FUND
WELLS FARGO CCER	AMAZON.COM Rx9pq8vk3 AMZN BOARD GA	12/05/2019	13.99	LIBRARY FUND
WELLS FARGO CCER	AMZN MKTP US Kt9n75wv3 PICBK CITYQr7ep	12/05/2019	20.48	LIBRARY FUND
WELLS FARGO CCER	SPRINGER SERVICES INC BEDBUG INSPEC	12/05/2019	179.00	LIBRARY FUND
WELLS FARGO CCER	WALMART.COM 8009666546 63100-TV FOR S	12/05/2019	99.00	LIBRARY FUND
WELLS FARGO CCER	AG BELT A TOOLBOX BELT THAT I PURCHAS	12/05/2019	599.40	ROAD USE TAX FU
WELLS FARGO CCER	LSOFT TECHNOLOGIES INC DETECTIVE SO	11/30/2019	55.19	POLICE FUND
WELLS FARGO CCER	CROSS BORDER TRANS FEE CANADA BOR	11/30/2019	.55	POLICE FUND
WELLS FARGO CCER	RUSSO DIAMOND SUPPLY CUT OFF SAW BL	11/30/2019	205.00	FIRE FUND
WELLS FARGO CCER	AMZN MKTP US D639H7ST3 AM EARPIECE-	11/30/2019	250.14	POLICE FUND
WELLS FARGO CCER	PARTY CITY 763 SUPPLIES FOR DIANA BOW	11/30/2019	41.39	GENERAL FUND
WELLS FARGO CCER	FACEBK FWHR3NS322 ADULT PROGRAM EX	11/30/2019	11.96	LIBRARY FUND
WELLS FARGO CCER	FACEBK FWHR3NS322 TEEN PROGRAM EX	11/30/2019	21.92	LIBRARY FUND
WELLS FARGO CCER	ADOBE CREATIVE CLOUD MONTHLY SOFT	11/30/2019	52.99	PARK & RECREATI
WELLS FARGO CCER	ADOBE ACROPRO SUBS SOFTWARE	12/13/2019	14.99	POLICE FUND
WELLS FARGO CCER	WAL-MART #1491 FAMILY PROGRAMS	12/13/2019	5.12	LIBRARY FUND
WELLS FARGO CCER	WAL-MART #1491 OFFICE SUPPLIES	12/13/2019	4.68	LIBRARY FUND
WELLS FARGO CCER	BOUND TREE MEDICAL LLC SODIUM BICAR	12/13/2019	121.90	AMBULANCE FUN
WELLS FARGO CCER	WM SUPERCENTRE #1491 TAPE DISPENSE	12/13/2019	19.94	POLICE FUND
WELLS FARGO CCER	THE GROGGY DOG FRIENDS EXPENSE	12/13/2019	50.00	LIBRARY SPECIAL
WELLS FARGO CCER	PP STUDIO FUSCOLLC FAMILY PROGRAMS	12/13/2019	42.00	LIBRARY FUND
WELLS FARGO CCER	EPASALES LEADER HOSES FOR JETTER &	12/13/2019	1,486.24	SEWER FUND
WELLS FARGO CCER	WAL-MART #1491 CANDY CANES FOR INDO	12/13/2019	3.98	PARK & RECREATI
WELLS FARGO CCER	AED SUPERSTORE AED PADS	12/13/2019	160.55	POLICE FUND
WELLS FARGO CCER	WAL-MART #1491 BATTERIES	12/13/2019	59.87	POLICE FUND
WELLS FARGO CCER	WAL-MART #1491 TEEN PROGRAM SUPPLIE	12/13/2019	104.42	LIBRARY FUND
WELLS FARGO CCER	THE GROGGY DOG ADULT PROGRAM SUPP	12/13/2019	50.00	LIBRARY FUND
WELLS FARGO CCER	AMAZON.COM AMZN.COM/BILL 65022-DVD P	12/13/2019	2.00-	LIBRARY FUND
WELLS FARGO CCER	AMAZON.COM AMZN.COM/BILL 65022-DVD P	12/13/2019	1.03-	LIBRARY FUND
WELLS FARGO CCER	MERCY MEDICAL 00015776 MEDICATIONS/D	12/13/2019	194.05	AMBULANCE FUN
WELLS FARGO CCER	QT 513 GAS FOR RENTAL VAN FOR DECEM	12/13/2019	24.26	PARK & RECREATI
WELLS FARGO CCER	WM SUPERCENTER #1491 GENERAL SUPPL	12/13/2019	43.30	LIBRARY SPECIAL
WELLS FARGO CCER	IOWA LIBRARY ASSOCIATION ILA	12/13/2019	80.00	LIBRARY FUND
WELLS FARGO CCER	AMAZON.COM B62lh3du3 AMZN OFFICE SUP	12/13/2019	8.85	LIBRARY FUND
WELLS FARGO CCER	AMAZON.COM 112hg2ys3 AMZN 65022 DVDs	12/13/2019	55.91	LIBRARY FUND
WELLS FARGO CCER	BOUND TREE MEDICAL LLC EMS SUPPLIES	12/13/2019	139.99	AMBULANCE FUN
WELLS FARGO CCER	AMERICAN PUBLIC WORKS PUBLIC WORKS	12/13/2019	325.00	ROAD USE TAX FU
WELLS FARGO CCER	AMZN MKTP US Sx1so19t3 BOARD GAME CO	12/13/2019	90.96	LIBRARY FUND
WELLS FARGO CCER	AMZN MKTP US Sx1so19t3 ADULT PROGRA	12/13/2019	32.00	LIBRARY FUND
WELLS FARGO CCER	GOTPRINT.COM ICE RINK BANNER	12/13/2019	88.63	PARK & RECREATI
WELLS FARGO CCER	TIKLY.CO JOLLY HOLIDAY ADMISSION TICKE	12/13/2019	17.00	PARK & RECREATI
WELLS FARGO CCER	ROTO ROOTER CREDIT FOR DOUBLE CHAR	12/13/2019	109.14-	SEWER FUND
WELLS FARGO CCER	HY-VEE INDIANOLA 1271 PUNCH SUPPLIES	12/13/2019	16.89	GENERAL FUND
WELLS FARGO CCER	PARKING METERS PARKING FOR MEETING	12/13/2019	1.75	GENERAL FUND
WELLS FARGO CCER	APPLE.COM/BILL iANNOTATE FOR HEATHER	12/13/2019	10.69	GENERAL FUND
WELLS FARGO CCER	GALLS BOOTS CHUCK CROSS	12/13/2019	88.00	AMBULANCE FUN
WELLS FARGO CCER	BOUND TREE MEDICAL LLC EMS SUPPLIES	12/13/2019	1,918.35	AMBULANCE FUN
WELLS FARGO CCER	ROTO ROOTER CLEARING SEWER AT 104 N	12/13/2019	109.14	SEWER FUND
WELLS FARGO CCER	ROTO ROOTER CLEARING SEWER AT 104 N	12/13/2019	109.14	SEWER FUND
WELLS FARGO CCER	WM SUPERCENTER #1491 SUPPLIES FOR D	12/13/2019	15.95	GENERAL FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
WELLS FARGO CCER	MESSICKS-ECOMMERCE ERROR BY THE V	12/13/2019	115.12	PARK & RECREATI
WELLS FARGO CCER	HY-VEE INDIANOLA 1271 FAMILY PROGRAM	12/13/2019	6.00	LIBRARY FUND
WELLS FARGO CCER	WM SUPERCENTER #1491 FAMILY PROGRA	12/13/2019	13.22	LIBRARY FUND
WELLS FARGO CCER	CHARLES GABUS FORD RENTAL VAN FOR D	12/13/2019	12.50	PARK & RECREATI
WELLS FARGO CCER	WM SUPERCENTER #1491 MY WATER & CA	12/13/2019	45.05	PARK & RECREATI
WELLS FARGO CCER	INDOFF INC OFFICE SUPPLIES FRAMES FO	12/13/2019	149.75	GENERAL FUND
WELLS FARGO CCER	PARKING METERS MEETING WITH AHLERS	12/13/2019	1.75	GENERAL FUND
WELLS FARGO CCER	HY-VEE GAS INDIANOLA 5271 FUEL FOR GE	12/13/2019	7.00	SEWER FUND
WELLS FARGO CCER	AMZN MKTP US K19n75wv3 PICBK CITY	12/13/2019	28.00	LIBRARY FUND
WELLS FARGO CCER	CHARLES GABUS FORD RENTAL VAN FOR D	12/13/2019	111.99	PARK & RECREATI
WELLS FARGO CCER	SQ IOWA TURFGRASS REGISTRATION FOR	12/13/2019	175.00	PARK & RECREATI
WELLS FARGO CCER	BOUND TREE MEDICAL LLC EMS SUPPLIES	12/26/2019	1,399.45	AMBULANCE FUN
WELLS FARGO CCER	BOUND TREE MEDICAL LLC EMS SUPPLIES	12/26/2019	24.72	AMBULANCE FUN
WELLS FARGO CCER	MOOD PANDORA HOLD MUSIC	12/26/2019	26.95	GENERAL FUND
WELLS FARGO CCER	TELEFLEX LLC FREIGHT FOR SHIPPING IO	12/24/2019	33.45	AMBULANCE FUN
WELLS FARGO CCER	DOLLAR GENERAL #6777 FAMILY PROGRAM	12/24/2019	5.35	LIBRARY FUND
WELLS FARGO CCER	BATTERIES PLUS 0203 BATTERY FOR BATT	12/24/2019	19.95	SEWER FUND
WELLS FARGO CCER	WARREN COUNTY OIL LP FOR NORTH PLAN	12/24/2019	2,502.00	SEWER FUND
WELLS FARGO CCER	MESSICKS-ECOMMERCE CREDIT TO ACCO	12/24/2019	115.12-	PARK & RECREATI
WELLS FARGO CCER	TELEFLEX LLC EMS SUPPLIES IO NEEDLE S	12/24/2019	1,995.00	AMBULANCE FUN
WELLS FARGO CCER	EXPEDIA LENT-AIR TRAVEL TO GFOA CONF	12/24/2019	38.00	GENERAL FUND
WELLS FARGO CCER	EXPEDIA LENT-AIR TRAVEL TO GFOA CONF	12/24/2019	4.42	GENERAL FUND
WELLS FARGO CCER	MCCOY TRUE VALUE DISH SOAP, CABLE TI	12/24/2019	50.18	FIRE FUND
WELLS FARGO CCER	DOWNEY TIRE PRO ROTATE TIRES MEDIC 2	12/24/2019	120.91	AMBULANCE FUN
WELLS FARGO CCER	WAL-MART #1491 WINDOW CLEANER, FOO	12/24/2019	31.88	FIRE FUND
WELLS FARGO CCER	WARREN COUNTY OIL LP FOR NORTH PLAN	12/24/2019	1,180.12	SEWER FUND
WELLS FARGO CCER	IOWA LIBRARY ASSOC MEMEBERSHIP DUE	12/24/2019	125.00	LIBRARY FUND
WELLS FARGO CCER	WM SUPERCENTER #1491 WIPES CAUTION	12/24/2019	57.05	PARK & RECREATI
WELLS FARGO CCER	WM SUPERCENTER #1491 ITEMS FOR PARK	12/24/2019	38.44	PARK & RECREATI
WELLS FARGO CCER	CASEYS GEN STROE 1623 PIZZA FOR MYC	12/24/2019	31.82	GENERAL FUND
WELLS FARGO CCER	TROSTELS GREENBRIAR-METRO FINANCE	12/24/2019	16.84	GENERAL FUND
WELLS FARGO CCER	INDOFF INC CERTIFICATE PAPER RETURN	12/24/2019	11.19-	GENERAL FUND
WELLS FARGO CCER	WAL-MART #1491 CITY THANK YOU CARDS	12/24/2019	23.96	GENERAL FUND
WELLS FARGO CCER	AMAZON.COM DVDS	12/24/2019	44.91	LIBRARY FUND
WELLS FARGO CCER	AMZN MKTP US COVERING SUPPLIES	12/24/2019	37.66	LIBRARY FUND
WELLS FARGO CCER	INDOFF INC. OFFICE SUPPLIES	12/24/2019	46.13	GENERAL FUND
WELLS FARGO CCER	UNITED LENT-AIR TRAVEL TO GFOA CONFE	12/24/2019	282.00	GENERAL FUND
WELLS FARGO CCER	DELTA AIR LENT-AIR TRAVEL TO GFOA CON	12/24/2019	239.00	GENERAL FUND
WELLS FARGO CCER	PAYPAL JOB POSTING FOR PUBLIC WORKS	12/24/2019	100.00	ROAD USE TAX FU
WELLS FARGO CCER	NORWALK AREA CHAMBER OF COMM WAR	12/24/2019	20.00	GENERAL FUND
WELLS FARGO CCER	AMAZON.COM DVDS	12/24/2019	68.87	LIBRARY FUND
WELLS FARGO CCER	AMZN MKTP US COVERING SUPPLIES	12/24/2019	27.76	LIBRARY FUND
WELLS FARGO CCER	AMZN MKTP US REFUND ON WEATHER RAD	12/24/2019	19.99-	LIBRARY FUND
Total WELLS FARGO CCER:			18,280.20	
WIEGERT DISPOSAL CO.				
WIEGERT DISPOSAL CO.	KYBO @ DAYTON, DUMPSTER	02/01/2020	175.00	PARK & RECREATI
Total WIEGERT DISPOSAL CO.:			175.00	
Grand Totals:			368,133.57	

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
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City Council: _____

Meeting Date: 02/18/2020

Information

Subject

BRAVO report — Council Member Bob Kling

Information

Council Member Bob Kling will give a Bravo update as well as discuss the Bravo Cultural Partners who received operating grants for 2020.

A copy of Bravo's 15th anniversary publication may be viewed at City Hall during normal business hours or can be found on Bravo's website at www.bravogreaterdesmoines.org

Fiscal Impact

Attachments

BRAVO grants



**Grant Cycle 2020 – Cultural Enrichment Grants
December 2019**

Organization	Award	Organization	Award
Ankeny Area Historical Society	\$7,000	Girls Rock!Des Moines	\$6,500
Ankeny Art Center	\$20,000	Greater Des Moines Botanical Garden	\$245,000
Ankeny Community Band	\$750	Greater Des Moines Community Band	\$550
Ankeny Community Chorus	\$2,400	Greater Des Moines Music Coalition	\$72,000
Ankeny Community Theatre	\$10,000	Greater Des Moines Public Art Foundation	\$40,000
Art on the Lake	\$1,500	Harmony Central Chorus	\$3,000
ArtForce Iowa	\$25,000	Harmony Delegation	\$5,000
ASAP	\$25,000	Heart of Iowa Classical Guitar Society	\$500
Ballet Des Moines	\$50,000	Heartland Youth Choir	\$27,500
Blank Park Zoo	\$150,000	Historic Valley Junction	\$20,000
CAP Theatre	\$8,000	Hoyt Sherman Place	\$94,000
Carlisle Area Historical Society	\$1,500	I'll Make Me a World in Iowa	\$10,000
Central Iowa Blues Society	\$12,000	Iowa Architectural Foundation	\$10,000
Central Iowa Wind Ensemble	\$1,500	Iowa Asian Alliance	\$32,500
City Sounds	\$4,000	Iowa Gold Star Military Museum	\$32,000
City Voices	\$6,000	Iowa Hall of Pride	\$35,000
Civic Music Association	\$32,000	Iowa Jewish Historical Society	\$15,000
Clive Historical Society	\$2,500	Iowa Latino Community Center	\$1,500
CultureAll	\$30,000	Iowa Stage Theatre	\$30,000
Des Moines Art Center	\$450,000	Iowa Youth Chorus	\$14,000
Des Moines Arts Festival	\$90,000	Italian-American Cultural Center	\$14,000
Des Moines Children's Museum	\$4,000	Latino Arts Initiative	\$4,500
Des Moines Choral Society	\$8,500	Latino Resources	\$25,000
Des Moines Community Orchestra	\$2,700	Living History Farms	\$175,000
Des Moines Diversity Chorus	\$650	Mainframe Studios	\$25,000
Des Moines European Heritage Association	\$5,000	Music Under the Stars	\$2,700
Des Moines Film Society	\$2,500	Pyramid Theatre Company	\$15,000
Des Moines Gay Men's Chorus	\$10,000	Salisbury House	\$58,000
Des Moines Metro Opera	\$220,000	Science Center of Iowa	\$400,000
Des Moines Performing Arts	\$695,000	State Historical Museum of Iowa	\$95,000
Des Moines Playhouse	\$165,000	Station 1 Records	\$3,000
Des Moines Symphony	\$195,000	Tallgrass Theatre Company	\$6,500
The Des Moines Urban Experience	\$3,000	TheatreMidwest	\$1,000
Des Moines Vocal Arts Ensemble	\$7,000	Urbandale Community Theatre	\$3,000
Des Moines Young Artists' Theatre	\$15,000	Urbandale Historical Society	\$2,500
Downtown Events Group	\$15,000	West Des Moines Historical Society	\$30,000
Gateway Dance Theatre	\$4,500	World Food Prize Foundation	\$50,000
TOTAL AWARDS		\$3,886,250	

Meeting Date: 02/18/2020

Information

Subject

Metro Advisory Report — Council Member Bob Kling

Information

Fiscal Impact

Attachments

No file(s) attached.

Meeting Date: 02/18/2020

Information

Subject

Consideration of the re-nomination of Drew Braize to the Park and Recreation Commission.

Information

Drew and his wife moved to Indianola due to the attractions offered by the Parks and Recreation Department. Drew grew up in Pleasantville, and graduated from Purdue University with a degree in Building Construction Management in 2010. Drew is currently employed by the Baker Group in Des Moines, where he serves as an assistant project manager. Drew's wife, Kayla, grew up in Des Moines, and when moving back to central Iowa a few years ago, were attracted to the amenities offered by the City of Indianola. Drew has coached Parks and Rec soccer for the last four years, and this fall coached for the Indianola Soccer Tribe. Drew and Kayla have two children active in Parks and Rec programming, Carson (14) and Carynn(11). Drew currently serves as the co-chair of the Parks and Rec Committee, having been nominated in 2017. Drew also recently served on the City's comprehensive plan.

In your packet is an application from Drew Braize to continuing serving on the Park and Recreation Commission. Drew will continue to serve his current term until his new terms begin on July 1. His new term will run from July 1, 2020 - June 30, 2023.

Roll call is in order.

Fiscal Impact

Attachments

Braize Letter

Braize Application

Drew Brazie
504 W Madison Pl
Indianola, IA 50125
(515) 314-9505
abrazie@gmail.com

1/6/2020

The Honorable Kelly Shaw
Mayor of Indianola
110 N 1st St
Indianola, IA 50125

Dear Mayor Shaw,

My name is Drew Brazie, and I am writing to request a second term on the Parks and Recreation Commission. I have continued to serve in other capacities including being the current president of the Purdue Alumni Club of Central Iowa, teaching at St. Thomas Aquinas church on Wednesday nights, and coaching soccer.

I appreciate your consideration of me for a second term.

Sincerely,

Drew Brazie



**CITY OF INDIANOLA
VOLUNTEER APPLICATION FORM
TO SERVE ON A CITY BOARD AND COMMISSION**

There are numerous Boards and Commissions to advise the City Council. Appointments are approved at a Council meeting when terms have expired or vacancies occur. Interested residents must complete this form and submit it to the City Clerk at 110 N. 1st Street.

To be considered, interested individuals must be Indianola residents. Terms for the Boards and Commissions vary and are established by Municipal Code. These boards and commissions are vital to the success of the community and are comprised of interest citizens. The City of Indianola desires to have diverse representation on the Boards and Commissions to reflect the age, race/ethnicity and gender of the Indianola community. All appointments are made during the City Council meetings that take place on the first and third Monday.

Name: <i>Drew Brazie</i>			
Street Address: <i>504 W Madison Pl.</i>	City: <i>Indianola</i>	State: <i>IA</i>	Zip: <i>50125</i>
E-Mail: <i>abrazie@gmail.com</i>			
Phone Home:	Cell: <i>515-314-9505</i>	Work:	
Gender: <i>M</i>	Age (Optional): <i>32</i>	Race (Optional): <i>W</i>	

Please attach a Resume or Bio

- Board of Adjustment/Appeals – meets the first Wednesday of the Month at 6:00 p.m. in the City Hall Council Chambers. This Board reviews applications for variances (zoning setbacks, lot area, off street parking, etc.), rules on special uses and structures listed, and listens to/decides upon appeals or administrative decisions. The Board consists of five members who serve 5-year terms. This Commission is appointed by the City Council.

- Civil Service Commission – meets on call. The commission administers the civil service procedure and is involved in the hiring process for the Fire and Police Department as specified by code. The commission consists of three members that serve 4-year terms.

- IMU Board of Trustees – meets the second and fourth Monday of the month at 5:30 p.m. in the City Hall Council Chambers. This Board manages and controls the city’s waterworks, electric, light and power plant and also provides telecommunication services. The Board consists of five members serving 6-year terms.

- Library Board of Trustees – meets the first Tuesday of the month at 5:30 p.m. in the Library meeting room. This Board has charge, control and supervision of the Library, its appurtenances, fixtures and rooms and personnel. The Board consists of seven members serving 6-year terms.

- Park and Recreation Commission – meets the second Wednesday of the month at 5:00 p.m. at the Activity Center. This commission advises City Council on the needed facilities to provide open spaces such as parks, playgrounds and community facilities for other forms of recreation. It oversees city programs and encourages other programs for the leisure time of the City residents of all ages. The commission consist of six members serving 3-year terms.

- Planning & Zoning Commission – meets the second Tuesday of the month at 6:00 p.m. in the City Hall Council Chambers. This commission is qualified by knowledge or experience to act in matters pertaining to the development of the City Plan. The commission consists of 10 members who serve 5-year terms. This Commission is appointed by the City Council.

- Memorial Aquatic Center Commission – meets quarterly at 5:30 p.m. at the Activity Center. The commission consists of honorably discharged soldiers, marines, airmen or coast guard members who manage and control the Veteran’s Memorial Aquatic Center and establish rules and regulations for management. The Commission consists of five members serving 3-year terms.

- Sustainability Committee – This committee reviews options to become a more “green” community and reduce the city’s carbon footprint.

- Hometown Pride Committee – meets once a month. This committee helps rural Iowa communities restore pride by improving their local image and appearance resulting in enhanced economic and cultural vitality of the community. It is a long term (up to five years) program of consistent technical and leadership assistance to citizens in building stronger and more sustainable places to live.

- Transportation Advisory Group (TAG) – meets a minimum of twice a year. This committee meets with a larger group to discuss opportunities where HIRTA can best serve the transportation needs of the community.

Inactive Boards and Commissions:

Indianola Fine Arts & Community Beautification Commission
Indianola Commission on Substance Abuse & Risk Behavior
Indianola Senior Citizen Commission
Indianola Non-Judicial Human Relations Commission
Cable & Communications Commission
Indianola Commission on Youth Affairs

Please submit this form along with your resume or bio to:

Email: dbowlin@indianolaiowa.gov

or

Mail:
Indianola City Hall
Attn: Diana Bowlin, City Clerk
110 N. 1st Street
Indianola, Iowa 50125

Meeting Date: 02/18/2020

Information

Subject

Consider nomination of Shirley Clark to IMU Board of Trustees from February 18 – June 30, 2020.

Information

There is currently a vacancy on the IMU Board of Trustees. This appointment would be from February 18 – June 30, 2020. The City code states the trustee terms are from July 1 – June 30.

In the packet is the cover letter and application for Shirley Clark.

Fiscal Impact

Attachments

Shirley Clark letter

Clark application

Shirley J. Clark, Bio

I, Shirley J. Clark, am submitting my application for the IMU Board of Trustees. I am interested serving on this board because I believe that it is an iatrical partner in our city government. As a previous city council member I believe the interaction with this board would be served with my appointment.

I am proud of the City of Indianola and of Indianola Municipal Utilities. I believe that both are working hard to serve the citizens and commercial entities that are within the corporate limits.

The addition of a fiber network that has provided a service we can be proud of. I was an early adopter of this service and find it very stable.

As a city council member I have served on a number of committees. I was on the finance committee however it did not meet in the last four years I was on city council. I have served on Warren County Economic Development. I have been involved in many Budget discussions. I hope that you will consider my application to this board as I have always been invested in public service, and believe we are there to serve the citizens of Indianola.

Shirley J Clark
515-961-6553



CITY OF INDIANOLA
VOLUNTEER APPLICATION FORM
TO SERVE ON A CITY BOARD AND COMMISSION

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Name:			
Street Address:	City:	State:	Zip:
E-Mail:			
Phone Home:	Cell:	Work:	
Gender:	Age (Optional):	Race (Optional):	

Please attach a Resume or Bio

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Indianola Commission on Substance Abuse & Risk Behavior
Indianola Senior Citizen Commission
Indianola Non-Judicial Human Relations Commission
Cable & Communications Commission
Indianola Commission on Youth Affairs

Please submit this form along with your resume or bio to:

Email: dbowlin@indianolaiowa.gov

or

Mail:
Indianola City Hall
Attn: Diana Bowlin, City Clerk
110 N. 1st Street
Indianola, Iowa 50125

Meeting Date: 02/18/2020

Information

Subject

Consider nomination of Shirley Clark to IMU Board of Trustees from July 1, 2020 – June 30, 2026.

Information

Fiscal Impact

Attachments

No file(s) attached.

Meeting Date: 02/18/2020

Information

Subject

Planning and Zoning and Board of Adjustment Ordinance Amendment

Information

Fiscal Impact

Attachments

Memorandum



COMMUNITY DEVELOPMENT

To: Mayor and City Council
From: Charlie E. Dissell, Community and Economic Development Director
CC: Ryan Waller, City Manager
Date: February 7, 2020
Re: Public hearing and first consideration on an ordinance amending the city code of the city of Indianola, Iowa to change the number of members and terms of certain boards and commissions.

At its January 21 meeting, the City Council considered a recommendation from Planning and Zoning Commission to amend Section 23.01 of the Code of Ordinances, Indianola, Iowa, regarding the number of members on the Planning and Zoning Commission. Last year the Planning and Zoning Commission reviewed and ultimately approved rules and regulations to govern its organization and procedure. During the review, the Commission discussed the makeup of the Commission, which, according to Section 23.01 of the Code of Ordinances of the City of Indianola, Iowa, consists of 10 members. During the discussion, the Commission discussed having an odd number of members to help with quorum. While the Commission agreed that going down to nine (9), rather than up to 11 was favorable, it ultimately decided to keep the membership at 10, and revisit the issue when the Commission had a vacancy. Last month, Commissioner Ron Fridley submitted his resignation from the Commission, leaving nine (9) positions filled and one (1) vacant.

The Iowa Code does not dictate the number of members a City can have on its Planning and Zoning Commission, leaving that decision up to the City Council. Iowa Code does dictate that the Commission does need to be gender balanced, meaning no gender shall represent more than one-half, plus one if the Commission is composed of an odd number of members. Currently, the Commission is comprised of four (4) females and five (5) males. At its meeting on January 15, the Planning and Zoning Commission reviewed this item and, on an 8-0 vote, recommended the Council amend Section 23.01 of the Code of Ordinances, Indianola, Iowa, lowering the numbers of members on the Planning and Zoning Commission from 10 to nine (9).

Additionally, at its meeting on January 6, the City Council discussed term dates for members of the Boards and Commissions. At that meeting, the City Council directed staff to work with legal counsel to update the ordinances and bylaws of the committees to reflect a term beginning date of July 1 and a term ending date "until a new appointment is made".

The proposed ordinance, which is attached to this memo, includes an amendment to Section 23.01 of City Code that would decrease the number of members on the Planning and Zoning

Commission from ten to nine (9). It would also amend Section 23.02 of City Code, clarifying that the term of office of the members of the Commission shall commence on July 1 beginning with appointments made in 2020 and shall be five (5) years, or until a successor is appointed but in no event more than six (6) months following the end of the term. Lastly, the proposed ordinance includes an amendment to Section 165.31 of City Code, clarifying that terms of the Board of Adjustment shall commence on July 1 beginning with appointments made in 2020 and shall continue until a successor is appointed but in no event more than six (6) months following the end of the term. According to Iowa Code Chapter 414, as Chapter 165 is the City's Zoning Ordinance, any change requires a public hearing at which parties in interest and citizens shall have an opportunity to be heard.

I will attend the February 18 Council meeting if you have any questions.

Meeting Date: 02/18/2020

Information

Subject

Public hearing for an ordinance amending the City Code of the City of Indianola, Iowa to change the terms of the Planning and Zoning Commission and Board of Adjustment.

Information

Fiscal Impact

Attachments

PH Notice - Ordinance

NOTICE OF PUBLIC HEARING TO CONSIDER AN ORDINANCE AMENDING THE CITY CODE OF THE CITY OF INDIANOLA, IOWA TO CHANGE THE TERM OF CERTAIN BOARDS AND COMMISSIONS.

Notice is Hereby Given: That at 6:00 P.M., at the Council Chambers, City Hall, 110 N. 1st Street, Indianola, IA 50125 on February 18, 2020, the City Council of the City of Indianola, Iowa (The "City") will hold a public hearing on the proposed amendment to the City Code of the City of Indianola, Iowa to change the term of certain boards and commissions.

A copy of the proposed ordinance is on file for public inspection in the office of the City Clerk.

At said hearing any interested person may file written objections or present oral comments with respect to the subject matter of the hearing.

Andrew J. Lent
City Clerk

Meeting Date: 02/18/2020

Information

Subject

First consideration of an ordinance amending the City Code of the City of Indianola, Iowa to change the number of members terms of the Planning and Zoning Commission and the Board of Adjustment.

Information

Roll call is in order.

Fiscal Impact

Attachments

Ordinance

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CITY CODE OF THE CITY OF INDIANOLA, IOWA TO CHANGE THE NUMBER OF MEMBERS AND TERMS OF CERTAIN BOARDS AND COMMISSIONS.

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

Section 1. Planning and Zoning Commission. The following section be and is hereby amended by deleting the stricken language and inserting the underlined language as follows:

23.01 PLANNING AND ZONING COMMISSION. There shall be appointed by the Council a City Planning and Zoning Commission, hereinafter referred to as the Commission, consisting of ~~ten (10)~~ nine (9) members, who shall be residents of the City and qualified by knowledge or experience to act in matters pertaining to the development of a City plan and who shall not hold any elective office in the City government.

23.02 TERM OF OFFICE. The term of office of the members of the Commission shall commence on July 1 beginning with appointments made in 2020 and shall be five (5) years, or until a successor is appointed but in no event more than six (6) months following the end of the term. The terms of not more than one-third of the members will expire in any one year.

Section 2. Board of Adjustment. The following section be and is hereby amended by inserting the underlined language as follows:

165.31 BOARD OF ADJUSTMENT CREATED. A Board of Adjustment is hereby established. The board shall consist of five (5) members to be appointed by the Council for staggered terms of five (5) years. Terms shall commence on July 1 beginning with appointments made in 2020 and shall continue until a successor is appointed but in no event more than six (6) months following the end of the term. Members of the Board of Adjustment may be removed from office by the Council for cause upon written charges and after public hearing. Vacancies shall be filled by the Council for the unexpired term of the member.

Section 3. Repealer. All ordinances or parts of ordinances in conflict with the provision of this Ordinance are hereby repealed.

Section 4. Effective Date. This Ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

Passed by the City Council on the _____ day of _____, 2020, and approved this _____ day of _____, 2020.

Kelly Shaw, Mayor

ATTEST:

Andy Lent, City Clerk

The foregoing Ordinance No. _____ was adopted by the Council for the City of Indianola, Iowa, on _____, 2020, and was published on _____, 2020.

Andy Lent, City Clerk

Meeting Date: 02/18/2020

Information

Subject

Quail Meadows 3 Lift Station

Information

Fiscal Impact

Attachments

Rezoning Memo

Rezoning Authorization

Staff Report

Map



COMMUNITY DEVELOPMENT

To: Mayor and City Council
From: Charlie E. Dissell, Community and Economic Development Director
CC: Ryan Waller, City Manager
Date: February 7, 2020
Re: Public hearing and first consideration on a request from the City of Indianola to rezone property located in that part of the Northwest Quarter of the Southeast Quarter, west of the railroad, except the North 100' and except Parcel E, in Section 18, Township 76 North, Range 23 West of the 5th P.M., Warren County, Iowa. from the R-3, Mixed-Residential Zoning District to the C-2 Highway Commercial Zoning District.

At its meeting on January 21, the City Council set a public hearing for a rezoning request in conjunction with the Quail Meadows Wastewater Lift Station Relocation project to be held on February 18. This rezoning is requested to bring consistency to the site on which the new wastewater lift station will be located. The site on which the lift station is proposed is located partially on the subject property, which is zoned R-3 Mixed Residential, and partially on the property directly to the west, which is zoned C-2 Highway Commercial. As the C-2 requires a 15' front setback, where the R-3 requires a 35' front setback, the City requests to rezone this property to C-2 Highway Commercial as having less setback will require less easement area, and will leave more land, while not a large amount, open for future development.

Currently, the lift station is located on the northeast edge of the existing Quail Meadows Subdivision and is proposed to be in a new location on the subject property. At its meeting on February 4, the City Council adopted a resolution awarding a contract to Vanderpool Construction for the Lift Station project. It is anticipated that construction would begin this spring and completed in the fall.

At its meeting on January 15, the Planning and Zoning Commission reviewed this item and, on an 8-0 vote, recommended the Council approve this request, as submitted. Attached to this memo is the staff report that was provided to the Planning and Zoning Commission. I will attend the February 18 Council meeting if you have any questions.

I, Kathleen Picken, am the legal property owner of the below described property:

That part of the Northwest Quarter of the Southeast Quarter, west of the railroad, except the North 100' and except Parcel E, in Section 18, Township 76 North, Range 23 West of the 5th P.M., Warren County, Iowa.

I hereby authorize the City of Indianola to initiate a rezoning of this property for purposes of relocating a sanitary sewer lift station on this property.

Kathleen Picken

Kathleen Picken

12-2-2019

Date



Community Development

110 N. First St., Indianola, IA 50125-0299 • www.indianolaiowa.gov
515-961-9430 • comdev@indianolaiowa.gov

Staff Report

Planning and Zoning Commission

Date of Meeting: January 15, 2020

Agenda Item: 7.C. Consider recommendation on request from the City of Indianola to rezone property located in that part of the Northwest Quarter of the Southeast Quarter, west of the railroad, except the North 100' and except Parcel E, in Section 18, Township 76 North, Range 23 West of the 5th P.M., Warren County, Iowa. from the R-3, Mixed-Residential Zoning District to the C-2 Highway Commercial Zoning District.

Application Type: Rezoning

Applicant: City of Indianola, Iowa

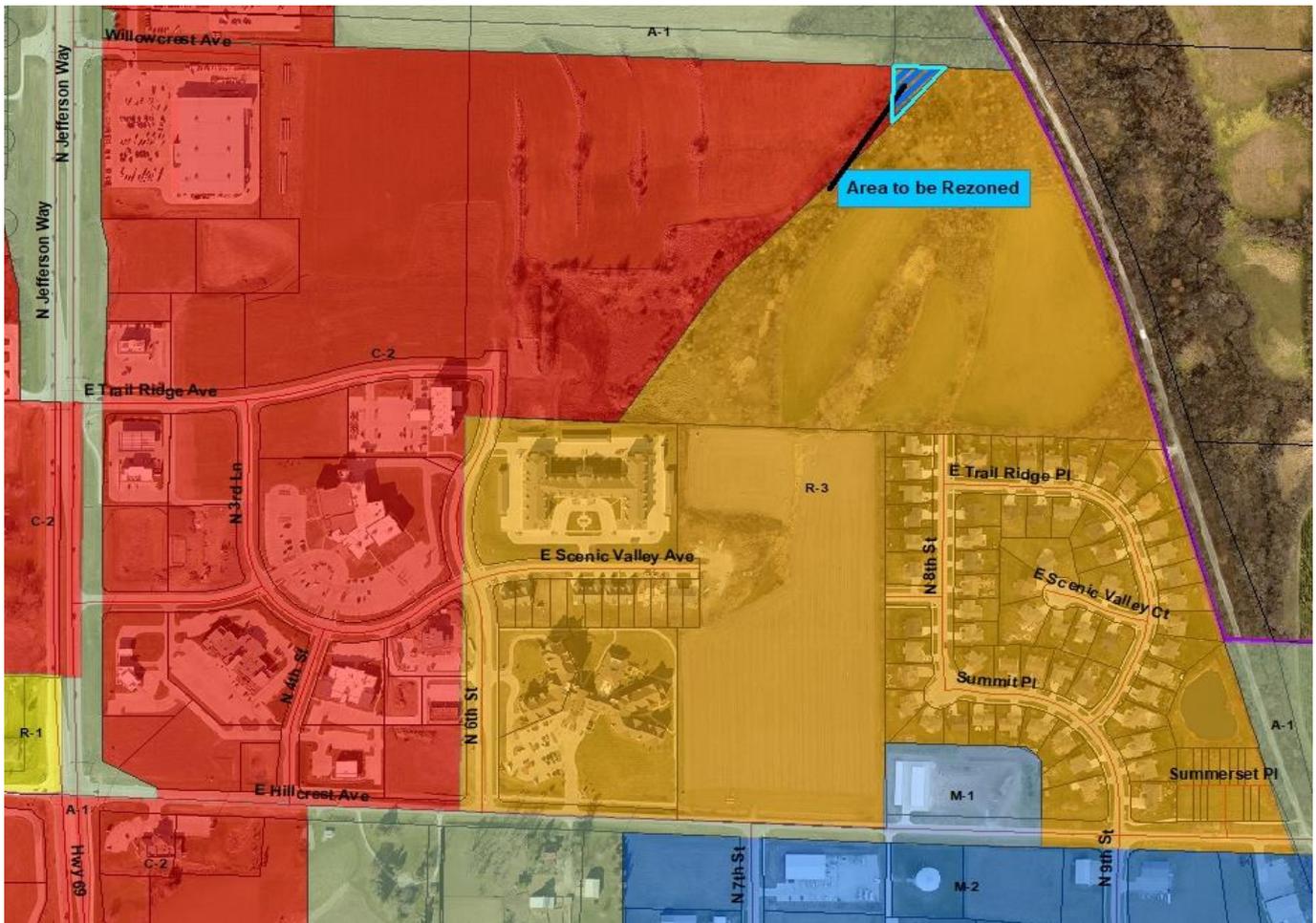
Property Owner: Kathleen Picken

Current Zoning: R-3, Mixed-Residential Zoning District

Comprehensive Plan Designation: Low Density Residential and Parks

Application Summary: Request for to rezone approximately 0.35 acres of land currently where part of a proposed new wastewater lift station will be located.

AERIAL MAP



APPLICABLE CODE SECTIONS

The following sections of the Code of Ordinances of Indianola, Iowa apply to this request:

165.38 CHANGES AND AMENDMENTS. The regulations and restrictions imposed in the districts, and the boundaries of the districts created by this chapter may be amended from time to time by the Council, but no such amendment shall be made without public hearing before the Council and after a report has been made upon the amendment by the Commission. Not less than seven nor more than 20 days' notice of the time and place of such hearing shall be published in a newspaper having general circulation in the City. The Commission shall not make any recommendation to the Council on an amendment to the zoning district boundaries until a sign 18 inches by 24 inches indicating the amendment requested has been prepared and posted by the City in a visible location on the premises for a period of 10 days. Notice of the Commission meeting shall be mailed by first class mail 10 days prior to the meeting to all property owners within 200 feet of a proposed amendment to the zoning district boundaries. In case the Commission does not approve the amendment or, in the case of a protest filed with the Council against an amendment to district boundaries signed by the owners of 20 percent or more either of the area of the lots included in such proposed amendment or of those immediately adjacent thereto and within 200 feet of the boundaries thereof, such amendment shall not be passed except by the favorable vote of three-fourths of all the members of the Council.

165.39 APPLICATION FOR CHANGE OF ZONING DISTRICT BOUNDARIES. Any person may submit to the Council an application requesting a change in the zoning district boundaries as shown on the official zoning district map. Such

application shall be filed with the Administrative Officer accompanied by a fee of two hundred dollars (\$200.00) and shall contain the following information:

1. The legal description and local address of the property.
2. The present zoning classification and the zoning classification requested for the property.
3. The existing use and proposed use of the property.
4. The names and addresses of the owners of all property within two hundred (200) feet of the property for which the change is requested.
5. A statement of the reasons why the applicant feels the present zoning classification is no longer valid.
6. A plat showing the locations, dimensions and use of the applicant's property and all property within two hundred (200) feet thereof, including streets, alleys, railroads, and other physical features.
7. If the requested zoning change is from A-1 (Agricultural) to any other classification, the application shall contain the number of acres in each soil type for which a rezoning change is requested and the crop suitability rating of each. The soil type and its crop suitability rating shall be determined by the latest cooperative soil survey and accompanying data.
8. Prior to rezoning any property, the Planning and Zoning Commission and the City Council shall consider the following relative to orderly regulated development: adequate size and location of public sanitary sewer, adequate size and location of public water and the presence of existing hard surfaced streets. Nothing in this chapter shall be construed to mean the City has any regulatory power for property used for agricultural purposes outside the City limits.

All fees shall be deposited to the General Revenue Fund of the City. Failure to approve the requested change shall not be deemed cause to refund the fee to the applicant.

ANALYSIS

The proposed rezoning is being requested to facilitate a future proposed wastewater lift station. On January 6, the City Council accepted the plans, specifications and form of contract, for the relocation of the Quail Meadows Lift Station. Currently, the lift station is located on the northeast edge of the existing Quail Meadows Subdivision, and is proposed to be located in a new location on the subject property. Notice to bidders was released on January 7th, with a bid opening set for January 28th regarding the project. It is anticipated that construction would begin this spring and completed in the fall. This site would be accessed from the current Willowcrest Avenue stub to the east of North Jefferson Way, and is proposed to be located on this site to not interfere with the future extension of Willowcrest Avenue.

This rezoning is requested to bring consistency to the site on which the new wastewater lift station will be located. The site on which the lift station is proposed is located partially on the subject property, which is zoned R-3 Mixed Residential, and partially on the property directly to the west, which is zoned C-2 Highway Commercial. As the C-2 requires a 15' front setback, where the R-3 requires a 35' front setback, the City requests to rezone this property to C-2 Highway Commercial as having less setback will require less easement area, and will leave more land, while not a large amount, open for future development.

While the comprehensive plan does plan for this area as low-density residential, the lay of the land creates a natural buffer of vegetation which separates this area from the area that is proposed to be developed residentially to the east. Furthermore, the preliminary plat for Summercrest Hills, which was approved in 2015, shows this area as commercial. A commercial zoning district for this parcel makes the most sense with the lay of the land, and that is reflected in the Summercrest Hills preliminary plat.

A notification sign was not placed for this rezoning as there was not a location that was visible to the public on the premises. Notification letters were sent out to property owners within 200' on January 3, 2020.

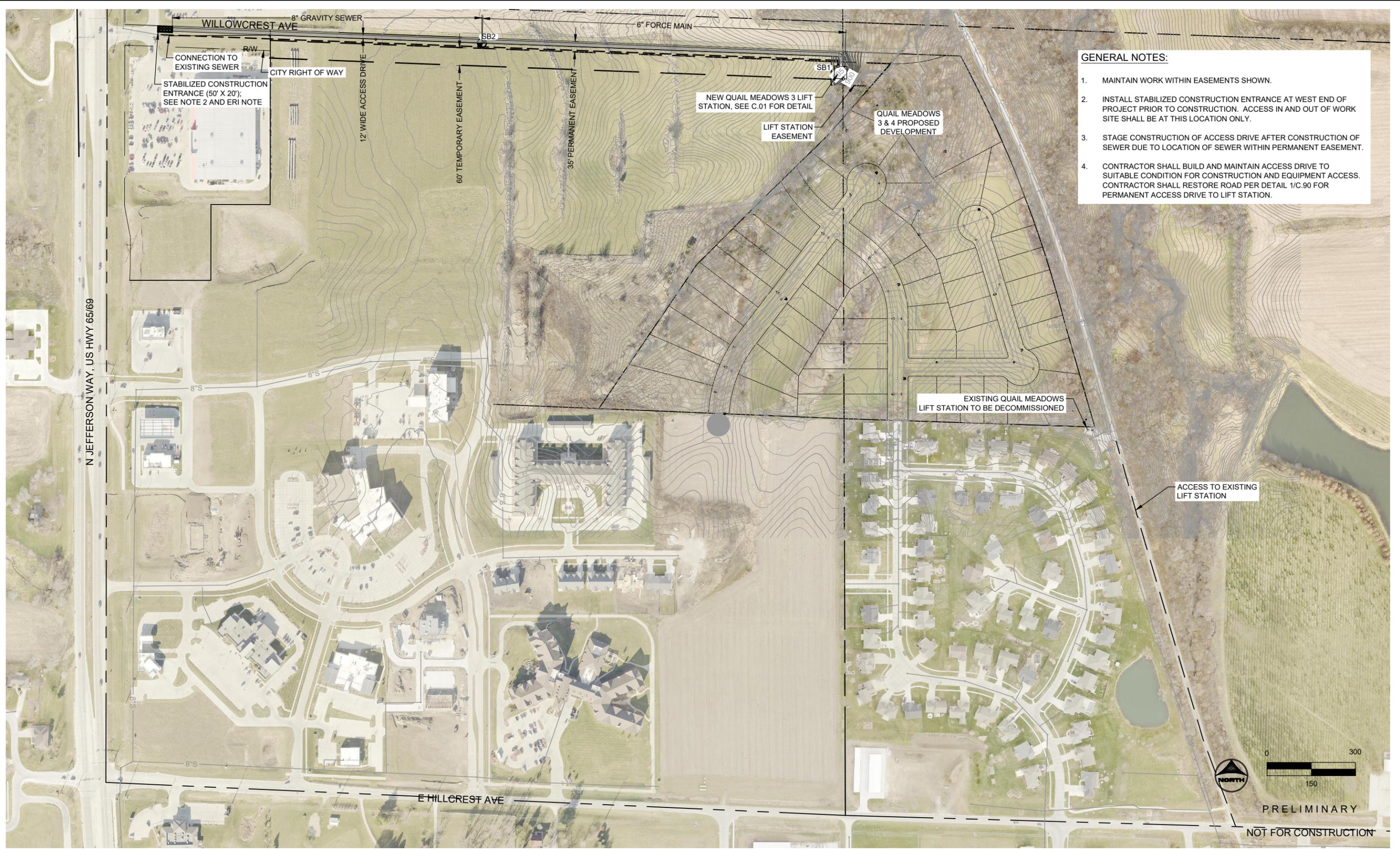
ALTERNATIVES

The City of Indianola Planning and Zoning Commission may consider the following alternatives:

- 1) The City of Indianola Planning and Zoning Commission recommends the rezoning request be approved, as submitted.
- 2) The City of Indianola Planning and Zoning Commission recommends the rezoning request be approved, with conditions.
- 3) The City of Indianola Planning and Zoning Commission recommends the rezoning request be denied.
- 4) The City of Indianola Planning and Zoning Commission remands the rezoning request, back to the applicant and/or staff for further review and/or modifications and directs staff to place this item on a future Planning and Zoning agenda.

RECOMMENDATION

Staff recommends that the City of Indianola Planning and Zoning Commission move alternative 1, approving the rezoning request as submitted.



- GENERAL NOTES:**
1. MAINTAIN WORK WITHIN EASEMENTS SHOWN.
 2. INSTALL STABILIZED CONSTRUCTION ENTRANCE AT WEST END OF PROJECT PRIOR TO CONSTRUCTION. ACCESS IN AND OUT OF WORK SITE SHALL BE AT THIS LOCATION ONLY.
 3. STAGE CONSTRUCTION OF ACCESS DRIVE AFTER CONSTRUCTION OF SEWER DUE TO LOCATION OF SEWER WITHIN PERMANENT EASEMENT.
 4. CONTRACTOR SHALL BUILD AND MAINTAIN ACCESS DRIVE TO SUITABLE CONDITION FOR CONSTRUCTION AND EQUIPMENT ACCESS. CONTRACTOR SHALL RESTORE ROAD PER DETAIL 1/C.90 FOR PERMANENT ACCESS DRIVE TO LIFT STATION.

N JEFFERSON WAY, US HWY 65/69

WILLOWCREST AVE

CITY RIGHT OF WAY

12' WIDE ACCESS DRIVE

60' TEMPORARY EASEMENT

35' PERMANENT EASEMENT

NEW QUAIL MEADOWS 3 LIFT STATION, SEE C.01 FOR DETAIL

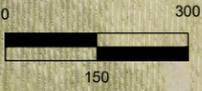
LIFT STATION EASEMENT

QUAIL MEADOWS 3 & 4 PROPOSED DEVELOPMENT

EXISTING QUAIL MEADOWS LIFT STATION TO BE DECOMMISSIONED

ACCESS TO EXISTING LIFT STATION

E HILLCREST AVE



PRELIMINARY
NOT FOR CONSTRUCTION

DRAWN BY: JV JOB DATE: 2020
 APPROVED: DRZ JOB NUMBER: 190699
 CAD DATE: 12/5/2019 7:13:12 PM
 CAD FILE: J:\2019\190699\CAD\Drawings\G.03.dwg

BAR IS ONE HALF INCH ON OFFICIAL DRAWINGS
 IF NOT ONE HALF INCH, ADJUST SCALE ACCORDINGLY.

NO.	DATE	BY	REVISION DESCRIPTION



QUAIL MEADOWS 3 - LIFT STATION & SEWER IMPROVEMENTS
 CITY OF INDIANOLA
 INDIANOLA, IA

G - GENERAL
 OVERALL SITE PLAN & ALIGNMENT DATA

SHEET NO.
G.03
 328

Meeting Date: 02/18/2020

Information

Subject

Public hearing for a request from the City of Indianola to rezone property located in that part of the Northwest Quarter of the Southeast Quarter, west of the railroad, except the North 100' and except Parcel E, in Section 18, Township 76 North, Range 23 West of the 5th P.M., Warren County, Iowa from the R-3, Mixed-Residential Zoning District to the C-2 Highway Commercial Zoning District.

Information

Fiscal Impact

Attachments

Public Hearing Notice - QM

NOTICE OF PUBLIC HEARING TO CONSIDER AN AMENDMENT OF ZONING DISTRICT BOUNDARIES FROM THE R-3, MIXED-RESIDENTIAL ZONING DISTRICT TO THE C-2 HIGHWAY COMMERCIAL ZONING DISTRICT.

Notice is Hereby Given: That at 6:00 P.M., at the Council Chambers, City Hall, 110 N. 1st Street, Indianola, IA 50125 on February 18, 2020, the City Council of the City of Indianola, Iowa (The “City”) will hold a public hearing to consider an amendment of zoning district boundaries from the R-3, Mixed-Residential Zoning District to the C-2 Highway Commercial Zoning District for the following described property:

The Northwest Quarter of the Southeast Quarter, west of the railroad, except the North 100’ and except Parcel E, in Section 18, Township 76 North, Range 23 West of the 5th P.M., Warren County, Iowa;

A copy of the proposed ordinance is on file for public inspection in the office of the City Clerk.

At said hearing any interested person may file written objections or present oral comments with respect to the subject matter of the hearing.

Andrew J. Lent
City Clerk

Meeting Date: 02/18/2020

Information

Subject

First consideration of a request from the City of Indianola to rezone property located in that part of the Northwest Quarter of the Southeast Quarter, west of the railroad, except the North 100' and except Parcel E, in Section 18, Township 76 North, Range 23 West of the 5th P.M., Warren County, Iowa from the R-3, Mixed-Residential Zoning District to the C-2 Highway Commercial Zoning District.

Information

Roll call is in order.

Fiscal Impact

Attachments

Ordinance

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF INDIANOLA, IOWA, FOR CHANGE OF ZONING DISTRICT BOUNDARIES FROM THE R-3 MIXED RESIDENTIAL ZONING DISTRICT TO THE C-2 HIGHWAY COMMERCIAL ZONING DISTRICT

WHEREAS, the City Council of the City of Indianola, Iowa, deems it necessary and proper to amend the zoning from the R-3 Mixed Residential Zoning District to the C-2 Highway Commercial Zoning District for real property described that part of the Northwest Quarter of the Southeast Quarter, west of the railroad, except the North 100' and except Parcel E, in Section 18, Township 76 North, Range 23 West of the 5th P.M., Warren County, Iowa.

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

Section 1: That the zoning is amended from the R-3 Mixed Residential Zoning District to the C-2 Highway Commercial Zoning District for real property described that part of the Northwest Quarter of the Southeast Quarter, west of the railroad, except the North 100' and except Parcel E, in Section 18, Township 76 North, Range 23 West of the 5th P.M., Warren County, Iowa.

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 _____ 2020.

Kelly B. Shaw, Mayor

ATTEST:

Andrew J. Lent, City Clerk

First reading: __2-18-2020_____
Second reading: _____
Third reading: _____
Publication Date: _____

Meeting Date: 02/18/2020

Information

Subject

City Manager's Report - Ryan Waller.

Information

Fiscal Impact

Attachments

No file(s) attached.

Meeting Date: 02/18/2020

Information

Subject

Receive and file correspondence from January 31 and February 7 weekly updates from City Manager, Ryan Waller.

Information

Roll call is in order.

Fiscal Impact

Attachments

Waller's Weekly 0131
Draft February 18
Draft March 2
Current Projects 0131
Code Enforcement 0131
Building Permits 0131
Waller's Weekly 0207
February 18 Draft
March 2 Draft
Building Permits 0207
Current Projects 0207
Code Enforcement 0207

Jackie Raffety

From: Ryan Waller
Sent: Friday, January 31, 2020 3:45 PM
To: Ryan Waller
Subject: Waller's Weekly 1.31.2020
Attachments: Draft February 18, 2020.pdf; Draft March 2, 2020.pdf; Curent Projects Update-Jan31.pdf; Code Enforcement- Jan 31.pdf; Building Permits-Jan31.pdf

Good afternoon, all.

I hope this finds you all well. Below/attached, please find this week's update email of City happenings (please feel free to share).

As always, if there are any questions, please feel free to let me know.

Have a great weekend and enjoy the Super Bowl!

Ryan



Ryan J. Waller

City Manager

rwaller@indianolaiowa.gov

p: 515.962.5274

110 N. 1st Street – Indianola, Iowa 50125

City Council Meeting – A friendly reminder that the City Council is on Tuesday, February 4th instead of the original date of Monday, February 3rd. This reschedule was done to avoid a conflict with the caucuses taking place on Monday. A copy of the City Council agenda packet was published yesterday (January 30th) on the City's website, which may be found at <http://indianolaiowa.gov/AgendaCenter/ViewFile/Agenda/02042020-953>.

Water Resource Recovery Facility (WRRF) – The necessary actions for the City Council's consideration of the WRRF project are on the February 4th City Council agenda. The following is a link to a in depth radio interview recently conducted on this topic - <https://www.kniakrls.com/2020/01/24/in-depth-wastewater-project-knia-and-krls/>. Please feel free to share this link with other as it contains factual and historical information regarding this project.

U.S. Census – As you are aware, every 10 years the federal government conducts an official count of individuals residing within the United States. This is an extremely important process for communities to engage in as the results of a census impacts:

- Billions of dollars in federal funds to local communities for schools, roads, and other public services.
- Preparations to meet transportation and emergency readiness needs.
- Determines the number of seats each state has in the U.S. House of Representatives and political representation at all levels of government.

While the City had good participation in the 2000 census (84% participation), this rate dropped to 81% in 2010, which negatively impacted funding to the City for 10 years. Please be aware of (and help share) the following:

- Census mailings will begin in March, with most households receiving these mailings by spring break.
- April 1 is Census Day (by April 1 everyone should have received the Census mailing) and is the day you report where you live on that date.
- In April, Census takers will begin visiting college students living on Campus, people in senior centers and other who live amongst large groups of people.
- Beginning in May, all non-respondents will be visited by a Census taker to have their census information collected.

PLEASE HELP TO SHARE THE IMPORTANCE OF PARTICIPATION IN THIS PROCESS!

Alleys Around the Square – A resident recently asked about the plowing in the alleys around the Square. City crews were dispatched this morning and conducted additional removal efforts of ice that had accumulated. During these efforts it was discovered that many of the gutters and downspouts from buildings are contributing to the accumulation of ice in the alleys. Community Development staff will be following up with building owners in an effort to address this issue.

Libraries – The following is a link to an article regarding libraries that was recently shared by KCCI - <https://www.kcci.com/article/more-americans-went-to-the-library-last-year-than-to-the-movies-a-new-gallup-poll-finds/30681440>

Community Development Updates – Attached please find various updates provided by the Community Development Department.

Upcoming City Council Agenda – Attached, please find the draft agendas for the upcoming meetings. As a reminder, these are fluid documents that can change on a regular basis (i.e. some items may get added/rescheduled due to Council direction, as well as other factors that may or may not be within the control of the City departments).

**February 18, 2020
Draft Council Agenda**

- Minutes
- Claims
- Applications
 - Liquor licenses (2)
 - Street closure (2)
- City Manager's Report
- Salaries
- Concurrence of IDOT bid on ICAAP project
- Public hearing and first consideration of an ordinance amending the terms of the Planning and Zoning Commission and the Board of Adjustments.
- Public hearing and first consideration on QM 3 re- Zoning
- Receive and file the 2019 Planning and Zoning Commission Annual Report
- Closed session for 2 items
- Resolution approving the City's investment policy
- Resolution approving contract and bond for WRRF
- Receive and file Park & Rec annual report
- Resolution authorizing emergency repairs to the Library HVAC system
- Resolution approving purchase of a Water Tender
- Resolution with HR Green for construction phase services for WRRF

February 18, 2020
Draft Council Study Agenda

- Budget presentation

**March 2, 2020
Draft Council Agenda**

- Minutes
- Claims
- Applications
- City Manager's Report
- Salaries
- Budget Presentation
- Public hearing for maximum property tax dollars
- Resolution for maximum property tax dollars
- Second consideration of an ordinance amending the terms of the Planning and Zoning Commission and the Board of Adjustments.
- Second consideration for QM 3 rezoning ordinance
- Set public hearing for FY21 budget for March 25, 2020
- Approval of purchase of 2020 compact utility tractor for the parks department.
- Receive report of assessment district valuation committee on lot valuations
- Adopt Resolution fixing value of lots
- Adopt Resolution adopting preliminary plat, schedule of assessments, and estimate of costs
- Adopt proposed resolution of necessity and set date (March 25) for hearing on resolution of necessity
-



COMMUNITY DEVELOPMENT

To: Ryan J. Waller, City Manager
From: Charlie E. Dissell, AICP, Community and Economic Development Director
Date: January 31, 2020
Subject: Current Projects Update

The purpose of this memorandum is to provide a brief synopsis of different projects that may be of interest to the Council.

- **Apple Tree Inn (1215 North Jefferson Way)**
 - Building permit application for interior remodel submitted on January 10.
- **Wal-Mart (1500 North Jefferson Way)**
 - Building Permit application and plans submitted on October 29 for a remodel of this building.
 - Building plans approved on November 7
 - Building Permit issued on January 16.
 - Applicant has indicated a start date of January 19.
- **Proposed Campground (Northwest Corner of South Jefferson Way and East 17th Avenue)**
 - Staff held a preapplication meeting on a proposed campground on October 3
 - A rezoning petition was submitted on October 25 for a proposed campground
 - The Planning and Zoning Commission recommended the rezoning for approval at its November 12 meeting.
 - The City Council held a public hearing on the request at its December 16 meeting.
 - Council approved the rezoning on January 21.
- **Cabin Coffee (910 East 2nd Avenue)**
 - Sale of D&D lot and development agreement was approved by Council on October 21.
 - Staff hosted a preapplication meeting with the developers on October 22.
 - Developer closed on the property on November 22.
- **Scooters Coffee (1112 North Jefferson Way)**
 - Site plan and building permit were submitted on October 9.
 - Site plan comments returned to applicant on November 4.
 - Updated site plan submitted on November 18.
 - Staff continues to work with the property owner on a solution for the storm sewer pipe located on this property.

- **Cavitt Creek Condominiums I & II (1400 and 1500 block of North 9th Street)**
 - Site plan and stormwater management plan were submitted on June 3.
 - Site plan and stormwater management plan comments were returned to the applicant on June 20.
 - Both site plans will need to be reviewed by the Planning and Zoning Commission and approved by the City Council.
 - Revised site plans for Cavitt Creek Condominiums I were submitted on June 28.
 - Revised site plans for Cavitt Creek Condominiums II were submitted on July 10.
 - Kading Properties hosted a neighborhood meeting on July 16.
 - Revised site plan comments were returned on July 26.
 - Revised site plans for both sites were submitted on July 31.
 - Revised site plan comments were returned on August 6.
 - These items were reviewed by Planning and Zoning Commission Meeting at its September 10 meeting.
 - The Planning and Zoning Commission recommended the site plans be denied at its September 10th meeting.
 - The City Council denied the site plan at its September 16 meeting.
 - New and Revised site plans have been submitted.
 - Site plan comments returned to applicant on October 29.
 - Revised site plans submitted on November 11.
 - Revised site plan comments were returned on November 20.
 - Revised site plan submitted on November 21.
 - Revised site plan comments were returned on November 27.
 - The Planning Commission recommended approval, with conditions, of Cavitt Creek I and recommended denial of Cavitt Creek II.
 - The City Council did not adopt a resolution of approval for the site plans at its January 21 meeting.
- **Indianola Pediatric Dentist (2001 North 6th Street)**
 - Site plan and stormwater management plan were submitted on May 23.
 - Comments were returned to the applicant on June 2.
 - Building permit application submitted on June 13.
 - Site plan and stormwater management plan were approved on June 18.
 - Building permit comments returned on July 3.
 - Revised building permit plans were resubmitted on July 11.
 - Building permit was issued on July 15.

- **Missouri Valley JATC Training Facility (1600 East Iowa Avenue)**
 - Site Plan for this project was submitted on April 3 to the City and comments were returned on April 22.
 - City Staff has also held internal meetings regarding new road alignment within the industrial park expansion.
 - City staff met with the Missouri Valley on May 1 to discuss access to this site and possible road upgrades/funding.
 - A revised site plan was submitted on May 20.
 - Revised comments were returned on June 4.
 - A second revised site plan was submitted on June 11.
 - Site Plan was approved on June 11.
 - Building permit application was submitted on June 14.
 - Building permit comments were returned on July 2.
 - Staff has meet with Missouri Valley on a development agreement related to future infrastructure improvements.
 - Building permit application submitted on August 2
 - Staff meet with the contractor on August 23 to discuss building/inspection process.
 - Fire review comments returned to applicant on September 23.
 - Response to fire review comments received on October 29.
 - Full building permit issued on November 13.
- **Chumbley's Auto Care (110 South Jefferson Way)**
 - Staff met with the business owner on March 15 to discuss plans for future building.
 - Staff has submitted preliminary comments on the site plan to the business owner.
 - Site plan and building permit application plan were submitted on May 10.
 - Comments were returned to the applicant on May 22.
 - Revised site plans and building permit plans were resubmitted on July 10.
 - Site plan and building permit were issued on July 17.
 - Temp CO issued on November 26. Awaiting seed/sod and landscaping before final CO will be issued.
- **Ace Hardware (506 North Jefferson Way)**
 - City staff held a pre-development meeting on this project on February 22.
 - The old car wash was demolished the week of July 15.
 - The existing Mudslingers Coffee Shop would remain.
 - A code review was submitted to the City for review by the architect on July 29.
 - The City returned comments on that code review on July 31.
 - Engineer inquired about site plan approval process on August 23.
 - Site plan submitted on September 5.
 - Initial comments on the site plan were returned on September 19.

- Variance application for parking submitted on September 24. Will be placed on November 6 agenda.
- Revised site plan submitted on October 4.
- Building Permit application and plans submitted on October 14.
- 2nd review comments on the site plan were returned on October 17.
- Building permit comments returned on October 18.
- Revised building permit plans received on October 23.
- Revised site plan submitted on October 25.
- Variance request for parking was approved by the Board of Adjustment on November 6.
- Site plan approved and building permit issued on November 7.
- **New Heights Church (309 East Hillcrest Avenue)**
 - The project engineer contacted the City on February 7 to clarify plan review comments.
 - Updated site plan was received on March 7.
 - Updated comments returned to applicant on March 20.
 - The project engineer contacted the City on July 11 to clarify plan review comments.
 - Staff responded to those questions on July 12.
 - An updated site plan was submitted on July 29.
 - Staff responded to fire code requirements on August 21.
 - An updated site plan was submitted on August 30.
 - Site plan comments were returned on September 2.
 - Revised site plan submitted on September 20.
 - Site plan comments returned on October 18.
- **Quail Meadows 3**
 - Located north of North 8th Street and East Trail Ridge Place.
 - Staff has been notified that about 30 acres of land in the Summercrest Hills development was sold to a developer who intends to develop single family lots.
 - A rezoning application was submitted on July 1 to change a portion on this land from C-2 to R-3. The Planning and Zoning Commission recommended approval of this request at its August 13 meeting.
 - The City Council held a public hearing and first consideration at its September 16 meeting.
 - This development will require the City to relocate the current lift station north of the Quail Meadows Subdivision to the north of the Summercrest Hills development. The tentative schedule is to have the new lift station designed by this fall, bid by next spring, and completion by fall of 2020.
 - Staff meet with HR Green and Developer engineer to discuss timing of improvements and new lift station on September 9.
 - The developer submitted a preliminary plat to the City on September 24.

- Comments on preliminary plat returned on October 4.
- Preliminary plat recommended for approval by Planning and Zoning Commission on November 12.
- City Council approved the preliminary plat at its November 18th meeting.
- Construction plans were submitted on December 2.
- Comments on construction plans returned on December 17.
- **Heritage Hills Plat 10**
 - Located at the west end of Trailridge Road.
 - Preliminary plat for a 10-lot residential subdivision was submitted to the City on July 12.
 - The Planning and Zoning Commission recommended approval of this plat at its August 13 meeting.
 - The City Council approved the preliminary plat at its August 19 meeting.
 - Construction Plans were submitted on August 27.
 - Comments on construction plans returned on September 11.
 - Revised construction plans were submitted on September 18
 - Construction plans were approved on October 8.
 - Plat of survey to convey property to developer was submitted on January 2. This Plat of survey was reviewed by the Planning Commission on January 15 and the City Council adopted a resolution of approval on January 21.
- **Prairie Glynn Plat 2**
 - Located east of East Franklin Avenue and North 15th Street.
 - Construction plans have been submitted and will be approved once changes are made.
 - A second revised preliminary and final plat were submitted on June 5. The Planning and Zoning Commission reviewed the preliminary plat at its July 9 meeting, and the Council approved the preliminary plat at its July 15 meeting.
- **Quail Meadows Townhomes Preliminary Plat**
 - Located on the north side of East Hillcrest Avenue between North 9th Street and the Summerset Trail.
 - Final Plat approved by Council on May 20.
 - Building permits for north side issued on May 23.
 - Site development is taking place and work is progressing.
- **McConnell Subdivision Preliminary Plat**
 - Located west of Meadow Brooke Subdivision located at East 2nd Ave and South 20th St.
 - City Council approved on January 22, 2019.
- **Autumn Ridge Subdivision Plat 3**
 - Located north of North O Street and West Kentucky Avenue.
 - City Council approved a Development Agreement on June 17.
 - Staff meet with developer on November 14 to outline utility installs and final approvals.



Community Development

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Code Enforcement Tracking Report

Case Status	Case No.	Complaint Date	Description of Complaint	Location/Address	Date of Initial Inspection	Date of Written Notice	Current Status	Next Follow-up Date	Final Compliance Date
Open	CE: 03-2020	1/9/2020	Junk vehicles	208 South D Street	1/10/2020	1/10/2020	Sent letter of Nuisance and Demand for Abatement on 1/10/2020 and established a deadline of January 20th, 2020. Two junk vehicles that need to be towed.	2/7/2020	
Open	CE: 06-2020	1/9/2020	Junk on west side of home	1906 West Euclid	1/10/2020	1/10/2020	Sent letter of Nuisance and Demand for Abatement on 1/10/2020 and established a deadline of January 20th, 2020. City will need to abate.	2/7/2020	
Open	CE: 12-2020	1/23/2020	Sidewalks not cleared	911 North Howard	1/28/2020	1/28/2020	Door hanger left. Sidewalk not cleared w/in 48 hours. City needs to abate.	2/7/2020	
Open	CE: 15-2020	1/28/2020	Sidewalks not cleared	West side of Country Club including golf course, 601 Trail Ridge and 600 Trail Ridge Rd.	1/28/2020	1/28/2020	Need to leave door hangers.	2/7/2020	
Open			Unsafe Building	407 West 1st Ave	12/11/2019	12/11/2019	House caught fire over thanksgiving weekend 11/28/2019. Inspected house on 12/11/2019 to determine extent of damage and see if the structure can be saved. Unfortunately the structure cannot be saved and must be torn down. Sent letter to property owner on 12/11/2019 ordering the house to be demolished by January 20th, 2020. Working with attorney on next steps.	2/7/2020	
Open			Abandon/Unsafe Building	911 N C Street	3/28/2019	4/5/2019	Notice of unsafe building issued. Property owner has applied for a building permit. Default judgement issued by court on December 6. Property owner had until January 5 to have all work completed. Working on getting quotes for work to be completed to determine next steps. In the process of getting quotes to abate the property.	2/7/2020	
Open			Unsafe Building	210 N Jefferson	7/29/2019	7/31/2019	Relative of the property owner claimed the home would be rehabbed. Notice of unsafe building issued. Work being done on building. Spoke with contractor on 10/17/19 about structural portion of front porch. Contractor will be pulling building permit sometime within the next week. Spoke with property owner on 10/30. She asked for a 30 day extension to finish the exterior. 30 day extension was granted. Spoke with contractor, he said their waiting on materials and work will resume as soon as they are available but no later than 1/31/2020	2/7/2020	
Open	CE: 05-2020	1/9/2020	Vehicles and trailers parked in grass, camper stored on driveway	1708 West Euclid	1/10/2020	1/10/2020	Sent letter of Nuisance and Demand for Abatement on 1/10/2020 and established a deadline of January 20th, 2020. Spoke with Tim, gave 30 days to comply.	2/9/2020	
Open	CE: 11-2020	1/9/2020	Patio clutter accumulating at apartments 29 & 30	810 South R Street	1/9/2020	1/27/2020	Sent letter of Nuisance and Demand for Abatement on 1/27/2020 and established a deadline of February 10th, 2020	2/10/2020	
Open	CE: 08-2020	1/9/2020	Sign missing panels, menace to the public	1801 West 2nd	1/10/2020	1/14/2020	Sent letter of Nuisance and Demand for Abatement on 1/14/2020 and established a deadline of February 13th, 2020	2/14/2020	
Open	CE: 01-2020	12/27/2019	Campers all over property. Junk and junk vehicles parked on driveway and other miscellaneous junk debris.	1801 West Euclid	1/2/2020	1/2/2020	Sent letter of Nuisance and Demand for Abatement on 1/10/2020 and established a deadline of January 20th, 2020. Spoke with Uele and established a 30 day deadline for each camper to be removed/moved on property.	2/17/2020	
Open	CE:10-2020	1/10/2020	Shed in front/side yard	606 North Kenwood	1/14/2020	1/16/2020	Sent letter of ordinance violation on 1/16/2020 and established a deadline of February 14th, 2020.	2/17/2020	
Open			Junk/Junk Vehicles	1105 E Salem	4/22/2019	4/26/2019	Spoke with Kevin King. He said he will remove manhole and keep us updated. Will check regularly.	2/17/2020	
Open			Unsafe Building	306 S F Street	4/17/2018	8/16/2019	Posted as unsafe. Property purchased out of foreclosure. New property owner has rehabbed exterior of building and will begin on the interior. Will check regularly.	2/17/2020	



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Code Enforcement Tracking Report

Open			Abandon/Unsafe Building	506 N Kenwood Blvd	4/17/2018	5/6/2019	Municipal Infraction Issued. Service has been attempted on property owner, and has failed. Discovered that property was in foreclosure, and was sold on August 15. New owner is working on updating property. Property is now for sale. Will check regularly. House is up for sale by Berkshire Hathaway	2/17/2020	
Open	CE: 04-2020	1/9/2020	Junk and junk debris throughout property	107 North Kenwood	1/10/2020	1/10/2020	Sent letter of Nuisance and Demand for Abatement on 1/10/2020 and established a deadline of January 20th, 2020. Spoke with homeowner and she said she will have van removed from property as soon as the weather turns.	3/30/2020	
Open			Abandon/Unsafe Building	310 E Boston	3/28/2019	4/5/2019	Property posted as unsafe. Building has been ordered to be vacated and was posted to prevent further occupancy until the work is completed. Met with owner to discuss timing for making improvements. Deadline set for November 1. Work has commenced on west side of house. Will check regularly.	3/30/2020	
Open			Abandon/Unsafe Building	2103 N Jefferson	4/17/2018	5/6/2019	Municipal Infraction Issued. Property owner has discussed next steps with staff, including demolition. Will check regularly.	3/30/2020	
Open			Unsafe Building	401 W Salem	6/25/2019	6/26/2019	Notice of unsafe building issued. Property owner obtained a building permit for work. Substantial progress made. Still needs to finish roof and siding.	3/30/2020	
Open	CE 07-2020	1/9/2020	Abandoned/Dangerous/Unsafe Building	2110 West 2nd	1/9/2020	1/10/2020	Sent letter of Abandoned, Dangerous, & Unsafe Building on 1/10/2020 and established a date of April 9th for completion.	4/9/2020	
Open		9/17/2019	Tall Grass/Weeds, Debris	Property E of East Scenic Valley Ave	9/17/2019		Discussed this with the representative for property owner. Tall grass and weeds will be mowed, and they will work to get remaining construction debris off the property.	4/30/2020	
Open	CE: 02-2020	1/9/2020	Trailer park needs to be cleaned up. Junk and junk vehicles.	307 West 2nd	1/10/2020	1/10/2020	Sent letter of Nuisance and Demand for Abatement on 1/10/2020 and established a deadline of April 30th, 2020. Larry Throckmorton 515-249-9639	4/30/2020	
Open			Unsafe Building	208 N Jefferson Way	4/17/2018		Demolition has taken place. Will close out once all work is completed, and lot has been seeded.	4/30/2020	
Open			Unsafe Building	206 N Jefferson	4/17/2018		Demolition has taken place. Will close out once all work is completed, and lot has been seeded.	4/30/2020	
Open	CE: 09-2020	1/10/2020	Shed in front/side yard	640 North N	1/14/2020	1/16/2020	Sent letter of ordinance violation on 1/16/2020 and established a deadline of February 14th, 2020. Spoke with Diana and gave extension until May 1st, 2020.	5/1/2020	
Closed		11/19/2019	Trash next to front door and in back yard.	405 West 17th	12/3/2019	12/3/2019	Door hanger left on 12/3. Spoke with Corey Miller and established a date of 12/27/2019 to have junk and debris cleaned up. Corey called and asked for another extension due to the holidays. New date for compliance is 1/31/2020		1/27/2020
Closed	CE: 13-2020	1/23/2020	Sidewalks not cleared	404 West Lincoln Ave	1/28/2020	1/28/2020	48 Hrs		1/30/2020
Closed	CE: 14-2020	1/27/2020	Sidewalks not cleared	300-500 Block of East Kentucky (Wal-Mart)	1/28/2020	1/28/2020	48 Hrs		1/30/2020
Closed		12/4/2019	Trash piled up throughout property.	208 South D Street	12/4/2019	12/6/2019	All junked abated on 12/26/19.		12/26/2019
Closed		11/20/2019	Furniture on curb	610 North N Street	12/3/2019	12/9/2019	Abated.		12/20/2019
Closed			Trash piled up between garage and fence on the east side of the property.	912 West Detroit	12/3/2019	12/9/2019	Door hanger left on 12/3. Letter sent to Property owner on 12/9.		12/12/2019



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2020 Building Permit Report

Date Application Submitted	Permit	DATE Permit Issued	NAME	ADDRESS	CONTRACTOR	CONSTRUCTION	SQUARE FEET *new residential only	Final Date	VALUE
12/31/2019	1	1/2/2020	North American MHC LLC	9 Leonard Avenue	Heartland Living	Mobile Home			\$51,300
12/31/2019	2	1/2/2020	North American MHC LLC	21 Leonard Avenue	Heartland Living	Mobile home			\$51,300
1/7/2020	3	1/7/2020	Chad Keller	206 N Jefferson	B and D	DEMO			
1/7/2020	4	1/7/2020	Chad Keller	208 N Jefferson	B and D	DEMO			
1/7/2020	5	1/8/2020	North American MHC LLC	24 Leonard	Heartland Living	Mobile Home			\$51,300
1/7/2020	6	1/8/2020	North American MHC LLC	26 Alfred	Heartland Living	Mobile Home			\$38,494
1/7/2020	7	1/8/2020	North American MHC LLC	6 Leonard	Heartland Living	Mobile Home			\$38,494
1/14/2020	8	1/14/2020	Foxwood Apts	1005 W 3rd	Rainbow International	Remodel			\$859,560
1/7/2020	9	1/13/2020	Kurt Ripperger	804 N B	Construction by Cambron	Remodel			
10/29/2019	10	1/16/2020	Wal Mart	1500 N Jefferson Way	Midland	Commercial Remodel			\$1,891,511
1/15/2020	11	1/20/2020	Jerry's Homes	506 N 17th	Jerry's Homes	Basement Finish			\$18,000
1/15/2020	12	1/27/2020	Jerry's Homes	402 N 18th	Jerry's Homes	Single Family Dwelling	1435		\$208,000
1/15/2020	13	1/27/2020	Jerry's Homes	406 N 18th	Jerry's Homes	Single Family Dwelling	1339		\$203,000
1/15/2020	14	1/27/2020	Jerry's Homes	408 N 18th	Jerry's Homes	Single Family Dwelling	1474		\$217,000
1/15/2020	15	1/27/2020	Jerry's Homes	1708 Detroit	Jerry's Homes	Single Family Dwelling	1644		\$201,000
1/15/2020	16	1/27/2020	Jerry's Homes	1704 Detroit	Jerry's Homes	Single Family Dwelling	1605		\$212,000
1/10/2020			IR Prilesh Patel	1215 N Jefferson Way	Rod Curtis	Commercial Remodel			\$80,000
10/9/2019			IR Brew Enterprises (Scooters)	1112 N Jefferson Way	TBD	Commercial			\$75,000

Jackie Raffety

From: Ryan Waller
Sent: Friday, February 7, 2020 4:37 PM
To: Ryan Waller
Subject: Waller's Weekly 2.7.2020
Attachments: Draft February 18, 2020.pdf; Draft March 2, 2020.pdf; Building Permits_Feb7.pdf; Curent Projects Update_Feb7.pdf; Code Enforcement_Feb7.pdf

Good afternoon, all.

I hope this finds you all well. Below/attached, please find this week's update email of City happenings (please feel free to share).

As always, if there are any questions, please feel free to let me know.

Have a great weekend!

Ryan



Ryan J. Waller

City Manager

rwaller@indianolaiowa.gov

p: 515.962.5274

110 N. 1st Street – Indianola, Iowa 50125

Water Resource Recovery Facility (WRRF) – Found below are two links from the City's website. The first link is to the press release regarding the City Council's approval of a construction contract for the WRRF. This release and accompanying fact sheet were distributed to media outlets throughout the region. The second link is to the presentation provided at the City Council's February 4, 2020 meeting by the City's Financial Advisor on the financing of the WRRF project.

Press Release - <http://indianolaiowa.gov/CivicAlerts.aspx?AID=1541>

Presentation - <https://www.indianolaiowa.gov/DocumentCenter/View/10535/Water-Resource-Recovery-Facility-Financing-Presentation-4-February-2020?bidId=>

Budget Presentation – During the February 4, 2020 City Council meeting, the City's Financial Advisor provided a presentation (link provided below) on the possible financing of aspects of the City's Capital Improvement Plan. As a reminder, this presentation is a full year in advance

of the development process for the Fiscal Year 22 (July 1, 2021 to June 30, 2022) City budget. Staff wanted to ensure this information was provided while the City Council continues the process to develop the Fiscal Year 21 (July 1, 2020 to June 30, 2021) budget that will be formally considered in March.

Presentation

https://www.indianolaiowa.gov/DocumentCenter/View/10536/200207_WW_CapitalImprovementPlanFinancing

Another Grant – As a result of a recent staff safety initiative, a request was made for a filtered water fountain. Members of the team researched this matter and submitted a grant application for this request. We are happy to report staff was notified the City was awarded a \$1,000 grant for the purchase of this filtered water fountain. The new fountain will be installed in the hallway linking the north and south ends of City Hall.

Community Development Updates – Attached please find various updates provided by the Community Development Department.

Upcoming City Council Agenda – Attached, please find the draft agendas for the upcoming meetings. As a reminder, these are fluid documents that can change on a regular basis (i.e. some items may get added/rescheduled due to Council direction, as well as other factors that may or may not be within the control of the City departments).

**February 18, 2020
Draft Council Agenda**

- Minutes
- Claims
- Applications
 - Liquor licenses (2)
 - Street closure (2)
- City Manager's Report
- Salaries
- Concurrence of IDOT bid on ICAAP project
- Public hearing and first consideration of an ordinance amending the terms of the Planning and Zoning Commission and the Board of Adjustments.
- Public hearing and first consideration on QM 3 re- Zoning
- Receive and file the 2019 Planning and Zoning Commission Annual Report
- Closed session for 2 items
- Resolution approving the City's investment policy
- Resolution approving contract and bond for WRRF
- Receive and file Park & Rec annual report
- Resolution authorizing emergency repairs to the Library HVAC system
- Resolution approving purchase of a Water Tender
- Resolution with HR Green for construction phase services for WRRF

February 18, 2020
Draft Council Study Agenda

- Budget presentation

**March 2, 2020
Draft Council Agenda**

- Minutes
- Claims
- Applications
- City Manager's Report
- Salaries
- Budget Presentation
- Public hearing for maximum property tax dollars
- Resolution for maximum property tax dollars
- Second consideration of an ordinance amending the terms of the Planning and Zoning Commission and the Board of Adjustments.
- Second consideration for QM 3 rezoning ordinance
- Set public hearing for FY21 budget for March 25, 2020
- Approval of purchase of 2020 compact utility tractor for the parks department.
- Receive report of assessment district valuation committee on lot valuations
- Adopt Resolution fixing value of lots
- Adopt Resolution adopting preliminary plat, schedule of assessments, and estimate of costs
- Adopt proposed resolution of necessity and set date (March 25) for hearing on resolution of necessity
-



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1/7/2020	3	1/7/2020	Chad Keller	206 N Jefferson	B and D	DEMO			
1/7/2020	4	1/7/2020	Chad Keller	208 N Jefferson	B and D	DEMO			
1/7/2020	5	1/8/2020	North American MHC LLC	24 Leonard	Heartland Living	Mobile Home			\$51,300
1/7/2020	6	1/8/2020	North American MHC LLC	26 Alfred	Heartland Living	Mobile Home			\$38,494
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1/7/2020	9	1/13/2020	Kurt Ripperger	804 N B	Construction by Cambron	Remodel			\$80,000
10/29/2019	10	1/16/2020	Wal Mart	1500 N Jefferson Way	Midland	Commercial Remodel			\$1,891,511
1/15/2020	11	1/20/2020	Jerry's Homes	506 N 17th	Jerry's Homes	Basement Finish			\$18,000
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1/15/2020	14	1/27/2020	Jerry's Homes	408 N 18th	Jerry's Homes	Single Family Dwelling	1474		\$217,000
1/15/2020	15	1/27/2020	Jerry's Homes	1708 Detroit	Jerry's Homes	Single Family Dwelling	1644		\$201,000
1/15/2020	16	1/27/2020	Jerry's Homes	1704 Detroit	Jerry's Homes	Single Family Dwelling	1605		\$212,000
1/31/2020	17	2/3/2020	Sherwin and Leeann Back	808 W Salem	Vanderpool	Alteration			\$15,158
1/10/2020			IR Prilesh Patel	1215 N Jefferson Way	Rod Curtis	Commercial Remodel			\$80,000
10/9/2019			IR Brew Enterprises (Scooters)	1112 N Jefferson Way	TBD	Commercial			\$75,000



COMMUNITY DEVELOPMENT

To: Ryan J. Waller, City Manager
From: Charlie E. Dissell, AICP, Community and Economic Development Director
Date: February 7, 2020
Subject: Current Projects Update

The purpose of this memorandum is to provide a brief synopsis of different projects that may be of interest to the Council.

- **Apple Tree Inn (1215 North Jefferson Way)**
 - Building permit application for interior remodel submitted on January 10.
 - Review comments were returned on January 13.
 - Revised building plans submitted on February 5.
- **Wal-Mart (1500 North Jefferson Way)**
 - Building Permit application and plans submitted on October 29 for a remodel of this building.
 - Building plans approved on November 7.
 - Building Permit issued on January 16.
 - Applicant has indicated a start date of January 19.
- **Proposed Campground (Northwest Corner of South Jefferson Way and East 17th Avenue)**
 - Staff held a preapplication meeting on a proposed campground on October 3
 - A rezoning petition was submitted on October 25 for a proposed campground
 - The Planning and Zoning Commission recommended the rezoning for approval at its November 12 meeting.
 - The City Council held a public hearing on the request at its December 16 meeting.
 - Council approved the rezoning on January 21.
- **Cabin Coffee (910 East 2nd Avenue)**
 - Sale of D&D lot and development agreement was approved by Council on October 21.
 - Staff hosted a preapplication meeting with the developers on October 22.
 - Developer closed on the property on November 22.
- **Scooters Coffee (1112 North Jefferson Way)**
 - Site plan and building permit were submitted on October 9.
 - Site plan comments returned to applicant on November 4.
 - Updated site plan submitted on November 18.
 - Staff continues to work with the property owner on a solution for the storm sewer pipe located on this property.

- **Cavitt Creek Condominiums I & II (1400 and 1500 block of North 9th Street)**
 - Site plan and stormwater management plan were submitted on June 3.
 - Site plan and stormwater management plan comments were returned to the applicant on June 20.
 - Both site plans will need to be reviewed by the Planning and Zoning Commission and approved by the City Council.
 - Revised site plans for Cavitt Creek Condominiums I were submitted on June 28.
 - Revised site plans for Cavitt Creek Condominiums II were submitted on July 10.
 - Kading Properties hosted a neighborhood meeting on July 16.
 - Revised site plan comments were returned on July 26.
 - Revised site plans for both sites were submitted on July 31.
 - Revised site plan comments were returned on August 6.
 - These items were reviewed by Planning and Zoning Commission Meeting at its September 10 meeting.
 - The Planning and Zoning Commission recommended the site plans be denied at its September 10th meeting.
 - The City Council denied the site plan at its September 16 meeting.
 - New and Revised site plans have been submitted.
 - Site plan comments returned to applicant on October 29.
 - Revised site plans submitted on November 11.
 - Revised site plan comments were returned on November 20.
 - Revised site plan submitted on November 21.
 - Revised site plan comments were returned on November 27.
 - The Planning Commission recommended approval, with conditions, of Cavitt Creek I and recommended denial of Cavitt Creek II.
 - The City Council did not adopt a resolution of approval for the site plans at its January 21 meeting.
- **Indianola Pediatric Dentist (2001 North 6th Street)**
 - Site plan and stormwater management plan were submitted on May 23.
 - Comments were returned to the applicant on June 2.
 - Building permit application submitted on June 13.
 - Site plan and stormwater management plan were approved on June 18.
 - Building permit comments returned on July 3.
 - Revised building permit plans were resubmitted on July 11.
 - Building permit was issued on July 15.

- **Missouri Valley JATC Training Facility (1600 East Iowa Avenue)**
 - Site Plan for this project was submitted on April 3 to the City and comments were returned on April 22.
 - City Staff has also held internal meetings regarding new road alignment within the industrial park expansion.
 - City staff met with the Missouri Valley on May 1 to discuss access to this site and possible road upgrades/funding.
 - A revised site plan was submitted on May 20.
 - Revised comments were returned on June 4.
 - A second revised site plan was submitted on June 11.
 - Site Plan was approved on June 11.
 - Building permit application was submitted on June 14.
 - Building permit comments were returned on July 2.
 - Staff has meet with Missouri Valley on a development agreement related to future infrastructure improvements.
 - Building permit application submitted on August 2
 - Staff meet with the contractor on August 23 to discuss building/inspection process.
 - Fire review comments returned to applicant on September 23.
 - Response to fire review comments received on October 29.
 - Full building permit issued on November 13.
- **Chumbley's Auto Care (110 South Jefferson Way)**
 - Staff met with the business owner on March 15 to discuss plans for future building.
 - Staff has submitted preliminary comments on the site plan to the business owner.
 - Site plan and building permit application plan were submitted on May 10.
 - Comments were returned to the applicant on May 22.
 - Revised site plans and building permit plans were resubmitted on July 10.
 - Site plan and building permit were issued on July 17.
 - Temp CO issued on November 26. Awaiting seed/sod and landscaping before final CO will be issued.
- **Ace Hardware (506 North Jefferson Way)**
 - City staff held a pre-development meeting on this project on February 22.
 - The old car wash was demolished the week of July 15.
 - The existing Mudslingers Coffee Shop would remain.
 - A code review was submitted to the City for review by the architect on July 29.
 - The City returned comments on that code review on July 31.
 - Engineer inquired about site plan approval process on August 23.
 - Site plan submitted on September 5.
 - Initial comments on the site plan were returned on September 19.
 - Variance application for parking submitted on September 24. Will be placed on November 6 agenda.
 - Revised site plan submitted on October 4.

- Building Permit application and plans submitted on October 14.
- 2nd review comments on the site plan were returned on October 17.
- Building permit comments returned on October 18.
- Revised building permit plans received on October 23.
- Revised site plan submitted on October 25.
- Variance request for parking was approved by the Board of Adjustment on November 6.
- Site plan approved and building permit issued on November 7.
- **New Heights Church (309 East Hillcrest Avenue)**
 - The project engineer contacted the City on February 7 to clarify plan review comments.
 - Updated site plan was received on March 7.
 - Updated comments returned to applicant on March 20.
 - The project engineer contacted the City on July 11 to clarify plan review comments.
 - Staff responded to those questions on July 12.
 - An updated site plan was submitted on July 29.
 - Staff responded to fire code requirements on August 21.
 - An updated site plan was submitted on August 30.
 - Site plan comments were returned on September 2.
 - Revised site plan submitted on September 20.
 - Site plan comments returned on October 18.
- **Quail Meadows 3**
 - Located north of North 8th Street and East Trail Ridge Place.
 - Staff has been notified that about 30 acres of land in the Summercrest Hills development was sold to a developer who intends to develop single family lots.
 - A rezoning application was submitted on July 1 to change a portion on this land from C-2 to R-3. The Planning and Zoning Commission recommended approval of this request at its August 13 meeting.
 - The City Council held a public hearing and first consideration at its September 16 meeting.
 - This development will require the City to relocate the current lift station north of the Quail Meadows Subdivision to the north of the Summercrest Hills development. The tentative schedule it to have the new lift station designed by this fall, bid of by next spring, and completion by fall of 2020.
 - Staff meet with HR Green and Developer engineer to discuss timing of improvements and new lift station on September 9.
 - The developer submitted a preliminary plat to the City on September 24.
 - Comments on preliminary plat returned on October 4.
 - Preliminary plat recommended for approval by Planning and Zoning Commission on November 12.
 - City Council approved the preliminary plat at its November 18th meeting.
 - Construction plans were submitted on December 2.
 - Comments on construction plans returned on December 17.

- **Heritage Hills Plat 10**
 - Located at the west end of Trailridge Road.
 - Preliminary plat for a 10-lot residential subdivision was submitted to the City on July 12.
 - The Planning and Zoning Commission recommended approval of this plat at its August 13 meeting.
 - The City Council approved the preliminary plat at its August 19 meeting.
 - Construction Plans were submitted on August 27.
 - Comments on construction plans returned on September 11.
 - Revised construction plans were submitted on September 18
 - Construction plans were approved on October 8.
 - Plat of survey to convey property to developer was submitted on January 2. This Plat of survey was reviewed by the Planning Commission on January 15 and the City Council adopted a resolution of approval on January 21.
- **Prairie Glynn Plat 2**
 - Located east of East Franklin Avenue and North 15th Street.
 - Construction plans have been submitted and will be approved once changes are made.
 - A second revised preliminary and final plat were submitted on June 5. The Planning and Zoning Commission reviewed the preliminary plat at its July 9 meeting, and the Council approved the preliminary plat at its July 15 meeting.
- **Quail Meadows Townhomes Preliminary Plat**
 - Located on the north side of East Hillcrest Avenue between North 9th Street and the Summerset Trail.
 - Final Plat approved by Council on May 20.
 - Building permits for north side issued on May 23.
 - Site development is taking place and work is progressing.
- **Autumn Ridge Subdivision Plat 3**
 - Located north of North O Street and West Kentucky Avenue.
 - City Council approved a Development Agreement on June 17.
 - Staff meet with developer on November 14 to outline utility installs and final approvals.



Community Development

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Code Enforcement Tracking Report

Case Status	Case No.	Complaint Date	Description of Complaint	Location/Address	Date of Initial Inspection	Date of Written Notice	Current Status	Next Follow-up Date	Final Compliance Date
Open	CE: 06-2020	1/9/2020	Junk on west side of home	1906 West Euclid	1/10/2020	1/10/2020	Sent letter of Nuisance and Demand for Abatement on 1/10/2020 and established a deadline of January 20th, 2020. City will need to abate. Emailed Apex for abatement(02/05/2020) APEX to finish abating property on Monday 2-10-2020	2/10/2020	
Open	CE: 03-2020	1/9/2020	Junk vehicles	208 South D Street	1/10/2020	1/10/2020	Sent letter of Nuisance and Demand for Abatement on 1/10/2020 and established a deadline of January 20th, 2020. Two junk vehicles that need to be towed. Person in charge of the estate called in on 2/3/2020. Extension given to 2/10/2020.	2/10/2020	
Open	CE: 11-2020	1/9/2020	Patio clutter accumulating at apartments 29 & 30	810 South R Street	1/9/2020	1/27/2020	Sent letter of Nuisance and Demand for Abatement on 1/27/2020 and established a deadline of February 10th, 2020	2/10/2020	
Open			Unsafe Building	407 West 1st Ave	12/11/2019	12/11/2019	House caught fire over thanksgiving weekend 11/28/2019. Inspected house on 12/11/2019 to determine extent of damage and see if the structure can be saved. Unfortunately the structure cannot be saved and must be torn down. Sent letter to property owner on 12/11/2019 ordering the house to be demolished by January 20th, 2020. Person in charge of the estate called in on 2/3/2020. Extension given to 2/10/2020.	2/10/2020	
Open	CE: 05-2020	1/9/2020	Vehicles and trailers parked in grass, camper stored on driveway	1708 West Euclid	1/10/2020	1/10/2020	Sent letter of Nuisance and Demand for Abatement on 1/10/2020 and established a deadline of January 20th, 2020. Spoke with Tim, gave 30 days to comply.	2/14/2020	
Open	CE: 08-2020	1/9/2020	Sign missing panels, menace to the public	1801 West 2nd	1/10/2020	1/14/2020	Sent letter of Nuisance and Demand for Abatement on 1/14/2020 and established a deadline of February 13th, 2020	2/14/2020	
Open			Unsafe Building	210 N Jefferson	7/29/2019	7/31/2019	Relative of the property owner claimed the home would be rehabbed. Notice of unsafe building issued. Work being done on building. Spoke with contractor on 10/17/19 about structural portion of front porch. Contractor will be pulling building permit sometime within the next week. Spoke with property owner on 10/30. She asked for a 30 day extension to finish the exterior. 30 day extension was granted. Spoke with contractor, he said their waiting on materials and work will resume as soon as they are available but no later than 1/31/2020	2/14/2020	
Open	CE: 01-2020	12/27/2019	Campers all over property. Junk and junk vehicles parked on driveway and other miscellaneous junk debris.	1801 West Euclid	1/2/2020	1/2/2020	Sent letter of Nuisance and Demand for Abatement on 1/10/2020 and established a deadline of January 20th, 2020. Spoke with Uele and established a 30 day deadline for each camper to be removed/moved on property.	2/17/2020	
Open	CE:10-2020	1/10/2020	Shed in front/side yard	606 North Kenwood	1/14/2020	1/16/2020	Sent letter of ordinance violation on 1/16/2020 and established a deadline of February 14th, 2020.	2/17/2020	
Open			Junk/Junk Vehicles	1105 E Salem	4/22/2019	4/26/2019	Spoke with Kevin King. He said he will remove manhole and keep us updated. Will check regularly.	2/17/2020	
Open			Unsafe Building	306 S F Street	4/17/2018	8/16/2019	Posted as unsafe. Property purchased out of foreclosure. New property owner has rehabbed exterior of building and will begin on the interior. Will check regularly.	2/17/2020	
Open			Abandon/Unsafe Building	506 N Kenwood Blvd	4/17/2018	5/6/2019	Municipal Infraction Issued. Service has been attempted on property owner, and has failed. Discovered that property was in foreclosure, and was sold on August 15. New owner is working on updating property. Property is now for sale. Will check regularly. House is up for sale by Berkshire Hathaway	2/17/2020	
Open			Abandon/Unsafe Building	911 N C Street	3/28/2019	4/5/2019	Notice of unsafe building issued. Property owner has applied or a building permit. Default judgement issued by court on December 6. Property owner had until January 5 to have all work completed. Working on getting quotes for work to be completed to determine next steps. In the process of getting quotes to abate the property. Not going to abate. Will continue to issue Municipal Infractions each month.	3/7/2020	



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Open	CE: 04-2020	1/9/2020	Junk and junk debris throughout property	107 North Kenwood	1/10/2020	1/10/2020	Sent letter of Nuisance and Demand for Abatement on 1/10/2020 and established a deadline of January 20th, 2020. Spoke with homeowner and she said she will have van removed from property as soon as the weather turns.	3/30/2020	
Open			Abandon/Unsafe Building	310 E Boston	3/28/2019	4/5/2019	Property posted as unsafe. Building has been ordered to be vacated and was posted to prevent further occupancy until the work is completed. Met with owner to discuss timing for making improvements. Deadline set for November 1. Work has commenced on west side of house. Will check regularly.	3/30/2020	
Open			Abandon/Unsafe Building	2103 N Jefferson	4/17/2018	5/6/2019	Municipal Infraction Issued. Property owner has discussed next steps with staff, including demolition. Will check regularly.	3/30/2020	
Open			Unsafe Building	401 W Salem	6/25/2019	6/26/2019	Notice of unsafe building issued. Property owner obtained a building permit for work. Substantial progress made. Still needs to finish roof and siding.	3/30/2020	
Open	CE 07-2020	1/9/2020	Abandoned/Dangerous/Unsafe Building	2110 West 2nd	1/9/2020	1/10/2020	Sent letter of Abandoned, Dangerous, & Unsafe Building on 1/10/2020 and established a date of April 9th for completion.	4/9/2020	
Open		9/17/2019	Tall Grass/Weeds, Debris	Property E of East Scenic Valley Ave	9/17/2019		Discussed this with the representative for property owner. Tall grass and weeds will be mowed, and they will work to get remaining construction debris off the property.	4/30/2020	
Open	CE: 02-2020	1/9/2020	Trailer park needs to be cleaned up. Junk and junk vehicles.	307 West 2nd	1/10/2020	1/10/2020	Sent letter of Nuisance and Demand for Abatement on 1/10/2020 and established a deadline of April 30th, 2020. Larry Throckmorton 515-249-9639	4/30/2020	
Open			Unsafe Building	208 N Jefferson Way	4/17/2018		Demolition has taken place. Will close out once all work is completed, and lot has been seeded.	4/30/2020	
Open			Unsafe Building	206 N Jefferson	4/17/2018		Demolition has taken place. Will close out once all work is completed, and lot has been seeded.	4/30/2020	
Open	CE: 09-2020	1/10/2020	Shed in front/side yard	640 North N	1/14/2020	1/16/2020	Sent letter of ordinance violation on 1/16/2020 and established a deadline of February 14th, 2020. Spoke with Diana and gave extension until May 1st, 2020.	5/1/2020	
Closed	CE: 12-2020	1/23/2020	Sidewalks not cleared	911 North Howard	1/28/2020	1/28/2020	Sidewalk Cleared.		2/6/2020
Closed	CE: 15-2020	1/28/2020	Sidewalks not cleared	West side of Country Club including golf course, 601 Trail Ridge and 600 Trail Ridge Rd.	1/28/2020	1/28/2020	Sidewalk Cleared.		2/6/2020
Closed	CE: 14-2020	1/27/2020	Sidewalks not cleared	300-500 Block of East Kentucky (Wal-Mart)	1/28/2020	1/28/2020	48 Hrs		1/30/2020
Closed		11/19/2019	Trash next to front door and in back yard.	405 West 17th	12/3/2019	12/3/2019	Door hanger left on 12/3. Spoke with Corey Miller and established a date of 12/27/2019 to have junk and debris cleaned up. Corey called and asked for another extension due to the holidays. New date for compliance is 1/31/2020		1/27/2020

Meeting Date: 02/18/2020

Information

Subject

Enter into closed session pursuant to Iowa Code section 20.17(3) to discuss labor negotiations.

Information

Roll call to go into closed session is in order.

Fiscal Impact

Attachments

No file(s) attached.

Meeting Date: 02/18/2020

Information

Subject

Enter into closed session in accordance with Iowa Code Section 21.5(1)(j) to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property.

Information

Roll call to go into closed session is in order.

Fiscal Impact

Attachments

No file(s) attached.
