



CITY OF INDIANOLA COUNCIL MEETING

January 21, 2020

6:00 p.m.

City Council Chambers

Updated Agenda

\*updated on January 17, 2020

1. Call to order
  2. Pledge of allegiance
  3. Roll call
  4. Public comment
  5. Consent
- 
- A. Approval of agenda
  - B. **Page 5** January 6 and 9, 2020, Minutes.
  - C. **Page 10** Final consideration for a 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 approved unanimously on November 12, 2019.)
  - D. **Page 22** Final consideration of an amendment to Chapter 165 of zoning codes regarding breweries. (Planning & Zoning approved unanimously on November 12, 2019.)
  - E. **Page 33** Final consideration of an amendment to Chapter 165 of zoning codes regarding Bed and Breakfast, Boardinghouse and Short-term Rental regulations. (Planning & Zoning approved unanimously on November 12, 2019.)
  - F. **Page 51** Resolution adopting a Surplus Disposal Policy.
  - G. **Page 58** Resolution determining property to be surplus and authorizing sale of property for Water Pollution Control.
  - H. **Page 61** Resolution determining property to be surplus and authorizing sale of property for the Street Department.
  - I. **Page 64** Receive and file the Veteran's Memorial Aquatic Center Annual Report.

- J. **Page 75** Receive and file Fire Department Insurance Office Services Rating.
- K. **Page 79** Resolution approving a request from Daniels Land Surveying on behalf of William Dickerson Revocable Trust for approval of a Plat of Survey for property at 913, 915 and 1001 East Ashland Avenue (Planning and Zoning unanimously approved on January 15, 2020).
- L. **Page 90** Resolution approving request from Civil Engineering Consultants, Inc., on behalf of Peoples Company for approval of a Plat of Survey for property located in the South Half of the Southwest Quarter of Section 13, Township 76 North, Range 24 West of the 5th PM, City of Indianola, Warren County, IA (Planning and Zoning unanimously approved on January 15, 2020).
- M. **Page 98** Resolution setting a public hearing for February 18, 2020, 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.
- N. **Page 104** Resolution setting a public hearing on February 4, 2020, for a sign exemption request from Bootz & Duke Signs, on behalf of Wal-Mart Stores, Inc, located at 1500 N Jefferson Way.
- O. **Page 108** Final acceptance and retainage payment of \$7620.05 to Howrey Construction for the East Hillcrest Avenue Trail Connector project.
- P. **Page 110** Resolution Approving Salaries.
- Q. **Page 112** Claims on the computer printout for January 21, 2020.
- 6. **Page 124** City Treasurer's Report for September - Doug Shull.
- 7. Council Reports
  - A. Greater Des Moines Convention Report - John Parker, Jr.
  - B. **Page 127** First consideration of an ordinance amending the City Code of the City of Indianola, Iowa, to change the term of certain Boards and Commissions.
  - C. **Page 132** Resolution setting a public hearing for February 18, 2020, 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.
  - D. **Page 135** Consideration of City Council appointments to various boards and committees.
  - E. **Page 137** Resolution adopting the amended Hometown Pride Committee by-laws to change the term dates for future appointments.
  - F. **Page 146** Consideration of the re-nominations of Amy Duncan, Clark Ridlen and Taylor Litchkey to the Hometown Pride Committee.

- G. **Page 159** Consideration of 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.
8. Public Consideration
- A. Old Business
    - 1. **Page 161 Kading LLC Site Plan**
      - a. **Page 207** Consideration approving a 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 (P&Z recommended approval with conditions).
      - b. **Page 215** Consideration of a 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 (P&Z unanimously recommended denial).
  - B. New Business
    - 1. **Page 225 Indianola Water Resource Recovery Facility Project**
      - a. **Page 226** Resolution setting February 4, 2020, as 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) and providing for publication of notice thereof. Due to the timing of the bid opening, a supplemental containing updated attachments will be provided to the City Council at its meeting.
      - b. **Page 235** Resolution setting February 4, 2020, as 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, and providing for publication of notice thereof.
      - c. **Page 244** Designation of an apparent low bidder for the Water Resource Recovery Facility Project.
    - 2. **Page 248 Quail Meadows 3 Lift Station Project**
      - a. **Page 249** Public hearing on the proposed plans, specifications, form of contract and estimated cost for the Quail Meadows 3 Lift Station.
      - b. **Page 256** Resolution adopting the proposed plans, specifications, form of contract and estimate of cost for Quail Meadows 3.
9. Other Business
- A. **Page 259** City Manager's Report - Ryan Waller.
    - 1. **Page 260** Receive and file correspondence from January 3 and 10, 2020, weekly updates from City Manager, Ryan Waller.

10.

Adjourn

**Meeting Date:** 01/21/2020

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**Information**

**Subject**

January 6 and 9, 2020, Minutes.

**Information**

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**Fiscal Impact**

**Attachments**

Jan 6 Minutes

Jan 9 Minutes

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## Regular Session - January 6, 2020

The City Council met in regular session at 6:00 p.m. on January 6, 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, Bob Kling, Greg Marchant, John Parker, Greta Southall and Gwen Schroder. Absent: None.

The meeting was opened for Public Comment. Susan Glick, 511 W Boston asked about Council Policy as it pertains to when citizens can speak to items on the agenda. Counsel Doug Fulton responded. Ms. Glick also noted that there are no parks on the north side of town, particularly around the proposed Kading Properties development. City Manager, Ryan Waller, answered her questions about how the comp plan will dictate what updates need to be made to the City Code which will impact the amount of green spaces in a community.

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

- Approval of Agenda
- December 16, 2019 Minutes
- Second consideration of an amendment to Chapter 165 of zoning codes regarding Bed and Breakfast, Boardinghouse and Short-term Rental regulations. (Planning & Zoning approved unanimously on November 12, 2019.)
- Second consideration for a 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 approved unanimously on November 12, 2019.)
- Second consideration of an amendment to Chapter 165 of zoning codes regarding breweries. (Planning & Zoning approved unanimously on November 12, 2019.)
- Approval of change order number one for 2019 Drainage Improvements and Emergency Storm Sewer Repairs in the amount of \$5,091.15 for a revised contract amount of \$154,891.15.
- Approval of change order number one for Emergency Storm Sewer Repairs (Norwalk Ready Mix Plant) in the amount of \$18,625.00 for a revised contract amount of \$66,525.00.
- Final acceptance and payment of retainage for the Emergency Storm Sewer Improvements Projects (Norwalk Ready Mix Plant) in the amount of \$3326.25 as submitted by TK Concrete.
- Resolution No 2020-01 approving Storm Sewer Easements for the Emergency Storm Sewer Repairs Project (Norwalk Ready Mix Plant). The complete Resolution may be viewed at the City Clerk's Office.
- Final acceptance and payment of retainage for the West 3<sup>rd</sup> Avenue Sanitary Sewer Improvements Project in the amount of \$11,275.97 as submitted by Vanderpool Construction.
- Final approval applications for Urban Revitalization Designation.

Regular Session - January 6, 2020 (continued)

- Resolution No 2020-02 Approving Salaries. The complete Resolution may be viewed at the City Clerk's Office.
- Claims on the computer printout for January 6, 2020.

Council discussed term dates for members of the Boards and Commissions. 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".

Marchant moved and Kling seconded the deferment of the approval of the following re-nomination of Amy Duncan, Clark Ridlen and Taylor Litchkey to the Hometown Pride Committee until committee ordinance and bylaws are changed to reflect the term date changes requested by Council. On roll call, the vote was AYES: Hulen, Parker, Kling Marchant, Southall and Schroder. NAYS: None. ABSENT: None. The Mayor declared the motion carried unanimously.

Mayor Kelly B. Shaw welcomed Heather Hulen and Gwen Schroder to Council as part of his Mayor Report.

Marchant moved and Kling seconded the deferment of the approval of the re-nomination of Joel Hoger to the Park and Recreation Commission until commission bylaws and ordinance is changed to reflect the term date changes requested by Council. ON roll call, the vote was AYES: Hulen, Parker, Kling Marchant, Southall and Schroder. NAYS: None. ABSENT: None. The Mayor declared the motion carried unanimously.

During the Community Update, it was noted by Mayor Kelly B. Shaw that Council Member Southall will serve as Mayor Pro Tem when needed. The Mayor also thanked former Administrative Bookkeeper, Lu Ann Kappelman, on her ten years of service to the City of Indianola.

A motion was made by Kling and seconded by Southall to approve Resolution 2020-03, Resolution Authorizing a Professional Service Agreement with Hydro-Klean, LLC for the Sewer Manhole Rehabilitation, in an amount of \$22,951.00. On roll call the vote was AYES: Hulen, Parker, Kling Marchant, Southall and Schroder. NAYS: None. ABSENT: None. The Mayor declared the motion carried unanimously.

Southall made a motion and Kling seconded to approve Resolution 2020-04, Resolution Authorizing a Professional Service Agreement with SAK Construction to Perform the Sewer Mains and Lateral Rehabilitation Lining Project, for a total amount of \$127,890.00. On roll call the vote was AYES: Hulen, Parker, Kling Marchant, Southall and Schroder. NAYS: None. ABSENT: None. The Mayor declared the motion carried unanimously.

Regular Session - January 6, 2020 (continued)

Motion by Parker, seconded by Kling to approve Resolution 2020-05, Resolution Setting a Date (January 21) as a Public Hearing for the Quail Meadows 3 Lift Station. 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.

A budget presentation was provided by Andy Lent, Finance Director/City Clerk.

The City Council decided that, due to the Iowa Caucus on February 3, the first meeting in February should be held on February 4, 2020.

Charlie Dissell, Community and Economic Development Director, provided an update on the Missouri Valley Project and the extension of Iowa Avenue.

City Manager, Ryan Waller, let the Council know that the new City website launched on January 6. He also reminded them that the next Council meeting will be held on Tuesday, January 21 due to Martin Luther King Jr Holiday on Monday, January 20.

A motion was made by Marchant and seconded by Parker to receive and file correspondence of the weekly updates dated December 13, 20 and 27, 2019, from Ryan Waller, City Manager. 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.

Southall moved to enter into closed session pursuant to Iowa Code section 20.17(3) to discuss labor negotiations at 7:51 pm and Parker seconded the motion. 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.

A motion was made at 8:17 pm by Marchant to end the closed session and seconded by Parker. 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. No action was taken on matters discussed in the closed session.

Meeting adjourned at 8:18 p.m. on a motion by Southall and seconded by Marchant.

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Kelly B. Shaw, Mayor

Attest:

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Andrew J. Lent, City Clerk/CFO

## Special Session - January 9, 2020

The Indianola City Council met for a work study session on the Water Resource Recovery Facility (WRRF) Project on January 9, 2020, at HR Green (5525 Merle Hay Road Ste 200, Johnston, IA). Due to the technological nature and cost of the presentations, it was necessary to host the meeting at HR Green rather than at City Hall. Mayor Pro-Tem Southall called the meeting to order at 5:34 PM. On roll call, the following members were present: Greta Southall, Greg Marchant, Gwen Schroder, Bob Kling, John Parker, Jr., and Heather Hulen. Absent was Mayor Kelly Shaw.

Staff members present were Ryan Waller, Andrew Lent, Charlie Dissell and Rick Graves.

Members of the public present were Shirley Clark and Amy Duncan.

Also present was Jim Rasmussen, Alison Young, and Joe Frankl of H.R. Green and the City's financial advisor, Mike Maloney, of D.A. Davidson. Rasmussen, assisted by Frankl and Young, gave a presentation on the construction project.

Items covered:

- Options that were considered
- Facility and Anti-Degradation Plan approval by IDNR
- Schematic of the plant. The facility with peak flow treatment can handle 16 MGD (million gallons per day). The peak flow will only happen 3-7 days per year.
- Flyover of the facility and review of the process for the wastewater treatment
- Project Schedule with final completion by June 10, 2022
- Final Opinion of Project Cost: \$38,400,000 (does not include trunk sewer project or for demolition of existing plant)

Maloney gave a presentation on the financing for the WRRF. Items covered:

- 51% of project to be paid by State Revolving Fund (SRF) loan repaid by sewer revenue, the remaining to be repaid by General Obligation Bonds repaid by Local Option Sales Tax (LOST) revenue.
- Projections of fee rate increases that will need to be considered by Council later
- Schedule of the financing

The next step on the project is to receive bids on January 16<sup>th</sup>.

Meeting adjourned at 7:29 pm on a motion by Marchant and seconded by Schroder.

Meeting Date: 01/21/2020

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**Information**

**Subject**

Final consideration for a 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 approved unanimously on November 12, 2019.)

**Information**

Final consideration for a request (packet) 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 approved unanimously on November 12, 2019.)

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**Fiscal Impact**

**Attachments**

Lyelca  
Ordinance re campground

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# Community Development

110 N. First St., Indianola, IA 50125-0299 • [www.indianolaiowa.gov](http://www.indianolaiowa.gov)  
515-961-9430 • [comdev@indianolaiowa.gov](mailto:comdev@indianolaiowa.gov)

## Staff Report

## Planning and Zoning Commission

**Date of Meeting:** November 12, 2019

**Agenda Item:** 7.C. 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.

**Application Type:** Rezoning

**Applicant:** Stacy Crow on behalf of Lyelca Of Warren Co Et Al

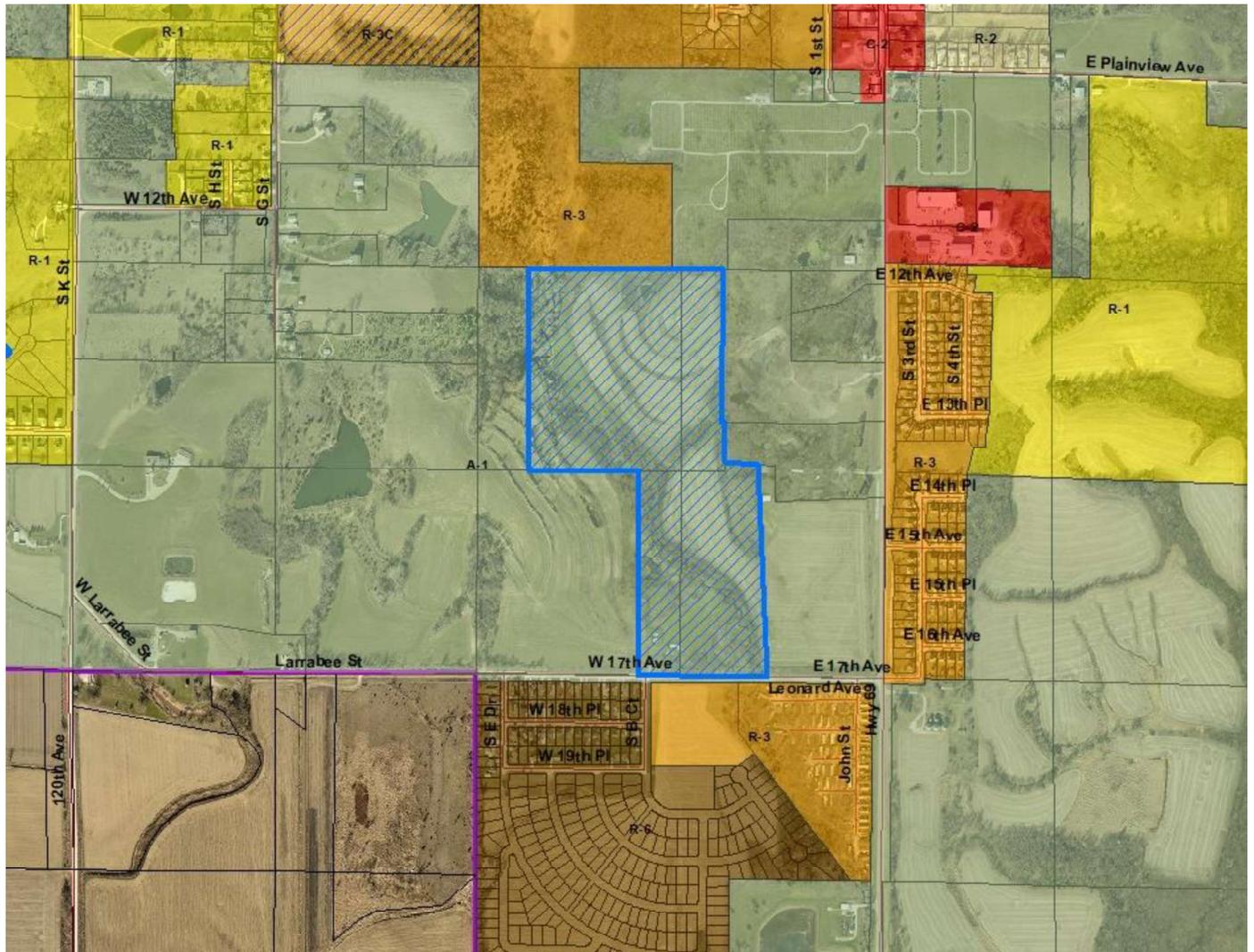
**Property Owner:** Lyelca Of Warren Co Et Al

**Current Zoning:** A-1, Agricultural

**Comprehensive Plan Designation:** Low Density Residential and Mixed Residential

**Application Summary:** Request for to rezone approximately 65 acres of land currently located part in A-2, Mixed Agricultural for a proposed campground.

## 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 campground. On October 3, City staff held a preapplication meeting for the proposed development. A conceptual sketch was presented which showed a campground that included 118 RV sites, eight (8) cabins, and an area for tent camping.

There are two (2) sanitary sewer lines that run from the northwest corner of the area proposed to be rezoned, along the east side of the creek, and down to the south plant lift station. Both of those lines have the capacity to serve this proposed development. Additionally, there are two (2) water mains that run on the north side of East 17<sup>th</sup> Avenue, which have the capacity to serve this area.

West 17<sup>th</sup> Avenue is paved for about 200' past South Jefferson Way before it turns to gravel. The last traffic counts staff could find from the Iowa DOT show that there are about 300 ADT on this section of road. Based off what staff could find, it appears that campgrounds produce no more than three (3) trips per day, per unit. It is estimated that the additional traffic generated by this land use on West 17<sup>th</sup> Street would not rise to the level of needing paving, but any additional development in this area may cause West 17<sup>th</sup> Street to cross that threshold.

As this change is from A-1 (Agricultural) to A-2 (Mixed Agricultural), the application does contain the number of acres in each soil type for which a rezoning change is requested and the crop suitability rating of each, which is attached.

A notification sign was placed along West 17<sup>th</sup> Street on October 31, 2019, and notification letters were sent out to property owners within 200' on November 1, 2019.

If the rezoning were to be approved, the proposed development would be subject to all site plan requirements of the City of Indianola.

## **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**

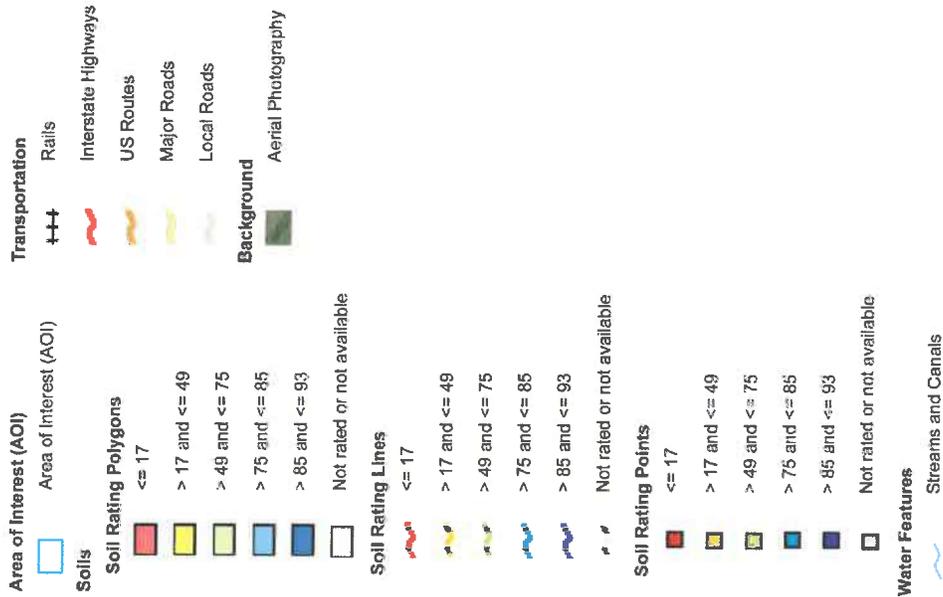
Staff recommends that the City of Indianola Planning and Zoning Commission move alternative 1, approving the rezoning request as submitted.

Iowa Com Suitability Rating CSR2 (IA)—Warren County, Iowa  
(Indianola Campground Rezone CSR)



Map Scale: 1:4,760 if printed on A portrait (8.5" x 11") sheet.  
 0 50 100 200 300 Meters  
 0 200 400 800 1200 Feet  
 Map projection: Web Mercator Corner coordinates: WGS84 Edge tics: UTM Zone 15N WGS84

## MAP LEGEND



## MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:15,800.

**Warning:** Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service  
 Web Soil Survey URL:  
 Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Warren County, Iowa  
 Survey Area Data: Version 24, Sep 12, 2019

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Jul 26, 2012—Sep 28, 2017

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

## Iowa Corn Suitability Rating CSR2 (IA)

Map unit symbol	Map unit name	Rating	Acres in AOI	Percent of AOI
8B	Judson silty clay loam, dissected till plain, 2 to 5 percent slopes	93	2.9	4.8%
54	Zook silty clay loam, 0 to 2 percent slopes, occasionally flooded	67	16.3	26.5%
76C2	Ladoga silt loam, dissected till plain, 5 to 9 percent slopes, eroded	75	1.8	2.9%
76D2	Ladoga silt loam, 9 to 14 percent slopes, eroded	49	3.4	5.5%
185E2	Bauer silt loam, 14 to 18 percent slopes, moderately eroded	8	8.1	13.1%
273C	Olmitz loam, 5 to 9 percent slopes	85	6.6	10.7%
370C	Sharpsburg silty clay loam, 5 to 9 percent slopes	81	3.9	6.4%
592D2	Mystic silt loam, 9 to 14 percent slopes, moderately eroded	6	8.4	13.7%
792D2	Armstrong loam, 9 to 14 percent slopes, moderately eroded	7	3.9	6.3%
822D2	Lamoni silty clay loam, 9 to 14 percent slopes, eroded	10	0.6	1.0%
980B	Gullied land-Ely-Colo complex, 2 to 5 percent slopes	42	4.7	7.6%
993E2	Armstrong-Gara loams, 14 to 18 percent slopes, moderately eroded	17	0.7	1.2%
T370B	Sharpsburg silty clay loam, terrace, 2 to 5 percent slopes	91	0.1	0.1%
W	Water		0.1	0.2%
<b>Totals for Area of Interest</b>			<b>61.6</b>	<b>100.0%</b>

## Description

This attribute is only applicable to soils in the state of Iowa. Corn suitability ratings (CSR2) provide a relative ranking of all soils mapped in the State of Iowa according to their potential for the intensive production of row crops. The CSR2 is an index that can be used to rate the potential yield of one soil against that of another over a period of time. Considered in the ratings are average weather conditions and frequency of use of the soil for row crops. Ratings range from 100 for soils that have no physical limitations, occur on minimal slopes, and can be continuously row cropped to as low as 5 for soils that are severely limited for the production of row crops.

When the soils are rated, the following assumptions are made: a) adequate management, b) natural weather conditions (no irrigation), c) artificial drainage where required, d) no frequent flooding on the lower lying soils, and e) no land leveling or terracing. The weighted CSR2 for a given field can be modified by the occurrence of sandy spots, local deposits, rock and gravel outcrops, field boundaries, and noncrossable drainageways. Even though predicted average yields will change with time, the CSR2 values are expected to remain relatively constant in relation to one another over time.

## Rating Options

*Aggregation Method:* No Aggregation Necessary

*Tie-break Rule:* Higher



**ORDINANCE NO. 2019 - \_\_\_\_\_**

**AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF INDIANOLA, IOWA, FOR A CAMPGROUND FROM A-1 AGRICULTURAL ZONING DISTRICT TO A-2 MIXED AGRICULTURAL ZONING DISTRICT**

**WHEREAS**, the City Council of the City of Indianola, Iowa, deems it necessary and proper to amend the zoning from A-1 Agricultural Zoning District to A-2 Mixed Agricultural Zoning District for the following described property:

A PARCEL OF LAND IN THE NE1/4 AND SE1/4 OF SECTION 36, TOWNSHIP 76 NORTH, RANGE 24 WEST OF THE 5th P.M., WARREN COUNTY, IOWA THAT IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

THE EAST 1005 FEET OF THE SW1/4 NE1/4 OF SAID SECTION 36

AND

THE EAST 277 FEET OF THE NW1/4 SE1/4 OF SAID SECTION 36

AND

ALL THAT PART OF THE SE1/4 NE1/4 OF SAID SECTION 36 LYING WEST OF PARCEL 'P', AN OFFICIAL PARCEL RECORDED IN INSTRUMENT NUMBER 2015-6904 AT THE WARREN COUNTY RECORDER'S OFFICE AND LYING WEST OF THE TRACT OF LAND RECORDED IN IRREGULAR PLAT BOOK 2A, PAGE 11 OF 76-24 AT THE WARREN COUNTY RECORDER'S OFFICE

AND

ALL THAT PART OF THE SE1/4 NE1/4 AND THE NE1/4 SE1/4 OF SAID SECTION 36 LYING WEST OF THE FOLLOWING DESCRIBED LINE: BEGINNING AT A POINT THAT IS 220 FEET EAST OF THE SE CORNER OF SAID TRACT OF LAND RECORDED IN IRREGULAR PLAT BOOK 2A, PAGE 11 OF 76-24 AT THE WARREN COUNTY RECORDER'S OFFICE; THENCE SOUTHERNLY TO A POINT THAT IS 576 FEET EAST OF THE SW CORNER OF SAID NE1/4 SE1/4, AND EXCEPTING THEREFROM ALL SAID TRACT RECORDED IN IRREGULAR PLAT BOOK 2A, PAGE 11 OF 76-24 AT THE WARREN COUNTY RECORDER'S OFFICE.

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

**Section 1:** That the zoning is amended from A-1 Agricultural Zoning District to A-2 Mixed Agricultural Zoning District for the following real property:

A PARCEL OF LAND IN THE NE1/4 AND SE1/4 OF SECTION 36, TOWNSHIP 76 NORTH, RANGE 24 WEST OF THE 5th P.M., WARREN COUNTY, IOWA THAT IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

THE EAST 1005 FEET OF THE SW1/4 NE1/4 OF SAID SECTION 36

AND

THE EAST 277 FEET OF THE NW1/4 SE1/4 OF SAID SECTION 36

AND

ALL THAT PART OF THE SE1/4 NE1/4 OF SAID SECTION 36 LYING WEST OF PARCEL 'P', AN OFFICIAL PARCEL RECORDED IN INSTRUMENT NUMBER 2015-6904 AT THE WARREN COUNTY RECORDER'S OFFICE AND LYING WEST OF THE TRACT OF LAND RECORDED IN IRREGULAR PLAT BOOK 2A, PAGE 11 OF 76-24 AT THE WARREN COUNTY RECORDER'S OFFICE

AND

ALL THAT PART OF THE SE1/4 NE1/4 AND THE NE1/4 SE1/4 OF SAID SECTION 36 LYING WEST OF THE FOLLOWING DESCRIBED LINE: BEGINNING AT A POINT THAT IS 220 FEET EAST OF THE SE CORNER OF SAID TRACT OF LAND RECORDED IN IRREGULAR PLAT BOOK 2A, PAGE 11 OF 76-24 AT THE WARREN COUNTY RECORDER'S OFFICE; THENCE SOUTHERNLY TO A POINT THAT IS 576 FEET EAST OF THE SW CORNER OF SAID NE1/4 SE1/4, AND EXCEPTING THEREFROM ALL SAID TRACT RECORDED IN IRREGULAR PLAT BOOK 2A, PAGE 11 OF 76-24 AT THE WARREN COUNTY RECORDER'S OFFICE.

**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 \_\_\_\_\_ 2019.

\_\_\_\_\_  
Kelly B. Shaw, Mayor

ATTEST:

\_\_\_\_\_  
Andrew J. Lent City Clerk

First reading: \_\_\_\_\_  
Second reading: \_\_\_\_\_  
Third reading: \_\_\_\_\_  
Publication Date: \_\_\_\_\_

Meeting Date: 01/21/2020

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**Information**

**Subject**

Final consideration of an amendment to Chapter 165 of zoning codes regarding breweries. (Planning & Zoning approved unanimously on November 12, 2019.)

**Information**

Final consideration for an amendment to Chapter 165 of zoning codes regarding breweries. (Planning & Zoning approved unanimously on November 12, 2019.)

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**Fiscal Impact**

**Attachments**

Breweries

Ordinance for Microbreweries

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# Community Development

110 N. First St., Indianola, IA 50125-0299 • [www.indianolaiowa.gov](http://www.indianolaiowa.gov)  
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## Staff Report

## Planning and Zoning Commission

**Date of Meeting:** November 12, 2019

**Agenda Item:** 7.B. Consider zoning regulation amendment to Chapter 165, regarding breweries.

**Application Type:** Zoning Regulation Amendment

**Applicant:** Into Brewing LLC

**Application Summary:** At its October 7 meeting, the Indianola City Council directed staff and the Planning and Zoning Commission to explore the possibility of amending the regulations regarding limited manufacturing and processing in the C-3 General Retail and Office Districts as it pertains to breweries. This request was made to Council by Into Brewing LLC.

## APPLICABLE CODE SECTIONS

The following sections of the Code of Ordinances of Indianola, Iowa apply to this request:

**1.07 AMENDMENTS.** All ordinances which amend, repeal or in any manner affect this Code of Ordinances shall include proper reference to chapter, section, subsection or paragraph to maintain an orderly codification of ordinances of the City.

**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.

## ANALYSIS

Attached to this staff report is the letter that was presented to the City Council from Into Brewing LLC requesting a change be made to the current zoning. As the letter points out, the City's current zoning ordinance does not have a definition or use for breweries, and staff is currently classifying the use of a brewery as 'Limited Manufacturing and Processing' subject to the following conditions:

1. All manufacturing and processing uses shall be wholly contained within a building with no exterior storage and shall not create offensive noise, odor, vibration or electrical interference.
2. The total number of employees shall be limited to thirty-five (35).
3. Products to be manufactured or processed shall be cameras and other photographic equipment, counter top appliances, electronic devices, pharmaceuticals, radios, novelties, toys and similar products in size and character.
4. Maximum allowable floor space shall be 10,000 square feet.
5. Products manufactured and/or processed must be sold retail on the same site. The minimum retail area shall be 10% of the total floor area.

As Into Brewing LLC points out, staff determined the use of a brewery to fall in a use of "similar products in size and character". The letter goes on to describe a conflict with how the Iowa Alcoholic Beverages Division has issues with the requirement of number 5. While the applicant proposes a good alternative, staff is of the opinion that because of the rising popularity of microbreweries across the country, that the City add a definition of microbrewery to our zoning ordinance.

The following definition is proposed:

*Brewery, Micro means a business that brews beers, ales, and/or similar beverages on-site for distribution, retail or wholesale, on or off-premises, and produces no more than ten thousand (10,000) barrels of beer or ale annually. A Microbrewery may include a tasting room for consumption on-premises.*

As staff always does, we researched municipalities across the metro and of other like size communities in the State, and that research is included with this staff report. While not many jurisdictions have moved to directly define microbreweries, the ones we were able to find are attached to this staff report and is how the proposed definition was derived. Staff would propose microbreweries be allowed in the C-2, Highway Commercial, C-3 General Retail and Office, and C-4 Planned Commercial Districts (as a Class One).

## **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 zoning regulation amendment request be approved, as submitted.
- 2) The City of Indianola Planning and Zoning Commission recommends the zoning regulation amendment request be approved, with changes.
- 3) The City of Indianola Planning and Zoning Commission recommends the zoning regulation amendment request be denied.
- 4) The City of Indianola Planning and Zoning Commission remands the zoning regulation amendment request, back to staff for further review and/or modifications and directs staff to place this item on a future Planning and Zoning agenda.

## **RECOMMENDATION**

Staff recommends alternative number 1, that the City of Indianola Planning and Zoning Commission recommends the zoning regulation amendment request be approved, as submitted.

		Microbrewery
A-1	Agricultural	
A-2	Mixed Agricultural	
R-1	Single-Family Residential	
R-2	Single- and Two-Family Residential	
R-3	Mixed Residential	
R-4	Multiple-Family [Residential]	
R-5	Planned Residential	
R-6	Mobile Home Residential	
C-1	Office Park Commercial District	
C-2	Highway Commercial	P
C-3	General Retail and Office	P
C-4	Planned Commercial District	P*
M-1	Limited Industrial	
M-2	General Industrial	

**P= Permitted  
Principle Use**

**A= Accessory Use  
SE= Special  
Exception**

\*Allowed as a Class 1 Plan

"Brewery, Micro" means a business that brews beers, ales, and/or similar beverages on-site for distribution, retail or wholesale, on or off-premises, and produces no more than ten thousand (10,000) barrels of beer or ale annually. A Microbrewery may include a tasting room for consumption on-premises.

**Linn County:**

Distillery or brewery means not only the premises where liquor or spirits are distilled, beer is brewed or similar alcoholic beverage is manufactured, but in addition, means a person owning, representing, or in charge of such premises and the operations conducted there, including the blending and bottling or other handling.

**Sergeant Bluff:**

BREWERY shall mean an industrial use that brews ales, beers, meads and/or similar beverages on site. Breweries are classified as a use that manufactures more than 10,000 barrels of beverage (all beverages combined) annually.

**Pella:**

Brewery, Micro - A business that brews beers, ales, and/or similar beverages on-site. This definition requires the manufacturing and packaging of beer, ales, and/or similar beverages to be the principal use and produces no more than ten thousand (10,000) barrels of beer or ale annually. The area used for brewing, including bottling and kegging, shall not exceed fifty percent (50%) of the commercial floor space. By definition, a microbrewery may include the preparation and retail sale of food and beverages as an accessory use. No class C liquor license (LC) will be allowed in conjunction with the microbrewery; having such license will classify the establishment as a "cocktail lounge" for the purposes of this definition.

**Burlington:**

Brewery, Micro - A facility for the production and packaging of malt beverages of low alcoholic content for distribution, retail or wholesale, on or off-premises; with a capacity of not more than ten thousand (10,000) barrels per year. The development may include other uses such as standard restaurant, bar, or live entertainment as otherwise permitted in the zoning district.

Brew Pub - A restaurant which includes the brewing of beer as an accessory use. The brewing operation processes water, malt, hops, and yeast into beer or ale by mashing, cooking, and fermenting. By definition, these establishments produce no more than ten thousand (10,000) barrels of beer or ale annually.

**Davenport:**

Micro-Brewery. A facility for the production and packaging of malt beverages of alcoholic content for wholesale distribution, with a capacity of less than 15,000 barrels per year and may include a tasting room for consumption on premises. A tasting room allows customers to taste/consume products manufactured on site and purchase beverages manufactured on site and related items. Brewery facilities that exceed this capacity are considered light or general industrial uses.

Micro-Distillery. A facility for the production and packaging of alcoholic spirits in quantities not to exceed twelve 12,000 gallons per year and may include a tasting room for consumption on-premises. A tasting room allows customers to taste/consume products manufactured on site and purchase beverages manufactured on site and related items. Distillery facilities that exceed this capacity are considered light or general industrial uses.

Micro-Winery. A facility for the production and packaging of any alcoholic beverages obtained by the fermentation of the natural contents of fruits or vegetables, containing sugar, including such beverages when fortified by the addition of alcohol or spirits, in quantities not to exceed 25,000 gallons per year and may include a tasting room for consumption on-premises. A tasting room allows customers to taste/consume products manufactured on site and purchase beverages manufactured on site and related items. Wineries that exceed this capacity are considered light or general industrial uses.



# Community Development

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## REZONING APPLICATION

Local Address(es): NW CORNER OF S. JEFFERSON WAY & W. 17TH AVENUE  
Legal Description of Area: SEE PLAN  
Present Zoning: A-1 AGRICULTURAL  
Zoning Requested: A-2 MIXED AGRICULTURE  
Existing Use: FARM & TIMBER  
Proposed Use: CAMP GROUND

A statement of the reasons why the applicant feels the present zoning classification is no longer valid.  
MUST BE CHANGED TO ALLOW DEVELOPMENT.

A plat showing the locations, dimensions and use of the applicant's property and all property within 200 feet thereof, including streets, alleys, railroads, and other physical features. Please attach plat.

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.

*The undersigned affirmatively states that the special conditions and circumstances set out above did not result from the actions of the applicant and that the granting of this variance would not confer on the applicant and special privilege that is denied by this ordinance to other lands, structures or buildings in the same district.*

Dated this 25 day of OCTOBER, 20 19.

Stacey E. Crow  
Applicant Signature



**ORDINANCE NO. 2019 - \_\_\_\_\_**

**AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF INDIANOLA, IOWA, CHAPTER 165, ZONING REGULATION PROCEDURES, BY AMENDING PROVISIONS OF THE ZONING ORDINANCE REGARDING MICROBREWERIES**

**Be It Enacted by the City Council of the City of Indianola, Iowa:**

SECTION 1. Section 165.03, Definitions, is hereby amended by adding the following definition:

56. “Brewery, Micro” means a business that brews beers, ales, and/or similar beverages on-site for distribution, retail or wholesale, on or off-premises and produces no more than ten thousand (10,000) barrels of beer or ale annually. A Microbrewery may include a tasting room for consumption on-premises as defined in Iowa Code Section 123.3(16).

SECTION 2. Section 165.09, Schedule of District Regulations, is hereby amended by adding the following to subsection C-2 (45):

C-2	HIGHWAY COMMERCIAL	C-2
PERMITTED PRINCIPAL USES AND STRUCTURES		MINIMUM REQUIRED OFF-STREET PARKING
45. Microbrewery		See Special Requirements Below

SECTION 3. Section 165.09, Schedule of District Regulations, is hereby amended by adding the following to subsection C-3 (27):

C-3	GENERAL RETAIL AND OFFICE	C-3
PERMITTED PRINCIPAL USES AND STRUCTURES		
27. Microbrewery		

SECTION 4. Section 165.09, Schedule of District Regulations, is hereby amended by adding the following to subsection C-4 (23):

C-4	GENERAL RETAIL AND OFFICE	C-4
PLANNED COMMERCIAL DISTRICT – CLASS 1		

23. Microbrewery		
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SECTION 5. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 6. This ordinance shall be effective upon its passage, approval and publication as provided by law.

**PASSED** and approved this \_\_\_\_ day of \_\_\_\_\_ 2019.

\_\_\_\_\_  
Kelly B. Shaw, Mayor

**ATTEST:**

\_\_\_\_\_  
Andrew J. Lent City Clerk

Meeting Date: 01/21/2020

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**Information**

**Subject**

Final consideration of an amendment to Chapter 165 of zoning codes regarding Bed and Breakfast, Boardinghouse and Short-term Rental regulations. (Planning & Zoning approved unanimously on November 12, 2019.)

**Information**

Final consideration to amend Chapter 165 of zoning codes (packet) regarding Bed and Breakfasts, Boardinghouse and Short-term Rental regulations (Planning & Zoning approved unanimously on November 12, 2019).

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**Fiscal Impact**

**Attachments**

B&B Changes  
Bed & Breakfast Info  
Ordinance BB

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# Community Development

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## Staff Report

## Planning and Zoning Commission

**Date of Meeting:** November 12, 2019

**Agenda Item:** 6.A. Consider zoning regulation amendment to Chapter 165, regarding Bed and Breakfast, Boardinghouse and Short-term Rental regulations

**Application Type:** Zoning Regulation Amendment

**Applicant:** City of Indianola

**Application Summary:** At its July 15 meeting, the Indianola City Council requested that staff and the Planning and Zoning Commission explore the possibility of separating the current boardinghouse/bed and breakfast definition and formulate recommendations to the Council. At its August 13 and October 8 meetings, the Planning and Zoning Commission remanded this amendment back to staff for future reviews on the impacts of all zoning districts

## APPLICABLE CODE SECTIONS

The following sections of the Code of Ordinances of Indianola, Iowa apply to this request:

**1.07 AMENDMENTS.** All ordinances which amend, repeal or in any manner affect this Code of Ordinances shall include proper reference to chapter, section, subsection or paragraph to maintain an orderly codification of ordinances of the City.

**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.

## ANALYSIS

As the Commission will recall, at its May meeting, several changes to the bed and breakfast regulations were brought forward to clean up some inconsistencies in the code. This action, which was recommended for approval by the Commission, was ultimately denied by the Council upon its second reading. Prior to the second reading of the Council, a neighborhood petition was submitted to the City requesting that the Council reject the proposed amendments recommended for approval by the Commission, to separately define the terms boarding house and bed and breakfast, to codify that only bed and breakfast are allowed in the R-1 zoning district, and to further strengthen the provisions for a special exception that allows bed and breakfast in the R-1 zoning district with requirements that would include short term stays only, retain current parking requirements, and add a requirements for an on-site resident owner/manager.

At its July 15 meeting, the Indianola City Council requested that staff and the Planning and Zoning Commission explore the possibility of separating the current boardinghouse/bed and breakfast definition and formulate recommendations to the Council. Staff is proposing changes to code that would separate these two terms in the definitions. Staff is also further providing analysis and considerations on the petition provided by the neighborhood.

The proposed separation of the two terms is done to limit the length of a stay at a bed and breakfast to a short term of no more than 31 days. Chapter 8 of City Code, relating to hotel-motel tax, states that the tax imposed does not apply to the gross receipts from the renting of a room, apartment or sleeping quarters while rented by the same person for a period of more than thirty-one (31) consecutive days. By limiting the length of stay to no more than 31 days for a bed and breakfast, this assures that the transient guests staying in a bed and breakfast would be required to pay a 7% tax, like what is required for a transient guest stay at a hotel or motel. A boardinghouse would have no limitations to the number of days and would be allowed for a longer period. However, a boardinghouse would require the length of stay be for a definitive period.

Staff has also reviewed the requests of the neighborhood petition, as well as the wishes of the property owner that was the subject of the proposed code changes reviewed by the Commission at its May meeting. It is of note that

currently the R-1 district only allows for bed and breakfasts through the approval of a Special Exception by the Board of Adjustment. However, the current issue is that bed and breakfast and boarding houses share the same definition, making them interchangeable. By the proposal to separate them into their own definitions, this should satisfy the neighborhood petition to make sure only bed and breakfast are allowed in the R-1 zoning district. Furthermore, by the definition proposed for bed and breakfasts, the stays allowed would be limited to 31 days. As the petition has requested no changes be made to the current parking requirements that were installed into the Code in 2004, staff is proposing to keep the parking requirements for bed and breakfast in the R-1 the same.

Regarding the request to add a requirement that a bed and breakfast require an on-site resident owner/manager, staff is proposing that these types of facilities would be owner- or manager-occupied transient lodging establishments. The neighborhood also had requested at the July 1 Council meeting that the requirement limiting a bed and breakfast in the R-1 zoning district to property located within 600 feet of the Simpson College Campus bounded by Clinton Avenue, E Street, Girard Avenue and Buxton Street, or the lot size is 3 acres or more, be removed, and that bed and breakfasts be allowed in all R-1 Zoning districts. Staff agrees this limitation should be removed, and bed and breakfast be allowed to be reviewed by the Board of Adjustment on a case by case basis. Additionally, staff would propose again that the requirement limiting the occupancy in the R-1 zoning district for a bed and breakfast to four guest units be removed, and that the Board of Adjustment be allowed to review occupancy limitations on a case by case basis.

Additionally, based on feedback received from the public and the Planning and Zoning Commission at its August 13 meeting, staff has taken a broader look at bed and breakfasts and boardinghouses across all zoning districts, the effect that short-term rentals, such as Airbnb and Vrbo, may have on the City, and what other like towns with colleges are doing with all these uses. Currently, bed and breakfasts are allowed by special exception in the R-1 district, and by right in the R-3, R-4 and R-5. As the occupancy requirements on bed and breakfasts is proposed to be removed from the definition and determined by the Board of Adjustment on a case by case basis, staff is proposing to allow a bed and breakfast in districts that allow for single-family dwelling and two-family dwellings to be permitted by a special exception. This would include adding bed and breakfast into the R-2 district and changing them from a permitted use to a special exception in the R-3 district. If the Planning and Zoning Commission would rather these be allowed by right in any of the R-1, R-2 or R-3 districts, staff would recommend occupancy limits be set to protect the character of lower density residential areas. Furthermore, to protect the character of R-3 districts which allow single-family and two-family dwellings, staff is recommending boarding houses also be reviewed as a special exception in the R-3. Staff is proposing no changes to the R-4, since this district already allows high density multi family residential, and R-5, as this district requires a PRD plan be submitted which would review allowable uses on each lot.

At its meeting on October 8, the Planning and Zoning Commission requested a requirement for bed and breakfast to include the provision of a breakfast being served, that boarding houses require an on-site manager and clarification on and the meals and lodging provision of a boardinghouse. These have all been included in the current version of the proposed code amendment.

Staff is also proposing to add a definition for short-term rentals, which would include online booking platforms such as Airbnb and Vrbo. Short-Term Rental is proposed to be defined as a dwelling unit, managed by the property owner or a property management company, for short-term lodging. Note that this definition would not require the owner or manager to occupy the unit, unlike a bed a breakfast. A Short-Term Rental is proposed to be limited to limited to four (4) or fewer guestrooms with no more than two (2) adults per bedroom and with no meals provided to guests. For the purposes of this term, a guest is a person who rents a room in a short-term rental establishment for no more than 31 consecutive days. Staff is proposing that short term rentals be allowed by right in the R-1, R-2, R-3, R-4 and R-5 zoning districts.

The proposed changes are attached, with insertions shown in red and underlined, and deletions shown in red and struck-out. This includes a table showing the uses, the zoning districts they would be permitted in, and how they would be permitted. The research that was conducted on what other like towns with colleges are doing with these uses is also included with this staff report.

## 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 zoning regulation amendment request be approved, as submitted.
- 2) The City of Indianola Planning and Zoning Commission recommends the zoning regulation amendment request be approved, with changes.
- 3) The City of Indianola Planning and Zoning Commission recommends the zoning regulation amendment request be denied.
- 4) The City of Indianola Planning and Zoning Commission remands the zoning regulation amendment request, back to staff for further review and/or modifications and directs staff to place this item on a future Planning and Zoning agenda.

## RECOMMENDATION

Staff recommends alternative number 1, that the City of Indianola Planning and Zoning Commission recommends the zoning regulation amendment request be approved, as submitted.

6. ~~“Boardinghouse/bed and breakfast” means a building other than a hotel where, for compensation and by arrangement, meals and lodging are provided for two (2) or fewer family(ies) that are overnight guests and where no food is served to the general public.~~

“Bed and Breakfast” means an owner- or manager-occupied transient lodging establishment, generally in a single-family dwelling or detached guesthouses, primarily engaged in providing overnight or otherwise temporary lodging for the general public. Meals shall be provided to overnight guests and shall include at least breakfast. For the purposes of this term, a guest is a person who rents a room in a bed and breakfast establishment for no more than 31 consecutive days.

“Boardinghouse” means an owner- or manager-occupied building other than a motel or hotel, and other than a building containing an apartment(s), where, for compensation and by prearrangement for definite periods, meals and lodging are provided to overnight guests.

“Short-Term Rental” means a dwelling unit, managed by the property owner or a property management company, for short-term lodging. A Short-Term Rental shall be limited to four (4) or fewer guestrooms with no more than two (2) adults per bedroom. Meals shall not be provided to guests. For the purposes of this term, a guest is a person who rents a room in a short-term rental establishment for no more than 31 consecutive days.

#### **SPECIAL EXCEPTION USES AND STRUCTURES (R-1, SINGLE-FAMILY RESIDENTIAL, R-2 SINGLE AND TWO-FAMILY RESIDENTIAL & R-3 MIXED RESIDENTIAL)**

4. ~~Bed and Breakfast, provided that (a) if the use ceases for more than six months the use shall revert back to a permitted principal use; (b) occupancy is limited to four guests units (e.g. families, couples or individuals) shall be determined through the approval process of the special exception; (c) required off-street parking shall be one space for each guest unit and two spaces for the resident; (d) signage is limited to a maximum of three square feet mounted flush to the building; (e) require 10 day written notification to property owners within 200’ of the proposed location before Board of Adjustment hearing; and (ef) no meals served to people other than overnight guests.; and (g) the entire property is either located within 600 feet of the Simpson College Campus bounded by Clinton Avenue, E Street, Girard Avenue and Duxton Street, or the lot size is 3 acres or more.~~

#### **SPECIAL EXCEPTION USES AND STRUCTURES (R-3 MIXED RESIDENTIAL)**

4. Boardinghouse, provided that (a) if the use ceases for more than six months the use shall revert back to a permitted principal use; (b) occupancy shall be determined through the approval process of the special exception; (c) required off-street parking shall be one space for each guest unit and two spaces for the resident; (d) signage is limited to a maximum of three square feet mounted flush to the building; and (e) no meals served to people other than overnight guests.

		Bed and Breakfast	Boardinghouse	Short-term Rental	Hotel/Motel	Campground
A-1	Agricultural	P				
A-2	Mixed Agricultural					p*
R-1	Single-Family Residential	SE		P		
R-2	Single- and Two-Family Residential	SE		P		
R-3	Mixed Residential	<u>P SE</u>	<u>P SE</u>	<u>P</u>		
R-4	Multiple-Family [Residential]	P	P	P		
R-5	Planned Residential	p**	p**	<u>p**</u>		
R-6	Mobile Home Residential					
C-1	Office Park Commercial District				SE	
C-2	Highway Commercial				P	A***
C-3	General Retail and Office				P	
C-4	Planned Commercial District				p****	p****
M-1	Limited Industrial					
M-2	General Industrial					

**P= Permitted Principle Use**

**A= Accessory Use  
SE= Special Exception**

\* Allowed with special requirements

\*\* Allowed if shown on PRD Plan

\*\*\*Allowed as an Assesory Use to a hotel/motel

\*\*\*\*Allowed as a Class 2 Plan

**“Bed and Breakfast”** means an owner- or manager-occupied transient lodging establishment, generally in a single-family dwelling or detached guesthouses, primarily engaged in providing overnight or otherwise temporary lodging for the general public and may provide meals to overnight guests. For the purposes of this term, a guest is a person who rents a room in a bed and breakfast establishment for no more than 31 consecutive days.

**“Boardinghouse”** means a building other than a motel or hotel, and other than a building containing an apartment(s), where, for compensation and by prearrangement for definite periods, meals or lodging are provided to overnight guests.

**“Short-Term Rental”** means a dwelling unit, managed by the property owner or a property management company, for short-term lodging. A Short-Term Rental shall be limited to four (4) or fewer guestrooms with no more than two (2) adults per bedroom. Meals shall not be provided to guests. For the purposes of this term, a guest is a person who rents a room in a short-term rental establishment for no more than 31 consecutive days.

- **Fairfield, Iowa** (Maharishi University of Management)

"Bed and breakfast inn" means a private single-family residence where lodging and meals are provided for transient guests on a short-term basis, in which the host or hostess resides and in which no more than four guest rooms are available for rent and which, while it may advertise and accept reservations, does not hold itself to the public to be a restaurant, hotel or motel, does not require reservations and serves food only to overnight guests.

"Boardinghouse" means a private single-family dwelling other than a hotel or restaurant where lodging and meals are provided for compensation for guests who are not family members of the owners or occupant.

The establishment of a bed and breakfast inn and boardinghouse is permitted in some residential districts when authorized by the board of adjustment (special exception).

The authorized bed and breakfast inn shall have a maximum of four units available for rent. No guest room (unit) shall be occupied by more than four persons at one time.

The authorized boardinghouse shall have a maximum of six units available for rent. No guest unit shall be occupied by more than two persons at one time.

The maximum length of stay in a bed and breakfast inn shall be limited to no more than seven consecutive nights.

There is no maximum length of stay imposed on either boardinghouses or rooming houses.

- **Decorah, Iowa** (Luther College)

"Bed and breakfast home" means a private residence which provides lodging and meals for guests, in which the host and/or hostess resides, and in which no more than five guest families are lodged at the same time, and which, while it may advertise and accept reservations, does not present itself to the public as a boarding house, rooming house, domiciliary hostel, group home, restaurant, hotel or motel, does not require reservations, and serves food only to overnight guests. Bed and breakfast homes are limited to no more than five guest rooms. Allowed as a home occupation.

"Bed and breakfast inn" means a building having nine or fewer guest rooms, equipped, used, advertised or presented to the public as an inn, hotel, motel, motor inn or place where sleeping accommodations are furnished and food service for the general public is allowed. Allowed in commercial

Boarding Houses are allowed in R-3

- **Grinnell, Iowa** (Grinnell College)

“Boardinghouse” means a building other than a hotel, where for compensation, meals and/or lodging are provided for four (4) or more persons, but not exceeding ten (10) persons. Only allowed in R-3 Multifamily Residential.

- **Mount Pleasant, Iowa** (Iowa Wesleyan University)

Bed and breakfast home: A private residence which provides lodging and meals for guests, in which the host or hostess resides and in which no more than four (4) guest families are lodged at the same time and which, while it may advertise and accept reservations, does not hold itself out to the public to be a restaurant, hotel or motel, does not require reservations and serves food only to overnight guests. Allowed through a home occupation permit.

Bed and breakfast inn: A building having nine (9) or fewer guest rooms, equipped, used, advertised, or presented to the public as an inn, hotel, motel, motor inn, or place where sleeping accommodations are furnished and food service for the general public is allowed. Allowed through a home occupation permit.

Boardinghouse: A building, other than a hotel or motel, where, for compensation, meals or lodging and meals are provided for four (4) or more persons. Allowed in R-3.

- **Mount Vernon, Iowa** (Cornell College)

Bed and Breakfast- A lodging service that provides overnight or short-term accommodations to guests or visitors, usually including provision of breakfast. Conditional Use in ag. and residential districts. Permitted use in High Density Residential and Commercial.

- **Orange City** (Northwestern College)

Bed & Breakfast Inn: A private, owner-occupied housing unit which provides up to four sleeping rooms for rent to the general public. The only meal to be provided to guests is breakfast, and it shall only be served to those taking lodging in the facility. Individual units which are designed to be rented shall contain no cooking facilities. Special exception in R-1. Permitted use in C-1.

BOARDING OR LODGING HOUSE: A building other than a hotel, where for compensation and by arrangement, lodging is provided for three (3) or more persons. Allowed by special exception in R-1 and R-2.

- **Oskaloosa, Iowa** (William Penn University)

Bed and Breakfast. A lodging service that provides overnight or short-term accommodations to guests or visitors, usually including provision of breakfast. Bed and breakfasts are usually located in large residential structures that have been adapted for this use. For the purpose of this definition, bed and breakfasts are always owned and operated by the resident owner or

resident manager of the structure, include no more than eight units, and accommodate each guest or visitor for no more than seven consecutive days during any one-month period. Conditional use in Residential, Permitted use in Commercial.

- **Pella, Iowa** (Central College)

Bed and Breakfast- a lodging service that provides overnight or short-term accommodations to guests or visitors, usually including provision of breakfast. Bed and breakfasts are usually located in large residential structures that have been adapted for this use. For the purpose of this definition, bed and breakfasts are always owned and operated by the resident owner or resident manager of the structure, include no more than three (3) units, and accommodate each guest or visitor for no more than seven (7) consecutive days during any one-month period. Allowed as a permitted use in most zoning districts.

Boarding House – a lodging service that provides long-term accommodations to guest or visitors. Boarding houses are usually located in large residential structures that have been adapted for this use. For the purpose of this definition, boarding houses are always owned and operated by the resident owner or resident manager of the structure, include no more than three (3) units, and accommodate each guest or visitor for a period longer than seven (7) consecutive days during any one-month period. Allowed as a permitted use in A-1 and R-3, but as a special use in the Rural Residential district

- **Sioux Center, Iowa** (Dordt University)

BED & BREAKFAST ESTABLISHMENT: A Private, owner-occupied housing unit which provides up to five (5) sleeping rooms for rent to the general public. Meals shall only be served to those taking lodging in the facility and the owners and employees of the operation. Individual units which are designed to be rented shall contain no cooking facilities. Allowed by Special exception in R-2, Permitted use in R-3.

- **Storm Lake, Iowa** (Buena Vista University)

Bed and Breakfast A lodging service that provides overnight or short-term accommodations to guests or visitors, usually including provision of breakfast. Bed and breakfasts are usually located in large residential structures that have been adapted for this use. For the purpose of this definition, bed and breakfasts are always owned and operated by the resident owner of the structure, include no more than ten units, and accommodate each guest or visitor for no more than 7 consecutive days during any one-month period. Conditional Use in Residential, Permitted in Commercial/ Institutional.

Bed and Breakfasts permitted in the CBD District must provide any sleeping facility only on levels above street level except that units specifically designed and reserved for occupancy by handicapped people may be located on the street level.

Bed and Breakfasts in Residential districts shall be limited to no more than 4 individual units for stay. Garbage/recycling services and storage of materials associated with the bed and breakfast shall be contained within a garage or fully enclosed accessory structure.

Boarding House for Students: A boarding house for students is a residential facility providing housing for students who are enrolled in any public, private or parochial school, vocational schools, college or university together with any necessary support staff.

Boarding House for Students A building other than a motel or hotel where, for compensation and by prearrangement for definite periods of time, a room is used or intended to be used for living or sleeping but not used for cooking or eating purposes.

Boarding House for student's conditional use in residential, permitted use in Institutional

- **Waverly, Iowa** (Wartburg College)

The term "boarding house" shall mean a residential building where, in addition to lodging, meals are furnished to three or more tenants, provided such house does not regularly furnish meals to the public. No building defined pursuant to this chapter as a hotel shall be considered a boarding house. Allowed as a special use in R-2

Also allows for Sororities, fraternities, and lodging houses.

November 7, 2019

Planning and Zoning Commission  
City Hall 110 North 1st Street  
Indianola, Iowa 50125

RE: Zoning regulation amendment to Chapter 165, regarding Bed and Breakfast, Boardinghouses, and Short Term Rental regulations

Planning and Zoning Commissioners:

Thank you for your time, attention and consideration of this ongoing matter.

For the sake of this correspondence, the R-1, single family dwelling zoning area, will be the focus, specifically Bed and Breakfast would be allowed by Special Exception only, Boardinghouses would not be permitted, and Short Term Rental permitted as Principle use. Please know it is understood this potential change would affect all zoning areas.

Three items of interest were noted during the October Planning and Zoning Commission meeting.

1. Conversation reflecting the idea that duty lie in governing for 80% of the population, not 20%.
2. How these regulations would be monitored, regulated and thus enforced.
3. Discussion regarding how to manage the number of guest allowed per site.

The following is offered for consideration -

1. *Conversation reflecting the idea that duty lie in governing for 80% of the population, not 20% —*

Will 80% of the population currently living in the R-1 zoning district in Indianola, Iowa truly benefit from having a Bed and Breakfast or Short Term Rental in their single family dwelling neighborhoods?

Research cited by Community Development Director, Charlie Dissell, stating 1 Bed and Breakfast and 6 AirBnb's in Indianola proper, less than 1% of residential homes, as well as statements in the agenda for the October meeting referencing the desires of one 600 ft area

north of Simpson College R-1 neighborhood and one property owner, a property owner of whom has since sold the stated property and no longer resides in Indianola or Iowa, would suggest this change to zoning regulations would benefit not the majority of the city, but the minority.

Is this truly governing for the 80%? Or would the 80% be better served by not allowing Bed and Breakfasts or Short Term Rentals in R-1 at all?

*2. How these regulations would be monitored, regulated and thus enforced.*

City officials have stated on numerous occasions, the monitoring and enforcement of this code, by the city, would be virtually impossible and the monitoring of these establishments would fall on neighbors, of which, would then be required to 'prove' noncompliance.

Citizens tasked to regulate and monitor each other, working under the stated understanding that city officials either cannot, or will not, enforce regulated zoning code. Neighbors pitted against neighbors. City officials criticized and accused. Negative feelings spread, community culture changed.

Is it worth it? Is this change in regulation that benefits less than 1% of the population, a change that cannot clearly or easily be regulated or enforced, a change that will cause conflict between citizens in neighborhoods, as well as between citizens and city officials, worth it?

An excellent question, is it not?

As is the mystifying question of why a governing body would adopt a regulation knowing there is virtually no way to regulate or enforce said regulation.

However, living under no illusion that these questions will change the outcome or minds of any involved, the following is offered for consideration —

If this change in regulation to Chapter 165 is to take effect, please include stipulation for specific procedures needed for enforcement. Empower neighborhoods with policies and procedures clearly stating what will be required as "proof" of violation to the zoning code, so that when it happens, as it most certainly will, enforcement of compliance can be achieved.

Whether that is written complaints signed by a majority of the surrounding neighbors, photos, police reports, date and timed stamped documentation, whatever it takes, please include the tools needed along side the verbiage of the adopted changes.

If setting those citizens interested in operating Bed and Breakfasts or Short Term Rentals up for success is the desire in adopting this zoning regulation change, then set the remaining citizens up for success as well with the proper tools to protect their homes, lifestyles and neighborhoods from the disruption Bed and Breakfasts and Short Term Rentals could ultimately cause, i.e., additional noise and commotion, disrupted parking, potential service animals or pets.

### *3. Discussion regarding how to manage the number of guest allowed per site.*

Perhaps the key to this issue lies not in determining the number of rooms, or off street parking spaces, or number of guests allowed in a property, but could be more easily 'controlled' by decreasing the number of nights allowed spent in a dwelling.

As stated in the previously provided information pertaining to other college towns, the time limit for some was held to "no more that seven consecutive nights in a one month period".

Truly this solves many issues. When neighbors know a seven night limit is in place, they are more likely to be more cooperative with extra noise, disrupted parking, potential service animals or pets, because it is a relatively short period of time. Especially when compared to the previously stated 31 days.

Limiting the duration of a stay to "no more than seven consecutive nights in a one month period" could prove to be more easily monitored, regulated and enforced by the city and/or proved by the neighbors. As well as prevent the longer term occupancy of road workers or construction crews with oversized work vehicles requiring extra parking that has been a voiced concern of citizens.

Events in Indianola, of which may warrant the need for a Bed and Breakfast or Short Term Rental, typically do not last more than 7 days/nights, i.e., National Balloon Classic, Warren County Fair, Simpson College and Indianola Homecoming celebrations, Log Cabin Days, weddings or graduation celebrations. Even overflow from Des Moines for the Iowa State Fair or State Tournaments would not require more than a 7 day/night period.

All events where a plan for an increase in visitors to all areas of Indianola is expected and already in place. Thus, additional occupants in Bed and Breakfasts or Short Term Rentals less noticeable than an additional occupant(s) residing in a dwelling for up to 31 days.

Respectfully submitted ~

**ORDINANCE NO. 2019 - \_\_\_\_\_**

**AN ORDINANCE TO SEPARATE THE DEFINITIONS OF BOARDINGHOUSE AND BED AND BREAKFAST AND ADD A DEFINITION OF SHORT-TERM RENTAL IN CHAPTER 165 OF THE MUNICIPAL CODE OF THE CITY OF INDIANOLA, IOWA AND TO MAKE ADDITIONAL AMENDMENTS TO CLARIFY THE DIFFERENCES BETWEEN BOARDINGHOUSE, BED AND BREAKFAST AND SHORT-TERM RENTAL, AND WHICH IS ALLOWED IN WHICH ZONING DISTRICT**

**WHEREAS**, the Planning and Zoning Commission, after notice and a hearing in accordance with the law, have recommended to the City Council that the definitions of Boardinghouse and Bed and Breakfast be separated, a definition of short-term rental be added, and to clarify the different requirements of those definitions and which is allowed in which zoning district; and

**WHEREAS**, on the 16<sup>th</sup> day of December 2019, after due notice and hearing as provided by law, the City Council now deems it reasonable and appropriate to make the following amendments.

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

**Section 1:** That the Municipal Code of the City of Indianola, Iowa, be and it is hereby amended by deleting Chapter 165.03.6 in its entirety and replacing it with the following:

“Bed and Breakfast” means an owner- or manager-occupied transient lodging establishment, generally in a single-family dwelling or detached guesthouses, primarily engaged in providing overnight or otherwise temporary lodging for the general public. Meals shall be provided to overnight guests and shall include at least breakfast. For the purposes of this term, a guest is a person who rents a room in a bed and breakfast establishment for no more than 31 consecutive days.

“Boardinghouse” means an owner- or manager-occupied building other than a motel or hotel, and other than a building containing an apartment(s), where, for compensation and by prearrangement for definite periods, meals and lodging are provided to overnight guests.

“Short-Term Rental” means a dwelling unit, managed by the property owner or a property management company, for short-term lodging. A Short-Term Rental shall be limited to four (4) or fewer guestrooms with no more than two (2) adults per bedroom. Meals shall not be provided to guests. For the purposes of this term, a guest is a person who rents a room in a short-term rental establishment for no more than 31 consecutive days.

**Section 2:** The remaining paragraphs 165.03.7 through 165.03.55 shall be re-numbered consecutively.

**Section 3:** That the Municipal Code of the City of Indianola, Iowa be and it is hereby amended by deleting Paragraph 165.09 R-1 Special Exception Uses and Structures 4 in its entirety and inserting in lieu thereof the following:

4. Bed and Breakfast, provided that (a) if the use ceases for more than six months the use shall revert back to a permitted principal use; (b) occupancy shall be determined through the approval process of the special exception; (c) required off-street parking shall be one space for each quest unit and two spaces for the resident; (d) signage is limited to a maximum of three square feet mounted flush to the building; (e) no meals served to people other than overnight guests.

**Section 4:** That the Municipal Code of the City of Indianola, Iowa be and it is hereby amended by adding Paragraph 165.09 R-2 Special Exception Uses and Structures 4 in its entirety and inserting the following:

4. Bed and Breakfast, provided that (a) if the use ceases for more than six months the use shall revert back to a permitted principal use; (b) occupancy shall be determined through the approval process of the special exception; (c) required off-street parking shall be one space for each quest unit and two spaces for the resident; (d) signage is limited to a maximum of three square feet mounted flush to the building; (e) no meals served to people other than overnight guests.

**Section 5:** That the Municipal Code of the City of Indianola, Iowa be and it is hereby amended by adding Paragraph 165.09 R-3 Special Exception Uses and Structures 6 in its entirety and inserting following:

4. Bed and Breakfast and Boardinghouse, provided that (a) if the use ceases for more than six months the use shall revert back to a permitted principal use; (b) occupancy shall be determined through the approval process of the special exception; (c) required off-street parking shall be one space for each quest unit and two spaces for the resident; (d) signage is limited to a maximum of three square feet mounted flush to the building; (e) no meals served to people other than overnight guests.

**Section 6:** That the Municipal Code of the City of Indianola, Iowa be and it is hereby amended by adding Section 165.09, Schedule of District Regulations, subsection R-1 (7) in its entirety and inserting the following:

R-1 SINGLE-FAMILY RESIDENTIAL R-1	
PERMITTED PRINCIPAL USES AND STRUCTURES	MINIMUM REQUIRED OFF-STREET PARKING
7. Short-term Rental	1 space per unit

**Section 7:** That the Municipal Code of the City of Indianola, Iowa be and it is hereby amended by adding Section 165.09, Schedule of District Regulations, subsection R-2 (8) in its entirety and inserting the following:

R-2 SINGLE- AND TWO-FAMILY RESIDENTIAL R-2	
PERMITTED PRINCIPAL USES AND STRUCTURES	MINIMUM REQUIRED OFF-STREET PARKING
8. Short-term Rental	1 space per unit

**Section 8:** That the Municipal Code of the City of Indianola, Iowa be and it is hereby amended by adding Section 165.09, Schedule of District Regulations, subsection R-3 (19) in its entirety and inserting the following:

R-3 MIXED RESIDENTIAL R-3	
PERMITTED PRINCIPAL USES AND STRUCTURES	MINIMUM REQUIRED OFF-STREET PARKING
19. Short-term Rental	1 space per unit

**Section 9:** That the Municipal Code of the City of Indianola, Iowa be and it is hereby amended by adding Section 165.09, Schedule of District Regulations, subsection R-4 (16) in its entirety and inserting the following:

R-4 MULTIPLE FAMILY R-4	
PERMITTED PRINCIPAL USES AND STRUCTURES	MINIMUM REQUIRED OFF-STREET PARKING
16. Short-term Rental	1 space per unit

**Section 10:** All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

**Section 11:** 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 \_\_\_\_\_, 2019.

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Kelly B. Shaw, Mayor

ATTEST:

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Andrew J. Lent, City Clerk

First reading: \_\_\_\_\_

Second reading: \_\_\_\_\_

Third reading: \_\_\_\_\_

Publication Date: \_\_\_\_\_

**Information**

**Subject**

Resolution adopting a Surplus Disposal Policy.

**Information**

Council will need to consider a Resolution to adopt a Surplus Disposal Policy.

The City of Indianola does not have a surplus property disposal policy. Normally, this is not a large issue since larger equipment and vehicles are traded in when replaced. However, other property, such as chairs and desks need some type of mechanism for disposal authority so staff knows how to handle this disposal. The attached policy gives certain authority to department heads and the City Manager for smaller, less-valued items (i.e., sale of items under \$5,000), and requires Council approval for larger valued items (selling items over \$5,000). As stated, this is normally not an issue, but staff is requesting a policy that provides clearer direction on property disposal.

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**Fiscal Impact**

**Attachments**

Surplus Disposal Policy  
Resolution - Surplus Disposal

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**Section:**

**Title:** Surplus Property Disposal Policy

**Effective Date:**  
**(Revisions)**

**Policy Number:**

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**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 CFO/City Clerk
    - 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.

**RESOLUTION NO. 2020-**

**RESOLUTION ADOPTING A SURPLUS PROPERTY DISPOSAL  
POLICY**

**WHEREAS**, policy and procedures are added or amended to the City of Indianola Council Policy over time; and

**WHEREAS**, the Indianola City Council in reviewing its policies believes it is in the best interest of the citizens of Indianola for the Council to approve and add the Surplus Property Disposal Policy.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the City Council of Indianola that the Surplus Property Disposal Policy shall be added as attached to this resolution.

**DATED** this 21<sup>st</sup> day of January, 2020.

\_\_\_\_\_  
Kelly B. Shaw, Mayor

**ATTEST:**

\_\_\_\_\_  
Andrew J. Lent, City Clerk/CFO

Meeting Date: 01/21/2020

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**Information**

**Subject**

Resolution determining property to be surplus and authorizing sale of property for Water Pollution Control.

**Information**

The Water Pollution Control Department has a storage shed they no longer use. Council will need to consider a resolution determining property to be surplus and authorizing sale of property.

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**Fiscal Impact**

**Attachments**

Surplus Property - WPC  
Resolution - WPC Surplus

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— WATER RESOURCE RECOVERY FACILITY —

January 7, 2020

To: Honorable Mayor and City Council  
CC: Ryan J. Waller, City Manager  
From: Rick Graves, WPC Supt.  
re:

Mayor and City Council,

Back in 2014 WPC Staff purchased a storage shed to house chemicals to be used in the treatment system at the current wastewater plant. The shed was only used for one year, before I started working here, and has not been used since.

The shed is in great shape and before it deteriorates, I would like to sell it.

If council approves, I will list it on [www.govdeals.com](http://www.govdeals.com) site. I have used this site several times and it is an auction site where anyone can bid.



Sincerely,

Rick Graves WPC Supt.



**RESOLUTION NO. 2020-**

**RESOLUTION DETERMINING WATER POLLUTION CONTROL PROPERTY TO  
BE SURPLUS  
AND AUTHORIZING SALE OF PROPERTY**

**WHEREAS**, the City of Indianola owns the following property which was purchased with public funds:

Water Pollution Control Department – Storage Shed

**WHEREAS**, the City is no longer using said property and City staff is recommending disposal of it; and

**WHEREAS**, the City Council agrees that the property is surplus; and

**WHEREAS**, the City Council believes it to be in the best interest of the City to sell the property in a commercially reasonable manner.

**NOW THEREFORE, IT IS HEREBY RESOLVED** by the City Council of the City of Indianola, Iowa that the above-described property is determined to be surplus property.

**BE IT FURTHER RESOLVED** by the City Council that the City staff is hereby authorized to determine the commercially reasonable manner to dispose of said property and to take all steps necessary, including execution of any transfer documents, required to carry out the sale of the property.

**APPROVED** this 21 day of January 2020

\_\_\_\_\_  
Kelly B. Shaw, Mayor

**ATTEST:**

\_\_\_\_\_  
Andrew J. Lent, City Clerk

Meeting Date: 01/21/2020

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**Information**

**Subject**

Resolution determining property to be surplus and authorizing sale of property for the Street Department.

**Information**

The Street Department has identified some equipment and materials (packet) they no longer use. Council will need to consider a resolution determining property to be surplus and authorizing the sale of the listed surplus property.

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**Fiscal Impact**

**Attachments**

Surplus Property - Street  
Resolution - Street Surplus

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# Street Department



To: Mayor Shaw, City Council Members and Ryan Waller  
From: Bart Weller, Street Superintendent (interim)  
Date: January 8, 2020  
Re: Disposing of Property

---

Surplus Equipment and materials that will be sold on GovDeals.

Generator 2  
Concrete saw  
Trash pump  
Compactor  
Sand Blaster  
Drop seeder  
Tires - 2  
Tires - 4  
Tire and rim - 1  
Tire and rim - 1  
Rolls of 12 ga. galvanizes wire - 2  
Oak shelving boards 15

Street Department, 706 N 6<sup>th</sup> Street Indianola, Iowa 50125  
[bweller@indianolaiowa.gov](mailto:bweller@indianolaiowa.gov)

**RESOLUTION NO. 2020-**

**RESOLUTION DETERMINING STREET DEPARTMENT PROPERTY TO BE  
SURPLUS  
AND AUTHORIZING SALE OF PROPERTY**

**WHEREAS**, the City of Indianola owns the following property which was purchased with public funds:

Street Department –  
Generator 2  
Concrete saw  
Trash pump  
Compactor  
Sand Blaster  
Drop seeder  
Tires - 2  
Tires - 4  
Tire and rim - 1  
Tire and rim - 1  
Rolls of 12 ga. galvanizes wire - 2  
Oak shelving boards 15

**WHEREAS**, the City is no longer using said property and City staff is recommending disposal of it; and

**WHEREAS**, the City Council agrees that the property is surplus; and

**WHEREAS**, the City Council believes it to be in the best interest of the City to sell the property in a commercially reasonable manner.

**NOW THEREFORE, IT IS HEREBY RESOLVED** by the City Council of the City of Indianola, Iowa that the above-described property is determined to be surplus property.

**BE IT FURTHER RESOLVED** by the City Council that the City staff is hereby authorized to determine the commercially reasonable manner to dispose of said property and to take all steps necessary, including execution of any transfer documents, required to carry out the sale of the property.

**APPROVED** this 21 day of January 2020

\_\_\_\_\_  
Kelly B. Shaw, Mayor

**ATTEST:**

\_\_\_\_\_  
Andrew J. Lent, City Clerk

Meeting Date: 01/21/2020

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**Information**

**Subject**

Receive and file the Veteran's Memorial Aquatic Center Annual Report.

**Information**

In your packet is the annual report for the Veteran's Memorial Aquatic Center.

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**Fiscal Impact**

**Attachments**

Aquatic Center Memo  
Aquatic Center Report

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— Parks and Recreation —

TO: Mayor Shaw and City Council

FROM: Doug Bylund, Director of Parks and Recreation

CC: Ryan Waller, City Manager  
Andy Lent, City Clerk/Finance Director

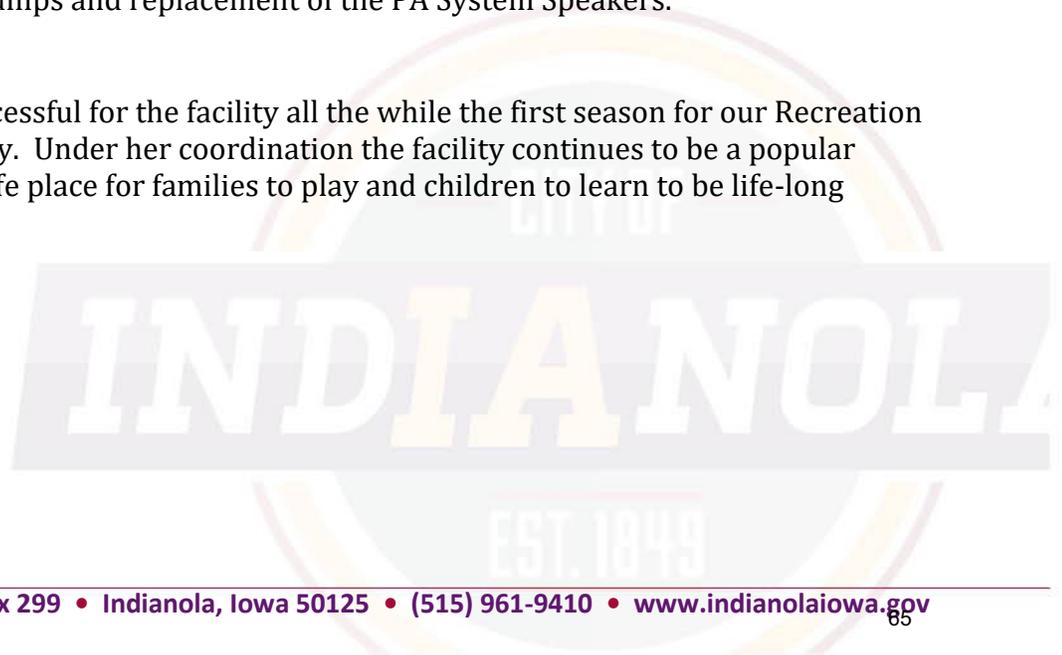
DATE: January 10, 2020

SUBJECT: Veteran's Memorial Aquatic Center Annual Report

Attached is the Annual Report for the Veteran's Memorial Aquatic Center for the 2019 Season. Below are a few highlights, and I will be at the meeting to explain any questions you may have.

- The total attendance of 29,547 was the fifth straight year of increased attendance and the number of pool passes increased to 1,997 individuals.
- Non-tax revenues from fees, concession sales and donations accounted for 64% of the total revenues with a total of \$185,234.
- The largest two expense categories were Staff Wages (\$86,619) and Capital Improvement Transfers for repairs/maintenance (\$44,630).
- Facility improvements included replacement of the concrete around the shallow pool, two new feature pumps and replacement of the PA System Speakers.

The 2019 season was successful for the facility all the while the first season for our Recreation Coordinator, Afton Bradley. Under her coordination the facility continues to be a popular summer attraction and safe place for families to play and children to learn to be life-long swimmers.



# 2019 SEASON REPORT



VETERANS MEMORIAL  
AQUATIC CENTER

## HOURS OF OPERATION

	2019	2018	2017	2016	2015
Hours of Operation (Total Hours)	536	473.5	508.5	457.00	487.5
Number Full Days Open	73	68	74	71	58
Number Days Closed	5	6	6	12	12
Number Days Closed Early	9	7	1	3	19
Snack Bar Operating Hours	390.5	374	382.75	347.75	156.50



## ATTENDANCE

	2019	2018	2017	2016	2015
General Admission - Resident (Residents/Non-residents one price 2017)	10,053	9,731	9,175	7,565	7,633
General Admission - Non/Resident				239	246
Group Rate (discontinued 2015)					(251) 294
Punch Pass Admissions	109	175	210	375	782
Spectator Admissions (Full price 2014)					
2 & Under (Free Admission)	304	378	805	328	80
Veterans Swim Free (2017)	80	83	72		
Season Pass Admissions	15,182	15,286	15,223	12,949	10,230
Open Swim Totals	25,728	25,653	25,485	21,456	18,971
<b>Other Use</b>					
Red Cross Swim Lessons (Program revamped in 2016)	323	350	331	518	665
Tot Splash Time (1,084 non-passholders, included in pass 2017)	1,253	1,084	277	1,078	1,271
Lap Swim/Water Walking (213 non-passholders, included in pass 2017)	148	213	261	374	720
Mighty Minnows	102	98	76	116	195
Mermaid, Princess, Superhero Pool Party (new)	447	175	140		
Doggie Dive (dogs only)		47	49	45	50
Cardboard Boat Races	100	100	100	150	135
Open Night Swim (new 2015) (291 non-passholders, included in pass 2017)	323	291	394		
1/2 Price After 5:00pm - Child (new 2015) (One admission price - 2017)			423		
1/2 Price After 5:00pm - Adult (new 2015) (One admission price - 2017)	1,150	1,021	351		
1/2 Price After 5:00pm - Senior (new 2015) (One admission price - 2017)			25		
Mayor's Night Out (new 2015)		350	300		
<b>Total Attendance ----&gt;</b>	<b>29,574</b>	<b>29,382</b>	<b>28,212</b>	<b>23,737</b>	<b>22,007</b>

## PASS SALES

Punch Card	2019	2018	2017	2016	2015	2014
10 - Resident	22	30	31	73	13	35
20 - Resident	10	10	4	5	2	16
10 - N/R				16	0	23
20 - N/R				2	4	4
<b>Total</b>	<b>32</b>	<b>40</b>	<b>35</b>	<b>96</b>	<b>19</b>	<b>78</b>

Season Pass	2019	2018	2017	2016	2015	2014
Individual	123	77	76	60	61	135
Family	127	187	151	113	127	253
Early Bird - Indiv. (2015)	94	90	86	79	61	
Early Bird - Fam. (2015)	303	235	196	199	178	
Key Card - Ind.	6	2	2	4	4	7
Key Card - Fam.	15	51	30	26	11	23
City Employee	45	48	45	24		
Pool Employee	4	1	6	7	31	
<b>Total</b>	<b>717</b>	<b>691</b>	<b>592</b>	<b>512</b>	<b>473</b>	<b>418</b>
<b>Total Members</b>	<b>1,997</b>	<b>1,898</b>	<b>1,786</b>	<b>1,454</b>	<b>1,350</b>	<b>1,224</b>

## FINANCIAL REPORT

### OVERALL FACILITY

Month	Revenue (\$)	Expenses (\$)
November 2018	7,681	8,598
December 2018	5,055	677
January 2019	1,590	1,587
February 2019	1,216	674
March 2019	6,318	559
April 2019	85,535	3,911
May 2019	13,084	14,046
June 2019	55,733	112,934
July 2019	47,249	53,922
August 2019	17,235	45,283
September 2019	5,805	17,528
October 2019	43,997	11,967
<i>Total Revenue</i>	290,498	<b>Profit/Loss</b> <b>\$18,813</b>
<i>Total Expenses</i>	271,685	

\*Yearly Report (not Fiscal Year)

\*Includes tax allocation

### CONCESSIONS

Revenue	Expenses	
\$26,218	Product/Supplies	\$12,609
	Staff	\$7,277
	Total Expenses	\$19,886
	Total Revenue	\$26,491
	<b>Profit/Loss</b>	<b>\$6,605</b>

\*Included in above "Pool" figure

\*Does not include utilities

### FACILITY PROFIT/LOSS

Year	Total (\$)
2019	\$18,813
2018	\$93,719.00
2017	\$39,353.00
2016	29,753.07
2015	46,072.98
2014	42,065.40
2013	(14,332.54)
2012	(17,828.61)
2011	(10,502.45)
2010	(25,108.75)
2009	(17,517.68)
2008	(24,175.31)
2007	8,563.66
2006	(2,058.09)
2005	(3,572.39)
2004	(14,154.12)
2003	9,168.58
2002	19,225.54
2001	(13,222.91)
2000	197.36
1999	9,245.36
1998	17,616.38
1997	17,584.66

### PROPERTY TAX ALLOCATION

Nov.	7,567	May	6,660
Dec.	2,967	June	519
Jan.	867	July	304
Feb.	785	Aug.	0
Mar.	2,598	Sept.	5,375
April	33,622	Oct.	43,997
Total			<b>\$105,264</b>

**2019 ITEMS OF INTEREST**

**FINANCIAL ITEMS:**

Revenue	2019 Season Total (\$)	Notes
Season Pass Revenue	\$66,524.74	Includes Early Bird Sales-397
Daily Admission	\$54,426.99	Walk-up admission (same price for resident and nonresident)
Pool Party Rental	\$7,247.23	
Red Cross Lessons	\$11,030.23	323 lessons given
<b>Expenses</b>		
Salaries/Wages	\$86,619.36	All staff
Utilities	27,614.68	Gas, electric, * water IMU Water Donation = \$7,344
Chemicals/Chlorine	11,055.10	Chlorine, hydrochloric acid, calcium, cyanuric acid, etc.

FY 19 Facility Improvements		Cost	Total	Completed
2 Feature Pumps	Pumps	\$22,112.31		Spring 2019
Shallow Pool Perimeter Project		\$22,440.00		Spring 2019
Sound System	7 Speakes Amplifier Mixer	\$6,835.75		August 2019
Umbrella Repairs		\$1,082.00		Spring 2019
Slide Stairs		\$818.00		Spring 2019
Slide Repair	Blue & Yellow: seams	\$500.00		Spring 2019
Ceiling Fans replaced	4 ceiling fans: Lifeguard room, Managers room, Restrooms: ladies, gentlemens. 1 fan motor-family restroom 1 Front Door opener	\$1,975.00		Spring 2019
2 hand dryers		\$1,190.00		Summer 2019
Basketball Backboard Replacement		\$719.00		Spring 2019
Chaise Lounge Chairs	Deck	\$917.66		Spring 2019
<b>Total</b>		<b>\$58,589.72</b>		

FY 20 Facility Improvements	Estimated Cost	Notes
Slide Pump	\$30,000	Fall 2019/Spring 2020
Paint and Seam Repair Project	\$40,000	Spring 2020

## **2019 INITIATIVES/CHANGES**

### **Training**

Offered Lifeguard Training class (full), additional 11 Lifeguards hired from class

### **Admission Prices**

No change- one flat \$5.00 fee

### **Concession Stand**

Purchased 5 new concession tables and were replaced in fall 2019  
2 umbrellas and 3 sun shades repaired: \$475

### **Large Pool**

Small Concrete repair in large pool: \$600 completed November 7

### **Continued to Advance Capital Improvement Plan (CIP)**

Feature Pumps  
Shallow Pool Perimeter Concrete Project

### **Digiquatics**

Scheduling staff and monitoring chemical reports

### **Future Projects:**

Tower Stairs and Platforms replacement  
New Slide Pump  
Paint and Seam Repair Project on both pools  
Shower Repairs  
Repair Interior Pool Lights:  
  
Sunshade replacements (concession area)

## 2019 STAFF LIST

"X" Returning Employee	<b>MANAGER (4)</b>		
x	Elly	Vinton	\$12.00
x	Alexis	O'Meara	\$11.50
x	Bradee	Kalbus	\$11.50
x	Collin	Geurts	\$11.00

4 Returners

"X" Returning Employee	<b>LIFEGUARD/LESSONS (28)</b>		
X	Evan	Baker	\$8.50
X	Noah	Bell	\$8.50
X	Abbey	Bowers	\$9.50
X	Chelsea	Burchett	\$8.50
X	Liam	Christensen	\$8.50
X	Allison	Coffey	\$9.50
	Matt	Edgington	\$8.00
X	Lawrence	Foster	\$9.00
	Grace	Giofreddi	\$8.00
X	Madeline	Green	\$9.00
	Ferris	Hancock	\$8.00
X	Abby	Hancock	\$10.25
	Trysta	Hawkins	\$8.00
	Sam	Hildreth	\$8.00
X	Macy	Hixson	\$9.00
	Logan	Hoger	\$8.00
	Avery	Jackson	\$8.00
X	Megan	Lewiston	\$9.25
X	Ellie	McCombs	\$8.50
X	Ava	Moorlach	\$8.50
X	Nathan	Parkins	\$9.00
	Natalie	Parkins	\$8.00
	Karlyn	Parkins	\$8.00
X	Benjamin	Richardson	\$9.00
	Elijah	Ross	\$8.00
X	Annika	Shaw	\$9.50
X	Jenna	Strain	\$8.50
	Lucas	Wood	\$8.00

17 Returners

"X" Returning Employee	<b>OPERATIONS (20)</b>		
X	Anna	Bell	\$8.25
	Hannah	Eilers	\$7.25
X	Jaden	Forbes	\$7.75
X	Eva	Gabel	\$7.50
	Macey	Garrison	\$7.25
	Katelyn	Gerrish	\$7.25
	Carissa	Gilbert	\$7.25
	Chloe	Howell	\$7.25
X	Jenna	Lee-Johnson	\$7.50
	Isabella	parker	\$7.25
	Benjamin	Parkins	\$7.25
	Emily	Rolands	\$7.25
X	Joe	Scheurenbrand	\$7.75
	Allyson	Steinke	\$7.25
X	AnneMarie	Tate	\$7.50
X	Katie	Thessen	\$7.75
X	Kylie	Tinder	\$7.50
	Lauren	Whitesitt	\$7.25
	Laura	Wilkinson	\$7.25
	Patricia	Steinfeldt	\$7.25

8 Returners

"X" Returning Employee	<b>SUPPORT (4)</b>		
	Audrey	Foster	\$7.25
	Roman	Utsler	\$7.25
	Lucas	Petersen	\$7.25
	Patricia	Steinfeldt	\$7.25

All New

		2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019- 2020 Request
045-4500-60100	SALARY/WAGES	55,869	80,118	66,977	77,054	78,949
045-4500-61100	FICA	4,274	6,129	5,086	5,894	6,039
045-4500-61300	IPERS	0	0	0	0	0
045-4500-61599	WORKERS' COMP INSURANCE	1,484	1,933	1,069	7,956	1,651
045-4500-61810	UNIFORMS/CLOTHING ALLOWANCE	892	1,427	1,257	675	1,684
045-4500-62300	EDUCATION/TRAINING	175	224	3,610	2,182	3,605
045-4500-63100	REPAIR/MAINT--BLDG/GROUNDS	76,175	194,831	19,764	12,640	1,000
045-4500-63710	UTILITIES	13,075	23,100	24,910	23,176	24,900
045-4500-63730	TELEPHONE	172	149	0	0	0
045-4500-64020	ADVERTISING & LEGAL NOTICES	1,237	996	1,139	96	1,440
045-4500-64082	INSURANCE--GENERAL LIABILITY	5,696	5,407	4,542	4,180	6,300
045-4500-64083	INSURANCE--PROPERTY	1,042	1,048	3,548	1,923	2,020
045-4500-64140	PRINTING	0	0	0	0	0
045-4500-64151	EQUIPMENT RENTAL	0	197	0	0	0
045-4500-64180	SALES TAX	6,874	5,283	2,519	6,222	8,322
045-4500-64190	COMPUTER/TECHNOLOGY SERVICES	452	20	20	1,129	1,000
045-4500-64200	INSPECTIONS/TESTING	1,144	918	2,017	1,323	2,135
045-4500-64990	MISC CONTRACTUAL	7,959	6,305	4,975	8,904	8,100
045-4500-65010	CHEMICALS	4,991	4,693	4,692	6,306	4,914
045-4500-65011	CHLORINE	2,805	4,941	6,784	7,612	7,228
045-4500-65070	MATERIALS/SUPPLIES	18,846	21,128	15,086	11,265	18,340
045-4500-65072	MATERIALS/SUPPLIES--MAINTENANC	3,247	1,594	994	4,175	1,875
045-4500-65080	POSTAGE	0	137	71	1	100
045-4500-65090	SIGNS	653	274	1,244	123	350
045-4500-65200	LANDSCAPING/HORTICULTURE/TREES	271	0	424	0	425
045-4500-66990	REFUND/REIMBURSEMENT	1,361	1,014	2,166	432	0
045-4500-67240	COMPUTER HARDWARE/SOFTWARE	0	0	0	0	0
045-4500-67245	SPECIALIZED EQUIPMENT	4,954	3,473	1,292	918	2,000
045-4500-67250	OFFICE EQUIPMENT	599	0	1,079	0	800
045-4500-67260	BUILDINGS/FIXED EQUIPMENT	0	0	1,079	20	0
045-4500-69000	TRANSFER OUT-P&R ADMIN	0	0	16,563	16,563	16,563
045-4500-69301	TRANSFER OUT-GF CAP PROJECTS	0	0	20,000	44,630	90,000
	<b>TOTAL EXPENSES</b>	<b>214,244</b>	<b>365,339</b>	<b>212,905</b>	<b>245,400</b>	<b>289,740</b>

		<b>2015-16 Actual</b>	<b>2016-17 Actual</b>	<b>2017-18 Actual</b>	<b>2018-19 Request</b>	<b>2019-20 Proposed</b>
045-4500-40000	PROPERTY TAXES	94,618	92,595	95,622	93,950	114,129
045-4500-43125	RENT - LOCKERS	0	194	0	0	0
045-4500-43126	RENT--POOL PARTY	4,546	6,692	8,685	5,485	6,608
045-4500-45040	PROGRAM FEES	7,238	4,479	6,595	4,846	5,280
045-4500-45801	POOL PASSES	50,593	58,779	65,228	53,655	57,846
045-4500-45802	RED CROSS LESSONS	13,790	12,168	11,433	12,540	11,590
045-4500-45803	DAILY POOL ADMISSION	45,664	45,944	47,626	43,258	46,109
045-4500-47050	DONATIONS/CONTRIBUTIONS	29,480	31,673	9,533	9,248	9,400
045-4500-47100	REFUNDS/REIMBURSEMENTS	79	0	147	0	0
045-4500-47450	SALE OF MERCHANDISE	0	594	0	0	0
045-4500-47550	CONCESSION REVENUE	24,335	22,631	24,332	23,874	23,766
045-4500-48900	SALES TAX	0	3,086	3,027	7,708	8,322
045-4500-49000	TRANSFER IN	0	147,344	0	0	7,691
	<b>TOTAL REVENUE</b>	<b>270,344</b>	<b>426,179</b>	<b>272,229</b>	<b>254,564</b>	<b>290,741</b>

Meeting Date: 01/21/2020

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**Information**

**Subject**

Receive and file Fire Department Insurance Office Services Rating.

**Information**

Receive and file the Insurance Office Services Office assessment rating (packet).

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**Fiscal Impact**

**Attachments**

ISO Memo

ISO Letter

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## — Indianola Fire Department —

TO: Mayor Kelly Shaw and City Council Members  
Cc: City Manager Ryan Waller  
FROM: Fire Chief Gregory M Chia  
DATE: January 8, 2020

RE: Insurance Office Services Office (ISO Rating)

Attached is a recently completed assessment of the Indianola Fire Department structural fire suppression delivery system rating in the community from Insurance Offices Service (ISO). The ISO assessment rating has remained the same based on its previous assessment five years ago. The score is an important consideration with multiple factors that play into the final classification. The recent positive changes that have taken place with respect to staffing, equipment and training continue to move the department forward in achieving the best possible classification. It is important for the city to continue to improve the factors that impact the rating through the established CIP planning and recommendations in the April 2018 staffing study. The department continues to improve on its delivery system to provide a better service to the community and visitors.





1000 Bishops Gate Blvd. Ste 300  
Mt. Laurel, NJ 08054-5404

t1.800.444.4554 Opt.2  
f1.800.777.3929

December 23, 2019

Mr. Kelly Shaw, Mayor  
Indianola FPSC  
PO Box 299  
Indianola, Iowa, 50125

RE: Indianola Fpsc, Warren County, Iowa  
Public Protection Classification: 04/4Y  
Effective Date: April 01, 2020

Dear Mr. Kelly Shaw,

We wish to thank you and Chief Greg Chia for your cooperation during our recent Public Protection Classification (PPC) survey. ISO has completed its analysis of the structural fire suppression delivery system provided in your community. The resulting classification is indicated above.

If you would like to know more about your community's PPC classification, or if you would like to learn about the potential effect of proposed changes to your fire suppression delivery system, please call us at the phone number listed below.

ISO's Public Protection Classification Program (PPC) plays an important role in the underwriting process at insurance companies. In fact, most U.S. insurers – including the largest ones – use PPC information as part of their decision-making when deciding what business to write, coverage's to offer or prices to charge for personal or commercial property insurance.

Each insurance company independently determines the premiums it charges its policyholders. The way an insurer uses ISO's information on public fire protection may depend on several things – the company's fire-loss experience, ratemaking methodology, underwriting guidelines, and its marketing strategy.

Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new classifications will improve the predictive value for insurers while benefiting both commercial and residential property owners. We've published the new classifications as "X" and "Y" — formerly the "9" and "8B" portion of the split classification, respectively. For example:

- A community currently graded as a split 6/9 classification will now be a split 6/6X classification; with the "6X" denoting what was formerly classified as "9."
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B."

- Communities graded with single “9” or “8B” classifications will remain intact.
- Properties over 5 road miles from a recognized fire station would receive a class 10.

PPC is important to communities and fire departments as well. Communities whose PPC improves may get lower insurance prices. PPC also provides fire departments with a valuable benchmark, and is used by many departments as a valuable tool when planning, budgeting and justifying fire protection improvements.

ISO appreciates the high level of cooperation extended by local officials during the entire PPC survey process. The community protection baseline information gathered by ISO is an essential foundation upon which determination of the relative level of fire protection is made using the Fire Suppression Rating Schedule.

The classification is a direct result of the information gathered, and is dependent on the resource levels devoted to fire protection in existence at the time of survey. Material changes in those resources that occur after the survey is completed may affect the classification. Although ISO maintains a pro-active process to keep baseline information as current as possible, in the event of changes please call us at 1-800-444-4554, option 2 to expedite the update activity.

ISO is the leading supplier of data and analytics for the property/casualty insurance industry. Most insurers use PPC classifications for underwriting and calculating premiums for residential, commercial and industrial properties. The PPC program is not intended to analyze all aspects of a comprehensive structural fire suppression delivery system program. It is not for purposes of determining compliance with any state or local law, nor is it for making loss prevention or life safety recommendations.

If you have any questions about your classification, please let us know.

Sincerely,

*Alex Shubert*

Alex Shubert  
Manager -National Processing Center

cc: Mr. Lou Elbert, Water Superintendent, Indianola Water Department  
Mr. Doug Mcasland, Director, Warren County E911  
Chief Greg Chia, Chief, Indianola Fire Department

Meeting Date: 01/21/2020

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**Information**

**Subject**

Resolution approving a request from Daniels Land Surveying on behalf of William Dickerson Revocable Trust for approval of a Plat of Survey for property at 913, 915 and 1001 East Ashland Avenue (Planning and Zoning unanimously approved on January 15, 2020).

**Information**

Consider a resolution approving a request from Daniels Land Surveying on behalf of William Dickerson Revocable Trust for approval of a Plat of Survey. The purpose of this plat of survey is not to create any new buildable lots; in fact, it is combining one lot with just an accessory building into another lot with a house. The lot that contains the accessory building is a nonconforming use as the current building is not accessory to a primary building. By combining this lot with the lot with a house on it, the nonconforming status would be removed, and the new parcel would be in conformance to the City's zoning ordinance. The remaining lot that is a part of this request is simply a retracement of the current lot configuration, which that lot does contain a home.

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**Fiscal Impact**

**Attachments**

Dickerson memo  
Plat of Survey  
Staff Report  
Resolution

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## COMMUNITY DEVELOPMENT

To: Mayor and City Council  
From: Charlie E. Dissell, Community and Economic Development Director  
CC: Ryan Waller, City Manager  
Date: January 16, 2020  
Re: Resolution approving a request from Daniels Land Surveying on behalf of William Dickerson Revocable Trust for approval of a Plat of Survey for property at 913, 915 and 1001 East Ashland Avenue

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At your January 21<sup>st</sup> meeting, the City Council will be asked to approve a request from Daniels Land Surveying on behalf of William Dickerson Revocable Trust for approval of a Plat of Survey. The purpose of this plat of survey is not to create any new buildable lots; in fact, it is combining one lot with just an accessory building into another lot with a house. The lot that contains the accessory building is a nonconforming use as the current building is not accessory to a primary building. By combining this lot with the lot with a house on it, the nonconforming status would be removed, and the new parcel would be in conformance to the City's zoning ordinance. The remaining lot that is a part of this request is simply a retracement of the current lot configuration, which that lot does contain a home.

At its meeting on January 15, the Planning and Zoning Commission reviewed this request and, on an 8-0 vote, recommended the plat of survey request be approved, as submitted. The report submitted to the Planning and Zoning Commission, as well as the proposed plat of survey, are attached to this memo.

I will attend the January 21<sup>st</sup> Council meeting if you have any questions.



DANIELS LAND SURVEYING  
22598 18<sup>TH</sup> AVENUE, NEW VIRGINIA, IOWA 50210 (515) 577-2583

11/18/19

City of Indianola Community Development  
110 North First Street  
Indianola IA 50125

Enclosed is a Plat of Survey which falls within the city limits of Indianola. After it has been reviewed by your office, please mail the survey and approval letter back to me at the above address.

The owner of this property is William Dickerson Revocable Trust. The parcels this concerns is in Outlot 62 of the Outlots of Indianola on East Ashland. They own three separate parcels in this area. Two of the parcels are being combined as parcel A and the remainder of what they own is parcel B.

If you have any questions please call.

Sincerely,



Chad A Daniels, PLS  
Daniels Land Surveying

# PLAT OF SURVEY

## INDEX LEGEND

LOCATION: OUTLOT 62 IN AUDITOR'S PLAT OF OUTLOTS  
CITY OF INDIANOLA, WARREN COUNTY, IOWA

OWNER: WILLIAM A DICKERSON REV TRUST  
1001 E ASHLAND AVE., INDIANOLA IA 50125

SURVEY FOR: (OWNER)

PREPARED BY CHAD A. DANIELS  
DANIELS LAND SURVEYING, 22598 18TH AVE, NEW VIRGINIA IA 50210  
RETURN TO: 515-577-2583

## SURVEY LEGEND

( ) - Recorded Distance/Bearing  
--- Ingress/Egress Easement  
--- Section line  
--- Fence line  
--- \* - \* - Monuments

▲ - Found section corner  
● - Set 1/2" red plastic capped rebar, #17532  
○ - Found 1/2" YCR #5301  
■ - Found 5/8" BCR #19968  
□ - Found 1/2" Rebar  
◇ - Found 2" Pipe  
◆ - Found arrow in sidewalk

BASIS OF BEARINGS IS IA RCS ZONE 8

## DESCRIPTION - PARCEL A:

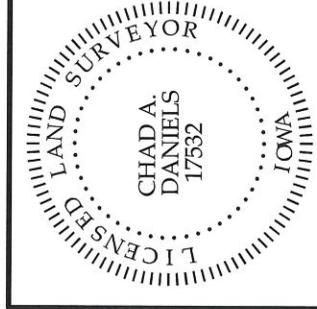
That part of Outlot 62 of Auditor's Plat of Outlots in Indianola, Iowa, described as follows; Beginning at the intersection of the West line of said Outlot 62 with the South line of East Ashland Street; thence South 89 degrees 36 minutes 09 seconds East, 89.00 feet along said South line; thence South 00 degrees 19 minutes 00 seconds West, 153.13 feet; thence North 89 degrees 19 minutes 33 seconds West, 89.00 feet to said West line of Outlot 62; thence North 00 degrees 19 minutes 00 seconds East, 152.70 feet to the Point of Beginning, having an area of 0.31 Acres.

## DESCRIPTION - PARCEL B:

That part of Outlot 62 of Auditor's Plat of Outlots in Indianola, Iowa, described as follows; Beginning at the intersection of the East line of Outlot 62 with the South line of East Ashland Street; thence North 89 degrees 36 minutes 09 seconds West, 119.49 feet along said South line of East Ashland Street; thence South 00 degrees 19 minutes 00 seconds West, 153.13 feet; thence South 89 degrees 19 minutes 33 seconds East, 21.15 feet; thence South 00 degrees 10 minutes 14 seconds West, 9.96 feet to a corner of said Outlot 62; thence South 89 degrees 34 minutes 52 seconds East, 98.80 feet to a corner of said Outlot 62; thence North 00 degrees 08 minutes 50 seconds East, 163.23 feet to the Point of Beginning, having an area of 0.44 Acres.

## DESCRIPTION - INGRESS/EGRESS EASEMENT:

That part of Parcel A and Parcel B of Outlot 62, described as follows;  
The North 45 feet of the East 3 feet of said Parcel A and the North 45 feet of the West 10 feet of said Parcel B.



I hereby certify that this surveying document was prepared by me and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Land Surveyor under the laws of the State of Iowa.

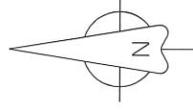
Signed  11/18/19

Chad A. Daniels Date

Iowa License No. 17532

My license renewal date is 12-31-2020

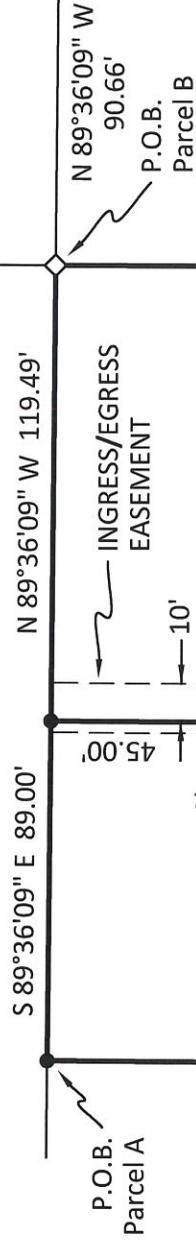
Page No.'s covered by this seal: 1 and 2



NE COR. SE 1/4  
NW 1/4 SEC. 30-76-23  
2" Pipe

N 00°08'50" E 201.72'

E ASHLAND AVE. (60')



N 00°19'00" E 152.70'

S 00°19'00" W 153.13'

Parcel A  
0.31 Acres

Parcel B  
0.44 Acres

WEST LINE  
OL 62

S 89°19'33" E  
21.15' (21')

S 00°10'14" W  
9.96' (10')

N 89°19'33" W 89.00'

S 89°34'52" E 98.80' (99')

EAST LINE  
OL 62

N 00°19'00" E 160.35' (160')

S 00°10'14" W 149.71' (150')

SOUTH 160' OF WEST 10'  
OF OUTLOT 62

WEST 99' OF OUTLOT 63

N 00°08'50" E 149.84'

S 89°40'55" E 110.56'

S 89°30'08" E 98.86'

S 89°30'08" E 89.70'

E SALEM AVE. (60')



# Community Development

110 N. First St., Indianola, IA 50125-0299 • [www.indianolaiowa.gov](http://www.indianolaiowa.gov)  
515-961-9430 • [comdev@indianolaiowa.gov](mailto:comdev@indianolaiowa.gov)

## Staff Report

## Planning and Zoning Commission

**Date of Meeting:** January 15, 2020

**Agenda Item:** 7. A. Consider recommendation on request from Daniels Land Surveying on behalf of William Dickerson Revocable Trust for approval of a Plat of Survey for property at 913, 915 and 1001 East Ashland Avenue.

**Application Type:** Plat of Survey

**Applicant:** Daniels Land Surveying on behalf of William Dickerson Revocable Trust

**Comprehensive Plan Designation:** Low Density Residential

**Zoning:** R-1 Single-Family Residential

**Application Summary:** Request for plat of survey approval of 3 (three) current lots, which if approved, will combine two (2) of the three (3) lots and retrace the remaining lot.

## AERIAL MAP



## APPLICABLE CODE SECTIONS

The following sections of the Code of Ordinances of Indianola, Iowa apply to this request:

**170.02 JURISDICTION.** All plats of survey, plats, replats or subdivisions of land into three (3) or more parts for the purpose of laying out a portion of the City of Indianola, an addition thereto or suburban lots within two (2) miles of the corporate limits of the City for other than agricultural purposes shall be submitted to the Council and the Commission in accordance with the provisions of this chapter and shall be subject to the requirements established herein. This chapter shall regulate the subdividing of land within the City and all land within an area extending two miles beyond the corporate limits in accordance with the provisions of Section 354.9, Code of Iowa.

**170.13 DESIGN STANDARDS — LOTS.**

1. All lots shall abut on a street or place. Corner lots which abut on a thoroughfare or collector street shall have a minimum radius of 25 feet at the intersection.
2. Sidelines of lots shall approximate right angles to straight street lines and radial angles to curbed street lines except where a variation will provide better lot layout.
3. Lots with double frontage shall be avoided, except in specific locations where good planning indicates their use. In that event a planting screen shall be provided along the rear of the lot.
4. Corner lots shall not be less than 80 feet in width and interior lots shall not be less than 70 feet in width at the building line.
5. Lot depth shall not exceed 2½ times the width.
6. No lot shall have less area than required by the Zoning Ordinance for the district in which it is located.

**170.38 ENFORCEMENT.** In addition to other remedies and penalties prescribed by law, the provisions of this chapter shall not be violated subject to the following:

1. No plat of survey, plat or subdivision in the City or within two (2) miles thereof shall be recorded or filed with the County Auditor or County Recorder, nor shall any plat or subdivision have any validity until it complies with the provisions of this chapter and has been approved by the Council as prescribed herein.

## **ANALYSIS**

As the proposed lot split is being done by a plat of survey, no public improvements are being made with this split. However, design standards for lots still apply. The proposed plat of survey does meet all the design standards for lots.

This proposed plat of survey would not create any new buildable lots; in fact, it is combining one lot with just an accessory building into another lot with a house. The lot that contains the accessory building is a nonconforming use as the current building is not accessory to a primary building. By combining this lot with the lot with a house on it, the nonconforming status would be removed, and the new parcel would be in conformance to the City's zoning ordinance. The remaining lot that is a part of this request is simply a retracement of the current lot configuration, which that lot does contain a home.

Letters were mailed to property owners within 200 feet of this property 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 plat of survey request be approved, as submitted.
- 2) The City of Indianola Planning and Zoning Commission recommends the plat of survey request be approved, with conditions.
- 3) The City of Indianola Planning and Zoning Commission recommends the plat of survey request be denied.
- 4) The City of Indianola Planning and Zoning Commission remands the plat of survey 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 plat of survey request.

RESOLUTION NO. 2020-\_\_\_\_\_

WHEREAS Daniels Land Surveying on behalf of William Dickerson Revocable Trust, has submitted a Plat of Survey for property at 913, 915 and 1001 East Ashland and legally described as:

DESCRIPTION - PARCEL A:

That part of Outlot 62 of Auditor's Plat of Outlots in Indianola, Iowa, described as follows; Beginning at the intersection of the West line of said Outlot 62 with the South line of East Ashland Street; thence South 89 degrees 36 minutes 09 seconds East, 89.00 feet along said South line; thence South 00 degrees 19 minutes 00 seconds West, 153.13 feet; thence North 89 degrees 19 minutes 33 seconds West, 89.00 feet to said West line of Outlot 62; thence North 00 degrees 19 minutes 00 seconds East, 152.70 feet to the Point of Beginning, having an area of 0.31 Acres.

DESCRIPTION - PARCEL B:

That part of Outlot 62 of Auditor's Plat of Outlots in Indianola, Iowa, described as follows; Beginning at the intersection of the East line of Outlot 62 with the South line of East Ashland Street; thence North 89 degrees 36 minutes 09 seconds West, 119.49 feet along said South line of East Ashland Street; thence South 00 degrees 19 minutes 00 seconds West, 153.13 feet; thence South 89 degrees 19 minutes 33 seconds East, 21.15 feet; thence South 00 degrees 10 minutes 14 seconds West, 9.96 feet to a corner of said Outlot 62; thence South 89 degrees 34 minutes 52 seconds East, 98.80 feet to a corner of said Outlot 62; thence North 00 degrees 08 minutes 50 seconds East, 163.23 feet to the Point of Beginning, having an area of 0.44 Acres.

DESCRIPTION - INGRESS/EGRESS EASEMENT:

That part of Parcel A and Parcel B of Outlot 62, described as follows; The North 45 feet of the East 3 feet of said Parcel A and the North 45 feet of the West 10 feet of said Parcel B; and

WHEREAS, the City of Indianola has jurisdiction of such plats of survey pursuant to the Subdivision Regulations of Chapter 170, Indianola Code of Ordinances; and

WHEREAS, the Indianola Planning and Zoning Commission has submitted a recommendation to the City Council which approves the plat of survey; and

WHEREAS, pursuant to Indianola Code of Ordinance Section 170.05(5), the Council must pass a resolution approving or rejecting the plat or survey; and

WHEREAS, the Council finds that all the requirements of the Indianola Code of Ordinances regarding subdivision regulations and the plat of survey received from Daniels Land Surveying on behalf of William Dickerson Revocable Trust have been met.

NOW, THEREFORE, BE IT RESOLVED by the Indianola City Council as follows:

The plat of survey submitted to the City of Indianola by Daniels Land Surveying on behalf of William Dickerson Revocable Trust and legally described as:

**DESCRIPTION - PARCEL A:**

That part of Outlot 62 of Auditor's Plat of Outlots in Indianola, Iowa, described as follows; Beginning at the intersection of the West line of said Outlot 62 with the South line of East Ashland Street; thence South 89 degrees 36 minutes 09 seconds East, 89.00 feet along said South line; thence South 00 degrees 19 minutes 00 seconds West, 153.13 feet; thence North 89 degrees 19 minutes 33 seconds West, 89.00 feet to said West line of Outlot 62; thence North 00 degrees 19 minutes 00 seconds East, 152.70 feet to the Point of Beginning, having an area of 0.31 Acres.

**DESCRIPTION - PARCEL B:**

That part of Outlot 62 of Auditor's Plat of Outlots in Indianola, Iowa, described as follows; Beginning at the intersection of the East line of Outlot 62 with the South line of East Ashland Street; thence North 89 degrees 36 minutes 09 seconds West, 119.49 feet along said South line of East Ashland Street; thence South 00 degrees 19 minutes 00 seconds West, 153.13 feet; thence South 89 degrees 19 minutes 33 seconds East, 21.15 feet; thence South 00 degrees 10 minutes 14 seconds West, 9.96 feet to a corner of said Outlot 62; thence South 89 degrees 34 minutes 52 seconds East, 98.80 feet to a corner of said Outlot 62; thence North 00 degrees 08 minutes 50 seconds East, 163.23 feet to the Point of Beginning, having an area of 0.44 Acres.

**DESCRIPTION - INGRESS/EGRESS EASEMENT:**

That part of Parcel A and Parcel B of Outlot 62, described as follows;  
The North 45 feet of the East 3 feet of said Parcel A and the North 45 feet of the West 10 feet of said Parcel B;

is hereby approved.

Passed and approved at Indianola, Iowa this 21st day of January, 2020.

\_\_\_\_\_  
Kelly B. Shaw, Mayor

ATTEST:

\_\_\_\_\_  
Andrew J. Lent, City Clerk

STATE OF IOWA, WARREN COUNTY, SS:

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned, a Notary Public in the State of Iowa personally appeared Kelly B. Shaw and Andrew J. Lent, to me personally know, who being by my duly sworn, did say that they are the Mayor and City Clerk respectively of the City of Indianola, which executed the foregoing instrument to which this is attached, that the seal affixed to it is the seal of the City; that the instrument was signed and sealed on behalf of the City by authority of its Council; and that Kelly B. Shaw and Andrew J. Lent as such officers acknowledged the execution of the instrument to be the voluntary act of the City.

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Notary Public In and For the State of Iowa

Meeting Date: 01/21/2020

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**Information**

**Subject**

Resolution approving request from Civil Engineering Consultants, Inc., on behalf of Peoples Company for approval of a Plat of Survey for property located in the South Half of the Southwest Quarter of Section 13, Township 76 North, Range 24 West pf the 5th PM, City of Indianola, Warren County, IA (Planning and Zoning unanimously approved on January 15, 2020).

**Information**

Resolution approving request (packet) from Civil Engineering Consultants, Inc., on behalf of Peoples Company for approval of a Plat of Survey for property located in the South Half of the Southwest Quarter of Section 13, Township 76 North, Range 24 West pf the 5th PM, City of Indianola, Warren County, IA (Planning and Zoning unanimously approved on January 15, 2020).

---

**Fiscal Impact**

**Attachments**

Civil Engineering Memo  
Staff Report  
Plat of Survey  
Resolution Plat

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## COMMUNITY DEVELOPMENT

To: Mayor and City Council  
From: Charlie E. Dissell, Community and Economic Development Director  
CC: Ryan Waller, City Manager  
Date: January 16, 2020  
Re: Resolution approving request from Civil Engineering Consultants, Inc., on behalf of Peoples Company for approval of a Plat of Survey for property located in the South Half of the Southwest Quarter of Section 13, Township 76 North, Range 24 West of the 5th PM, City of Indianola, Warren County, IA

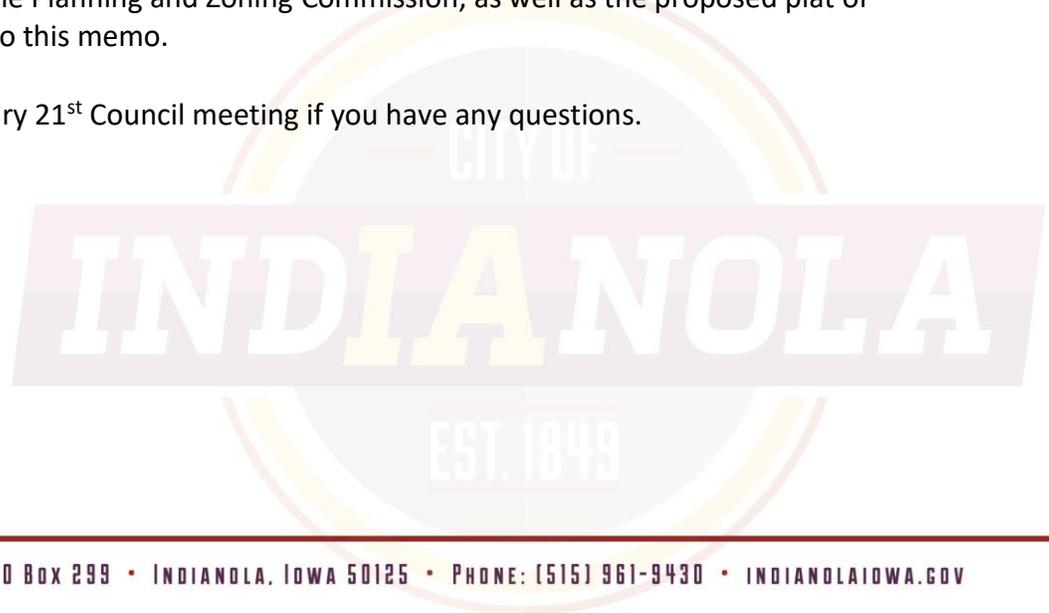
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At your January 21<sup>st</sup> meeting, the City Council will be asked to approve a request from Civil Engineering Consultants, Inc., on behalf of Peoples Company for approval of a Plat of Survey. The purpose of this plat of survey is not to create any new buildable lots; its purpose is to split the ground included in Heritage Hill Plat 10 so the current property owner, the Ardene K. and Robert D. Downing Revocable Trust can transfer the ground to the Developer of Heritage Hill Plat 10, Diligent Development.

The preliminary plat of Heritage Hill Plat 10 was reviewed by the Planning and Zoning Commission at its August 13, 2019 meeting, and was approved by the City Council at its August 19, 2019 meeting. City staff reviewed the construction documents associated with this development and approved those documents on October 8, 2019.

At its meeting on January 15, the Planning and Zoning Commission reviewed this request and, on an 8-0 vote, recommended the plat of survey request be approved, as submitted. The report submitted to the Planning and Zoning Commission, as well as the proposed plat of survey, are attached to this memo.

I will attend the January 21<sup>st</sup> Council meeting if you have any questions.





# Community Development

110 N. First St., Indianola, IA 50125-0299 • [www.indianolaiowa.gov](http://www.indianolaiowa.gov)  
515-961-9430 • [comdev@indianolaiowa.gov](mailto:comdev@indianolaiowa.gov)

## Staff Report

## Planning and Zoning Commission

**Date of Meeting:** January 15, 2020

**Agenda Item:** 7. B. Consider recommendation on request from Civil Engineering Consultants, Inc., on behalf of Peoples Company for approval of a Plat of Survey for property located in the South Half of the Southwest Quarter of Section 13, Township 76 North, Range 24 West of the 5th PM, City of Indianola, Warren County, IA.

**Application Type:** Plat of Survey

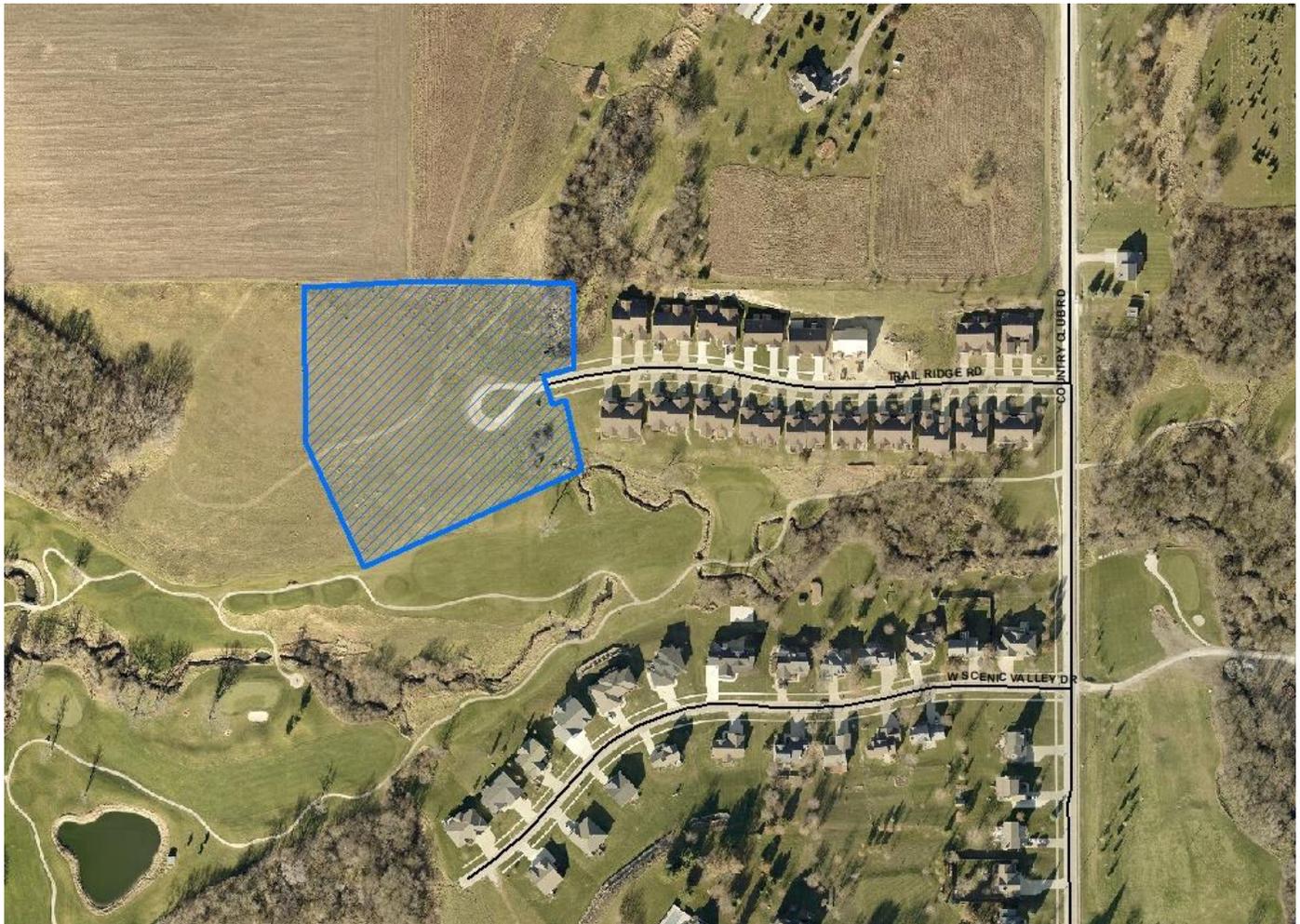
**Applicant:** Civil Engineering Consultants, Inc., on behalf of Peoples Company

**Comprehensive Plan Designation:** High Density Residential

**Zoning:** R-5 Planned Residential

**Application Summary:** Request for plat of survey approval dividing a parcel of ground for a subdivision that is currently being developed.

## AERIAL MAP



## APPLICABLE CODE SECTIONS

The following sections of the Code of Ordinances of Indianola, Iowa apply to this request:

**170.02 JURISDICTION.** All plats of survey, plats, replats or subdivisions of land into three (3) or more parts for the purpose of laying out a portion of the City of Indianola, an addition thereto or suburban lots within two (2) miles of the corporate limits of the City for other than agricultural purposes shall be submitted to the Council and the Commission in accordance with the provisions of this chapter and shall be subject to the requirements established herein. This chapter shall regulate the subdividing of land within the City and all land within an area extending two miles beyond the corporate limits in accordance with the provisions of Section 354.9, Code of Iowa.

**170.13 DESIGN STANDARDS — LOTS.**

1. All lots shall abut on a street or place. Corner lots which abut on a thoroughfare or collector street shall have a minimum radius of 25 feet at the intersection.
2. Sidelines of lots shall approximate right angles to straight street lines and radial angles to curbed street lines except where a variation will provide better lot layout.
3. Lots with double frontage shall be avoided, except in specific locations where good planning indicates their use. In that event a planting screen shall be provided along the rear of the lot.
4. Corner lots shall not be less than 80 feet in width and interior lots shall not be less than 70 feet in width at the building line.
5. Lot depth shall not exceed  $2\frac{1}{2}$  times the width.

6. No lot shall have less area than required by the Zoning Ordinance for the district in which it is located.

**170.38 ENFORCEMENT.** In addition to other remedies and penalties prescribed by law, the provisions of this chapter shall not be violated subject to the following:

1. No plat of survey, plat or subdivision in the City or within two (2) miles thereof shall be recorded or filed with the County Auditor or County Recorder, nor shall any plat or subdivision have any validity until it complies with the provisions of this chapter and has been approved by the Council as prescribed herein.

## **ANALYSIS**

As the proposed lot split is being done by a plat of survey, the public improvements being made in this area are not subject to this request. Those improvements were reviewed with the preliminary plat of Heritage Hill Plat 10, which was reviewed by the Planning and Zoning Commission at its August 13, 2019 meeting, and was approved by the City Council at its August 19, 2019 meeting. City staff reviewed the construction and approved those documents on October 8, 2019. However, design standards for lots still apply. The proposed plat of survey does meet all the design standards for lots.

This purpose of this plat of survey is not to create any new buildable lots; its purpose is to split the ground included in Heritage Hill Plat 10 so the current property owner, the Ardene K. and Robert D. Downing Revocable Trust can transfer the ground to the Developer of Heritage Hill Plat 10, Diligent Development. As mentioned above, site work has begun on this site and once completed, a final plat will be reviewed by both the Commission and Council.

Letters were mailed to property owners within 200 feet of this property 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 plat of survey request be approved, as submitted.
- 2) The City of Indianola Planning and Zoning Commission recommends the plat of survey request be approved, with conditions.
- 3) The City of Indianola Planning and Zoning Commission recommends the plat of survey request be denied.
- 4) The City of Indianola Planning and Zoning Commission remands the plat of survey 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 plat of survey request.

RECORDER'S  
STAMP

# PLAT OF SURVEY

## PARCEL 'E' - S1/2, SW1/4. SEC 13-76-24

### INDIANOLA, IOWA 50125

ROBERT DOWNING REVOCABLE TRUST, ETAL  
8489 HWY 65/69, INDIANOLA IA 50125

INDEX LEGEND					
COUNTY: WARREN	SECTION	TOWNSHIP	RANGE	1/4	1/4
ALIQUOT PART:	13	76	24	SW	SE
	13	76	24	SW	SW
CITY: INDIANOLA					
PROPRIETOR (S): ROBERT DOWNING REVOCABLE TRUST, ETAL					
REQUESTED BY: DILIGENT, C/O PEOPLES CO					
PROFESSIONAL LAND SURVEYOR: JEFFREY A. GADDIS, PLS #18381					
COMPANY: CIVIL ENGINEERING CONSULTANTS, INC ATTN: JEFFREY A. GADDIS RETURN TO: 2400 86TH STREET, URBANDALE, IA 50322					

**LAND AREA**  
2.65 AC. SW 1/4 SW 1/4  
3.05 AC. SE 1/4 SW 1/4  
5.70 AC. TOTAL AREA

**PROPERTY OWNER:**  
DEED HOLDER  
ROBERT DOWNING REVOCABLE TRUST, ETAL  
8489 HWY 65/69  
INDIANOLA IA 50125

**APPLICANT:**  
DILIGENT  
C/O PEOPLES CO  
12114 STRATFORD DRIVE  
SUITE B  
CLIVE IA 50325

**ZONING/LAND USE**  
RESTRICTED R-5 PLANNED RESIDENTIAL (JAN 24, 2002)  
**SETBACKS:**  
FRONT - 25'  
SIDE - 8' MINIMUM  
REAR - 30'

**LAND AREA**  
2.65 AC. SW 1/4 SW 1/4  
3.05 AC. SE 1/4 SW 1/4  
5.70 AC. TOTAL AREA

**FLOOD ZONE**  
ZONE 'X'  
FEMA FIRM FLOOD INSURANCE RATE MAP NUMBER  
1918C0164F, REVISED 11-16-2018.

**LEGAL DESCRIPTION**  
A PARCEL OF LAND IN THE SW1/4 SW1/4 AND THE SE1/4 SW1/4 OF SECTION 13, TOWNSHIP 76 NORTH, RANGE 24 WEST OF THE 5TH P.M., CITY OF INDIANOLA, WARREN COUNTY, IOWA THAT IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NW CORNER OF LOT 5, HERITAGE HILLS PLAT 7, AN OFFICIAL PLAT RECORDED IN BOOK 2005, PAGE 8080 AT WARREN COUNTY RECORDER'S OFFICE, SAID NW CORNER ALSO BEING ON THE NORTH LINE OF SAID SE1/4 SW1/4; THENCE S00°04'30"W, 154.36 FEET ALONG THE WEST LINE OF SAID LOT 5 TO THE SE CORNER OF SAID LOT 5, SAID SE CORNER ALSO BEING ON THE NORTH LINE OF LOT 'A' OF SAID HERITAGE HILLS PLAT 7 AND THE NORTH RIGHT-OF-WAY LINE OF TRAIL RIDGE AVENUE AS IT IS PRESENTLY ESTABLISHED, THENCE SOUTHWESTERLY ALONG A NON-TANGENT CURVE TO THE LEFT HAVING A RADIUS OF 1030.00 FEET AND A CHORD BEARING S76°13'33"W, AN ARC LENGTH OF 53.51 FEET ALONG SAID NORTH LINE OF LOT 'A' AND SAID NORTH RIGHT-OF-WAY LINE TO THE NW CORNER OF SAID LOT 'A'; THENCE S15°17'58"W, 60.00 FEET ALONG THE WEST LINE OF SAID LOT 'A' TO THE SW CORNER OF SAID LOT 'A'; THENCE NORTHEASTERLY ALONG A NON-TANGENT CURVE TO THE RIGHT HAVING A RADIUS OF 470.00 FEET AND A CHORD BEARING N75°15'41"E, AN ARC LENGTH OF 17.12 FEET ALONG THE SOUTH LINE OF SAID LOT 'A' AND THE SOUTH RIGHT-OF-WAY LINE OF SAID TRAIL RIDGE AVENUE TO THE NW CORNER OF LOT 6 OF SAID HERITAGE HILLS PLAT 7; THENCE S14°20'54"E, 140.72 FEET ALONG THE WEST LINE OF SAID LOT 5 TO THE SW CORNER OF SAID LOT 5, SAID SW CORNER ALSO BEING ON THE NORTH LINE OF OUTLOT 'Z' OF HERITAGE HILLS PLAT 5, AN OFFICIAL PLAT RECORDED IN BOOK 2002, PAGE 13227, THENCE S65°56'21"W, 486.89 FEET ALONG SAID NORTH LINE OF OUTLOT 'Z' TO A POINT; THENCE N24°44'01"W, 271.00 FEET TO A POINT; THENCE N00°59'02"E, 317.67 FEET TO A POINT ON THE NORTH LINE OF SAID SW1/4 SW1/4; THENCE S04°03'20"E, 124.56 FEET ALONG SAID NORTH LINE TO THE NE CORNER OF SAID SW1/4 SW1/4, SAID NE CORNER ALSO BEING THE NW CORNER OF SAID SE1/4 SW1/4; THENCE S04°03'20"E, 310.34 FEET ALONG THE NORTH LINE OF SAID SE1/4 SW1/4 TO THE POINT OF BEGINNING AND CONTAINING 5.70 ACRES MORE OR LESS.

LEGEND	
▲	FOUND SECTION CORNERS
●	FOUND CORNERS (6" I.R. W/ BLUE CAP #18381 UNLESS OTHERWISE NOTED)
○	SET PROPERTY CORNER (6" I.R. W/ BLUE CAP #18381 UNLESS OTHERWISE NOTED)
---	PARCEL BOUNDARY
---	EXISTING PROPERTY LINES
---	PROPOSED LOTS
---	EASEMENT LINES
---	BUILDING SETBACK LINES (B.S.L.)
---	CENTERLINE STREET
D.	DEEDED BEARING & DISTANCE
P.	PREVIOUSLY RECORDED BEARING & DISTANCE
M.	MEASURED BEARING & DISTANCE
I.R.	IRON ROD
I.P.	IRON PIPE
BK. XXX, PG. XXX	COUNTY RECORDER'S INDEXING BOOK
R.O.W.	RIGHT-OF-WAY
P.U.E.	PUBLIC UTILITY EASEMENT



VICINITY SKETCH NORTH  
SCALE: 1"=1000'

#### Sheet List Table

Sheet Number	Sheet Title
01	COVER
02	PLAT OF SURVEY

#### BASIS OF BEARINGS

THE PLAT OF SURVEY BEARINGS ARE BASED ON THE NORTH LINE OF SW 1/4 OF SECTION 13-76-24 ASSUMED AS S84°03'20"E.

#### NOTES

1. THE ALLOWABLE ERROR OF CLOSURE FOR THE BOUNDARY IS 1:10,000 AND THE ALLOWABLE ERROR OF CLOSURE FOR EACH LOT IS 1:5,000.
2. THE EASEMENTS SHOWN ON ADJOINING OWNERS' PROPERTY ARE NOT PART OF THIS SURVEY AND ARE SHOWN FOR REFERENCE ONLY. THESE EASEMENTS SHALL BE ACQUIRED THROUGH A SEPARATE RECORDED DOCUMENT.
3. THIS PARCEL MAY BE SUBJECT TO EASEMENTS OF RECORD. NO TITLE WORK WAS PROVIDED TO THIS SURVEYOR.
4. MONUMENTS TO BE SET WITHIN THIRTY (30) DAYS OF THE PLAT OF SURVEY RECORDING DATE.
5. THE EXISTING PUBLIC SANITARY SEWER EASEMENT WAS TRANSCRIBED FROM THE HERITAGE HILLS PLATS 5 & 7 PUBLIC IMPROVEMENT DRAWINGS.
6. NO RECORDED EASEMENT WAS PROVIDED OR FOUND BY THIS PROFESSIONAL LAND SURVEYOR.

#### CLOSURE TABLE

NORTH: 504211.0405'	EAST: 1620173.9723'
SEGMENT #1 : LINE COURSE: S84°03'20"E NORTH: 504213.2633'	LENGTH: 229.16' EAST: 1620403.1012'
SEGMENT #2 : LINE COURSE: S84°03'20"E NORTH: 504268.1480'	LENGTH: 310.34' EAST: 1620713.3490'
SEGMENT #3 : LINE COURSE: S00°04'30"W NORTH: 504108.7881'	LENGTH: 154.36' EAST: 1620713.1104'
SEGMENT #4 : CURVE LENGTH: 53.51' RADIUS: 1030.00' DELTA: 002°50'47" TANGENT: 26.74' CHORD: 53.56' COURSE: S76°13'33"W COURSE IN: S12°17'04"E COURSE OUT: N15°15'51"W RP NORTH: 503102.3716' EAST: 1620432.3365' END NORTH: 504096.0351' EAST: 1620661.1707'	
SEGMENT #5 : LINE COURSE: S15°17'58"E NORTH: 504038.1621'	LENGTH: 60.00' EAST: 1620671.0025'
SEGMENT #6 : CURVE LENGTH: 17.12' RADIUS: 470.00' DELTA: 001°02'48" TANGENT: 8.86' CHORD: 17.12' COURSE: N75°15'41"E COURSE IN: S15°15'43"E COURSE OUT: N14°12'55"W RP NORTH: 503102.3716' EAST: 1620432.3371' END NORTH: 504042.6702' EAST: 1620644.1345'	
SEGMENT #7 : LINE COURSE: S14°20'54"E NORTH: 503906.3341'	LENGTH: 140.72' EAST: 1620724.0122'
SEGMENT #8 : LINE COURSE: S65°56'21"W NORTH: 503707.8316'	LENGTH: 486.89' EAST: 1620284.4266'
SEGMENT #9 : LINE COURSE: N24°44'01"W NORTH: 503454.4204'	LENGTH: 271.00' EAST: 1620168.5248'
SEGMENT #10 : LINE COURSE: N00°59'02"E NORTH: 504211.0435'	LENGTH: 317.67' EAST: 1620173.9846'
PERIMETER: 2052.42'	AREA: 248223.30 SQ. FT.
ERROR CLOSURE: 0.0126'	COURSE: N76°00'58"E
ERROR NORTH: 0.00305'	EAST: 0.01226'
PRECISION 1: 162894.00	

#### PROFESSIONAL LAND SURVEYOR:

JEFFREY A. GADDIS, PLS #18381  
CIVIL ENGINEERING CONSULTANTS  
2400 86TH STREET, #12  
URBANDALE, IOWA 50322  
PHONE: 515-276-4884, EXT. 221  
FAX: 515-276-7084  
EMAIL: GADDIS@CECLACC.COM



#### CERTIFICATION

PRELIMINARY  
(NOT APPROVED)

Civil Engineering Consultants, Inc.  
2400 86th Street Unit 12 Des Moines, Iowa 50322  
515.276.4884 Fax: 515.276.7084 mail@ceclacc.com



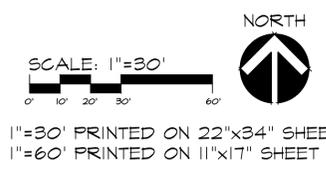
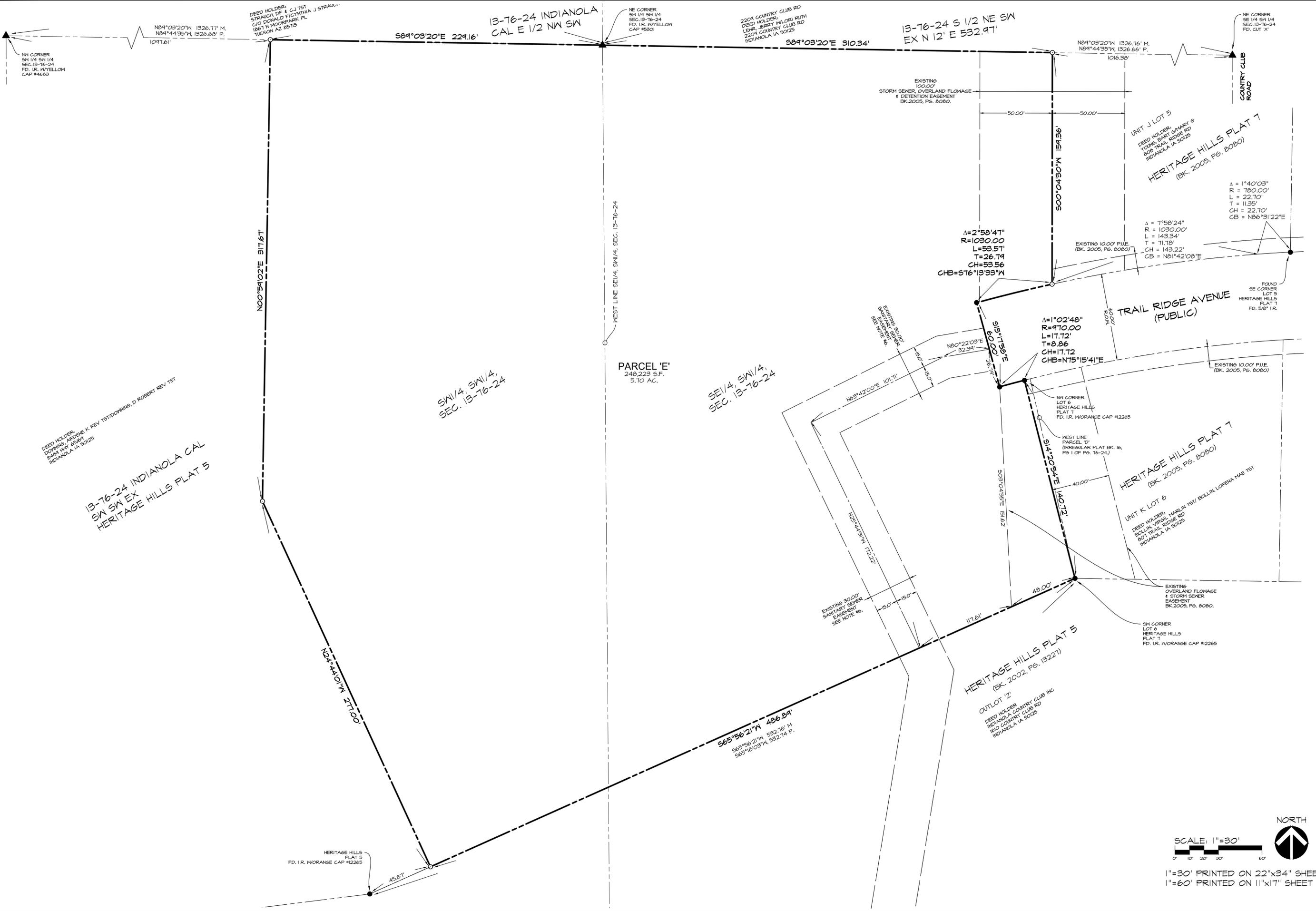
DATE:	REVISIONS	COMMENTS
JANUARY 02, 2020	1	
	2	
	3	
	4	
	5	
	6	

DATE OF SURVEY: JUNE 03, 2014  
DESIGNED BY: PC  
DRAWN BY: MEH

PARCEL 'E' - S1/2, SW1/4. SEC 13-76-24  
INDIANOLA, IOWA 50125  
COVER

SHEET  
01  
OF 02  
E-8140

PLOT: 9\NF\PLANS\ADDON\ADDON.dwg, 02/22/2020 3:30:04 PM, MARTIN HILL, AUTOCAD PFP, GENERAL DOCUMENTATION, ANSI EXPAND D BLOCK X 22.00 INCHES, SCALE: 1/1



**Civil Engineering Consultants, Inc.**  
 2400 86th Street Unit 12 Des Moines, Iowa 50322  
 515.276.4884 Fax: 515.276.7084 mail@cecinc.com

CEC

REVISONS	DATE	COMMENTS
1	JANUARY 02, 2020	
2		
3		
4		
5		
6		

DATE: JANUARY 02, 2020

DATE OF SURVEY: JUNE 03, 2019

DESIGNED BY: PC

DRAWN BY: MEH

PARCEL 'E' - S 1/2, SW 1/4, SEC 13-76-24

INDIANOLA, IOWA 50125

PLAT OF SURVEY

SHEET

02

OF 02

E-8140

RESOLUTION NO. 2020-\_\_\_\_\_

WHEREAS Civil Engineering Consultants, Inc., on behalf of Peoples Company, has submitted a Plat of Survey for property located in the South Half of the Southwest Quarter of Section 13, Township 76 North, Range 24 West of the 5th PM, City of Indianola, Warren County, IA. and legally described as:

LEGAL DESCRIPTION: PARCEL E

A PARCEL OF LAND IN THE SW1/4 SW1/4 AND THE SE1/4 SW1/4 OF SECTION 13, TOWNSHIP 76 NORTH, RANGE 24 WEST OF THE 5TH P.M., CITY OF INDIANOLA, WARREN COUNTY, IOWA THAT IS MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT THE NW CORNER OF LOT 5, HERITAGE HILLS PLAT 7, AN OFFICIAL PLAT RECORDED IN BOOK 2005, PAGE 8080 AT WARREN COUNTY RECORDER'S OFFICE, SAID NW CORNER ALSO BEING ON THE NORTH LINE OF SAID SE1/4 SW1/4; THENCE S00°04'30"W, 159.36 FEET ALONG THE WEST LINE OF SAID LOT 5 TO THE SE CORNER OF SAID LOT 5, SAID SE CORNER ALSO BEING ON THE NORTH LINE OF LOT 'A' OF SAID HERITAGE HILLS PLAT 7 AND THE NORTH RIGHT-OF-WAY LINE OF TRAIL RIDGE AVENUE AS IT IS PRESENTLY ESTABLISHED, THENCE SOUTHWESTERLY ALONG A NON-TANGENT CURVE TO THE LEFT HAVING A RADIUS OF 1030.00 FEET AND A CHORD BEARING S76°13'33"W, AN ARC LENGTH OF 53.57 FEET ALONG SAID NORTH LINE OF LOT 'A' AND SAID NORTH RIGHT-OF-WAY LINE TO THE NW CORNER OF SAID LOT 'A'; THENCE S15°17'58"W, 60.00 FEET ALONG THE WEST LINE OF SAID LOT 'A' TO THE SW CORNER OF SAID LOT 'A'; THENCE NORTHEASTERLY ALONG A NON-TANGENT CURVE TO THE RIGHT HAVING A RADIUS OF 970.00 FEET AND A CHORD BEARING N75°15'41"E, AN ARC LENGTH OF 17.72 FEET ALONG THE SOUTH LINE OF SAID LOT 'A' AND THE SOUTH RIGHT-OF-WAY LINE OF SAID TRAIL RIDGE AVENUE TO THE NW CORNER OF LOT 6 OF SAID HERITAGE HILLS PLAT 7; THENCE S14°20'54"E, 140.72 FEET ALONG THE WEST LINE OF SAID LOT 5 TO THE SW CORNER OF SAID LOT 5, SAID SW CORNER ALSO BEING ON THE NORTH LINE OF OUTLOT 'Z' OF HERITAGE HILLS PLAT 5, AN OFFICIAL PLAT RECORDED IN BOOK 2002, PAGE 13227, THENCE S65°56'21"W, 486.89 FEET ALONG SAID NORTH LINE OF OUTLOT 'Z' TO A POINT; THENCE N24°44'01"W, 277.00 FEET TO A POINT; THENCE N00°59'02"E, 317.67 FEET TO A POINT ON THE NORTH LINE OF SAID SW1/4 SW1/4; THENCE S89°03'20"E, 124.56 FEET ALONG SAID NORTH LINE TO THE NE CORNER OF SAID SW1/4 SW1/4, SAID NE CORNER ALSO BEING THE NW CORNER OF SAID SE1/4 SW1/4; THENCE S89°03'20"E, 310.34 FEET ALONG THE NORTH LINE OF SAID SE1/4 SW1/4 TO THE POINT OF BEGINNING AND CONTAINING 5.70 ACRES MORE OR LESS; and

WHEREAS, the City of Indianola has jurisdiction of such plats of survey pursuant to the Subdivision Regulations of Chapter 170, Indianola Code of Ordinances; and

WHEREAS, the Indianola Planning and Zoning Commission has submitted a recommendation to the City Council which approves the plat of survey; and

WHEREAS, pursuant to Indianola Code of Ordinance Section 170.05(5), the Council must pass a resolution approving or rejecting the plat or survey; and

WHEREAS, the Council finds that all the requirements of the Indianola Code of Ordinances regarding subdivision regulations and the plat of survey received from Civil Engineering Consultants, Inc., on behalf of Peoples Company have been met.

NOW, THEREFORE, BE IT RESOLVED by the Indianola City Council as follows:

The plat of survey submitted to the City of Indianola by Civil Engineering Consultants, Inc., on behalf of Peoples Company and legally described as:

LEGAL DESCRIPTION: PARCEL E

A PARCEL OF LAND IN THE SW1/4 SW1/4 AND THE SE1/4 SW1/4 OF SECTION 13, TOWNSHIP 76 NORTH, RANGE 24 WEST OF THE 5TH P.M., CITY OF INDIANOLA, WARREN COUNTY, IOWA THAT IS MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT THE NW CORNER OF LOT 5, HERITAGE HILLS PLAT 7, AN OFFICIAL PLAT RECORDED IN BOOK 2005, PAGE 8080 AT WARREN COUNTY RECORDER'S OFFICE, SAID NW CORNER ALSO BEING ON THE NORTH LINE OF SAID SE1/4 SW1/4; THENCE S00°04'30"W, 159.36 FEET ALONG THE WEST LINE OF SAID LOT 5 TO THE SE CORNER OF SAID LOT 5, SAID SE CORNER ALSO BEING ON THE NORTH LINE OF LOT 'A' OF SAID HERITAGE HILLS PLAT 7 AND THE NORTH RIGHT-OF-WAY LINE OF TRAIL RIDGE AVENUE AS IT IS PRESENTLY ESTABLISHED, THENCE SOUTHWESTERLY ALONG A NON-TANGENT CURVE TO THE LEFT HAVING A RADIUS OF 1030.00 FEET AND A CHORD BEARING S76°13'33"W, AN ARC LENGTH OF 53.57 FEET ALONG SAID NORTH LINE OF LOT 'A' AND SAID NORTH RIGHT-OF-WAY LINE TO THE NW CORNER OF SAID LOT 'A'; THENCE S15°17'58"W, 60.00 FEET ALONG THE WEST LINE OF SAID LOT 'A' TO THE SW CORNER OF SAID LOT 'A'; THENCE NORTHEASTERLY ALONG A NON-TANGENT CURVE TO THE RIGHT HAVING A RADIUS OF 970.00 FEET AND A CHORD BEARING N75°15'41"E, AN ARC LENGTH OF 17.72 FEET ALONG THE SOUTH LINE OF SAID LOT 'A' AND THE SOUTH RIGHT-OF-WAY LINE OF SAID TRAIL RIDGE AVENUE TO THE NW CORNER OF LOT 6 OF SAID HERITAGE HILLS PLAT 7; THENCE S14°20'54"E, 140.72 FEET ALONG THE WEST LINE OF SAID LOT 5 TO THE SW CORNER OF SAID LOT 5, SAID SW CORNER ALSO BEING ON THE NORTH LINE OF OUTLOT 'Z' OF HERITAGE HILLS PLAT 5, AN OFFICIAL PLAT RECORDED IN BOOK 2002, PAGE 13227, THENCE S65°56'21"W, 486.89 FEET ALONG SAID NORTH LINE OF OUTLOT 'Z' TO A POINT; THENCE N24°44'01"W, 277.00 FEET TO A POINT; THENCE N00°59'02"E, 317.67 FEET TO A POINT ON THE NORTH LINE OF SAID SW1/4 SW1/4; THENCE S89°03'20"E, 124.56 FEET ALONG SAID NORTH LINE TO THE NE CORNER OF SAID SW1/4 SW1/4, SAID NE CORNER ALSO BEING THE NW CORNER OF SAID SE1/4 SW1/4; THENCE S89°03'20"E, 310.34 FEET ALONG THE NORTH LINE OF SAID SE1/4 SW1/4 TO THE POINT OF BEGINNING AND CONTAINING 5.70 ACRES MORE OR LESS.

is hereby approved.

Passed and approved at Indianola, Iowa this 21st day of January, 2020.

\_\_\_\_\_  
Kelly B. Shaw, Mayor

ATTEST:

\_\_\_\_\_  
Andrew J. Lent, City Clerk

STATE OF IOWA, WARREN COUNTY, SS:

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned, a Notary Public in the State of Iowa personally appeared Kelly B. Shaw and Andrew J. Lent, to me personally know, who being by my duly sworn, did say that they are the Mayor and City Clerk respectively of the City of Indianola, which executed the foregoing instrument to which this is attached, that the seal affixed to it is the seal of the City; that the instrument was signed and sealed on behalf of the City by authority of its Council; and that Kelly B. Shaw and Andrew J. Lent as such officers acknowledged the execution of the instrument to be the voluntary act of the City.

\_\_\_\_\_  
Notary Public In and For the State of Iowa

Meeting Date: 01/21/2020

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**Information**

**Subject**

Resolution setting a public hearing for February 18, 2020, 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.

**Information**

Council will need to consider a Resolution setting a public hearing for February 18, 2020, on a rezoning request from the City of Indianola in conjunction with the Quail Meadows Wastewater Lift Station Relocation project. 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 in a new location on the subject property.

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**Fiscal Impact**

**Attachments**

QM Rezoning Memo

Public Hearing Notice - QM

Resolution - PH Notice QM

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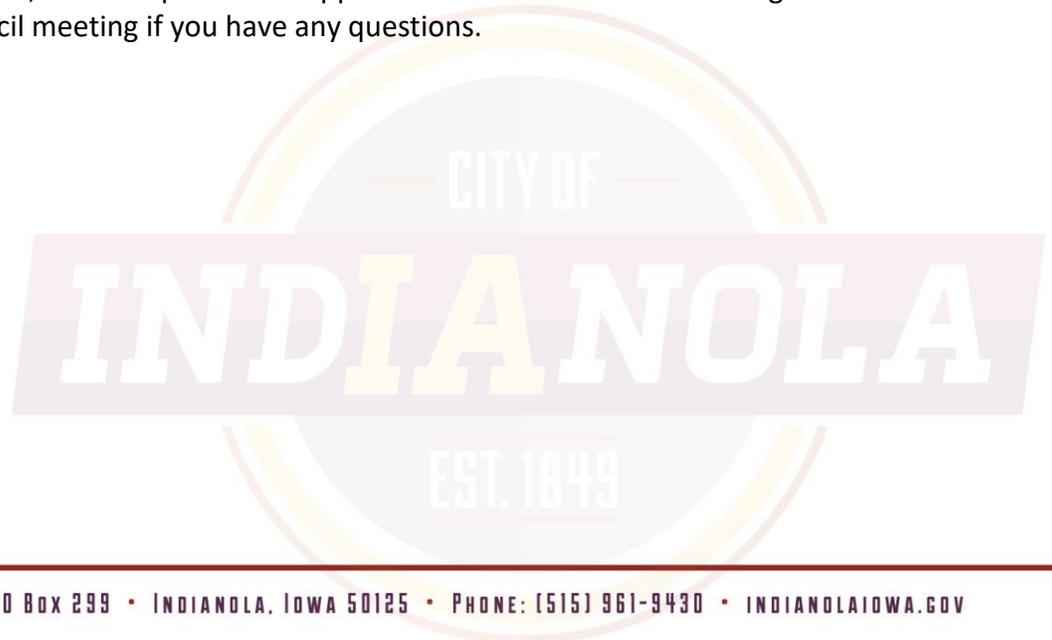
## COMMUNITY DEVELOPMENT

To: Mayor and City Council  
From: Charlie E. Dissell, Community and Economic Development Director  
CC: Ryan Waller, City Manager  
Date: January 16, 2020  
Re: Resolution setting a public hearing for February 18, 2020, 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.

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At its meeting on January 21, the City Council will be asked to set a public hearing for a rezoning request in conjunction with the Quail Meadows Wastewater Lift Station Relocation project. 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 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.

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. If the public hearing is set by Council, staff will present all application materials at that meeting. I will attend the January 21<sup>st</sup> Council meeting if you have any questions.



**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

**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: 01/21/2020

---

**Information**

**Subject**

Resolution setting a public hearing on February 4, 2020, for a sign exemption request from Bootz & Duke Signs, on behalf of Wal-Mart Stores, Inc, located at 1500 N Jefferson Way.

**Information**

Council will need to consider a Resolution setting a public hearing on February 4, 2020, for a sign exemption request from Bootz & Duke Signs, on behalf of Wal-Mart Stores, Inc, located at 1500 N Jefferson Way.

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**Fiscal Impact**

**Attachments**

Wal-Mart Sign

PH Notice - Walmart Sign

Resolution - Wal-Mart Sign

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## COMMUNITY DEVELOPMENT

To: Mayor and City Council  
From: Charlie E. Dissell, Community and Economic Development Director  
CC: Ryan Waller, City Manager  
Date: January 10, 2020  
Re: Resolution setting February 4, 2020 as a public hearing for a sign exemption request from Bootz and Duke Signs, on behalf of Wal-Mart Stores Inc, located at 1500 North Jefferson Way.

---

At its meeting on January 21, the City Council will be asked to set a public hearing for a sign exemption request from Bootz and Duke Signs, on behalf of Wal-Mart. As you may be aware, Wal-Mart is beginning a \$1.9 Million renovation of its existing store at 1500 North Jefferson Way. In review of the proposed updated signage they are proposing for the store, staff gave feedback that two of their proposed signs do not meet the City's sign code. As such, an exemption for those two signs is requested.

No such exemption shall be granted by the Council without a public hearing. Notice thereof shall be given at least four (4) days but no more than twenty (20) days in advance of the hearing by a single publication in a newspaper of general circulation within the City. Staff request the public hearing take place on February 4, and will work to have notice published on January 29.

I will attend the January 21<sup>st</sup> Council meeting if you have any questions.



**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 4, 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

**RESOLUTION NO. 2020-\_\_\_\_\_**

**RESOLUTION SETTING PUBLIC HEARING ON APPLICATION FOR EXEMPTION  
OF SIGN CODE AT 1500 NORTH JEFFERSON WAY, INDIANOLA, IOWA**

**WHEREAS**, the Municipal Code of the City of Indianola, Iowa, provides that the City Council may grant a specific exemption for a sign, provided the Council shall find the existence of a special and unusual, individual circumstance; and

**WHEREAS**, Bootz and Duke Signs, on behalf of Wal-Mart Stores Inc, has requested two (2) exemptions for a building located at 1500 North Jefferson Way; and

**WHEREAS**, a public hearing is required prior to consideration of said exemption.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the City Council of the City of Indianola, Iowa, that a public hearing on the proposed ordinance is hereby set for the 4th day of February 2020, at 6:00 o'clock p.m. in the Council Chambers of the Municipal Building in Indianola, Iowa.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** by the City Council of the City of Indianola, Iowa, that the City Clerk is hereby directed to publish notice in compliance with Iowa Code section 372.2.

**APPROVED** this 21st day of January 2020.

\_\_\_\_\_  
Kelly B. Shaw, Mayor

**ATTEST:**

\_\_\_\_\_  
Andrew J. Lent, City Clerk

Meeting Date: 01/21/2020

---

**Information**

**Subject**

Final acceptance and retainage payment of \$7620.05 to Howrey Construction for the East Hillcrest Avenue Trail Connector project.

**Information**

The final contract amount is \$152,401. The retainage amount is \$7620.05 and may be released 30 days after final acceptance if no claims are on file.

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**Fiscal Impact**

**Attachments**

Hillcrest Final Acceptance

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January 10, 2020

Ryan Waller  
City of Indianola  
110 North 1<sup>st</sup> Street  
Indianola, IA 50125

RE: FINAL ACCEPTANCE  
EAST HILLCREST AVE TRAIL CONNECTOR  
SNYDER & ASSOCIATES PROJECT NO. 119.0129

Dear Mr. Waller:

Following completion of all contract items on October 24, 2019, it is our recommendation to accept the public improvements as completed. The final contract amount of \$152,401.00 is paid in full, less retainage in the amount of \$7,620.05. Retainage may be released 30 days after final acceptance if no claims are on file.

Sincerely,

SNYDER & ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read 'D. N. Moeller', is written over the typed name.

David N. Moeller, P.E.  
President

MLA

Meeting Date: 01/21/2020

---

**Information**

**Subject**

Resolution Approving Salaries.

**Information**

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

- Jackie Raffety, from Administrative Clerk \$42,605.21/year to Deputy Clerk \$51,549.42/year, effective December 22, 2019.
  - Cortney McAlexander, Office Assistant, from \$41,285.92/year to \$43,350.22/year, a temporary 5% increase, effective January 5, 2020, to help with duties in the absence of an Administrative Clerk and Bookkeeper and increase will be removed upon the employee starting in both positions unless assistance is no longer needed before then.
  - Jackie Raffety, Deputy Clerk, from \$51,549.42/year to \$54,126.89/year, a temporary 5% increase, effective January 5, 2020, to help cover Admin Clerk and Bookkeeper duties and increase will be removed upon the new employee starting in both positions.
  - Cassandra Mosher, from Utility Billing Rep \$43,132/year to Administrative Clerk \$42,605.21/year, effective 1/20/2020.
  - Shaunaye Hendry, Office Assistant – Administration, \$13.10/hour, effective January 20, 2020.
  - Lisa Wilson, Administrative Bookkeeper \$49,922.73/year, effective February 5, 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:

Jackie Raffety, from Administrative Clerk \$42,605.21/year to Deputy Clerk \$51,549.42/year, effective December 22, 2019.

Cortney McAlexander, Office Assistant, from \$41,285.92/year to \$43,350.22/year, a temporary 5% increase, effective January 5, 2020, to help with duties in the absence of an Administrative Clerk and Bookkeeper and increase will be removed upon the employee starting in both positions unless assistance is no longer needed before then.

Jackie Raffety, Deputy Clerk, from \$51,549.42/year to \$54,126.89/year, a temporary 5% increase, effective January 5, 2020, to help cover Admin Clerk and Bookkeeper duties and increase will be removed upon the new employee starting in both positions.

Cassandra Mosher, from Utility Billing Rep \$43,132/year to Administrative Clerk \$42,605.21/year, effective 1/20/2020.

Shaunaye Hendry, Office Assistant – Administration, \$13.10/hour, effective January 20, 2020.

Lisa Wilson, Administrative Bookkeeper \$49,922.73/year, effective February 5, 2020.

Passed and approved on the 21 day of January 2020.

---

Kelly B. Shaw, Mayor

ATTEST:

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Andy Lent, City Clerk

**Meeting Date:** 01/21/2020

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**Information**

**Subject**

Claims on the computer printout for January 21, 2020.

**Information**

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**Fiscal Impact**

**Attachments**

Vendor Report

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Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
<b>AIR-CON MECHANICAL CORP.</b>				
AIR-CON MECHANICAL CORP.	AHU #5 REPAIRS	12/28/2019	1,733.57	GENERAL FUND
AIR-CON MECHANICAL CORP.	CONDENSATE RETURN LEAKING	12/20/2019	958.14	GENERAL FUND
AIR-CON MECHANICAL CORP.	WORK ON BOILER #2	12/31/2019	198.90	GENERAL FUND
Total AIR-CON MECHANICAL CORP.:			2,890.61	
<b>AMAZON CAPITAL SERVICES</b>				
AMAZON CAPITAL SERVICES	EMS PAPER SHREDDER	12/08/2019	389.98	FIRE FUND
AMAZON CAPITAL SERVICES	Replacement Laptop Battery	01/03/2020	33.99	POLICE FUND
AMAZON CAPITAL SERVICES	Think Spring Materials	01/04/2020	117.27	PARK & RECREATI
AMAZON CAPITAL SERVICES	Scratch pads, sign holders and clips	01/02/2020	105.94	PARK & RECREATI
Total AMAZON CAPITAL SERVICES:			647.18	
<b>AVESIS THIRD PARTY ADMINISTRATORS INC</b>				
AVESIS THIRD PARTY ADMINIS	VISION	12/31/2019	9.98	GENERAL FUND
AVESIS THIRD PARTY ADMINIS	VISION	12/31/2019	10.22	FIRE FUND
AVESIS THIRD PARTY ADMINIS	VISION	12/31/2019	57.92	AMBULANCE FUN
AVESIS THIRD PARTY ADMINIS	VISION	12/31/2019	29.49	PARK & RECREATI
AVESIS THIRD PARTY ADMINIS	VISION	12/31/2019	21.94	PARK & RECREATI
AVESIS THIRD PARTY ADMINIS	VISION	12/31/2019	25.94	LIBRARY FUND
AVESIS THIRD PARTY ADMINIS	VISION	12/31/2019	31.92	GENERAL FUND
AVESIS THIRD PARTY ADMINIS	VISION	12/31/2019	19.00	GENERAL FUND
AVESIS THIRD PARTY ADMINIS	VISION	12/31/2019	45.90	ROAD USE TAX FU
AVESIS THIRD PARTY ADMINIS	VISION	12/31/2019	36.43	SEWER FUND
AVESIS THIRD PARTY ADMINIS	VISION	12/31/2019	380.00	GENERAL FUND
AVESIS THIRD PARTY ADMINIS	VISION	12/31/2019	113.92	POLICE FUND
AVESIS THIRD PARTY ADMINIS	VISION	12/31/2019	4.51	GENERAL FUND
AVESIS THIRD PARTY ADMINIS	VISION	12/31/2019	19.96	GENERAL FUND
Total AVESIS THIRD PARTY ADMINISTRATORS INC:			807.13	
<b>BEEDE, MELISSA</b>				
BEEDE, MELISSA	REFUND ON AMBULANCE BILL	01/15/2020	81.00	AMBULANCE FUN
Total BEEDE, MELISSA:			81.00	
<b>BOB'S CUSTOM TROPHIES</b>				
BOB'S CUSTOM TROPHIES	Donation Name Plate for Larry Turner	01/08/2020	6.50	PARK & RECREATI
BOB'S CUSTOM TROPHIES	NAME PLATES	01/08/2020	24.50	GENERAL FUND
Total BOB'S CUSTOM TROPHIES:			31.00	
<b>BRICK GENTRY P.C.</b>				
BRICK GENTRY P.C.	UNION NEGOTIATIONS	12/25/2019	1,215.00	POLICE FUND
BRICK GENTRY P.C.	UNION NEGOTIATIONS	12/25/2019	67.50	ROAD USE TAX FU
BRICK GENTRY P.C.	UNION NEGOTIATIONS	12/25/2019	67.50	SEWER FUND
BRICK GENTRY P.C.	Quail Meadows Lift Station Easement	12/25/2019	180.00	SEWER CAPITAL P
BRICK GENTRY P.C.	LEGAL SERVICES	12/25/2019	535.00	GENERAL FUND
BRICK GENTRY P.C.	28E Opinion	12/25/2019	75.00	FIRE FUND
BRICK GENTRY P.C.	PLANNING AND ZONING ISSUES	12/25/2019	285.00	GENERAL FUND
BRICK GENTRY P.C.	CITY EMPLOYMENT ISSUES	12/25/2019	105.00	GENERAL FUND
BRICK GENTRY P.C.	GENERAL LEGAL & LITIGATION	12/25/2019	7,245.00	GENERAL FUND
BRICK GENTRY P.C.	WRRF Legal Fees	12/25/2019	2,070.00	WWTP FACILITY C
Total BRICK GENTRY P.C.:			11,845.00	

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
BUSY BEE GARDEN CENTER				
BUSY BEE GARDEN CENTER	Plants	01/02/2020	64.53	PARK & RECREATI
Total BUSY BEE GARDEN CENTER:			64.53	
<b>Carol Bodensteiner</b>				
Carol Bodensteiner	Speaker for Lunch & Learn	11/18/2019	100.00	PARK & RECREATI
Total Carol Bodensteiner:			100.00	
<b>CASUAL RAGS</b>				
CASUAL RAGS	YEARS OF SERVICE AWARD SHIRTS	01/08/2020	118.44	POLICE FUND
CASUAL RAGS	YEARS OF SERVICE AWARD SHIRTS	01/08/2020	34.48	AMBULANCE FUN
CASUAL RAGS	YEARS OF SERVICE AWARD SHIRTS	01/08/2020	52.48	GENERAL FUND
CASUAL RAGS	YEARS OF SERVICE AWARD SHIRTS	01/08/2020	43.48	ROAD USE TAX FU
CASUAL RAGS	YEARS OF SERVICE AWARD SHIRTS	01/08/2020	89.96	PARK & RECREATI
Total CASUAL RAGS:			338.84	
<b>CHUMBLEY &amp; JONES OIL</b>				
CHUMBLEY & JONES OIL	KEROSENE	01/10/2020	88.67	SEWER FUND
Total CHUMBLEY & JONES OIL:			88.67	
<b>CINTAS CORPORATION</b>				
CINTAS CORPORATION	FIRST AID SUPPLIES	11/20/2019	90.72	PARK & RECREATI
CINTAS CORPORATION	Respirators	12/31/2019	179.40	ROAD USE TAX FU
CINTAS CORPORATION	REPIRATORY TESTING	01/10/2020	350.00	ROAD USE TAX FU
Total CINTAS CORPORATION:			620.12	
<b>CIRCLE B CASHWAY</b>				
CIRCLE B CASHWAY	LUMBER for sign rack	12/30/2019	36.30	ROAD USE TAX FU
Total CIRCLE B CASHWAY:			36.30	
<b>CITY OF INDIANOLA - UTILITY</b>				
CITY OF INDIANOLA - UTILITY	Utilities - Parks Dept	12/31/2019	948.62	PARK & RECREATI
CITY OF INDIANOLA - UTILITY	Activity Center Utilities	12/31/2019	918.01	PARK & RECREATI
CITY OF INDIANOLA - UTILITY	UTILITIES	01/01/2020	2,624.95	GENERAL FUND
CITY OF INDIANOLA - UTILITY	RENEWABLE	01/01/2020	231.00	FIRE FUND
CITY OF INDIANOLA - UTILITY	STREETLIGHTS	01/01/2020	16,178.36	GENERAL FUND
CITY OF INDIANOLA - UTILITY	Utilities	12/31/2019	10,070.47	SEWER FUND
CITY OF INDIANOLA - UTILITY	Utilities	12/31/2019	4,961.97	SEWER FUND
CITY OF INDIANOLA - UTILITY	Utilities	12/31/2019	556.94	ROAD USE TAX FU
CITY OF INDIANOLA - UTILITY	Utilities - Fire Dept	12/31/2019	47.72	FIRE FUND
CITY OF INDIANOLA - UTILITY	Utilities - Fire Department	12/31/2019	164.17	FIRE FUND
CITY OF INDIANOLA - UTILITY	Utilities - Pickard	12/31/2019	32.75	PARK & RECREATI
CITY OF INDIANOLA - UTILITY	MEMORIAL POOL UTILITY BILL	12/31/2019	347.33	POOL (MEMORIAL)
Total CITY OF INDIANOLA - UTILITY:			37,082.29	
<b>CNM OUTDOOR EQUIPMENT</b>				
CNM OUTDOOR EQUIPMENT	Fuel cap for chain saw	01/09/2020	7.45	FIRE FUND
Total CNM OUTDOOR EQUIPMENT:			7.45	

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
CR SERVICES				
CR SERVICES	Hard Hats	01/06/2020	59.69	PARK & RECREATI
Total CR SERVICES:			59.69	
<b>DASH MEDICAL GLOVES</b>				
DASH MEDICAL GLOVES	SUPPLIES	01/08/2020	71.90	POLICE FUND
Total DASH MEDICAL GLOVES:			71.90	
<b>DES MOINES REGISTER MEDIA</b>				
DES MOINES REGISTER MEDIA	NOTICE TO BIDDERS	12/31/2019	110.47	GENERAL FUND
DES MOINES REGISTER MEDIA	CC MIN	12/31/2019	206.33	GENERAL FUND
DES MOINES REGISTER MEDIA	CC MIN	12/31/2019	296.03	GENERAL FUND
Total DES MOINES REGISTER MEDIA:			612.83	
<b>DOWNEY TIRE PROS</b>				
DOWNEY TIRE PROS	TIRE REPAIR X 2	01/03/2020	46.83	POLICE FUND
DOWNEY TIRE PROS	TIRE REPAIR	01/07/2020	27.54	ROAD USE TAX FU
Total DOWNEY TIRE PROS:			74.37	
<b>EMPLOYEE &amp; FAMILY RESOURCES</b>				
EMPLOYEE & FAMILY RESOUR	POSTCARDS	12/12/2019	37.80	GENERAL FUND
Total EMPLOYEE & FAMILY RESOURCES:			37.80	
<b>ESTATE OF PHYLLIS J EISELE</b>				
ESTATE OF PHYLLIS J EISELE	REFUND ON AMBULANCE PAYMENT	01/15/2020	113.95	AMBULANCE FUN
Total ESTATE OF PHYLLIS J EISELE:			113.95	
<b>EXTINGUISHER COMPANY, THE</b>				
EXTINGUISHER COMPANY, THE	ANNUAL EXTINGUISHER INSPECTION	01/07/2020	42.00	PARK & RECREATI
EXTINGUISHER COMPANY, THE	ANNUAL EXTINGUISHER INSPECTION	01/10/2020	18.00	POOL (MEMORIAL)
EXTINGUISHER COMPANY, THE	ANNUAL EXTINGUISHER INSPECTION	01/10/2020	188.00	GENERAL FUND
EXTINGUISHER COMPANY, THE	ANNUAL EXTINGUISHER INSPECTION	01/09/2020	18.00	PARK & RECREATI
Total EXTINGUISHER COMPANY, THE:			266.00	
<b>FIRSTNET</b>				
FIRSTNET	TELEPHONES	12/19/2019	222.03	AMBULANCE FUN
Total FIRSTNET:			222.03	
<b>GALLS LLC</b>				
GALLS LLC	UNIFORMS - ORTLUND	12/17/2019	139.98	POLICE FUND
Total GALLS LLC:			139.98	
<b>HOMMER, BRIAN</b>				
HOMMER, BRIAN	SIDE BOARS FOR PLOW TRUCK	12/23/2019	40.00	ROAD USE TAX FU
Total HOMMER, BRIAN:			40.00	
<b>HOWREY CONSTRUCTION LLC</b>				
HOWREY CONSTRUCTION LLC	HILLCREST TRAIL CONN RETAINAGE	01/10/2020	7,620.05	CAPITAL PROJECT

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total HOWREY CONSTRUCTION LLC:			7,620.05	
<b>HR GREEN INC</b>				
HR GREEN INC	Final design engineering	12/26/2019	84,000.00	WWTP FACILITY C
HR GREEN INC	REMAINING AMOUNT DUE	12/26/2019	3,020.00	SEWER CAPITAL P
Total HR GREEN INC:			87,020.00	
<b>IAPFC</b>				
IAPFC	IAPFC - TRAINING	01/09/2020	120.00	FIRE FUND
Total IAPFC:			120.00	
<b>IMWCA</b>				
IMWCA	WORKERS COMP INSTALL	01/01/2020	194.54	GENERAL FUND
IMWCA	WORKERS COMP INSTALL	01/01/2020	27.96	GENERAL FUND
IMWCA	WORKERS COMP INSTALL	01/01/2020	31.45	GENERAL FUND
IMWCA	WORKERS COMP INSTALL	01/01/2020	12.05	GENERAL FUND
IMWCA	WORKERS COMP INSTALL	01/01/2020	2,936.15	POLICE FUND
IMWCA	WORKERS COMP INSTALL	01/01/2020	150.87	POOL (MEMORIAL)
IMWCA	WORKERS COMP INSTALL	01/01/2020	1,719.37	ROAD USE TAX FU
IMWCA	WORKERS COMP INSTALL	01/01/2020	428.03	PARK & RECREATI
IMWCA	WORKERS COMP INSTALL	01/01/2020	2,260.81	AMBULANCE FUN
IMWCA	WORKERS COMP INSTALL	01/01/2020	31.63	LIBRARY FUND
IMWCA	WORKERS COMP INSTALL	01/01/2020	498.30	PARK & RECREATI
IMWCA	WORKERS COMP INSTALL	01/01/2020	425.90	SEWER FUND
IMWCA	WORKERS COMP INSTALL	01/01/2020	141.57	GENERAL FUND
IMWCA	WORKERS COMP INSTALL	01/01/2020	4,279.84	FIRE FUND
IMWCA	WORKERS COMP INSTALL	01/01/2020	20.42	GENERAL FUND
IMWCA	WORKERS COMP INSTALL	01/01/2020	6.24	GENERAL FUND
IMWCA	WORKERS COMP INSTALL	12/31/2019	.00	GENERAL FUND
IMWCA	WORKERS COMP INSTALL	12/31/2019	.00	GENERAL FUND
IMWCA	WORKERS COMP INSTALL	12/31/2019	.00	GENERAL FUND
IMWCA	WORKERS COMP INSTALL	12/31/2019	.00	FIRE FUND
IMWCA	WORKERS COMP INSTALL	12/31/2019	.00	AMBULANCE FUN
IMWCA	WORKERS COMP INSTALL	12/31/2019	.00	LIBRARY FUND
IMWCA	WORKERS COMP INSTALL	12/31/2019	.00	GENERAL FUND
IMWCA	WORKERS COMP INSTALL	12/31/2019	.00	GENERAL FUND
IMWCA	WORKERS COMP INSTALL	12/31/2019	.00	ROAD USE TAX FU
IMWCA	WORKERS COMP INSTALL	12/31/2019	.00	SEWER FUND
IMWCA	WORKERS COMP INSTALL	12/31/2019	.00	GENERAL FUND
IMWCA	WORKERS COMP INSTALL	12/31/2019	.00	GENERAL FUND
IMWCA	WORKERS COMP INSTALL	12/31/2019	.00	POLICE FUND
IMWCA	WORKERS COMP INSTALL	12/31/2019	.00	PARK & RECREATI
IMWCA	WORKERS COMP INSTALL	12/31/2019	.00	PARK & RECREATI
IMWCA	WORKERS COMP INSTALL	12/31/2019	.00	POOL (MEMORIAL)
Total IMWCA:			13,165.13	
<b>INDIANOLA MUNICIPAL UTILITIES</b>				
INDIANOLA MUNICIPAL UTILITIE	PROFESSIONAL SERVICES US 2%	01/10/2020	698.67	STORMWATER UTI
INDIANOLA MUNICIPAL UTILITIE	PROFESSIONAL SERVICES US 11%	01/10/2020	3,842.67	SEWER FUND
INDIANOLA MUNICIPAL UTILITIE	PROFESSIONAL SERVICES US 2%	01/10/2020	698.67	RECYCLING FUND
Total INDIANOLA MUNICIPAL UTILITIES:			5,240.01	

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
INDOFF INCORPORATED				
INDOFF INCORPORATED	OFFICE SUPPLIES	12/05/2019	48.23	FIRE FUND
INDOFF INCORPORATED	SUPPLIES	12/17/2019	40.50	GENERAL FUND
INDOFF INCORPORATED	WALL CALENDAR	12/31/2019	23.96	PARK & RECREATI
Total INDOFF INCORPORATED:			112.69	
<b>INTOXIMETERS INC.</b>				
INTOXIMETERS INC.	SUPPLIES	01/03/2020	115.00	POLICE FUND
Total INTOXIMETERS INC.:			115.00	
<b>IOWA DEPT OF PUBLIC SAFETY</b>				
IOWA DEPT OF PUBLIC SAFETY	IOWA SYSTEM - CONTRACT OCT - DEC 2019	12/31/2019	555.00	POLICE FUND
Total IOWA DEPT OF PUBLIC SAFETY:			555.00	
<b>IOWA POLICE CHIEFS ASSOCIATION</b>				
IOWA POLICE CHIEFS ASSOCIA	MEMBERSHIP - DAVE BUTTON	01/21/2019	125.00	POLICE FUND
Total IOWA POLICE CHIEFS ASSOCIATION:			125.00	
<b>IOWA WATER MANAGEMENT CO.</b>				
IOWA WATER MANAGEMENT C	WATER MGR - MUN BLDG	01/01/2020	150.00	GENERAL FUND
IOWA WATER MANAGEMENT C	WATER MGR LIBRARY	01/01/2020	40.00	LIBRARY FUND
Total IOWA WATER MANAGEMENT CO.:			190.00	
<b>JAKES LAWN &amp; LANDSCAPING LLC</b>				
JAKES LAWN & LANDSCAPING	SNOW REMOVAL - YMCA	01/07/2020	1,806.25	YMCA MAINTENAN
Total JAKES LAWN & LANDSCAPING LLC:			1,806.25	
<b>JESS' LOCK AND KEY</b>				
JESS' LOCK AND KEY	REKEY SHOP DOORS	12/03/2019	284.00	ROAD USE TAX FU
Total JESS' LOCK AND KEY:			284.00	
<b>KNUTSON TREE SERVICE</b>				
KNUTSON TREE SERVICE	ASH TREE REMOVAL	01/06/2020	1,600.00	CAPITAL PROJECT
Total KNUTSON TREE SERVICE:			1,600.00	
<b>MATHESON TRI-GAS INC</b>				
MATHESON TRI-GAS INC	OXYGEN	01/08/2020	90.99	AMBULANCE FUN
MATHESON TRI-GAS INC	OXYGEN	12/31/2019	100.61	AMBULANCE FUN
Total MATHESON TRI-GAS INC:			191.60	
<b>MC DONALD, COLLEEN</b>				
MC DONALD, COLLEEN	REFUND ON AMBULANCE BILL PAYMENT	01/15/2020	108.98	AMBULANCE FUN
Total MC DONALD, COLLEEN:			108.98	
<b>MCCOY HARDWARE INC</b>				
MCCOY HARDWARE INC	CAULK TUBE	01/07/2020	5.09	ROAD USE TAX FU
MCCOY HARDWARE INC	WIRE NUTS	01/08/2020	8.09	PARK & RECREATI
MCCOY HARDWARE INC	BILLIARDS ROOM LIGHT SWITCHES	01/08/2020	24.66	PARK & RECREATI

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
MCCOY HARDWARE INC	BUNGEE CORDS	01/14/2020	14.08	SEWER FUND
Total MCCOY HARDWARE INC:			51.92	
<b>MEDTRAK SERVICES</b>				
MEDTRAK SERVICES	411 RX	12/15/2019	83.91	POLICE FUND
MEDTRAK SERVICES	411 RX	12/31/2019	18.14	POLICE FUND
Total MEDTRAK SERVICES:			102.05	
<b>METLIFE - GROUP BENEFITS</b>				
METLIFE - GROUP BENEFITS	DENTAL	12/31/2019	86.42	GENERAL FUND
METLIFE - GROUP BENEFITS	DENTAL	12/31/2019	20.57	GENERAL FUND
METLIFE - GROUP BENEFITS	DENTAL	12/31/2019	172.84	GENERAL FUND
METLIFE - GROUP BENEFITS	DENTAL	12/31/2019	248.11	GENERAL FUND
METLIFE - GROUP BENEFITS	DENTAL	12/31/2019	127.56	GENERAL FUND
METLIFE - GROUP BENEFITS	DENTAL	12/31/2019	185.77	PARK & RECREATI
METLIFE - GROUP BENEFITS	DENTAL	12/31/2019	161.70	PARK & RECREATI
METLIFE - GROUP BENEFITS	DENTAL	12/31/2019	210.48	LIBRARY FUND
METLIFE - GROUP BENEFITS	DENTAL	12/31/2019	190.53	ROAD USE TAX FU
METLIFE - GROUP BENEFITS	DENTAL	12/31/2019	219.87	SEWER FUND
METLIFE - GROUP BENEFITS	DENTAL	12/31/2019	1,429.00	GENERAL FUND
METLIFE - GROUP BENEFITS	DENTAL	12/31/2019	1,041.69	POLICE FUND
METLIFE - GROUP BENEFITS	DENTAL	12/31/2019	56.05	FIRE FUND
METLIFE - GROUP BENEFITS	DENTAL	12/31/2019	317.60	AMBULANCE FUN
Total METLIFE - GROUP BENEFITS:			4,468.19	
<b>MID AMERICAN ENERGY CO.</b>				
MID AMERICAN ENERGY CO.	UTILITIES	12/18/2019	272.13	PARK & RECREATI
MID AMERICAN ENERGY CO.	UTILITIES	12/18/2019	186.07	ROAD USE TAX FU
Total MID AMERICAN ENERGY CO.:			458.20	
<b>MUELLER RECREATIONAL PRODUCTS</b>				
MUELLER RECREATIONAL PRO	LIGHT FIXTURES FOR POOL ROOM	12/30/2019	679.96	PARK & RECREATI
Total MUELLER RECREATIONAL PRODUCTS:			679.96	
<b>MUTUAL OF OMAHA</b>				
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	12/31/2019	49.63	GENERAL FUND
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	12/31/2019	45.04	GENERAL FUND
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	12/31/2019	81.90	GENERAL FUND
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	12/31/2019	174.64	GENERAL FUND
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	12/31/2019	127.23	GENERAL FUND
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	12/31/2019	164.96	ROAD USE TAX FU
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	12/31/2019	226.82	SEWER FUND
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	12/31/2019	1,252.62	GENERAL FUND
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	12/31/2019	861.29	POLICE FUND
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	12/31/2019	76.06	FIRE FUND
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	12/31/2019	431.00	AMBULANCE FUN
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	12/31/2019	198.22	PARK & RECREATI
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	12/31/2019	135.30	PARK & RECREATI
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	12/31/2019	157.49	LIBRARY FUND
Total MUTUAL OF OMAHA:			3,982.20	

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
<b>NORTH CENTRAL LABS OF WISCONSIN</b>				
NORTH CENTRAL LABS OF WIS	LAB SUPPLIES	01/06/2020	97.04	SEWER FUND
Total NORTH CENTRAL LABS OF WISCONSIN:			97.04	
<b>O'REILLY AUTO PARTS</b>				
O'REILLY AUTO PARTS	CAP WRENCH	12/30/2019	6.49	PARK & RECREATI
O'REILLY AUTO PARTS	FUEL FILTER	12/30/2019	2.80	PARK & RECREATI
Total O'REILLY AUTO PARTS:			9.29	
<b>PAYETTE, AARON</b>				
PAYETTE, AARON	ATHLETIC CENTER REIMBURSEMENT	12/08/2019	15.00	FIRE FUND
Total PAYETTE, AARON:			15.00	
<b>PHILIPS MEDICAL CAPITAL</b>				
PHILIPS MEDICAL CAPITAL	EMS MONITORS LEASE	12/07/2019	2,783.31	AMBULANCE FUN
Total PHILIPS MEDICAL CAPITAL:			2,783.31	
<b>PIKE, CALIFRANCIS</b>				
PIKE, CALIFRANCIS	REFUND ON AMBULANCE BILL PAYMENT	01/15/2020	230.20	AMBULANCE FUN
Total PIKE, CALIFRANCIS:			230.20	
<b>POTTS, D.L.</b>				
POTTS, D.L.	REFUND ON AMBULANCE BILL PAYMENT	01/15/2020	109.89	AMBULANCE FUN
Total POTTS, D.L.:			109.89	
<b>PRO-IMAGE SIGN &amp; LIGHTING</b>				
PRO-IMAGE SIGN & LIGHTING	Hazard Placard for shop and paint shed	01/07/2020	57.00	ROAD USE TAX FU
Total PRO-IMAGE SIGN & LIGHTING:			57.00	
<b>PROSCREENING LLC</b>				
PROSCREENING LLC	LUNDE, SEAN	01/01/2020	7.27	FIRE FUND
PROSCREENING LLC	LUNDE, SEAN	01/01/2020	41.23	AMBULANCE FUN
Total PROSCREENING LLC:			48.50	
<b>PURCHASE POWER</b>				
PURCHASE POWER	POSTAGE	12/31/2019	3.50	GENERAL FUND
Total PURCHASE POWER:			3.50	
<b>R1 ADVANCED DATA PROCESSING INC</b>				
R1 ADVANCED DATA PROCESSI	EMS BILLING SERVICE	11/30/2019	1,293.41	AMBULANCE FUN
R1 ADVANCED DATA PROCESSI	EMS BILLING 7/1 - 7/31/19	07/31/2019	2,328.53	AMBULANCE FUN
R1 ADVANCED DATA PROCESSI	EMS BILLING 10/1 - 10/31/19	11/01/2019	2,504.54	AMBULANCE FUN
Total R1 ADVANCED DATA PROCESSING INC:			6,126.48	
<b>RELIABLE MAINTENANCE CO.</b>				
RELIABLE MAINTENANCE CO.	MONTHLY CLEANING FEE	01/01/2020	1,317.00	PARK & RECREATI
RELIABLE MAINTENANCE CO.	CLEANING SUPPLIES	01/01/2020	114.00	PARK & RECREATI

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total RELIABLE MAINTENANCE CO.:			1,431.00	
<b>SHAWN JENSEN</b>				
SHAWN JENSEN	REFUND OF PERMIT CHARGES - BUXTON R	01/06/2020	300.00	PARK & RECREATI
Total SHAWN JENSEN:			300.00	
<b>SHER, BRIAN</b>				
SHER, BRIAN	WELLNESS - DEC	12/31/2019	15.00	POLICE FUND
SHER, BRIAN	CELL PHONE 11/23/19 - 12/22/19	12/22/2019	50.00	POLICE FUND
Total SHER, BRIAN:			65.00	
<b>SHOTTENKIRK FORD OF INDIANOLA</b>				
SHOTTENKIRK FORD OF INDIA	2019 1-Ton Crew Cab	01/13/2020	43,604.00	VEHICLE RESERV
SHOTTENKIRK FORD OF INDIA	VEHICLE REPAIR	12/26/2019	115.85	POLICE FUND
Total SHOTTENKIRK FORD OF INDIANOLA:			43,719.85	
<b>SIXTYFIVEEIGHTYFIVE CONSULTING</b>				
SIXTYFIVEEIGHTYFIVE CONSU	LEADERSHIP TRAINING - JANUARY 2020	01/07/2020	205.55	FIRE FUND
SIXTYFIVEEIGHTYFIVE CONSU	LEADERSHIP TRAINING - JANUARY	01/07/2020	205.55	AMBULANCE FUN
SIXTYFIVEEIGHTYFIVE CONSU	LEADERSHIP TRAINING - JANUARY	01/07/2020	1,027.80	POLICE FUND
SIXTYFIVEEIGHTYFIVE CONSU	LEADERSHIP TRAINING - JANUARY	01/07/2020	205.55	PARK & RECREATI
SIXTYFIVEEIGHTYFIVE CONSU	LEADERSHIP TRAINING - JANUARY	01/07/2020	205.55	GENERAL FUND
Total SIXTYFIVEEIGHTYFIVE CONSULTING:			1,850.00	
<b>SNYDER &amp; ASSOCIATES INC</b>				
SNYDER & ASSOCIATES INC	2018 (FY2019) DRAINAGE REPARIS	12/26/2019	3,600.00	STORMWATER UTI
SNYDER & ASSOCIATES INC	SOUTH K ST PAVING	12/26/2019	1,211.50	STREET CAPITAL
SNYDER & ASSOCIATES INC	MISC SERVICES	12/26/2019	1,479.45	GENERAL FUND
SNYDER & ASSOCIATES INC	STREET ISSUES	12/26/2019	150.00	ROAD USE TAX FU
SNYDER & ASSOCIATES INC	DRAINAGE ISSUES	12/26/2019	3,673.12	STORMWATER UTI
SNYDER & ASSOCIATES INC	SITE PLAN REVIEW	12/26/2019	1,489.50	GENERAL FUND
SNYDER & ASSOCIATES INC	COMPREHENSIVE PLAN	12/26/2019	985.00	GENERAL FUND
SNYDER & ASSOCIATES INC	IOWA AVE EXTENSION	12/26/2019	12,671.90	STREET CAPITAL
SNYDER & ASSOCIATES INC	BOSTON & J DRAINAGE	12/26/2019	4,250.00	STORMWATER UTI
Total SNYDER & ASSOCIATES INC:			29,510.47	
<b>SOUTH CENTRAL IOWA LANDFILL</b>				
SOUTH CENTRAL IOWA LANDFI	TRASH TO LANDFILL	01/07/2020	70.00	ROAD USE TAX FU
SOUTH CENTRAL IOWA LANDFI	TRASH TO LANDFILL	01/07/2020	19.00	ROAD USE TAX FU
Total SOUTH CENTRAL IOWA LANDFILL:			89.00	
<b>T.R.M. DISPOSAL LLC</b>				
T.R.M. DISPOSAL LLC	GARBAGE - BUILDING ACCT #159	12/24/2019	17.00	POLICE FUND
Total T.R.M. DISPOSAL LLC:			17.00	
<b>THEISEN'S</b>				
THEISEN'S	GRINDER AND BLADES	01/08/2020	75.98	SEWER FUND
THEISEN'S	TORCH LEAD SHOP	01/08/2020	64.99	ROAD USE TAX FU
THEISEN'S	BILLIARD ROOM LIGHT SWITCHES	01/09/2020	23.36	PARK & RECREATI

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total THEISEN'S:			164.33	
<b>TITAN MACHINERY</b>				
TITAN MACHINERY	STEPS FOR UNIT 5	12/27/2019	274.82	ROAD USE TAX FU
Total TITAN MACHINERY:			274.82	
<b>TRANSUNION RISK AND ALTERNATIVE</b>				
TRANSUNION RISK AND ALTER	CONTRACT	01/01/2020	102.00	POLICE FUND
Total TRANSUNION RISK AND ALTERNATIVE:			102.00	
<b>TREASURER STATE OF IOWA</b>				
TREASURER STATE OF IOWA	4TH QTR 2019 USE TAX	12/31/2019	181.00	SEWER FUND
Total TREASURER STATE OF IOWA:			181.00	
<b>TRUBANK</b>				
TRUBANK	DOWNTOWN BIZ INTEREST - TLCD	01/07/2020	147.75	DOWNTOWN BIZ I
TRUBANK	DOWNTOWN BIZ INTEREST - HALL	01/07/2020	177.12	DOWNTOWN BIZ I
Total TRUBANK:			324.87	
<b>TRUENORTH COMPANIES LC</b>				
TRUENORTH COMPANIES LC	SAFETY COMMITTEE MEETING: DECEMBER	12/31/2019	20.83	GENERAL FUND
TRUENORTH COMPANIES LC	SAFETY COMMITTEE MEETING: DECEMBER	12/31/2019	20.83	GENERAL FUND
TRUENORTH COMPANIES LC	SAFETY COMMITTEE MEETING: DECEMBER	12/31/2019	20.83	ROAD USE TAX FU
TRUENORTH COMPANIES LC	SAFETY COMMITTEE MEETING: DECEMBER	12/31/2019	20.83	SEWER FUND
TRUENORTH COMPANIES LC	SAFETY COMMITTEE MEETING: DECEMBER	12/31/2019	20.84	POLICE FUND
TRUENORTH COMPANIES LC	SAFETY COMMITTEE MEETING: DECEMBER	12/31/2019	20.84	FIRE FUND
TRUENORTH COMPANIES LC	SAFETY COMMITTEE MEETING: DECEMBER	12/31/2019	20.83	LIBRARY FUND
TRUENORTH COMPANIES LC	SAFETY COMMITTEE MEETING: DECEMBER	12/31/2019	20.83	PARK & RECREATI
Total TRUENORTH COMPANIES LC:			166.66	
<b>UNITED HEALTHCARE</b>				
UNITED HEALTHCARE	REFUND - NORMA HONN PAYMENT	01/15/2020	456.80	AMBULANCE FUN
Total UNITED HEALTHCARE:			456.80	
<b>UPHDM OCCUPATIONAL MEDICINE</b>				
UPHDM OCCUPATIONAL MEDIC	PRE-EMPLOYMENT TESTING	12/31/2019	269.00	SEWER FUND
UPHDM OCCUPATIONAL MEDIC	PRE-EMPLOYMENT TESTING	12/31/2019	392.00	ROAD USE TAX FU
UPHDM OCCUPATIONAL MEDIC	PRE-EMPLOYMENT TESTING	12/31/2019	211.00	ROAD USE TAX FU
Total UPHDM OCCUPATIONAL MEDICINE:			872.00	
<b>VERIZON WIRELESS</b>				
VERIZON WIRELESS	CELL PHONE	12/26/2019	42.88	GENERAL FUND
VERIZON WIRELESS	EMS CELL PHONE	12/26/2019	78.53	AMBULANCE FUN
VERIZON WIRELESS	WIRELESS FOR LAPTOP	12/26/2019	40.03	SEWER FUND
Total VERIZON WIRELESS:			161.44	
<b>VULCAN INDUSTRIES INC</b>				
VULCAN INDUSTRIES INC	BOLTS FOR STAIR SCREEN	01/03/2020	16.36	SEWER FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total VULCAN INDUSTRIES INC:			16.36	
<b>WALLER, RYAN</b>				
WALLER, RYAN	CELL PHONE 12/9/19 - 1/8/20	01/08/2020	75.00	GENERAL FUND
Total WALLER, RYAN:			75.00	
<b>WARREN COUNTY ENGINEER</b>				
WARREN COUNTY ENGINEER	FUEL DISTRIBUTION	12/04/2019	53.63	GENERAL FUND
WARREN COUNTY ENGINEER	FUEL DISTRIBUTION	12/04/2019	327.93	FIRE FUND
WARREN COUNTY ENGINEER	FUEL DISTRIBUTION	12/04/2019	1,066.84	AMBULANCE FUN
WARREN COUNTY ENGINEER	FUEL DISTRIBUTION	12/04/2019	1,920.25	POLICE FUND
WARREN COUNTY ENGINEER	FUEL DISTRIBUTION	12/04/2019	240.96	PARK & RECREATI
WARREN COUNTY ENGINEER	FUEL DISTRIBUTION	12/04/2019	28.99	PARK & RECREATI
WARREN COUNTY ENGINEER	FUEL DISTRIBUTION	12/04/2019	1,164.46	ROAD USE TAX FU
WARREN COUNTY ENGINEER	FUEL DISTRIBUTION	12/04/2019	383.77	SEWER FUND
Total WARREN COUNTY ENGINEER:			5,186.83	
<b>WARREN COUNTY RECORDER</b>				
WARREN COUNTY RECORDER	REC FEES - DECEMBER	12/31/2019	17.00	GENERAL FUND
Total WARREN COUNTY RECORDER:			17.00	
<b>WARREN COUNTY SHERIFF</b>				
WARREN COUNTY SHERIFF	PRISONER FEES	12/31/2019	1,710.00	POLICE FUND
WARREN COUNTY SHERIFF	DISPATCH SERVICES	01/01/2020	39,800.00	POLICE FUND
Total WARREN COUNTY SHERIFF:			41,510.00	
<b>WASTE MANAGEMENT OF IOWA</b>				
WASTE MANAGEMENT OF IOWA	RECYCLING RES 10-13011-73004	12/01/2019	19,078.02	RECYCLING FUND
WASTE MANAGEMENT OF IOWA	TRASH SERVICE	12/27/2019	31.47	ROAD USE TAX FU
WASTE MANAGEMENT OF IOWA	RECYCLING TOTES 10-13076-93002	12/01/2019	58.58	RECYCLING FUND
WASTE MANAGEMENT OF IOWA	RECYCLING TOTES 10-13079-23004	12/01/2019	6.41	RECYCLING FUND
WASTE MANAGEMENT OF IOWA	PULL/RETURN	01/01/2020	1,288.20	GENERAL FUND
Total WASTE MANAGEMENT OF IOWA:			20,462.68	
<b>WELLER, BART</b>				
WELLER, BART	MILEAGE REIMBURSEMENT	12/20/2019	205.90	ROAD USE TAX FU
WELLER, BART	MILEAGE 1/6 - 1/10/2020	01/10/2020	204.13	ROAD USE TAX FU
WELLER, BART	MILEAGE 12/30/19 - 1/3/2020	01/05/2020	164.72	ROAD USE TAX FU
WELLER, BART	MILEAGE 12/23-12/27-19	01/16/2020	82.36	ROAD USE TAX FU
Total WELLER, BART:			657.11	
<b>WILSON, FRANKLIN</b>				
WILSON, FRANKLIN	REFUND ON AMBULANCE BILL PAYMENT	01/15/2020	108.98	AMBULANCE FUN
Total WILSON, FRANKLIN:			108.98	
<b>YMCA OF GREATER DSM</b>				
YMCA OF GREATER DSM	FY20 REPAIRS	12/26/2019	67,696.81	YMCA MAINTENAN
Total YMCA OF GREATER DSM:			67,696.81	

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Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Grand Totals:			<u>409,172.12</u>	

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City Council: \_\_\_\_\_

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Meeting Date: 01/21/2020

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**Information**

**Subject**

City Treasurer's Report for September - Doug Shull.

**Information**

In your packet is the Treasurer's Report for September 2019. City Treasurer, Doug Shull will present the report.

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**Fiscal Impact**

**Attachments**

Sept Treasurer's Report

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**FINANCIAL REPORT**  
**MONTH OF SEPTEMBER, 2019**

<b>FUND</b>	<b>Beginning Balance</b>	<b>Monies Received</b>	<b>Monies Disbursed</b>	<b>Transfer In</b>	<b>Transfer Out</b>	<b>Clerk's Balance</b>	<b>% of Total</b>
001 General Government	2,361,103.71	-1,951.09	182,231.74	93,769.68	5,498.36	2,265,192.20	
011 Police	1,081,350.08	84,838.38	202,050.00	50,332.17	4,753.58	1,009,717.05	
015 Fire	107,691.16	22,999.08	39,582.79	7,221.65	725.95	97,603.15	
016 Ambulance	2,531.84	75,288.78	129,402.64	20,860.25	4,113.69	-34,835.46	
041 Library	98,530.15	19,863.96	40,930.79	6,736.77	3,180.86	81,019.23	
042 Park & Recreation	481,413.45	68,478.33	100,077.27	12,699.78	3,757.69	458,756.60	
045 Memorial Pool	134,951.83	5,805.16	17,904.98	340.45	0.00	123,192.46	
071 General Fund Debt Service	56,354.58	0.00	0.00	0.00	0.00	56,354.58	
099 Franchise Fees-MEC	663,629.45	0.00	0.00	0.00	0.00	663,629.45	
<b>GENERAL FUND SUB-TOTAL</b>	<b>4,987,556.25</b>	<b>275,322.60</b>	<b>712,180.21</b>	<b>191,960.75</b>	<b>22,030.13</b>	<b>4,720,629.26</b>	
110 Road Use Tax (Streets)	1,888,847.33	212,546.72	66,999.22	0.00	30,520.13	2,003,874.70	
112 Trust & Agency	10,506.54	103,166.40	0.00	0.00	103,166.40	10,506.54	
115 YMCA Maintenance Obligations	444,116.71	0.00	0.00	0.00	0.00	444,116.71	
121 Local Option Sales Tax	4,337,206.67	106,303.90	0.00	0.00	0.00	4,443,510.57	
125 TIF--Downtown	2,743,610.09	181,732.79	829.36	0.00	0.00	2,924,513.52	
141 Library Special Revenue	65,518.28	692.28	143.49	0.00	0.00	66,067.07	
142 Park & Rec Special Revenue	118,384.14	251.49	0.00	0.00	0.00	118,635.63	
160 Downtown Revolving Loan	137,138.55	0.00	0.00	0.00	0.00	137,138.55	
161 Downtown Business Inc Program	95,875.12	12,555.73	0.00	0.00	0.00	108,430.85	
177 Police Forfeiture	19,830.07	0.00	0.00	0.00	0.00	19,830.07	
190 Vehicle Reserve	955,652.28	0.00	21,822.58	0.00	0.00	933,829.70	
199 Police Retirement	39,365.99	79.97	0.00	0.00	2,083.33	37,362.63	
<b>SPECIAL REVENUES SUB-TOTAL</b>	<b>10,856,051.77</b>	<b>617,329.28</b>	<b>89,794.65</b>	<b>0.00</b>	<b>135,769.86</b>	<b>11,247,816.54</b>	
<b>200 DEBT SERVICE (SUB-TOTAL)</b>	<b>1,046,290.24</b>	<b>27,628.51</b>	<b>0.00</b>	<b>7,758.33</b>	<b>0.00</b>	<b>1,081,677.08</b>	
301 Capital Projects (General)	464,852.49	147,011.68	202,158.51	0.00	0.00	409,705.66	
321 Capital Projects (Streets)	-7,098.33	16,045.26	0.00	0.00	0.00	8,946.93	
344 Community Athletic Facility	0.00	0.00	0.00	0.00	0.00	0.00	
353 Community ReDevelopment (D&D)	22,317.07	0.00	300.00	0.00	0.00	22,017.07	
<b>CAPITAL PROJECTS SUB-TOTAL</b>	<b>480,071.23</b>	<b>163,056.94</b>	<b>202,458.51</b>	<b>0.00</b>	<b>0.00</b>	<b>440,669.66</b>	
610 Sewer	973,570.30	0.00	82,937.37	136,132.25	32,564.76	994,200.42	
650 Stormwater Utility	538,504.36	17,509.57	60.73	0.00	6,123.00	549,830.20	
670 Recycling	135,503.96	24,225.11	18,976.63	0.00	798.00	139,954.44	
710 Sewer Capital Projects	1,127,604.10	312,756.18	112,458.25	0.00	209,431.99	1,118,470.04	
771 Sewer Reserve	114,238.70	0.00	0.00	0.00	0.00	114,238.70	
781 New Sewer Plant Construction	467,774.97	0.00	189,000.00	2,083.33	0.00	280,858.30	
791 Sewer Revenue Bonds	431,947.28	0.00	0.00	68,783.08	0.00	500,730.36	
820 Health Insurance	1,457,787.41	118,467.82	98,956.82	0.00	0.00	1,477,298.41	
830 Health Reimbursement Account	39,926.22	0.00	1,356.62	0.00	0.00	38,569.60	
840 Flex/STD	186,730.56	484.60	530.52	0.00	0.00	186,684.64	
850 Liability Insurance Reserve--City	19,898.71	36.36	0.00	0.00	0.00	19,935.07	
<b>CITY UTILITY &amp; IS SUB-TOTAL</b>	<b>5,493,486.57</b>	<b>473,479.64</b>	<b>504,276.94</b>	<b>206,998.66</b>	<b>248,917.75</b>	<b>5,420,770.18</b>	
<b>TOTAL CITY FUNDS</b>	<b>22,863,456.06</b>	<b>1,556,816.97</b>	<b>1,508,710.31</b>	<b>406,717.74</b>	<b>406,717.74</b>	<b>22,911,562.72</b>	<b>60%</b>
<b>TOTAL IMU FUNDS</b>	<b>14,264,717.68</b>	<b>2,751,406.63</b>	<b>1,887,423.31</b>	<b>175,341.67</b>	<b>175,341.67</b>	<b>15,128,701.00</b>	<b>40%</b>
<b>GRAND TOTAL CITY &amp; IMU</b>	<b>37,128,173.74</b>	<b>4,308,223.60</b>	<b>3,396,133.62</b>	<b>582,059.41</b>	<b>582,059.41</b>	<b>38,040,263.72</b>	
Cross Check Total						<b>38,040,263.72</b>	
<b>Investments</b>						<b>Clerk's Balance</b>	<b>38,040,263.72</b>
Bankers Trust	\$ 21,530,164.20	2.11%				<b>Outstanding Deposit</b>	
Iowa Public Agency Inv. Trust	\$ 115,286.13	1.74%				<b>Bank Adjustment</b>	<b>\$ (14,312.90)</b>
Payroll Account, TruBank	\$ -					Plus Outstanding Checks	\$ 119,460.09
Checking Account, TruBank	\$ 109,943.56	0.15%				Outstanding Deposit	0.00
Sweep Account, TruBank	\$ 2,989,493.63	2.40%				<b>Plus Outstanding Checks-</b>	<b>137,101.11</b>
Indianola Hometown Pride, TruBank	\$ 427.58					<b>Telecom Tru Bank Account</b>	
Indianola EMS - TruBank	\$ 860,848.81					<b>Outstanding Deposit - Telecom</b>	<b>-1,490.17</b>
Wells Fargo	\$ 1,806.24					<b>Plus Bank Adjustment</b>	
City USDA Funds - TruBank	\$ 75,000.00						
Bankers Trust IMU Elec Fiber Project	\$ 7,233,290.00	2.01%					
Bankers Trust IMU Debt Reserve - Peoples Ban	\$ 892,483.88	2.01%					
IMU USDA Funds - TruBank	\$ 375,000.00						
IMU Telecom - TruBank	\$ 686,057.80						
IMU Commercial Account	\$ 3,411,220.02						
<b>BANK BALANCE</b>	<b>38,281,021.85</b>					<b>38,281,021.85</b>	

600 Water	687,699.40	254,804.30	102,664.36	0.00	80,900.00	758,939.34
620 IMU Administration	-85,208.62	0.00	52,653.85	0.00	0.00	-137,862.47
625 Revolving Economic Development	112,782.88	218.13	0.00	0.00	0.00	113,001.01
626 USDA RLF	375,000.00	0.00	0.00	0.00	0.00	375,000.00
630 Electric	5,792,154.43	1,814,868.04	1,225,591.75	22,566.67	94,441.67	6,309,555.72
640 Fiber/Communications	66,599.18	5,574.22	46,854.73	0.00	0.00	25,318.67
640 Fiber/Communications-eLation	464,225.78	243,576.91	210,150.52	0.00	0.00	497,652.17
700 Water Capital Projects	1,611,994.24	0.00	4,624.57	58,333.33	0.00	1,665,703.00
730 Electric Capital Projects	4,442,982.11	90,618.68	45,761.70	0.00	0.00	4,487,839.09
740 Fiber/Comm Capital Projects	20,970.58	0.00	495.00	0.00	0.00	20,475.58
740 Fiber/Comm Capital Projects-eLation	-90,295.75	341,717.27	198,626.83	0.00	0.00	52,794.69
770 Water Reserve	0.00	0.00	0.00	0.00	0.00	0.00
773 Electric Reserve	0.00	0.00	0.00	0.00	0.00	0.00
780 Water Capital Improvement	75,000.00	0.00	0.00	0.00	0.00	75,000.00
783 Electric Improvement	0.00	0.00	0.00	0.00	0.00	0.00
790 Water Revenue Bonds	0.00	0.00	0.00	0.00	0.00	0.00
793 Electric Revenue Bonds	776,872.15	0.00	0.00	94,441.67	0.00	871,313.82
855 Liability Insurance Reserve--IMU	13,941.30	29.08	0.00	0.00	0.00	13,970.38
<b>IMU SUB-TOTAL</b>	<b>14,264,717.68</b>	<b>2,751,406.63</b>	<b>1,887,423.31</b>	<b>175,341.67</b>	<b>175,341.67</b>	<b>15,128,701.00</b>

<u>INTEREST DISTRIBUTION</u>	<u>INTEREST</u>			
	<u>INCOME</u>	<u>% OF TOTAL</u>	<u>CALYTD</u>	<u>FYTD</u>
Electric Funds	\$ 22,684.63	31.20%	\$ 181,354.52	\$ 67,699.10
Water Funds	\$ 4,442.41	6.11%	\$ 33,575.21	\$ 12,041.78
Sewer Funds	\$ 4,900.47	6.74%	\$ 47,115.07	\$ 14,867.71
Police Retirement	\$ 79.98	0.11%	\$ 760.41	\$ 228.34
TIF	\$ 5,314.89	7.31%	\$ 5,314.89	\$ 5,314.89
All other	\$ 35,284.79	48.53%	\$ 317,423.63	\$ 101,713.77
<b>TOTAL</b>	\$ 72,707.17	100.00%	\$ 585,543.73	\$ 201,865.59

**Meeting Date:** 01/21/2020

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**Information**

**Subject**

First consideration of an ordinance amending the City Code of the City of Indianola, Iowa, to change the term of certain Boards and Commissions.

**Information**

In accordance with City Council direction from January 6, 2020, legal counsel and staff worked to prepare a draft ordinance for City Council consideration. The ordinance would allow for terms to continue until such time that a successor is appointed and has terms for appointments being made in 2020 commencing on July 1, 2020. This ordinance amends all boards and commission provisions except for Board of Adjustments and Planning and Zoning Commission. Those require a public hearing which is a separate agenda item for Council. Roll call is in order.

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**Fiscal Impact**

**Attachments**

Board & Comm. Term Ordinance

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ORDINANCE NO. 2020 - \_\_\_\_\_

**AN ORDINANCE AMENDING THE CITY CODE OF THE CITY OF INDIANOLA, IOWA TO CHANGE THE TERM OF CERTAIN BOARDS AND COMMISSIONS.**

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

**Section 1. Parks and Recreation Commission.** The following section be and is hereby amended by inserting the underlined language as follows:

**24.02 COMMISSION ORGANIZATION.** The Commission shall consist of six (6) members appointed by the Mayor with the approval of the Council for overlapping three-year terms. 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. They shall serve without compensation but may receive their actual expenses. Vacancies shall be filled in the same manner as the original appointment for the balance of the term. Any Commissioner may be reappointed for not more than one additional successive full term.

**Section 2. Utility Board of Trustees.** The following section be and is hereby amended by inserting the underlined language as follows:

**25.03 APPOINTMENT OF TRUSTEES.** The Mayor shall appoint, subject to the approval of the Council, five (5) persons to serve as trustees for staggered six (6) year terms. No public officer or salaried employee of the City may serve on the utility board. 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. No trustee shall hold office for a period in excess of two (2) complete six-year terms plus any partial term for which the trustee might have been appointed.

**Section 3. Civil Service Commission.** The following section be and is hereby amended by inserting the underlined language as follows:

**26.02 APPOINTMENT AND TERM.** A Civil Service Commission consisting of three (3) members shall be appointed by the Mayor with the approval of the Council for staggered terms of four (4) years. Terms shall commence on April 1 and shall continue until a successor is appointed but in no event more than six (6) months following the end of the term.

**Section 4. Fine Arts and Community Beautification Commission.** The following section be and is hereby amended by inserting the underlined language and deleting the stricken language as follows:

**27.01 ESTABLISHMENT.** There is hereby established the Indianola Fine Arts and Community Beautification Commission as an advisory body, to be composed of nine (9) persons who are residents of the City, to be appointed by the Mayor subject to confirmation by the Council. The membership shall be appointed for three-year terms. The membership shall be appointed with terms beginning and ending on January 1 ~~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 and on a staggered basis so that the terms of only three (3) members shall expire at any given year. The members so appointed shall serve without compensation. The Parks and Recreation Director or the Director's designee shall serve as an ex officio member of the Commission. Other ex officio members as needed shall be appointed by the Mayor, subject to confirmation by the Council.

**Section 5. Commission on Substance Abuse and Risk Behavior.** The following section be and is hereby amended by inserting the underlined language as follows:

**28.01 ESTABLISHMENT.** There is hereby established the Indianola Commission on Substance Abuse and Risk Behavior, as an advisory body, to be composed of eleven (11) persons who are residents of the City, to be appointed by the Mayor subject to confirmation by the Council. The members are to be appointed for three (3) year terms. 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. The members shall serve without compensation.

**Section 6. Senior Citizens Commission.** The following section be and is hereby amended by inserting the underlined language as follows:

**29.01 ESTABLISHMENT.** There is hereby established the Indianola Senior Citizens Commission as an advisory body, to be composed of five (5) persons who are residents of the City, to be appointed by the Mayor, subject to confirmation by the Council. The members are to be appointed for staggered three-year terms. 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. The members so appointed shall serve without compensation. No member shall serve more than one term.

**Section 7. Commission on Youth Affairs.** The following section be and is hereby amended by inserting the underlined language as follows:

**30.01 ESTABLISHMENT.** There is hereby established the Indianola Commission on Youth Affairs, as an advisory body to be composed of twelve (12) persons who are residents of the City, to be appointed by the Mayor subject to confirmation by the

Council. Two (2) members shall be eighteen (18) years of age or older, and ten (10) members shall be more than ten (10) and less than eighteen (18) years old. All members shall be appointed for two-year terms. 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. All members shall serve without compensation. No member shall serve more than two (2) terms.

**Section 8. Non-Judicial Human Relations Commission.** The following section be and is hereby amended by inserting the underlined language and deleting the stricken language as follows:

**31.01 ESTABLISHMENT.** There is hereby established the Indianola Non-Judicial Human Relations Commission, as an advisory body to be composed of nine (9) persons who are residents of the City, to be appointed by the Mayor subject to confirmation by the Council. The members are to be appointed for three-year terms. The members shall be appointed with terms beginning and ending on ~~January 1~~ 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 ~~and~~ on a staggered basis so that the terms of only three (3) members shall expire at any given year. The members so appointed shall serve without compensation.

**Section 9. Memorial Aquatic Center Commission.** The following section be and is hereby amended by inserting the underlined language as follows:

**32.01 MEMORIAL COMMISSION.** The Memorial Aquatic Center is under the management and control of the Memorial Aquatic Center Commission, which consists of five (5) members.

**32.02 QUALIFICATION AND APPOINTMENT.** Each Commissioner shall be an honorably discharged soldier, sailor, marine, airman or Coast Guard member and a resident of the City. The Commissioners shall be appointed by the Mayor with the approval of the Council for staggered three-year terms. 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.

**Section 10. Repealer.** All ordinances or parts of ordinances in conflict with the provision of this Ordinance are hereby repealed.

**Section 11. 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 B. Shaw, Mayor

ATTEST:

\_\_\_\_\_  
Andrew J. 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.

\_\_\_\_\_  
Andrew J. Lent, City Clerk

Meeting Date: 01/21/2020

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**Information**

**Subject**

Resolution setting a public hearing for February 18, 2020, 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**

Council will need to consider a resolution setting a public hearing for February 18, 2020, 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.

Roll call is in order.

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**Fiscal Impact**

**Attachments**

PH Notice - Ordinance

Resolution setting PH

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**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

**RESOLUTION NO. 2020 - \_\_\_\_\_**

**A RESOLUTION SETTING A PUBLIC HEARING TO CONSIDER AN  
ORDINANCE AMENDING THE CITY CODE OF THE CITY OF  
INDIANOLA, IOWA REGARDING CERTAIN BOARDS AND  
COMMISSIONS.**

**WHEREAS**, the City of Indianola, Iowa is considering amendments to the City Code regarding the terms of certain boards and commissions; and

**WHEREAS**, amendments to the City Code would adjust the terms to begin on July 1; and

**WHEREAS**, additional amendments to Chapter 23 regarding number of Planning and Zoning Commission members, as recommended by the Planning and Zoning Commission, may also be considered; and

**WHEREAS**, amendments to the City Code pertaining to the Planning and Zoning Commission (Chapter 23) and Board of Adjustments (Chapter 165) require a public hearing;

**NOW, THEREFORE BE IT RESOLVED** by the City Council of the City of Indianola, Iowa, that a public hearing before this Council on the proposed application is set for 6:00 PM, on February 18, 2020. The City Clerk is directed to publish Notice of said hearing at the time and in the manner required by law.

Dated this 21<sup>st</sup> day of January 2020.

\_\_\_\_\_  
Kelly B. Shaw, Mayor

**ATTEST:**

\_\_\_\_\_  
Andrew J. Lent, City Clerk

Meeting Date: 01/21/2020

**Information**

**Subject**

Consideration of City Council appointments to various boards and committees.

**Information**

Council and Mayor will need to make appointments to various boards and committees. The following is a list of the groups, meeting schedule and location and parties interested in filling the vacancies.

Council Appointments				
Group	Meeting Schedule	Location	Current/Expressed Interest	Appointor
BRAVO		DSM	Bob Kling	Council
CIRPTA Transportation Committee	Bi-Monthly: 3rd Thursday @ 9:30 am	DSM	Charlie Dissell	Council
Des Moines MPO Policy Committee	Monthly: 3rd Thursday @ 4:00 pm	DSM	Ryan Waller	Council
Greater DM Convention Center	Quarterly: 3rd Wednesday @ 4:00 pm	DSM	John Parker	Mayor
Investment Committee	As needed	Indianola	Heather Hulen	Council
Landfill Board	Monthly: 3rd Wednesday @ 11:00 am	Via Phone	Heather Hulen	Council
Mayor Pro Tem	As needed	Indianola	Greta Southall	Mayor
Metro Advisory Council	Monthly: 2nd Tuesday @ 7:30 am	DSM	Vacant	Council
YMCA Steering Committee	Quarterly: 4th Wednesday @ 4:00 pm	Indianola	Greg Marchant, Greta Southall, Doug Bylund	Council
Admin Policy Committee	Monthly / As needed	Indianola	Greg Marchant, Greta Southall, John Parker	Council

**Fiscal Impact**

**Attachments**

*No file(s) attached.*

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Meeting Date: 01/21/2020

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**Information**

**Subject**

Resolution adopting the amended Hometown Pride Committee by-laws to change the term dates for future appointments.

**Information**

Included in the Council packet is a resolution to adopt the Bylaws of the Indianola Hometown Pride Committee. Previously, the Council approved these bylaws by motion. The resolution makes this action more formal, which is normally the action taken when approving such documents. Furthermore, the bylaws have been amended so that the terms of the members begin on July 1. The members are divided into two groups with two-year staggered terms.

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**Fiscal Impact**

**Attachments**

Resolution Hometown Pride  
Hometown Pride ByLaws

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**RESOLUTION NO. 2020 - \_\_\_\_\_**

**A RESOLUTION AMENDING THE BYLAWS FOR THE INDIANOLA  
HOMETOWN PRIDE COMMITTEE.**

**WHEREAS**, the City of Indianola, Iowa is considering amendments to the City Code regarding the terms of certain boards and commissions; and

**WHEREAS**, the Indianola Hometown Pride Committee is appointed by the City Council; and

**WHEREAS**, the Indianola Hometown Pride Committee is an ad-hoc committee that was established via a partnership that included the City of Indianola; and

**WHEREAS**, the terms of the members of the Indianola Hometown Pride Committee are established by Bylaws that were approved by the City Council;

**NOW, THEREFORE BE IT RESOLVED** by the City Council of the City of Indianola, Iowa, that the amended Bylaws for the Hometown Pride Committee are hereby approved as contained in the attached Exhibit A.

Dated this 21<sup>st</sup> day of January 2020.

\_\_\_\_\_  
Kelly B. Shaw, Mayor

**ATTEST:**

\_\_\_\_\_  
Andrew J. Lent, City Clerk

**EXHIBIT A**  
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# **INDIANOLA HOMETOWN PRIDE**

## **COMMITTEE BYLAWS**

### **ARTICLE I: NAME**

This committee shall be named Indianola Hometown Pride Committee (hereinafter the “Committee”).

### **ARTICLE II. PURPOSE**

The primary purpose of Committee is to identify projects they can undertake to make our town a better place to call home, and then mobilize the community to complete those projects.

### **ARTICLE III. MEMBERS**

The Committee shall have no less than nine and no more than eleven (9–11) committee members (hereinafter “Members”) and a City of Indianola staff member as a non-voting representative.

Members must apply to and be appointed by the Indianola City Council. Members will serve two-year terms and may be re-appointed to future terms after reapplying to the Indianola City Council. **The Members shall be divided into two (2) groups with the number of Members in each group being as nearly equal as possible; 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. Terms shall be two years and staggered.**

Members commit to: 1) “regularly attend” monthly Committee meetings as defined in Article VI, 2) participate in community projects initiated by the Committee, and 3) be a vocal advocate for our community and the Hometown Pride program.

### **ARTICLE IV. OFFICERS**

The officers of the Committee will be a Chair, Vice Chair, Secretary, and Treasurer. These Officers together will comprise the Executive Committee. The Chair(s) will facilitate each Hometown Pride Committee Meeting and provide strategic direction for the group. The Secretary will record and send out the meeting minutes to the Members and the Warren County Hometown Pride “Community Coach”. The Treasurer will track and manage all committee funds, with oversight from the Executive Committee.

#### *Section 1. Chair*

The Chair shall have the following duties:

- The Chair shall preside at all meetings of the committee.
- The Chair shall have general and active management of the business of this committee.
- The Chair shall have general superintendence and direction of all other officers of this committee and see that their duties are properly performed.

### *Section 2. Vice-Chair*

The Vice-Chair shall be vested with all the powers and shall perform all the duties of the Chair during the absence of the latter. The Vice Chair will also provide leadership and direction for committee efforts. Such other duties as may, from time to time, be determined by the committee.

### *Section 3. Secretary*

The Secretary shall act as a clerk of all meetings of the Committee. The Secretary's duties shall consist of:

- The Secretary shall record all votes and minutes of all proceedings in a book or electronically to be kept for that purpose.
- The Secretary in concert with the Chair(s) shall make the arrangements for all meetings of the Committee.
- The Secretary shall send notices of all meetings to the members of the Committee.
- The Secretary shall perform all official correspondence from the Committee as may be prescribed by the Committee or the Chair.

### *Section 4. Treasurer*

The Treasures duties shall be:

- The Treasurer will manage the Committee bank account including making deposits.
- The Treasurer will disburse funds with approval from the Committee. All disbursements will require a signature of the Treasurer and one additional officer.
- The Treasurer shall submit to the Committee approval of all expenditures of funds.
- The Treasurer shall present a complete and accurate monthly report of the finances of the Committee.
- The Treasurer shall have the right of inspection of the funds, including budgets and subsequent audit reports.
- It shall be the duty of the Treasurer to assist in direct audits of the funds of the program according to funding source guidelines and generally accepted accounting principles.
- The Treasurer shall perform such other duties as may be prescribed by the Committee or the Chair under whose supervision The Treasurer shall be.

### *Section 5. Election of Officers*

Officer elections shall be held at the December meeting of the committee. Any member of the Committee may submit names for new Officers. Those Officers elected shall serve a term of one (1) year, commencing at the January meeting.

Officers of the Committee shall be eligible to succeed themselves in their respective offices for two (2) consecutive terms. An individual may hold an officer position for additional terms after a break of at least (1) year.

*Section 6. Removal of Officer*

The Committee with the concurrence of three quarters (3/4) of the Members voting at the meeting may remove any Officer of the Committee and elect a successor for the unexpired term. No Officer of the committee shall be expelled without an opportunity to be heard and notice of such motion of expulsion shall be given to the Officer in writing twenty (20) days prior to the meeting at which motion shall be presented, setting forth the reasons of the Committee for such expulsion.

*Section 7. Vacancies*

Vacancies which occur mid-year may be filled by receiving nominations from any member of the Committee, and being elected by a majority of Members at the next meeting. Nominations shall be sent in writing to Members of the Committee at least two (2) weeks prior to the next meeting at which the election will be held. The Members so elected shall hold membership or office for the unexpired term in respect of which such vacancy occurred.

**ARTICLE V. SUBCOMMITTEES**

*Section 1. Committee Formation*

The Committee may create subcommittees as needed for special projects, fundraising, or other purposes. All Committees will have a chair person. A subcommittee chair may be appointed with approval of the majority of the Members during any meeting of the Committee.

*Section 2. Executive Committee*

The four Officers serve as the members of the Executive Committee. Except for the power to amend the Bylaws, the Executive Committee shall have all the powers and authority of the Committee in the intervals between meetings of the Committee.

*Section 3. Finance Committee*

The Treasurer is the chair of the Finance Committee, which includes at least two other Members (one of which must be another Officer). The Finance Committee is responsible for developing and reviewing fiscal procedures, fundraising plans, and the annual budget with staff and other Members. The Committee must approve the budget and all expenditures must be within budget. Any major change in the budget must be approved by the Committee or the Executive Committee. The fiscal year shall be the City of Indianola's fiscal year (July 1 through June 30). Annual reports are required to be submitted to the Committee showing income, expenditures, and pending income.

The Committee is responsible for securing funding for all projects, either through fundraising, grants, sponsorship, or other means. The City of Indianola will serve as the fiscal agent for Indianola Hometown Pride.

## **ARTICLE VI. MEETINGS**

### *Section 4. Meetings & Attendance*

The Committee will meet monthly, with a minimum of ten (10) meetings to be held annually. Meeting notices will be provided at least forty-eight (48) hours in advance by e-mail. Subcommittees may be formed to meet as needed.

A Member shall be deemed to “regularly attend” monthly Committee meetings if said Member misses no more than three (3) meetings in a year. In the event a Member anticipates missing a meeting, advance notice to either the Chair or Vice Chair is preferred to the extent possible. Upon missing a third meeting in any given year, the Chair or Vice Chair may issue a verbal or written warning to said Member; however, the issuance or non-issuance of this verbal or written warning shall not nullify the Chair or Vice Chair’s authority in the following paragraph.

In the event a Member fails to attend four (4) or more meetings in a given calendar year, the Chair and Vice Chair shall have the right to examine the circumstances of said failure(s) and either 1) excuse said failure(s), or 2) request said Member’s resignation from the Committee.

### *Section 5. Quorum*

The presence, in person, of a majority of current Members of the Committee shall be necessary at any meeting to constitute a quorum to transact official business. If a quorum is not present, the group may still meet, but the meeting will be for discussion purposes only.

## **ARTICLE VII. ACCOUNTING**

The Memorandum of Understanding attached hereto as Schedule “A” is hereby incorporated by reference. This Memorandum of Understanding may be updated by the City of Indianola as deemed necessary by the City Council and the contents of any such updated Memorandum of Understanding will be deemed incorporated by reference at the time approved by the City Council.

**ADOPTION OF BYLAWS**

We, the undersigned, following a majority vote of the Members of this Committee at the meeting dated [DATE], at which a quorum was present, consent to and do hereby adopt the foregoing Bylaws, consisting of the four (4) preceding pages, as the Bylaws of this Committee.

ADOPTED AND APPROVED by the Committee on this \_\_\_\_ day of \_\_\_\_\_, 20\_.

\_\_\_\_\_  
Emmett Konrad, Chair

\_\_\_\_\_  
Brianna Vaughn, Secretary

# SCHEDULE "A"

## MEMO OF UNDERSTANDING

Between the City of Indianola and the Indianola Hometown Pride Committee (IHPC);

The IHPC understands the following procedures relating to the receipt of funds through fundraising efforts, and the expenditures thereof, and agrees to abide by the procedures as documented in this Memo of Understanding (MOU) through the City of Indianola financial management.

1. A separate banking account will be set up in the City's control called the "Indianola Hometown Pride" account with the City Director of Finance being a signer on the account. Separate monthly banking reports for this account will be sent to the Director of Finance.
2. The City will hold funds in an established special revenue account within the Parks and Recreation budget and distribute the IHPC funds through the City's bi-weekly council claims and approval process. IHPC will submit claims to the City with the understanding that funds will not be distributed to them for a minimum of two weeks, to allow time for sufficient claims and approval process to be completed.
3. IHPC will deposit funds to the City by dropping payments off at City Hall to the front desk. The funds will be deposited into the Indianola Hometown Pride account through the City Finance Department. The IHPC may obtain a payment device (e.g. Square) for receiving contributions into the IHPC account. The device will be used for receiving contributions only.
4. IHPC will submit copies of quarterly financial reports to the Indianola Director of Finance.
5. Contributions to the IHPC can be made out to "Indianola-Hometown Pride".
6. A receipt can be created by the IHPC to provide to donors for tax deduction purposes.
7. The City is in no way responsible for the fundraising efforts, bookkeeping procedures, or promotional initiatives of the IHPC, but is acting as the fiscal agent for this committee for the sole purpose of supporting a non-profit community-based program and their fundraising efforts.

Indianola Hometown Pride Committee Officer

Mayor, City of Indianola

Date 09/05/2018

Ewitt Sr Kimmel

Date 8/20/2018

Ally B. Shaw

Meeting Date: 01/21/2020

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**Information**

**Subject**

Consideration of the re-nominations of Amy Duncan, Clark Ridlen and Taylor Litchkey to the Hometown Pride Committee.

**Information**

Council will need to consider the re-nomination of Amy Duncan, Clark Ridlen and Taylor Litchkey to the Hometown Pride Committee (packet).  
Roll call is in order.

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**Fiscal Impact**

**Attachments**

Amy Duncan App  
Clark Ridlen App  
Litchkey app  
Taylor Litchkey resume

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OFFICE OF CITY CLERK  
 DEC 9 2019  
 INDIANOLA, IOWA

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. 1<sup>st</sup> 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: <b>Amy Duncan</b>			
Street Address: <b>611 W. Ashland Ave.</b>	City: <b>Indianola</b>	State: <b>Iowa</b>	Zip: <b>50125</b>
E-Mail: <b>akduncan@me.com</b>			
<b>Phone</b> Home:	Cell: <b>515-250-3698</b>	Work:	
Gender: <b>F</b>	Age (Optional):	Race (Optional):	

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](mailto:dbowlin@indianolaiowa.gov)

or

Mail:  
Indianola City Hall  
Attn: Diana Bowlin, City Clerk  
110 N. 1<sup>st</sup> Street  
Indianola, Iowa 50125

## AMY DUNCAN

Indianola, Iowa 50125

[linkedin.com/in/amyduncan1](https://www.linkedin.com/in/amyduncan1)

515.250.3698

akduncan@me.com  
@aduncan611

### ONLINE EDITOR AND PUBLISHER

Community-oriented small business operator. Excellent written and verbal communication skills and the ability to work independently while collaborating with coworkers and key stakeholders inside and outside of an organization.

### EXPERIENCE

#### INDIANOLA INDEPENDENT ADVOCATE

2018-CURRENT

##### **Publisher and editor**

Create online community news site to provide hyperlocal news to a specific geographic area.

- Launch online newspaper serving Indianola, Iowa, with locally written and edited news.
- Market online newspaper, building an audience of more than 700 paid subscribers, 55,000 monthly page views and more than 1,000 subscribers to a daily email newsletter since launch in January of 2019
- Supervise a staff of seven freelance writers, photographers and advertising salespeople
- Identify, write and publish news stories of community interest.

#### DES MOINES REGISTER

2003 – 2018

Weekly newspapers.

##### **Vice President**

Coordinated smooth publication of group of weekly newspapers owned by Des Moines Register Media/Gannett, ensuring the group produced high quality weekly publications on time and at a profit.

- Gathered and analyzed information from a variety of sources and developed plan to consolidate nine weekly newspapers to six and implemented the plan when approved.
- Generated \$3.4 million in annual revenue with 27% profit margin on print and digital advertising sales in 2017. Increased online traffic by 15% YOY and online revenue by 54% in 2017.
- Built relationships with local organizations to develop community-focused advertising vehicles that effectively marketed businesses to key audiences and generated revenue for the newspapers.
- Represented company on community-oriented boards and organizations that drove growth and development in our markets.

#### RECORD-HERALD

2000 – 2018

#### and INDIANOLA TRIBUNE/ALTOONA HERALD-MITCHELLVILLE INDEX

##### **Publisher and Editor**

Collaborated with reporters, photographers, proofreaders, as well as designers and other corporate team members to produce quality print weekly newspapers on strict deadlines. Updated web sites and digital content daily to promote and draw attention to content. Supervised freelance writers and photographers, negotiated fees and ensured timely publication and payments.

- Redesigned two newspapers to narrower web widths and supervised simultaneous redesigns of both products to achieve cost savings while increasing appeal to readers. Restructured workflow to shift to a larger neighboring production facility that provided more efficient and less expensive printing options.
- Earned seven Iowa Newspaper Association awards for editorials and articles on topics of local interest and significance.

## EDUCATION

Masters of Arts in Journalism – Drake University, Des Moines, Iowa

Bachelor of Arts in Journalism – Drake University, Des Moines, Iowa

## TECHNICAL SKILLS

Competent with Microsoft Office, Outlook, InDesign and other computer programs, use iMovie and iPhone to shoot and edit video. Able to master industry specific software programs as needed.

## VOLUNTEER EXPERIENCE

**Indianola Project Graduation/Post Prom Chair** 2017 – 2018  
Raised \$15,000 per year for two years for alcohol-free events at Indianola high school. Coordinate committee of 15 parent volunteers to plan safe, enjoyable, substance free events.

**Des Moines Metro Opera (DMMO) Capital Campaign Committee Member** 2016 – 2018  
Raised more than \$1 million to renovate Indianola's Carnegie library into long-term home for DMMO.

**Simpson Guild Board Member and Chair/Piccadilly Auction** 2015 – 2018  
Coordinate annual fundraising event that earns more than \$30,000 for college non-profit.

**Indianola Community Youth Foundation** 2010 – 2012  
Provided communications support to raise \$1 million to launch and operate a community youth facility.

**Iowa Newspaper Association President** 2009 – 2010  
Led 15-member volunteer board through strategic planning process. Chaired search committee in successful effort to identify and hire executive director.

**Indianola Rotary Member** (served as President in 2009) 1995 – Present

**LaunchPad365 Board Member** 1990 – Present  
Helped organization evolve from an economic development group buying and selling land to an entrepreneurial support organization.

## AWARDS

**Iowa Newspaper Association Better Newspaper Contests**, multiple years  
Awarded first place for excellence in editorial writing in 2015, 2014, 1992, 1990, 1989. Between 2014 and 2018, led the Indianola and Altoona newspaper teams to 34 writing and design awards.

**Master Editor/Publisher Award, Iowa Newspaper Association**, February 2010  
Honorees have worked hard, thought soundly, influenced unselfishly, and lived honorably.

**Distinguished Service Award, Iowa Newspaper Association**, February 2004  
Honored for contributions to the newspaper profession and their communities. Winners contributed greatly to his or her newspaper, and to his or her community and/or the newspaper industry in general.



OFFICE OF CITY CLERK

DEC 9 2019

INDIANOLA, IOWA

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. 1<sup>st</sup> Street.

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Name: <b>Clark A. Ridlen</b>			
Street Address: <b>104 N 9th Street</b>	City: <b>Indianola</b>	State: <b>IA</b>	Zip: <b>50125</b>
E-Mail: <b>caridlen@gmail.com</b>			
Phone Home: <b>cell</b>	Cell: <b>515-418-5389</b>	Work: <b>515-962-1400</b>	
Gender: <b>Male</b>	Age (Optional):	Race (Optional): <b>White</b>	

**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.

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- **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](mailto:dbowlin@indianolaiowa.gov)

or

Mail:  
Indianola City Hall  
Attn: Diana Bowlin, City Clerk  
110 N. 1<sup>st</sup> Street  
Indianola, Iowa 50125

# Clark Andrew Ridlen

---

104 N 9<sup>th</sup> Street  
Indianola, IA 50125

(515) 418-5389  
caridlen@gmail.com

## Summary of Qualifications

- Great skills in networking
- Worked 12 years in the field of banking and 9 years in lending
- Can work independently as well as a team member
- Motivated, dependable, and flexible
- Strong computer and office equipment skills, and ability to navigate the internet/intranet

## Work Experience

**Peoples Bank, Indianola, IA**

January 2017-present

Loan Specialist II

- Assist customers inquiring about consumer, home equity, commercial, and agricultural loans.
- From application, I do all of the underwriting and processing, then hand it off to the processors to input the loan for booking.
- Over the last two years, I have booked over 215 loans. Due to the volume, my knowledge continues to grow on the loan side.

**City State Bank, Martensdale, IA**

July 2010-January 2017

Branch Manager

- Assist customers with inquiries about their accounts, loans, and be proactive with solutions to any issues.
- Maintain a goal to make at least 1 cold call each week, and make every referred call to prospective clients
- Supervised ten employees on the teller line and in new accounts
- Completed and accurately put together loan documents required for processing a loan application for commercial, agricultural, and consumer loans.

**City State Bank, Grimes/Norwalk, IA**

November 2006-June 2010

Teller/New Accounts Representative

- Maintain good customer relationships, & refer to other bank areas as indicated
- Educate customers about offered bank products, and make suggestions on which products might be most beneficial to their needs
- Open new checking, savings, and CD accounts, following bank policies/procedures

## Education

**Dallas Center-Grimes High School**, Grimes, IA  
Graduated with high school diploma: May 27, 2005

**Des Moines Area Community College**, Ankeny, IA  
Criminal Justice Major  
August 2005 - May 2008

**University of Northern Iowa**, Cedar Falls, IA  
Finance Major  
August 2008 - December 2009

## Community Involvement

- Member of **Independent Order of Odd Fellows**, Lodge #70, Indianola, IA from May of 2013 to present. I was the vice president of Lodge #70 from January 2014 to January 2015, after which, I won the vote to become president/noble grand, which is my current position. I am responsible for leading the Odd Fellows meeting each week. Over the last two years, I was involved in presenting the Dollars for Scholars award to a high school graduate, as well.
- Have helped several times per year at the **Indianola Food Bank**, which is held at the Warren County administration building.

## References

**Melody Johnson**, Sales Development Consultant, Merchant Training Team for Wells Fargo  
Indianola, IA (515) 557-1279

**John Davis**, Consumer Compliance UW for Wells Fargo, West Des Moines  
Norwalk, IA 50211 (515)669-1864

**Thomas Selgrade**, Selgrade Construction & Radon Testing and Mitigation  
Indianola, IA 50125 (515)991-9543

**Patrick O'Meara**, VP of Lending, Peoples Bank  
Indianola, IA 50125 (515)962-1400



CITY OF INDIANOLA  
VOLUNTEER APPLICATION FORM  
TO SERVE ON A CITY BOARD AND COMMISSION

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Name: <b>Taylor Litchkey</b>			
Street Address: <b>10952 Ray St.</b>	City: <b>Indianola</b>	State: <b>Iowa</b>	Zip: <b>50125</b>
E-Mail: <b>nehringta@aol.com</b>			
Phone Home:	Cell: <b>515-681-5726</b>	Work:	
Gender: <b>female</b>	Age (Optional): <b>25</b>	Race (Optional): <b>white</b>	

**Please attach a Resume or Bio**

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or

Mail:

Indianola City Hall  
Attn: Diana Bowlin, City Clerk  
110 N. 1<sup>st</sup> Street  
Indianola, Iowa 50125

**Taylor Ann Litchkey**  
10952 Ray Street Indianola, IA 50125  
litchkeyta@gmail.com  
(515) 681-5726

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**Education:**

**Simpson College**, Indianola, Iowa

**Degree obtained:** Bachelors Degree

**Graduation date:** April 2016

**Focus:** English, Human Resources

**Des Moines Area Community College**, Des Moines, Iowa

**Degree obtained:** Associates Degree

**Graduation date:** December 2014

**Focus:** General Studies

**Indianola High School**, Indianola, Iowa

**Degree obtained:** High School Diploma

**Graduation date:** May 2013

**Focus:** General Studies

**Honors:**

**Simpson College**

- Vice President of Programming for C.E.O, 2016
- Published in the 2016 edition of *Sequel*
- Participated in the 2015 March to End the Isms Walk
- Member of Enactus 2015 school year

**Indianola High School**

- Honor roll 2010-2013
- Lettered academically 2010-2011
- Lettered in dance 2011

**Work Experience:**

**Indianola Community Youth Foundation, Director, 2019-present**

- Handles daily operations of ICYF office including but not limited to: phone calls, mail, finances
- Prepares social media posts and events
- Plans & executes events, fundraisers, and open gym
- Writes grants and fundraises for organization

**Peoples Bank, Branch Manager, 2017-2018**

- Maintained branch security, vendors, equipment, supplies, and cleaning
- Answered telephones and customer questions/complaints (teller, new accounts, & loans)
- Practiced customer service skills through verbal and written communication
- Had knowledge of bank computer systems and Microsoft Office products

**Peoples Bank, Teller, 2013-2017**

- Answered telephones to help and direct customers
- Practiced customer service skills while taking care of customer's banking needs
- Had knowledge of the banks different computer systems and Microsoft Office products
- Counted change correctly and balanced drawer at the end of my shift

**Activities:**

**Warren County Leadership Institute, Student, 2017**

- Collaborated with others on a group project
- Learned about the community and leadership skills
- Organized a community event about trees
- Utilized business/networking skillset

**Collegiate Entrepreneurs' Organization, Vice President of Programming, 2015-2016**

- Helped plan events for the organization and coordinate speakers
- Showed leadership by working with others as a team
- Learned business practices while being innovative
- Helped with projects that benefit Simpson students and the community of Indianola

**Community Involvement:**

- Indianola Hometown Pride, Social Media Manager, 2019-present
- Warren County Leadership Institute, Board Member, 2017-2019
- Milo Country Christmas Committee, Treasurer & Volunteer, 2017-2019
- Milo Food Pantry, Volunteer, 2017-2018
- Indianola Public Library, Volunteer, 2011-2013
- Redeemer Lutheran Church, Volunteer, 2008-2017

## References

Alicia Abner  
123 North Buxton Street  
Indianola, Iowa 50125  
(515)-681-1661

Rachel Gocken  
17746 140<sup>th</sup> Avenue  
Indianola, Iowa 50125  
(515)-961-1067

Danielle Meuzelaar  
506 South Freeman  
Indianola, Iowa 50125  
(757)-509-2105

Kevin Miller  
1309 West 2<sup>nd</sup> Avenue  
Indianola, Iowa 50125  
(515)-961-5643

Rebecca Prescott  
400 East Iowa Avenue  
Indianola, Iowa 50125  
(515)-451-1417

Mark Timmerman  
1109 East Euclid Avenue  
Indianola, Iowa 50125  
(515)-961-9550

Sara Weber  
400 East Iowa Avenue  
Indianola, Iowa 50125  
(515)-962-1400

Meeting Date: 01/21/2020

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**Information**

**Subject**

Consideration of 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.

**Information**

The Planning and Zoning Commission is recommending that Council considers amending Section 23.01 of the Code of Ordinances, Indianola, Iowa, regarding the number of members on the Planning and Zoning Commission (packet).

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**Fiscal Impact**

**Attachments**

PZC Membership

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## COMMUNITY DEVELOPMENT

To: Mayor and City Council  
From: Charlie E. Dissell, Community and Economic Development Director  
CC: Ryan Waller, City Manager  
Date: January 16, 2020  
Re: Consideration of 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.

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At your January 21<sup>st</sup> meeting, the City Council will be asked to consider 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. Earlier this 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).

I will attend the January 21<sup>st</sup> Council meeting if you have any questions.

Meeting Date: 01/21/2020

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**Information**

**Subject**

**Kading LLC Site Plan**

**Information**

In your packet is a memorandum and staff report from Community and Economic Development Director, Charlie Dissell, regarding the requests from Kading Properties, as well as the Wetlands Review, Traffic Impact Study and neighbor correspondence.

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**Fiscal Impact**

**Attachments**

Memo - Kading Properties  
Staff Report - Site Plan  
Wetlands Review  
Traffic Impact Study  
FB Correspondence  
Offenburger Correspondence  
Geiger Correspondence  
Fox Correspondence  
Updated Correspondence 1/17

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## COMMUNITY DEVELOPMENT

To: Mayor and City Council  
From: Charlie E. Dissell, Community and Economic Development Director  
CC: Ryan Waller, City Manager  
Dave Moeller, P.E, City Engineer  
Date: January 14, 2020  
Re: Consider approval of requests from Kading Properties, LLC for site plan approval of Cavitt Creek Condominiums I & II, residential developments on a lots exceeding one (1) acre, between 1404 and 1500 north 9th Street and west of 1500 North 9th Street.

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At its meeting on December 10, the Planning and Zoning Commission reviewed the site plans for Cavitt Creek Condominiums I & II, which are residential developments on a lots exceeding one (1) acre, between 1404 and 1500 north 9th Street and west of 1500 North 9th Street.

The Planning and Zoning Commission took the following action:

- On Cavitt Creek I, which is located between 1404 and 1500 north 9th Street (east side of 9th Street) and proposes 17 total units, on a vote of 7-1, moved to recommend approval, with conditions of approval that:
  1. All required permitting is secured, including but not limited to, Permit Program under the Clean Water Act Section 404; and,
  2. Subject to the results of a traffic impact analysis.
- On Cavitt Creek II, which is located west of 1500 North 9th Street (on the west side of 9th Street) and proposes 119 units, on a vote of 8-0, moved to recommend denial for the following reasons:
  1. The development did not provide a minimal effect upon adjacent properties and existing developments (City Code Section 166.01.2); and,
  2. The proposed improvements were not designed and located within the property in such manner as not to unduly diminish or impair the use and enjoyment of adjoining property (166.05.2).

This item, which was originally reviewed by the City Council at its December 16 meeting, was postponed by the City Council to its January 21 meeting for staff to fully review the traffic impact analysis submitted by the applicant. Attached to this memo is the staff report to the Planning and Zoning Commission and the two (2) site plans.

Regarding the conditions recommended by the Planning and Zoning Commission, a wetlands determination has been completed by the applicant, as well as a traffic impact analysis. These two documents are attached to this agenda item. The wetlands review concludes that no classified or protected wetlands exist within the project limits, dating as far back as 1930. However, there are two

delineated wetland areas on property immediately adjacent and to the west of the subject properties. While these two areas are not the responsibility of the property owner or subject to the condition that was recommended by the Planning and Zoning Commission, it is worth noting that there are wetlands in this area.

The traffic impact analysis concludes that current conditions in this area of North 9<sup>th</sup> have a Level of Service "A", and, if these developments were to take place, would continue to have a Level of Service "A". Level of Service, according to the *Transportation Planning Handbook published by the Institute of Transportation Engineers*, uses qualitative measures that characterize operational conditions within a traffic stream and the perception of these conditions by motorists and passengers. The descriptions of individual Level of Services characterize these conditions in terms of such factors as speed and travel time, freedom to maneuver, traffic interruptions, comfort and convenience. Six Level of Services are defined for each type of facility for which analysis procedures are available. They are given letter designations, from "A" to "F", with A representing very favorable operating conditions (although not necessarily perfect) and F representing very poor operating conditions. As the conclusion was that this area of North 9<sup>th</sup> Street will operate efficiently and safely at a Level of Service "A", no improvements are recommended by the applicant. However, the applicant did note that community mailboxes should be located off North 9<sup>th</sup> Street and school bus stops should be located off North 9<sup>th</sup> Street to avoid traffic delays and less disruption to the flow of traffic.

The City's Engineer, Dave Moeller, P.E., has reviewed the traffic impact study, and agrees with the conclusions reached in the study, and has provided multiple comments relating to the study. Mr. Moeller's memo is also attached to this agenda item. Notable comments from Mr. Moeller's memo include:

1. High visibility crosswalk markings and signage should be placed on North 9<sup>th</sup> Street where the proposed trail crossing will take place.
2. North 9<sup>th</sup> Street was planned and constructed as a collector street but, to date, has operated more like a residential street. As this area of town continues to develop out, it may be timely for the City to explore potential traffic improvements along the 9<sup>th</sup> street corridor. Some of these improvements have already been discussed or are planned with future improvements in the area. These improvements should be discussed outside of the subject request from the applicant.

Also attached to this memo are correspondences from your constituents, regarding this proposed development, that have been received by the City since your last meeting on December 16 up until the publication of this memo. Any further correspondences that are received after the publication of this memo will be given to the Council at its January 21<sup>st</sup> meeting.

Both City Engineer Dave Moeller and I will attend the January 21<sup>st</sup> Council meeting if you have any questions.



# Community Development

110 N. First St., Indianola, IA 50125-0299 • [www.indianolaiowa.gov](http://www.indianolaiowa.gov)  
515-961-9430 • [comdev@indianolaiowa.gov](mailto:comdev@indianolaiowa.gov)

## Staff Report

## Planning and Zoning Commission

**Date of Meeting:** December 10, 2019

**Agenda Items:**

7. A. i. 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.

7. A. ii. 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.

**Application Type:** Residential Development on a Lot Exceeding One (1) Acre

**Applicant:** Kading Properties LLC

**Zoning:** R-3, Mixed Residential

**Comprehensive Plan Designation:** Mixed Residential

**Application Summary:** Request for site plan approval of a residential development on a lot exceeding one (1) acre. Cavitt Creek Condominiums I proposes one (1) single-family unit and eight (8) two-family units, and Cavitt Creek Condominiums II proposes one (1) single-family unit, 20 two-family units and 13 multi-family units (six-plexes). These add up to a total of 136 units.

## AERIAL MAP



## APPLICABLE CODE SECTIONS

The following sections of the Code of Ordinances of Indianola, Iowa apply to this request:

### **SPECIAL REQUIREMENTS FOR RESIDENTIAL DEVELOPMENT ON LOT EXCEEDING ONE (1) ACRE**

1. All proposals for residential development shall be submitted to the Planning and Zoning Commission for review.
2. Notice of the proposed site plan for residential development shall be mailed to all property owners of record located within 200 feet of the proposed site for development 10 days prior to the next Planning and Zoning Commission meeting.
3. Planning and Zoning shall make a recommendation to Council for action.
4. The following applicants shall be excluded from the forgoing special requirements: single-family dwellings; mobile homes converted to real estate; parks, playgrounds, or play fields; and public library.

In accordance with Section 166.07.3 of the Code of Ordinances of Indianola, Iowa, the Planning and Zoning Commission and the Council, in approving or disapproving any site plan and in making recommendations for alterations or amendments to the site plan as presented, shall be governed by the general policies as set out by this chapter in Section 166.05 and the purpose of this chapter as set out in Section 166.01.

**166.01 PURPOSE.** It is the intent and purpose of this chapter to establish a procedure which will enable the City of Indianola to plan for and review certain proposed improvements of property within specified zoning districts of the City in order to accomplish the following:

1. Promote and permit flexibility that will encourage a more creative and imaginative approach in development and result in a more efficient, aesthetic, desirable and economic use of land;
2. Provide minimal effect upon adjacent properties and existing development. To this end, the Planning and Zoning Commission may make appropriate requirements;

3. Promote development that can be conveniently, efficiently and economically served by existing municipal utilities and services or by their logical extension;
4. Provide for the enhancement of the natural setting through careful and sensitive placement of manmade facilities and plant materials;
5. Encourage adequate provision for surface and subsurface drainage in order to assure that future development of other areas of the City will be available;
6. Provide suitable screening of parking, truck loading, refuse disposal, outdoor storage areas and noise from adjacent and nearby property.

**166.05 GENERAL DESIGN POLICIES.** In addition to the specific design standards as stated above, each site plan presented shall comply with the following general design policies, and the Director of Community Development may refuse to grant approval to a site plan even though it complies with the specific design standards if, in the opinion of the Director of Community Development, it does not comply with the general design policies as hereinafter enumerated. Any site plan presented shall be designed in such a way as to insure the orderly and harmonious development of property in such a manner as will safeguard the public's health, safety and general welfare, as hereinafter set out.

1. The design of the proposed improvements shall make adequate provisions for surface and subsurface drainage, for connections to water and sanitary sewer lines, each so designed as to neither overload existing public utility lines for what they were designed nor increase the danger of erosion, flooding, landslide or other endangerment of adjoining or surrounding property.
2. The proposed improvements shall be designed and located within the property in such manner as not to unduly diminish or impair the use and enjoyment of adjoining property, and to this end shall minimize the adverse effects on such adjoining property from automobile headlights, illuminations of required perimeter yards, refuse containers and impairment of natural light and impairment or pollution of air. For the purpose of this section, the term "use and enjoyment of adjoining property" means the use and enjoyment presently being made of such adjoining property, unless such property is vacant. If vacant, the term "use and enjoyment of adjoining property" means those uses permitted under the zoning districts in which such adjoining property is located.
3. The proposed development shall have such entrances and exits upon adjacent streets and such internal traffic circulation pattern as will not unduly increase congestion on adjacent or surrounding public streets.
4. To such end as may be necessary and proper to accomplish the standards in subsections 1, 2 and 3 of this section, the proposed development shall provide fences, walls, screening, landscaping, erosion control or other improvements.
5. The proposed development shall conform to all applicable provisions of the laws of the State of Iowa, and all applicable provisions of this Code of Ordinances.

## ANALYSIS

As noted above, when the Commission and Council are reviewing a site plan, it shall be governed by the general policies as set out in Section 166.05 and the purpose of the site planning chapter as set out in Section 166.01. It shall be noted that a full review of these site plans has been completed by the City's development review team as to conformance with Chapter 166. A review of the stormwater management plan was also done through professional assistance from Snyder and Associates, who is the City's Engineer. A total of three (3) submittals/resubmittals were completed on these site plans which were first submitted to staff in October. As of the last submission of site plans on November 21, the site plan conformed to all comments from the development review team. As such, the site plan is being forwarded to the Planning Commission for a recommendation to the City Council.

Within forty-five (45) days after receiving the completed application for site plan review as required by Section 166.02 of this chapter, plus the supplement thereto as required by Section 166.03, the Planning and Zoning Commission shall recommend to the Council to either approve, approve subject to conditions, or disapprove the site plan. Failure by the Commission to act within the time specified herein shall be deemed recommendation for approval of the site plan as submitted. The forty-five (45) day window for the Commission to make a recommendation to the Council expires on January 4, 2020, or 45 days after November 21.

As the Commission and Council review the site to the general policies as set out in Section 166.05 and the purpose of this chapter as set out in Section 166.01, staff provides the following information:

1. The R-3 Zoning District allows for single-family, two-family and multi-family dwellings. Cavitt Creek Condominiums I proposes one (1) single-family unit and eight (8) two-family units, and Cavitt Creek Condominiums II proposes one (1) single-family unit, 20 two-family units and 13 multi-family units (six-plexes). These add up to a total of 136 units.
2. Cavitt Creek Condominiums I includes 2.5 acres of land and proposes 17 units for a density of 6.8 units per acre.
3. Cavitt Creek Condominiums II includes 15.36 acres of land and proposes 119 units for a density of 7.7 units per acre.
4. For comparison, Lincoln Ridge I includes 7.2 acres of land and 58 units for a density of 8.1 units per acre and Lincoln Ridge II includes 7.65 acres of land and 79 units for a density of 10.3 units per acre
5. The Comprehensive Plan calls for Mixed Residential in this area. Mixed Residential intends to incorporate a mix of low, medium and high-density residential uses and encourages open spaces and trails. In the Comprehensive Plan, Mixed Residential calls for 4-16 dwelling units per acre.
6. Cavitt Creek I includes a total of 73.03% open space, 22.44% of which is usable open space (16.34% of the entire property). Cavitt Creek II includes a total of 59.01% open space, 13.44% of which is usable open space (7.93% of the entire property).
7. The two site plans include a buffer yard more than twenty (20) feet in width with five (5) overstory trees, ten (10) understory trees and ten (10) shrubs per one hundred (100) lineal feet, as required by code. This includes a buffer of 13 overstory trees, 20 understory trees, and 19 shrubs for Cavitt Creek Condominiums I, and 53 overstory trees, 106 understory trees, and 106 shrubs for Cavitt Creek Condominiums II.
8. The two site plans have been reviewed by the city's development review team, which includes all City utility Superintendents. The Superintendents have noted that the infrastructure in place is able to service both proposed developments.
9. The two site plans include enough trees and shrubs to meet the City's residential energy code of 4 trees and 6 shrubs per unit.
10. The City of Indianola 2008 Trails Master Plan calls for a trail on the north side of Cavitt Creek Condominiums II and continuing east on the north side of the existing Lincoln Ridge II development, connecting with the Summerset Trail. The site plan for Cavitt Creek Condominiums II shows a proposed 10' trail in this location, and Kading has committed to installing a 10' trail on the north side of Lincoln Ridge II, making a connection with the Summerset Trail.
11. As mentioned above, Snyder and Associates has reviewed the proposed stormwater management plan for both sites, and after revisions by the applicant, has approved the plan.
12. Letters were mailed to property owners within 200 feet of these properties on November 27, 2019.

## **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 site plan be approved, as submitted.
- 2) The City of Indianola Planning and Zoning Commission recommends the site plan be approved, with conditions.
- 3) The City of Indianola Planning and Zoning Commission recommends the site plan be denied.
- 4) The City of Indianola Planning and Zoning Commission remands the site plan 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**

As noted within this report, the City's development review team and Snyder and Associates have reviewed these two site plans against applicable City Code requirements and after various revisions by the applicant, the comments made have all been addresses and satisfied by the applicant. Its is for these reasons that staff recommends alternative 1, approving the site plans as submitted.



December 16, 2019

Charlie E. Dissell, AICP  
Director of Community & Economic Development  
City of Indianola  
110 North 1<sup>st</sup> Street  
PO Box 299  
Indianola, Iowa 50125

RE: Cavitt Creek Condominiums I&II-Wetlands and Traffic Impact Review

Mr. Dissell:

Recently, the City of Indianola Planning and Zoning Commission approved the site plan for Cavitt Creek I Condominiums contingent upon addressing possible wetlands on the site and preparation of a Traffic Impact Study for the City Engineer's review and possible improvement recommendations. A Traffic Impact Study report has been prepared and will be submitted separately. We reviewed the wetlands potential prior to the project being submitted to the City for review and determined that no classified and protected wetlands exist within the project limits.

The evidence from our research indicates no wetlands have existed within our project limits dating as far back as the 1930's. The current U. S. Fish & Wildlife Service's National Wetlands Inventory (NWI) map does not show any wetlands on the property. Brian Huberty, the Region 3 Regional Wetland Coordinator at the U.S. Fish & Wildlife Service, delineated wetlands in the area in 2007. Two delineated wetland areas are shown on the attached current U. S. Fish & Wildlife Service's National Wetlands Inventory (NWI) map. A 1.07-acre freshwater pond is shown on the adjacent property to the west and a 2.4-acre freshwater pond is shown on the property to the northwest of the Cavitt II property. These ponds were both classified as PUBGh wetlands based on the U.S. Department of the Interior and U.S. Fish & Wildlife Service's 1979 Classification of Wetlands and Deepwater Habitats and certified by Brian Huberty. The 1.07-acre freshwater pond on the adjacent property to the west no longer exists and based upon aerial imagery the pond was constructed in the 1960's and was drained around 2008.

Historical imagery indicates that the immediate area was agricultural land with typical upland draws until the two ponds to the west were built. The drainage remained that way until the early 2000s when development occurred and new streets to the south and east were constructed along with a detention facility located at the west end of the Cavitt II property. Although a stormwater detention pond may have the characteristics of a wetland, they are not natural water bodies and therefore are not considered jurisdictional waters of the U.S. and therefore not subject to being classified as wetlands. This has been the general consensus from the EPA and the U.S. Army Corps of Engineers.

Sincerely,

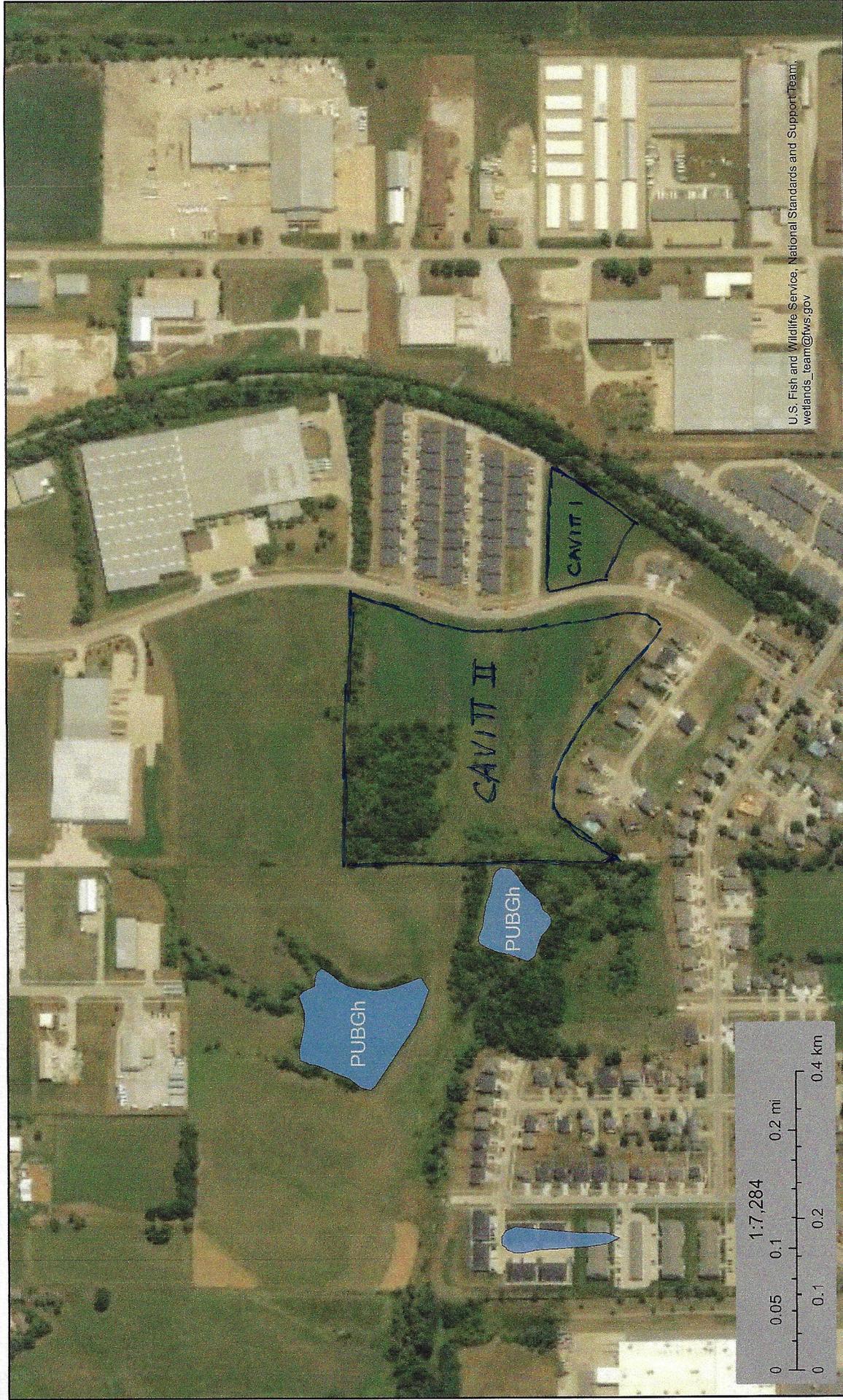
Mark L. Lee PE, PLS



U.S. Fish and Wildlife Service

# National Wetlands Inventory

## Cavitt



December 16, 2019

### Wetlands

- Estuarine and Marine Deepwater
- Estuarine and Marine Wetland
- Freshwater Emergent Wetland
- Freshwater Forested/Shrub Wetland
- Freshwater Pond
- Lake
- Other
- Riverine

This map is for general reference only. The US Fish and Wildlife Service is not responsible for the accuracy or currentness of the base data shown on this map. All wetlands related data should be used in accordance with the layer metadata found on the Wetlands Mapper web site.

# CAVITT CREEK CONDOMINIUMS

INDIANOLA, IOWA

## TRAFFIC IMPACT STUDY

FOR

## NORTH NINTH STREET

FOR

KADING PROPERTIES, LLC  
7008 MADISON AVENUE  
URBANDALE, IOWA 50322

## PROJECT NO. 19017

BY

LEE CHAMBERLIN CONSULTANT ENGINEERS  
10430 NEW YORK AVENUE, SUITE C  
URBANDALE, IOWA 50322

ORIGINAL SUBMITTAL: 12/16/2019

### CERTIFICATION

I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a duly licensed Professional Engineer under the laws of the State of Iowa.

 12-16-19

Signature

Date

Printed or Typed Name: Mark L. Lee, P.E., L.S.

Iowa License No. 11582

My license renewal date is: December 31, 2020

Pages or Sheets covered by this seal: ENTIRE DOCUMENT



**CAVITT CREEK CONDOMINIUMS 1&2**  
**NORTH NINTH STREET, CITY OF INDIANOLA, IOWA**  
**TRAFFIC IMPACT STUDY**

**INTRODUCTION**

Kading Properties, LLC intends to develop multi-family residential housing within the City of Indianola along North Ninth Street near the existing Lincoln Ridge II condominiums. The land use to the north is industrial while the land use to the south is residential. Kading Properties proposes to develop on both sides of North Ninth Street south and adjacent to the existing development(Cavitt I) and west across North Ninth Street(Cavitt II). Cavitt I units will access the south drive of the existing development and North Ninth Street directly. Cavitt II units will access North Ninth directly and by two proposed private drives aligned with the north and south drives of the existing development. North Ninth is considered a minor collector within the City of Indianola with the predominate traffic generated from residential housing.

**EXISTING CONDITIONS**

North Ninth Street is an existing 31-foot wide urban street with curb and gutter. The existing development drives are 22 feet wide and the proposed drives are 24 foot wide. No traffic data is available from the Iowa Department of Transportation traffic counts program. North Ninth Street speed limit is 35 mph and connects Hillcrest Avenue and Iowa Avenue via Lincoln Avenue. North Ninth Street was connected from north to south in 2010 as a part of the construction of the Lincoln Ridge Condominiums. Traffic counts were taken December 11 thru the 13<sup>th</sup>, 2019 and are tabulated in the attached Traffic Inventory Summary. The peak period occurred in the PM on the 12<sup>th</sup> of December with 156 VPH at the north end in both directions equating to 1560 ADT and 169 VPH at the south end in both directions equating to 1690 ADT using a factor of 10% of the ADT to the VPH. The individual counts are included in Appendix "C" along with the summary sheet.

**TRIP GENERATION AND DISTRIBUTION**

The traffic generation from the condominium project falls under the ITE trip generation code 230. The rate for weekday daily traffic is 5.81 per dwelling unit(DU), the PM peak rate per hour is 0.52 per DU. The anticipated peak percentage in is 67% while the out is 33%. Therefore, the total expected added traffic per day for 136 units could be expected to be 790 or 2480 ADT after the development is operational. Since there are 114 units using the two new drives to the west, 60 total VPH could be expected with 30 VPH using the north and 30 VPH using the south given an even split with 20 VPH in and 10 VPH out. The existing development generates 87 VPH with 79 DU's producing a 1.10 rate. Following this actual rate, 126 VPH could be expected with 63 VPH using the south and the north drive at 42 VPH in and 21 VPH out. No trucks were reported, although several school buses stopped on North Ninth and several stops at the mail box on North Ninth were reported.

**TRAFFIC ANALYSIS**

SYNCHRO 10 software was used to perform traffic analysis for the proposed intersection with the existing traffic at three intersections with North Ninth. The existing conditions were first considered using the SYNCHRO 10 software. The existing geometric conditions and lane assignments are depicted in Appendix A with no protected turn lanes. The private drives are all in a stop condition with North Ninth given a free flow condition. Traffic volumes are depicted as well as wait times in seconds and the level of service. Tables are also provided showing the volumes, conditions and the factors involved. The two way stop condition based on the

Highway Capacity Manual 2010 addition indicates the level of service of "A" for the existing traffic at the intersection. The expected maximum delay for the private drives is 9 seconds while the maximum expected delay for the North Ninth is less than 1 second. All traffic movements are expected to have a level of service "A".

The impact of the proposed development was analyzed using the existing traffic volumes in addition to the generated volumes. The previously mentioned existing and proposed traffic volumes were inputted into the SYNCHRO 10 program. The intersection geometrics remain the same except two private drives were added to the west aligning with the north and south drives of the existing development. The anticipated traffic volumes for opening day are depicted in the tables located in Appendix "B". The expected delay for the private drives raises to over 9 seconds while the expected delay on North Ninth raises to over 1 second. A level of service "A" is still expected for all movements in the fully developed state. Pedestrian movements were not considered in this evaluation.

## **CONCLUSIONS AND RECOMMENDATIONS**

Based on the traffic analysis of proposed traffic generations from the site and the proposed access to North Ninth Street from the site the intersection will operate efficiently and safely at a level of service "A". No improvements are recommended from the Traffic Impact Study. It should be noted that the mail box stops and school bus stops should be located off of North Ninth to avoid traffic delays and less disruption to the flow of traffic.

# APPENDIX "A"



Baseline



Baseline



NORTH NINTH EXISTING Baseline

HCM 2010 TWSC  
2: N 9TH & S. DRIVE

12/13/2019

Intersection						
Int Delay, s/veh	1.1					
Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations	W		T			T
Traffic Vol, veh/h	10	8	56	5	6	98
Future Vol, veh/h	10	8	56	5	6	98
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	0	-	-	0
Grade, %	0	-	0	-	-	0
Peak Hour Factor	92	92	92	92	92	92
Heavy Vehicles, %	2	2	2	2	2	2
Mvmt Flow	11	9	61	5	7	107

Major/Minor	Minor1	Major1	Major2
Conflicting Flow All	185	64	0
Stage 1	64	-	-
Stage 2	121	-	-
Critical Hdwy	6.42	6.22	-
Critical Hdwy Stg 1	5.42	-	-
Critical Hdwy Stg 2	5.42	-	-
Follow-up Hdwy	3.518	3.318	-
Pot Cap-1 Maneuver	804	1000	-
Stage 1	959	-	-
Stage 2	904	-	-
Platoon blocked, %	-	-	-
Mov Cap-1 Maneuver	800	1000	-
Mov Cap-2 Maneuver	800	-	-
Stage 1	959	-	-
Stage 2	899	-	-

HCM 2010 TWSC  
 2: N 9TH & S. DRIVE

12/13/2019

Approach	WB	NB	SB		
HCM Control Delay, s	9.2	0	0.4		
HCM LOS	A				
Minor Lane/Major Mvmt	NBT	NBR	WBLn1	SBL	SBT
Capacity (veh/h)	-	-	878	1536	-
HCM Lane V/C Ratio	-	-	0.022	0.004	-
HCM Control Delay (s)	-	-	9.2	7.4	0
HCM Lane LOS	-	-	A	A	A
HCM 95th %tile Q(veh)	-	-	0.1	0	-

HCM 2010 TWSC  
3: CENTER DRIVE

12/13/2019

Intersection						
Int Delay, s/veh	1.1					
Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations	W		T			T
Traffic Vol, veh/h	10	5	49	11	6	80
Future Vol, veh/h	10	5	49	11	6	80
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	0	-	-	0
Grade, %	0	-	0	-	-	0
Peak Hour Factor	92	92	92	92	92	92
Heavy Vehicles, %	2	2	2	2	2	2
Mvmt Flow	11	5	53	12	7	87

Major/Minor	Minor1	Major1	Major2
Conflicting Flow All	160	59	0
Stage 1	59	-	-
Stage 2	101	-	-
Critical Hdwy	6.42	6.22	-
Critical Hdwy Stg 1	5.42	-	-
Critical Hdwy Stg 2	5.42	-	-
Follow-up Hdwy	3.518	3.318	-
Pot Cap-1 Maneuver	831	1007	-
Stage 1	964	-	-
Stage 2	923	-	-
Platoon blocked, %	-	-	-
Mov Cap-1 Maneuver	827	1007	-
Mov Cap-2 Maneuver	827	-	-
Stage 1	964	-	-
Stage 2	918	-	-

HCM 2010 TWSC  
 3: CENTER DRIVE

12/13/2019

Approach	WB	NB	SB		
HCM Control Delay, s	9.2	0	0.5		
HCM LOS	A				
Minor Lane/Major Mvmt	NBT	NBR	WBLn1	SBL	SBT
Capacity (veh/h)	-	-	879	1537	-
HCM Lane V/C Ratio	-	-	0.019	0.004	-
HCM Control Delay (s)	-	-	9.2	7.4	0
HCM Lane LOS	-	-	A	A	A
HCM 95th %tile Q(veh)	-	-	0.1	0	-

HCM 2010 TWSC  
 4: N. DRIVE & N. 9TH

12/13/2019

Intersection						
Int Delay, s/veh	0.8					
Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations	W		T			T
Traffic Vol, veh/h	3	7	52	9	7	90
Future Vol, veh/h	3	7	52	9	7	90
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	0	-	-	0
Grade, %	0	-	0	-	-	0
Peak Hour Factor	92	92	92	92	92	92
Heavy Vehicles, %	2	2	2	2	2	2
Mvmt Flow	3	8	57	10	8	98

Major/Minor	Minor1	Major1	Major2
Conflicting Flow All	176	62	0
Stage 1	62	-	-
Stage 2	114	-	-
Critical Hdwy	6.42	6.22	-
Critical Hdwy Stg 1	5.42	-	-
Critical Hdwy Stg 2	5.42	-	-
Follow-up Hdwy	3.518	3.318	-
Pot Cap-1 Maneuver	814	1003	-
Stage 1	961	-	-
Stage 2	911	-	-
Platoon blocked, %			
Mov Cap-1 Maneuver	809	1003	-
Mov Cap-2 Maneuver	809	-	-
Stage 1	961	-	-
Stage 2	906	-	-

HCM 2010 TWSC  
 4: N. DRIVE & N. 9TH

12/13/2019

Approach	WB	NB	SB		
HCM Control Delay, s	8.9	0	0.5		
HCM LOS	A				
Minor Lane/Major Mvmt	NBT	NBR	WBLn1	SBL	SBT
Capacity (veh/h)	-	-	936	1535	-
HCM Lane V/C Ratio	-	-	0.012	0.005	-
HCM Control Delay (s)	-	-	8.9	7.4	0
HCM Lane LOS	-	-	A	A	A
HCM 95th %tile Q(veh)	-	-	0	0	-

Volume  
2: N 9TH & S. DRIVE

12/13/2019



Lane Group	WBL	WBR	NBT	NBR	SBL	SBT
Traffic Volume (vph)	10	8	56	5	6	98
Future Volume (vph)	10	8	56	5	6	98
Confl. Peds. (#/hr)						
Confl. Bikes (#/hr)						
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92
Growth Factor	100%	100%	100%	100%	100%	100%
Heavy Vehicles (%)	2%	2%	2%	2%	2%	2%
Bus Blockages (#/hr)	0	0	0	0	0	0
Parking (#/hr)						
Mid-Block Traffic (%)	0%		0%			0%
Adj. Flow (vph)	11	9	61	5	7	107
Shared Lane Traffic (%)						
Lane Group Flow (vph)	20	0	66	0	0	114
Intersection Summary						

Volume  
3: CENTER DRIVE

12/13/2019



Lane Group	WBL	WBR	NBT	NBR	SBL	SBT
Traffic Volume (vph)	10	5	49	11	6	80
Future Volume (vph)	10	5	49	11	6	80
Confl. Peds. (#/hr)						
Confl. Bikes (#/hr)						
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92
Growth Factor	100%	100%	100%	100%	100%	100%
Heavy Vehicles (%)	2%	2%	2%	2%	2%	2%
Bus Blockages (#/hr)	0	0	0	0	0	0
Parking (#/hr)						
Mid-Block Traffic (%)	0%		0%			0%
Adj. Flow (vph)	11	5	53	12	7	87
Shared Lane Traffic (%)						
Lane Group Flow (vph)	16	0	65	0	0	94
Intersection Summary						

Volume

4: N. DRIVE & N. 9TH

12/13/2019



Lane Group	WBL	WBR	NBT	NBR	SBL	SBT
Traffic Volume (vph)	3	7	52	9	7	90
Future Volume (vph)	3	7	52	9	7	90
Confl. Peds. (#/hr)						
Confl. Bikes (#/hr)						
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92
Growth Factor	100%	100%	100%	100%	100%	100%
Heavy Vehicles (%)	2%	2%	2%	2%	2%	2%
Bus Blockages (#/hr)	0	0	0	0	0	0
Parking (#/hr)						
Mid-Block Traffic (%)	0%		0%			0%
Adj. Flow (vph)	3	8	57	10	8	98
Shared Lane Traffic (%)						
Lane Group Flow (vph)	11	0	67	0	0	106
Intersection Summary						

# APPENDIX “B”





Baseline

Intersection												
Int Delay, s/veh	2.5											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↔			↔			↔			↔	
Traffic Vol, veh/h	10	0	11	15	0	13	21	66	5	6	103	21
Future Vol, veh/h	10	0	11	15	0	13	21	66	5	6	103	21
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop	Free	Free	Free	Free	Free	Free
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	92	92	92	92	92	92	92	92	92	92	92	92
Heavy Vehicles, %	2	2	2	2	2	2	2	2	2	2	2	2
Mvmt Flow	11	0	12	16	0	14	23	72	5	7	112	23
Major/Minor	Minor2		Minor1		Major1		Major2					
Conflicting Flow All	266	261	124	265	270	75	135	0	0	77	0	0
Stage 1	138	138	-	121	121	-	-	-	-	-	-	-
Stage 2	128	123	-	144	149	-	-	-	-	-	-	-
Critical Hdwy	7.12	6.52	6.22	7.12	6.52	6.22	4.12	-	-	4.12	-	-
Critical Hdwy Stg 1	6.12	5.52	-	6.12	5.52	-	-	-	-	-	-	-
Critical Hdwy Stg 2	6.12	5.52	-	6.12	5.52	-	-	-	-	-	-	-
Follow-up Hdwy	3.518	4.018	3.318	3.518	4.018	3.318	2.218	-	-	2.218	-	-
Pot Cap-1 Maneuver	687	644	927	688	636	986	1449	-	-	1522	-	-
Stage 1	865	782	-	883	796	-	-	-	-	-	-	-
Stage 2	876	794	-	859	774	-	-	-	-	-	-	-
Platoon blocked, %								-	-	-	-	-
Mov Cap-1 Maneuver	666	630	927	668	622	986	1449	-	-	1522	-	-
Mov Cap-2 Maneuver	666	630	-	668	622	-	-	-	-	-	-	-
Stage 1	850	778	-	868	782	-	-	-	-	-	-	-
Stage 2	849	781	-	844	770	-	-	-	-	-	-	-
Approach	EB		WB		NB		SB					
HCM Control Delay, s	9.7		9.8		1.7		0.3					
HCM LOS	A		A									
Minor Lane/Major Mvmt	NBL	NBT	NBR	EBLn1WBLn1	SBL	SBT	SBR					
Capacity (veh/h)	1449	-	-	781	786	1522	-	-				
HCM Lane V/C Ratio	0.016	-	-	0.029	0.039	0.004	-	-				
HCM Control Delay (s)	7.5	0	-	9.7	9.8	7.4	0	-				
HCM Lane LOS	A	A	-	A	A	A	A	-				
HCM 95th %tile Q(veh)	0	-	-	0.1	0.1	0	-	-				

Intersection						
Int Delay, s/veh	1					
Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations	W		T			T
Traffic Vol, veh/h	10	5	69	11	6	90
Future Vol, veh/h	10	5	69	11	6	90
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	0	-	-	0
Grade, %	0	-	0	-	-	0
Peak Hour Factor	92	92	92	92	92	92
Heavy Vehicles, %	2	2	2	2	2	2
Mvmt Flow	11	5	75	12	7	98

Major/Minor	Minor1	Major1	Major2		
Conflicting Flow All	193	81	0	0	87
Stage 1	81	-	-	-	-
Stage 2	112	-	-	-	-
Critical Hdwy	6.42	6.22	-	-	4.12
Critical Hdwy Stg 1	5.42	-	-	-	-
Critical Hdwy Stg 2	5.42	-	-	-	-
Follow-up Hdwy	3.518	3.318	-	-	2.218
Pot Cap-1 Maneuver	796	979	-	-	1509
Stage 1	942	-	-	-	-
Stage 2	913	-	-	-	-
Platoon blocked, %			-	-	-
Mov Cap-1 Maneuver	792	979	-	-	1509
Mov Cap-2 Maneuver	792	-	-	-	-
Stage 1	942	-	-	-	-
Stage 2	908	-	-	-	-

Approach	WB	NB	SB
HCM Control Delay, s	9.3	0	0.5
HCM LOS	A		

Minor Lane/Major Mvmt	NBT	NBRWBLn1	SBL	SBT
Capacity (veh/h)	-	-	846	1509
HCM Lane V/C Ratio	-	-	0.019	0.004
HCM Control Delay (s)	-	-	9.3	7.4
HCM Lane LOS	-	-	A	A
HCM 95th %tile Q(veh)	-	-	0.1	0

Intersection												
Int Delay, s/veh	2											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↔			↔			↔			↔	
Traffic Vol, veh/h	10	0	11	3	0	7	21	62	9	7	100	21
Future Vol, veh/h	10	0	11	3	0	7	21	62	9	7	100	21
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop	Free	Free	Free	Free	Free	Free
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	92	92	92	92	92	92	92	92	92	92	92	92
Heavy Vehicles, %	2	2	2	2	2	2	2	2	2	2	2	2
Mvmt Flow	11	0	12	3	0	8	23	67	10	8	109	23
Major/Minor	Minor2		Minor1		Major1		Major2					
Conflicting Flow All	259	260	121	261	266	72	132	0	0	77	0	0
Stage 1	137	137	-	118	118	-	-	-	-	-	-	-
Stage 2	122	123	-	143	148	-	-	-	-	-	-	-
Critical Hdwy	7.12	6.52	6.22	7.12	6.52	6.22	4.12	-	-	4.12	-	-
Critical Hdwy Stg 1	6.12	5.52	-	6.12	5.52	-	-	-	-	-	-	-
Critical Hdwy Stg 2	6.12	5.52	-	6.12	5.52	-	-	-	-	-	-	-
Follow-up Hdwy	3.518	4.018	3.318	3.518	4.018	3.318	2.218	-	-	2.218	-	-
Pot Cap-1 Maneuver	694	645	930	692	640	990	1453	-	-	1522	-	-
Stage 1	866	783	-	887	798	-	-	-	-	-	-	-
Stage 2	882	794	-	860	775	-	-	-	-	-	-	-
Platoon blocked, %	-	-	-	-	-	-	-	-	-	-	-	-
Mov Cap-1 Maneuver	677	630	930	671	625	990	1453	-	-	1522	-	-
Mov Cap-2 Maneuver	677	630	-	671	625	-	-	-	-	-	-	-
Stage 1	851	778	-	872	784	-	-	-	-	-	-	-
Stage 2	860	781	-	844	770	-	-	-	-	-	-	-
Approach	EB		WB		NB		SB					
HCM Control Delay, s	9.7		9.2		1.7		0.4					
HCM LOS	A		A									
Minor Lane/Major Mvmt	NBL	NBT	NBR	EBLn1	WBLn1	SBL	SBT	SBR				
Capacity (veh/h)	1453	-	-	790	866	1522	-	-				
HCM Lane V/C Ratio	0.016	-	-	0.029	0.013	0.005	-	-				
HCM Control Delay (s)	7.5	0	-	9.7	9.2	7.4	0	-				
HCM Lane LOS	A	A	-	A	A	A	A	-				
HCM 95th %tile Q(veh)	0	-	-	0.1	0	0	-	-				

# APPENDIX "C"



8:45-9	0	8	0	0	7	0	1	8	0	0	7	0	0	8	0	0	7	0	8:45-9
3-3:15	0	11	0	1	5	1	1	10	0	1	5	1	2	9	0	1	5	2	3-3:15
3:15-3:30	0	20	0	1	18	3	1	16	0	4	18	6	0	14	0	2	18	6	3:15-3:30
3:30-3:45	0	18	0	1	9	0	2	16	0	2	9	3	0	15	0	1	9	1	3:30-3:45
3:45-4	0	17	0	1	16	1	0	14	3	3	16	1	2	14	3	0	19	4	3:45-4
4-4:15	4	24	0	0	6	1	1	24	0	0	6	3	1	23	2	1	6	2	4-4:15
4:15-4:30	1	16	2	1	8	1	1	15	2	1	10	3	1	15	2	0	12	2	4:15-4:30
4:30-4:45	1	18	0	0	13	2	3	16	0	2	13	1	3	16	0	0	13	1	4:30-4:45
4:45-5	0	27	0	1	1	0	1	25	0	2	1	2	0	25	1	0	1	1	4:45-5
5-5:15	0	20	1	0	8	0	1	20	0	0	9	2	2	27	0	1	7	2	5-5:15
5:15-5:30	0	0	7	6	30	0	0	0	0	0	15	5	1	19	2	1	9	2	5:15-5:30
5:30-5:45	0	21	0	1	11	0	1	19	2	2	11	2	2	19	1	0	13	1	5:30-5:45
5:45-6	0	16	0	3	7	0	2	15	0	1	7	2	0	14	2	1	7	1	5:45-6
	SB LT	SB THRU	SDR WB RT	SDR WB LT	NB THRU	NB RT	SB LT	SB THRU	CDR WB RT	CDR WB LT	NB THRU	NB RT	SB LT	SB THRU	NDR WB RT	NDR WB LT	NB THRU	NB RT	
FRIDAY	6-6:15	0	4	1	22	0	0	4	2	0	23	0	0	3	4	1	25	2	6-6:15
12/13/2019	6:15-6:30	0	9	1	18	0	0	8	0	1	19	2	0	5	2	3	19	1	6:15-6:30
	6:30-6:45	0	4	0	16	0	0	4	1	0	16	1	0	3	3	1	17	0	6:30-6:45
	6:45-7	0	4	0	19	0	0	4	1	0	19	0	0	2	3	2	20	1	6:45-7
	7-7:15	0	10	0	19	0	0	7	0	3	19	2	0	6	1	0	19	2	7-7:15
	7:15-7:30	0	13	0	19	0	0	10	1	3	19	3	0	9	2	1	20	1	7:15-7:30
	7:30-7:45	0	20	1	20	1	0	14	1	5	21	1	0	10	2	4	22	0	7:30-7:45
	7:45-8	1	7	0	15	1	1	5	0	2	15	2	0	5	0	0	5	1	7:45-8
	8-8:15	0	8	0	11	1	1	7	2	1	11	3	1	6	0	1	13	2	8-8:15
	8:15-8:30	1	6	1	12	0	0	6	3	0	13	1	0	6	0	0	16	0	8:15-8:30
	8:30-8:45	1	12	0	11	0	0	10	1	2	11	0	0	10	0	1	12	2	8:30-8:45
	8:45-9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8:45-9
	3-3:15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3-3:15
	3:15-3:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3:15-3:30
	3:30-3:45	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3:30-3:45
	3:45-4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3:45-4
	4-4:15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4-4:15
	4:15-4:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4:15-4:30
	4:30-4:45	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4:30-4:45
	4:45-5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4:45-5
	5-5:15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5-5:15
	5:15-5:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5:15-5:30
	5:30-5:45	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5:30-5:45

## Charlie Dissell

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**From:** MyLisa Thompson  
**Sent:** Monday, January 13, 2020 8:43 AM  
**To:** Charlie Dissell; Ryan Waller  
**Subject:** Facebook Message - FYI

JAN 3, 2020, 10:55 AM

Tina Marie

As you consider another Kading property, I want to let you know that they are currently trying to collect over 1k from me after moving and cleaning thoroughly. I even had a professional cleaning company the entire time I lived there. This place is corrupt and mismanaged.

I moved because of all the drug traffic and loud parties from neighbors.

8:40 AM

City of Indianola #thinkindianolafirst

Thank you for your message, I have passed it on to the appropriate team members.

MyLisa Thompson  
515-962-5309  
Technical Support Specialist  
City of Indianola

## Charlie Dissell

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**From:** Lindsey Offenburger <lindseyoffenburger@hotmail.com>  
**Sent:** Monday, January 13, 2020 3:00 PM  
**To:** John Parker; Bob Kling; Greta Southall; Greg Marchant; Heather Hulen; Gwen Schroder; Ryan Waller; Kelly Shaw; Charlie Dissell  
**Subject:** Kading Properties

Council, Mayor and Staff,

I am writing you again today to voice our concerns regarding Kading Properties building on Cavitt Creek I & II. Our concerns are still the same and are not with Kading Properties rather with the density of more multi-family housing in the area. As you are aware, Planning and Zoning's recommendation was to approve Cavitt Creek 1 and to deny Cavitt Creek II.

Our concerns are safety (not only for ourselves but the children that already live in and around the current Kading Properties), aesthetics of their proposed site plans, snow removal on their proposed private streets, lighting, traffic, and the impact the additional families would bring to the school district, especially Emerson Elementary.

As Al Farris brought up in the Planning & Zoning Meeting on December 10th, Chapter 165, Zoning Regulations states (in part) the purpose of the chapter is to prevent and to lessen congestion in the streets and highways; to protect the public health and general welfare; to prevent the overcrowding of land; to avoid undue concentration of population; to facilitate the adequate provision of schools, parks and other public requirements; to conserve the value of buildings and encourage the most appropriate use of land throughout the city, all in accordance with a comprehensive plan. We don't believe that adding more multi-family housing along 9th Street meets this purpose in regards to congestion, public health and welfare, overcrowding of land and adequate provision of school, parks and other public requirements (i.e. public safety).

The Comprehensive Plan adopted in 2011 also states anticipation of growth to the north and northwest as larger homes and lots while anticipating growth to the south as more affordable housing. It also states Indianola needs more buffering and more green space. The Trails Master Plan that was adopted in 2008 included a CIP for future trails and trail extensions as well as identifying general locations for future parks in growth areas. There is no park in the general vicinity to our homes. There was one in the Trails Master Plan that pointed out a park near Hillcrest Drive, but that has yet to happen. It is critically important to set aside quality park land during the early planning stages of new residential developments. Future parks should have safe, convenient, and desirable pedestrian access from neighborhoods to parks and should fit within the framework of the comp plan.

There is also information the current Comprehensive Plan (not yet approved) that indicates the lack of parkland throughout Indianola. As stated in that Comp Plan, the 2016 Strategic Planning Session indicated the need to develop a plan for location of new parks for under-served sections of the City, especially the north side of Indianola.

In our opinion, Cavitt Creek I would be a great piece of land for the city to utilize as a public park. It would be a great benefit to all children that live along North 9th Street as well as the surrounding areas.

Please consider the Planning & Zoning Commission's recommendation to deny the site plan for Cavitt Creek II. We are also asking you to consider denying the site plan for Cavitt Creek I and focus on the possibility of making that parcel a park (something that will be used for many years to come and benefit our community).

Indianola Council and staff need to focus their energy on Economic Development as growing our commercial tax base instead of Multi-Family housing as well as updating the City Codes and Comp Plan to better plan for Indianola's future.

It is always sad to hear people wanting to move away from Indianola and invest in a community that listens to their concerns and actively makes good decisions. Please take that into consideration when making your informed decisions.

Respectfully,

Tyler & Lindsey Offenburger  
1003 E Madison Ave.

## Charlie Dissell

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**From:** Stacey Geiger <geigers11@gmail.com>  
**Sent:** Monday, January 13, 2020 7:08 PM  
**To:** John Parker; Bob Kling; Greta Southall; Greg Marchant; Heather Hulen; Gwen Schroder; Ryan Waller; Kelly Shaw; Charlie Dissell  
**Subject:** Kading properties concern

Good evening,

I am writing again to express my concerns over the Kading Property site plan proposals for Cavitt Creek I and II in our neighborhood. I apologize if this is redundant but know there are a few new council members and wanted you to know that we still have serious concerns. I live at 1000 E Madison Ave, Indianola, and as expressed in my previous emails dated September 12, and December 13, 2019, I urge you to consider denying the request.

My concerns include the density of Kadings multi family housing development in this area of town, along with the safety of children and ourselves, the lighting in the area, and lastly the traffic along ninth street from East Madison to Salem in prime traffic times. If you have not done so already, I strongly invite you to travel that route between 7:20-8:00am or 3:00-3:45 on any given week day so you can experience for yourself the traffic issues we are talking about. As Mr. Butler stated at the Planning and Zoning meeting, we can not afford to compound the all ready existing issues in this area.

Parking is also still an issue that was not resolved or addressed on these site plans. With no parking on the street, I fear it will become a safety issue along teh street on either side of the no parking zone.

As Al Farris brought up at the Planning and Zoning Meeting, Chapter 165 Zoning Regulations are there for protection. The purpose of the regulations are to prevent and lessen congestion; to protect the public health and general welfare; to prevent overcrowding of land; to avoid undue concentration of population; to facilitate the adequate provision of schools, parks and other public requirements; to conserve the value of buildings and encourage the most appropriate use of land throughout the city, all in accordance with a comprehensive plan. I want to again express that this negatively impacts our quality of life and has many effects on the above provisions of Chapter 165.

I understand Indianola needs more affordable housing options but please consider something similar to the original plan when we bought our lot and built our house that included a cul-de-sac with either single family dwellings or duplexes like what is on East Lincoln.

Another consideration may include a park in the area to accommodate the number of children in the area/ North side of Indianola. I know that is a priority from our current Comprehensive Plan that arose out of the survey.

Thank you for reading,

Stacey Geiger  
1000 E. Madison Ave.

January 15, 2020

Dear Mr. Mayor, Members of The Planning & Zoning Commission, & Members of The City Council, Mr. Dissell, & Mr. Waller:

As Indianola resident's and neighbors of the proposed project Cavitt Creek Condominiums, we would like to offer our comments regarding this project. While we understand there is a need for affordable housing in Indianola as a neighbor of this property and close neighbor to one of their other properties "Lincoln Ridge 1", we feel there are greater concerns that the city needs to be considering before construction is approved. We are particularly concerned with the tremendous impact this project's approval will have on the Indianola School District, mainly Emerson Elementary School, and traffic and transportation safety on N. 9<sup>th</sup> Street. According to the city code of ordinance's 166.01 number 2 under the purpose heading states: "Provide minimal effect upon adjacent properties and existing development." As current residents of this neighborhood we do not feel that this project provides minimal effect on its neighbors.

The number one concern we have is the Indianola Schools in which this will cause major issues to an already overly crowded school. In the 2018-2019 School year our 4<sup>th</sup> grade student had 27 children in his classroom. This is what we were used to in Des Moines prior to moving to Indianola. We moved here for better quality education and more one on one teacher time and smaller class sizes. Obviously, Indianola has been growing for many years but one constant remains and that is Indianola's pride in quality education and smaller class sizes compared to bigger cities. However, by approving Kading properties to begin construction on their condominiums that is placing a stress on the School District that is already overwhelmed with overcrowding. The new houses being added off of 15<sup>th</sup> Street alone is crazy and then to add more families to the same area is just adding fuel to the fire. We will have a Kindergartner who will start Kindergarten in two years and we are worried that he will not be going to his home school, Emerson Elementary, simply because it is full! By approving this we feel you would solidify that decision would be a yes. We feel the school district needs to have the ability to address the already existing issues before more children are added to the community by the families that will be coming in with this property construction. If approving construction of this project is a route the community and its elected officials prefer to go, for the best interest of the city & its citizens, maybe we need to be thinking of a new elementary school in this part of town. We feel this would be in the best interest of the citizens, school district & children of our community attending as well as keeping the districts future students in mind as well.

Our last concern is traffic and transportation impacts and safety. We live in the 1000 block of N. 9<sup>th</sup> Street. The area is not exactly a heavily populated area. However, it is one of the main arteries and busiest streets leading to the Industrial business', Physician's and Dentist Facilities, the YMCA all on East Hillcrest Avenue, and access to Jefferson Way 65/69 to lead residents out of Indianola. Individuals use this road constantly as access to and from the schools and then to and from work. Many students use the road to drop off siblings at the various schools as well as

access to their own school, IHS. On a daily basis we witness vehicles reaching speeds over 25 mph all times of day with the worst being 7 a.m. – 8 a.m. and 3 p.m. – 4 p.m. Anytime you add more homes, apartments, or condominiums it brings in more vehicles which will only add to the problems. It adds to the on street parking issues and maintain a reasonable flow of traffic for those navigating the streets. It adds to the amount of vehicle's traveling neighborhood streets, and more vehicles not obeying the posted speed limits. To be honest with the morning and evening traffic if a police officer were to stop someone who was speeding I'm not sure how that would be done in a safe manner. I am also concerned with Emergency vehicle's being able to maneuver the streets if there was a fire or citizen needing emergency care. We fear for children playing outside, bikers, runners, and walkers as majority of the drivers who utilize N. 9<sup>th</sup> Street are driving fast, do not pay close attention, and are incredibly impatient. The children and crossing guard crossing for school at N. 9<sup>th</sup> and E. Iowa Avenue as well as those students, walkers, runners, and bikers that utilize the McVay Trail crossing just past Lincoln Ridge 1 are a big concern to us with drivers' high rates of speed alone and without adding the other factors we mentioned above. By approving Kading Properties to build condominiums just brings in more vehicles and adds to the out of control traffic and transportation issues and causes a higher rate of safety concerns.

At this time, we ask each one of you to consider the seriousness of these issues, the impacts this will have on the Indianola School District as well as the citizens living in and around the proposed Cavitt Creek projects. We ask you to consider the city code of ordinance's 166.01 and what this will mean for the residents already being impacted by traffic and transportation safety issues. These reasons as well as the planning and zoning's first recommendation to deny this project is why we are asking you to vote No! The impacts of our school district & the residents already residing in and around this neighborhood need to be a top priority and concern when you come to making your final decision.

Thank you for your time and providing an opportunity for residents to express their concerns for this project.

Sincerely,

Bryan & Emily Fox

**THE FOLLOWING ARE EMAILS RECEIVED  
AS OF 1:00 PM ON JANUARY 17, 2020,  
FROM RESIDENTS FOR AGENDA ITEM  
8A1**

**Any additional correspondence  
received after 1:00 pm today will be  
provided at the City Council meeting.**

## Ryan Waller

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**From:** kjordan@mchsi.com  
**Sent:** Friday, January 17, 2020 12:42 PM  
**To:** Ryan Waller  
**Subject:** Jan. 20 Meeting & Cavitt Creek Development

City Manager Waller,

I've lived at 1002 E. Madison Ave. with my family for nearly 10 years, and I'm writing to express my opposition to the revised Cavitt Creek development plans from Kading Properties.

Last month, Indianola's Planning & Zoning Commission unanimously rejected the revised site plan for Cavitt Creek II, and asked for a traffic impact study before making a final decision on Cavitt Creek I. Additionally, nearly 700 people have signed a petition against these developments.

Kading's revised plan would add 450 or so residents in a very condensed area. Our classrooms at Emerson are already at capacity, this would severely impact the learning experience of our young students. Traffic on N. 9th and Iowa Ave. during school commute hours is already very heavy, these developments would add over 250 more cars being parked at the Kading residences and regularly driving those same streets. Kading's existing residences are the source of frequent police calls, adding such an extreme number of new residences in the same area by the same property manager could double the strain on our police and draw them away from other parts of town, which isn't fair. And our property, which already has water issues in the yard and basement from rain, would likely be harmed with all of the paving and new buildings directly behind us.

All of these are issues that would negatively impact the quality of life for current residents. Additionally, at Kading's existing properties there are no designated play areas for the kids, nor are their sidewalks, which results in kids walking in the street which is an obvious safety issue. I don't believe the revised site plans include nearly enough play spaces for kids and would only compound this problem.

These site plans are not in the best interest of Indianola, nor would they contribute to the healthy growth we all want for our community. Please vote against them.

Thank you.  
Katrina Jordan

## Ryan Waller

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**From:** cmjordan@mchsi.com  
**Sent:** Friday, January 17, 2020 11:27 AM  
**To:** Ryan Waller  
**Subject:** Kading Properties - Revised Cavitt Creek Site Plans

Mr. Waller,

I live at 1002 E. Madison Ave. here in Indianola, and am writing to voice my opposition to the revised site plans for the Cavitt Creek Development submitted by Kading Properties. I very much appreciate the Council's action in September voting the original site plans down, largely based on the sheer size of the proposed developments in a condensed space and the strain that such a disproportionate influx of residents would put on the community. The revised site plans Kading submitted doesn't adequately address those critical issues. By eliminating less than 10 units out of the original 140, this development would still add over 450 residents in a very condensed area. My concerns are focused on:

**Our Schools** - Indianola's classrooms are already at capacity, adding this many new families in this condensed area would have a significant negative impact on the quality of education. And since these are rental properties, along with the tax abatement Kading would likely seek, tax revenues to our schools from these developments would be greatly minimized.

**Our Police** - Kading's existing properties have averaged a police call nearly every other day over the last five years. I'm not confident they have the will or ability to mitigate this. Kading's revised site plans would essentially double the number of their residences in this small area, it's scary to think the added strain this would put on city resources and the effect that would have on quality of life here.

**My Property** - My property backs up to the Cavitt Creek II site. We already experience standing water in our yard from rain and have had water in our basement, and that's with an open field back there. This expansive development with so many buildings would likely make this problem much worse and harm my property.

This is not about being against affordable housing or rental properties. This is about a site plan that is completely irresponsible to our neighborhood and community. I'm all for smart growth in Indianola. This is not smart growth. I ask that you please acknowledge the nearly 700 individuals who signed the petition against this project and vote against both Cavitt Creek I and Cavitt Creek II, which the Planning & Zoning Commission unanimously rejected at its meeting on December 10, 2019.

Thanks very much.



## Ryan Waller

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**From:** Melissa Wilhelmi <dmgs7013@gmail.com>  
**Sent:** Thursday, January 16, 2020 5:52 PM  
**To:** Heather Hulen; Greta Southall; Greg Marchant; Kelly Shaw; Gwen Schroder; Bob Kling; John Parker; Ryan Waller; Charlie Dissell  
**Subject:** Kading Properties

Good afternoon Indianola City Representatives,

1.16.20

We reside at 1404 N 9<sup>th</sup> Street and the length of our property butts up to the proposed Cavitt Creek I Condominiums. These proposed plans for Cavitt Creek will bring 136 additional units, with a maximum of 5 people per unit on 15 acres of land. Add to this, the 137 existing units from Lincoln Ridge I and II and you have approximately 1200 people in a small, 3 block area. The mission statement of Kading Properties, interestingly, has been changed since September/October from mentioning specifically that they aim to have a positive impact on the community to now simply state: "Creating the opportunity for convenient living by developing and actively managing attainable housing throughout communities of central Iowa." We believe this speaks volumes for this companies motives, to line their pockets with no concern or care for the impact on the actual communities they invade.

Here are our many concerns:

1. Kading has added a 6 ft privacy fence dividing our property at 1404 N 9<sup>th</sup> with Cavitt Creek 1, however the buildings are now even closer to our property, which we are not pleased about.
2. In regard to this privacy fence, we have a very large concern about how this fence will allow water to flow out of the natural waterway through the low portion of our yards and off our property. Currently a river occurs when it rains, and there is always water just sitting at the edge, due to the grading situation of the empty lot and our yard. Our major concern is **how is this waterway going to flow under that privacy fence?** When we brought this to the attention of Charlie Dissell, he replied that there is currently no city code that would force Kading Properties to allow water to flow under the fence. Charlie mentioned that there are state laws that they would have to follow to not block the flow of water. Charlie mentioned that he brought this up to Mark Lee (their engineer), and Mark noted they would leave a gap on the bottom of the fence on the low spot of the property to let the water flow under the fence. Charlie mentions that is what they would do if there was a drainage easement. We would love to see a stipulation should this be approved by City Council, that requires them to put in a drain easement and leave a gap under the fence and the natural grading to allow the flow of water so we don't have to worry about the water from the entire neighborhood flowing into our yard, being blocked by this fence and then flooding our property.
3. The P&Z committee, approved Cavitt Creek 1 with 2 conditions, 1) was a traffic study along N. 9<sup>th</sup>. Since there was no stipulations on that study, Mark Lee (Kadings own engineer) and his son Henry, simply sat down in the grass across from the existing Kading Properties and counted cars for 2 days. We are not sure how that actually qualifies as a legit traffic study, when a)he is an engineer paid by Kading and b) part of the concern with the traffic is not just there, but also further down the road on N. 9<sup>th</sup> in relation to the various schools. We believe a traffic study should have been done by an independent company who is not employed by Kading Properties and it would be for the entire street of N. 9<sup>th</sup> including that down by the Elementary school and High School. 2) The second condition was that the Army Corp of Engineers review would be done pursuant to Section 404 of the Clean Water Act. Has this review been completed and if so, what are the results? If those conditions have not been met, we feel they do not meet the P&Z approval recommendation.
4. We have read through the city's Elevate Indianola survey comments from this summer and it is quite clear from those remarks that more properties from Kading or like Kadings are NOT wanted by the citizens of our community. There are several remarks, even from the Kadings own tenants who state more properties by Kading would be bad for Indianola. As a city council member, voted in by the public, it is your responsibility to listen, speak and do what is right for the community you serve.
5. They have included a few single family homes, yet when asked if those will be onsite property managers, they could not commit that was the purpose. They basically have no onsite property managers for 1200 people in their 136 units nor in their 127 existing units.

We continue to have additional concerns about these Condominiums (which have not been rectified by Kading Properties):

- These properties all still feed directly on N. 9<sup>th</sup> Street and no other roads.
- Hillcrest is already a very busy street and not capable of handling all the traffic. A nonbiased traffic study needs to be completed.
- The speed of the traffic on N. 9<sup>th</sup> is a concern currently, these properties will make it worse.
- There still are no actual playgrounds in these “play areas” for the kids, not in Cavitt I or Cavitt II. What are these kids going to do in these play areas.....as responsible landlords they should be held to committing to taking care of their tenants by providing a playground for their tenants. If the playground is located at Cavitt II, they should be provide a bridge or tunnel across the busy road of N. 9<sup>th</sup> from one side of their community to the other.
- They allow pets in their buildings, yet there are no designated pet areas.
- Kading has again mentioned something about a City Park, yet the City owns no land anywhere near this property. This is an unrealistic plan for Kading to say the City will build a park so their residents can have a playground. The truth is there is still nowhere for these kids to play. How about Kading use the 2 acres of property on the east side of 9th, build a park with a playground and donate the land to the city to maintain? That would generate a lot of goodwill, be a tax write off, benefit the city since there is no actual park planned anywhere on the North side of town and limit their liability since they would gift it to the city. It would benefit them and the city as their residents, existing and new could use it.
- The schools still cannot handle this increase in the population. Emerson is at full capacity. Has the school board been consulted on this?
- There are no basements or storm shelters in any of these units. By numerous accounts, these are poorly built properties and should a tornado come thru, this will be catastrophic to their residents.
- Has the public resources been consulted and are they capable of handling this large influx of people: EMS, Fire Department, Police Department, Doctor Offices, 911 and schools.
- The crime rates have increased with the existing Kading Properties and they will continue to rise with these new properties.
- Kading Properties will use many resources and yet pay very little tax revenue due to the tax abatement for 5 years. This will not benefit the city!
- This will negatively affect our property value and the existing neighborhood.

According to a website with Iowa Demographics and Wikipedia, in the entire state of Iowa there are over 400 small towns that have a total population of 1300 or less. Many of these towns such as Baxter, Gilbert, Panora, Roland, Van Meter, and Gilbert ALL have about the same population of the Kading Properties (around 1300); they all have a larger radius than 1/10 of a mile for this population; they all have more than 1 street; they all have more than 1 entrance in and out of their town/community, they all have parks & playgrounds for their children to play in and lots of greenspace.

These Cavitt Creek communities go against city code that states site plans should have minimal effects on the existing quality of life for the residents in the existing community. All of the reasons stated above prove to be the exact opposite of that code and we therefore ask that you please deny the site plans as submitted by Kading Properties.

The Planning and Zoning Commission as defined in Indianola Code states “There shall be appointed by the Council a City Planning and Zoning Commission, hereinafter referred to as the Commission, consisting of ten (10) 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. “ These members were chosen by the city council, to assist and make recommendations on matters like the Site Plan from Kading properties. When making your decision, please keep in mind that the Planning and Zoning recommendations, which is to DENY these site plans for Cavitt Creek II and only approved Cavitt Creek I as long as conditions have been met, which to our knowledge they have not fully been.

Thank you for your time, we trust that you will make the right decision to leave a positive impact for the community, you as an elected official, represent.

Respectfully,

James and Melissa Wilhelmi  
1404 N. 9<sup>th</sup> Street  
Indianola, IA 50125

Meeting Date: 01/21/2020

---

**Information**

**Subject**

Consideration approving a 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 (P&Z recommended approval with conditions).

**Information**

Roll call is in order.

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**Fiscal Impact**

**Attachments**

Cavitt 1

Resolution - Site Plan

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GENERAL NOTES:

- ALL CONTRACTORS SHALL HAVE ALL PUBLIC AND PRIVATE UTILITIES FIELD LOCATED PRIOR TO BEGINNING ANY CONSTRUCTION WORK THROUGH IOWA ONE-CALL (1-800-292-8989) 48 HOURS PRIOR TO CONSTRUCTION. CONFIRM LOCATION AND DEPTH OF ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION. OWNER AND ENGINEER DO NOT GUARANTEE CORRECTNESS OF ALIGNMENTS SHOWN.
- ALL ELEVATIONS ARE ON NAVD 88 DATUM.
- ALL QUANTITIES ARE FOR CONTRACTOR CONVENIENCE. WHERE CONFLICTS OCCUR, DRAWINGS SHALL PREVAIL.
- ALL DIMENSIONS ARE PARALLEL OR PERPENDICULAR TO PROPERTY LINES UNLESS NOTED. WRITTEN DIMENSIONS SHALL PREVAIL OVER SCALED DIMENSIONS.
- ALL SITE IMPROVEMENTS SHALL BE DONE IN ACCORDANCE WITH THE MOST RECENT SUDAS SPECIFICATIONS, INCLUDING THE MOST RECENT AMMENDMENTS.
- P.C.C. PAVEMENT SHALL BE A 7" CLASS "C" CONCRETE MIX WITH CLASS 2 OR CLASS 3 DURABILITY COARSE AGGREGATE AS SPECIFIED IN THE MOST CURRENT STANDARD SPECIFICATIONS FOR HIGHWAY AND BRIDGE CONSTRUCTION FROM THE IOWA DEPARTMENT OF TRANSPORTATION.
- ANY DISCREPANCIES SHALL BE REPORTED TO THE ENGINEER IMMEDIATELY.
- USE COMPACTED BACKFILL FOR ALL TRENCHES. USE 3/4" CRUSHED LIMESTONE FOR BEDDING AND BACKFILL IN THE PAVEMENT AREAS AND FOR BEDDING AND BACKFILL TO SPRING LINE OF PIPE IN UNPAVED AREAS.
- THE COMMUNITY DEVELOPMENT DEPARTMENT OF INDIANOLA, IOWA AND LEE CHAMBERLIN CONSULTANT ENGINEERS MUST BE NOTIFIED BY ALL CONTRACTORS 48 HOURS PRIOR TO COMMENCING WORK.
- ALL SITE CONSTRUCTION WORK SHALL BE INSPECTED BY THE CITY OF INDIANOLA OR THEIR REPRESENTATIVE. THE SANITARY SEWER CONSTRUCTION SHALL BE INSPECTED BY LEE CHAMBERLIN CONSULTANT ENGINEERS.
- PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL VERIFY WITH LEE CHAMBERLIN CONSULTANT ENGINEERS THAT THE CONSTRUCTION PLANS BEING USED ARE THE APPROVED PLANS AND REFLECT ANY AND ALL REVISIONS.
- ALL HOLES RESULTING FROM OPERATIONS OF THE CONTRACTOR, INCLUDING REMOVAL OF FENCE POSTS, UTILITY POLES, OR FOUNDATION STUDIES, SHALL BE FILLED AS SOON AS PRACTICAL, PREFERABLY THE DAY CREATED AND NOT LATER THAN THE FOLLOWING DAY. ANY PORTION OF THE RIGHT-OF-WAY OR PROJECT LIMITS DISTURBED BY ANY SUCH OPERATIONS SHALL BE RESTORED TO AN ACCEPTABLE CONDITION. THIS OPERATION SHALL BE CONSIDERED INCIDENTAL TO OTHER BID ITEMS IN THE PROJECT.
- ON SITE DISPOSAL OF TREES OR BRUSH SHALL NOT BE ALLOWED.
- ALL AREAS WITHIN THE RIGHT-OF-WAY DISTURBED BY CONSTRUCTION SHALL BE SEED, FERTILIZED AND MULCHED IN ACCORDANCE WITH SECTION 2601 OF THE IOWA DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS. IF CONSTRUCTION CANNOT BE COMPLETED BEFORE THE END OF THE NORMAL SEEDING PERIOD, TEMPORARY SEEDING WILL BE REQUIRED IN THE INTERIM.
- CONTRACTOR SHALL SUPPLY ADEQUATE SIGNING ON ALL STREET CLOSURES TO PREVENT UNNECESSARY DISRUPTION OF TRAFFIC. ALL TRAFFIC CONTROL SIGNING FOR STREET CLOSURES SHALL BE IN ACCORDANCE WITH THE CURRENT MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD).
- SOIL BORINGS OBTAINED ON SITE ARE THE RESPONSIBILITY OF THE CONTRACTOR.
- SANITARY SEWER SERVICE LINES SHALL BE PVC PIPE MEETING THE REQUIREMENTS OF ASTM D 3034 & SDR 23.5. CLASS II BEDDING SHALL BE USED PER STANDARD SPECIFICATIONS. ALL SERVICE CONNECTIONS MUST BE MANUFACTURED, GASKETED WYES, TEES AND SOLVENT WELD WYES AND BENDS ARE NOT PERMITTED. SANITARY SEWER SHALL BE TELEVIEWED BY THE OWNER.
- WATER SERVICES SHALL BE 3/4" DIA. COPPER SCHEDULE "K" W/3/8" METER, STOP BOX AND ADAPTER SHALL MEET CITY OF INDIANOLA STANDARDS. ALL FIRE HYDRANTS SHALL BE PAINTED RED.
- ALL PROPOSED STORM SEWERS MUST BE A MINIMUM OF 2000D. THE OUTMOST FOUR SECTIONS, INCLUDING THE FLARED END SECTION OF ALL STORM SEWER MUST BE TIED AS PER IOWA DEPARTMENT OF TRANSPORTATION STANDARD ROAD PLAN RF-14, TYPE 3 CONNECTIONS.
- ALL PIPE CULVERT AND STORM SEWER INSTALLATION SHALL BE IN ACCORDANCE WITH THE IOWA DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR CLASS "B" BEDDING.
- IT SHALL BE THE DEVELOPER'S RESPONSIBILITY TO APPLY FOR AND OBTAIN ANY STORM WATER DISCHARGE PERMITS FROM THE IOWA DEPARTMENT OF NATURAL RESOURCES IF SAID PERMITS ARE REQUIRED AS A PART OF THIS PROJECT.
- THE POST DEVELOPMENT RUN-OFF WILL NOT ADVERSELY AFFECT THE DOWNSTREAM DRAINAGE FACILITIES OR PROPERTY OWNERS.
- ALL PIPE LENGTHS ARE MEASURED FROM CENTER OF STRUCTURE TO CENTER OF STRUCTURE. PIPE LENGTHS DO NOT INCLUDE THE FLARED END SECTION'S LENGTH. FLOWLINE ELEVATIONS ARE GIVEN FOR BOTH THE END OF PIPE AND THE FLARED END SECTION OPENING.
- ADJUST ALL EXISTING MANHOLES TO FINISHED GRADE WHERE APPLICABLE.
- ALL SITE LIGHTING SHALL BE HIGH PRESSURE SODIUM CUT-OFF LUMINAIRES SURFACE MOUNTED TO BUILDINGS.
- ALL NEW WATER MAIN INSTALLED IS FOR DOMESTIC AND FIRE PROTECTION USE OF THE COMPLEX AND IS CONSIDERED PUBLIC. FUTURE MAINTENANCE SHALL BE THE RESPONSIBILITY OF THE INDIANOLA MUNICIPAL UTILITIES. ALL NEW WATERMAIN SHALL BE C900.
- CONTRACTOR TO SUBMIT INSURANCE CERTIFICATES TO MEET SUDAS STANDARDS
- PRESSURE AND VACUUM TESTING OF MANHOLE TO BE MONITORED BY INDIANOLA WATER POLLUTION CONTROL DEPARTMENT.
- PUBLIC SIDEWALKS SHALL BE 4' WIDE AND 4" THICK PER SUDAS.
- REFUSE WILL BE COLLECTED BY INDIVIDUAL CONTAINERS STORED IN EACH UNITS GARAGE.

GRADING AND UTILITY NOTES:

- ALL FILL AREAS SHALL BE COMPACTED TO THE FOLLOWING PROCTOR DENSITIES:  
95% WITHIN STREET RIGHTS-OF-WAYS, DRIVE & PARKING AREAS  
95% WITHIN BUILDING PAD AREAS  
85% WITHIN LAWN AREAS AND OPEN SPACE
- ALL LAND FORMS, SWALES, ETC. SHALL BE GRADED TO A SMOOTH GROUND SURFACE PROVIDING A MINIMUM SLOPE OF 1.0% EXCEPT AS NOTED.
- A MINIMUM OF ONE FOOT OF COMPACTED COHESIVE SUBGRADE SHALL BE PROVIDED UNDER STREETS.
- ADJUST ALL EXISTING MANHOLES TO FINISHED GRADE WHERE APPLICABLE.
- ALL OTHER SANITARY SEWER IMPROVEMENTS ARE CONSIDERED PRIVATE, THEREFORE MAINTENANCE IS THE RESPONSIBILITY OF THE OWNER.
- ALL EXTERIOR LIGHTING OF THE DEVELOPED AREA IS THE RESPONSIBILITY OF THE OWNER.

# PLANS FOR CAVITT CREEK CONDOMINIUMS I SITE IMPROVEMENTS INDIANOLA, WARREN COUNTY, IOWA PROJECT NO. 19017

INDEX OF PAGES

PAGE NO.	DESCRIPTION
C01.	TITLE PAGE, QUANTITIES, & GENERAL NOTES
C02.	SITE PLAN LAYOUT
C03.	GRADING PLAN
C04.	LANDSCAPE PLAN
C05.	EROSION PLAN
C06.	DETAIL

EROSION CONTROL NOTES:

- TEMPORARY EROSION CONTROL MEASURES WILL BE REQUIRED OF THE CONTRACTOR IN ACCORDANCE WITH SECTION 2525 - TEMPORARY WATER POLLUTION CONTROL (SOIL EROSION), IOWA DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS.
- THE DEVELOPER OR DEVELOPER'S REPRESENTATIVE SHALL BE RESPONSIBLE FOR THE PROMPT REMOVAL OF ALL MUD THAT HAS BEEN TRACKED OR WASHED ONTO ADJACENT PROPERTIES OR PUBLIC RIGHT-OF-WAY UNTIL SUCH TIME THAT PERMANENT VEGETATION HAS BEEN ESTABLISHED.
- GRADING CONTRACTOR SHALL PLACE AND MAINTAIN SILT FENCE AS INDICATED ON THE PLAN OR WHERE EROSION DEVELOPS AT THE DIRECTION OF THE CITY OR ENGINEER UNTIL VEGETATION IS ESTABLISHED.
- ALL DISTURBED AREAS SHALL BE INSTALLED AS SOON AS POSSIBLE AFTER TOPSOIL HAS BEEN REDISTRIBUTED OVER ALL UNPAVED AREAS.
- COMPLY WITH THE "STATE EROSION CONTROL LAWS."

LEGAL DESCRIPTION:

FINAL PLAT CAVITT CREEK PLAT 1 LOT 1 on Official Plat, now included in and forming a part of the City of Indianola, Warren County, Iowa.

ZONING: R-3

SETBACKS:

- 25' FRONT YARD SETBACK LINE
- 8' SIDE YARD SETBACK LINE
- 30' REAR YARD SETBACK LINE

BUILDING:

AREA - 2496 S.F.  
SINGLE STORY - CONDOMINIUMS  
WOODFRAME CONSTRUCTION-SLAB ON GRADE

PARKING REQUIREMENTS:

2 STALLS PER UNIT + 48 STALLS

PARKING PROVIDED:

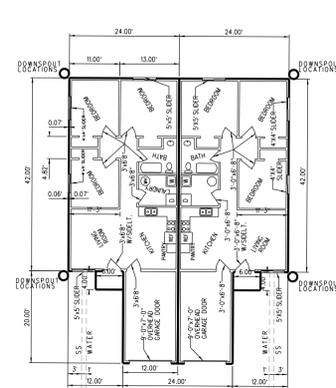
52-9'X20' REGULAR STALLS (INCLUDED 18 GARAGE STALLS)  
16-9'X20' ADDITIONAL STALLS  
68 TOTAL STALLS

TOTAL AREA +108,732 S.F. (100%)  
OPEN SPACE + 79,410 S.F. (73.0%)  
REQUIRED OPEN SPACE + 107  
HARD SURFACE AREA +29,322 S.F. (27.0%)  
PLAY AREA+ 17,725 S.F. (16.3%)

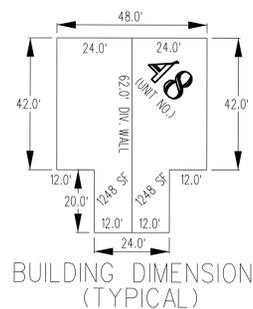
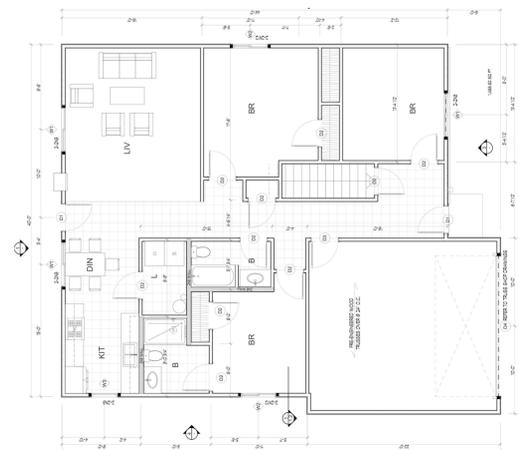
LEGEND

▲ SECTION CORNER FOUND	● DECIDUOUS TREE (EXISTING)
△ SECTION CORNER SET	● DECIDUOUS TREE (REQUIRED)
● PROPERTY PIN FOUND	★ CONIFERUOUS TREE (EXISTING)
○ PROPERTY PIN SET	★ CONIFERUOUS TREE (REQUIRED)
△ GPS MONUMENT	● SHRUB (EXISTING)
● BENCHMARK	● SHRUB (REQUIRED)
● MONUMENT	✂ TREE REMOVAL REQUIRED
● SOIL BORING	● STUMP
● TEST WELL	1004.00 PROPOSED PAVEMENT ELEVATION
● MONITORING WELL	→ GRADE FLOW ARROW
● SANITARY SEWER MANHOLE	→ PIPE FLOW ARROW
● SANITARY CLEANDOUT	--- 100 --- EXISTING CONTOURS
● SEPTIC TANK	--- --- PROPOSED CONTOURS
● CISTERN	--- --- PROPERTY LINE
● LIFT STATION	--- --- CENTERLINE OF ROADWAY
● STORM SEWER MANHOLE	--- --- RIGHT-OF-WAY
● CURB INTAKE	--- --- FENCE LINE
● BEEHIVE INTAKE	--- --- CONSTRUCTION LIMITS
● CATCH BASIN	--- --- SANITARY SEWER LINE
● FLARED END SECTION	--- --- STORM SEWER LINE
● CULVERT	--- --- WATER MANHOLE
● WATER MANHOLE	--- --- VALVE PIT
● FIRE HYDRANT	--- --- WATER METER
● YARD HYDRANT	--- --- PUMP
● WATER VALVE	--- --- METER STATION
● POST INDICATOR VALVE	--- --- PUMP STATION
● VALVE PIT	--- --- WATER TANK
● WATER METER	--- --- WELL
● PUMP	--- --- ELECTRIC MANHOLE
● METER STATION	--- --- ELECTRIC BOX
● PUMP STATION	--- --- TRANSFORMER PAD
● WATER TANK	--- --- GUY
● WELL	--- --- FIBER OPTICS MANHOLE
● ELECTRIC MANHOLE	--- --- TELEPHONE MANHOLE
● ELECTRIC BOX	--- --- TELEPHONE PEDESTAL
● TRANSFORMER PAD	--- --- TELEPHONE BOOTH
● GUY	--- --- UNKNOWN MANHOLE
● FIBER OPTICS MANHOLE	--- --- UTILITY POLE
● TELEPHONE MANHOLE	
● TELEPHONE PEDESTAL	
● TELEPHONE BOOTH	
● UNKNOWN MANHOLE	
● UTILITY POLE	

BUILDING LAYOUT - VILLA



BUILDING LAYOUT - BERKSHIRE



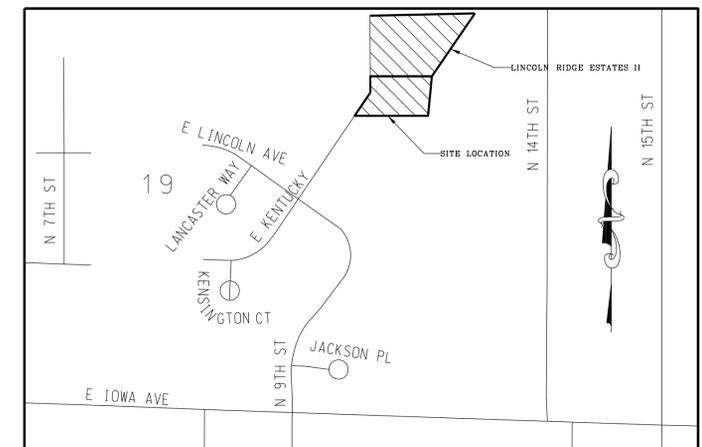
PROPERTY DEVELOPER:  
KADING PROPERTIES  
CONTACT: RICK KADING  
7008 MADISON AVENUE  
URBANDALE, IOWA 50322  
(515) 276-9384

PROPERTY OWNER:  
KADING PROPERTIES  
CONTACT: RICK KADING  
7008 MADISON AVENUE  
URBANDALE, IOWA 50322  
(515) 276-9384

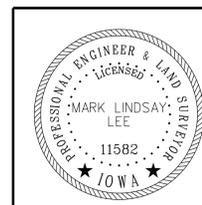
PROFESSIONAL ENGINEER:  
LEE CHAMBERLIN CONSULTANT ENGINEERS  
CONTACT: MARK LEE  
3117 115TH STREET  
VAN METER, IOWA 50261  
(515) 669-4188



CONTRACTOR TO USE UTILITY  
ONE CALL SYSTEM 48 HOURS BEFORE ANY EXCAVATION  
1-800-292-8989



VICINITY SKETCH  
SCALE: 1"=400'



I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a duly licensed Professional Engineer under the laws of the State of Iowa.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: (Printed or typed) MARK L. LEE  
License Number: 11582  
My license renewal date is December 31, 2020.  
Pages or sheets covered by this seal: \_\_\_\_\_

DESIGN START DATE: 01-01-18
DATE PLOTTED: 04-11-18
PRELIMINARY FIELD WORK COMPLETED: 04-09-18
FIELD BOOK NO. 1018-01

CAVITT CREEK CONDOMINIUMS I  
INDIANOLA, WARREN COUNTY, IOWA

**CHAMBERLIN  
CONSULTANT ENGINEERS**

3117 115TH STREET  
VAN METER, IOWA 50261  
TELE: (515) 669-4188  
EMAIL ADDRESS:  
mllee@leechamberlinengineers.com

DRAWING TITLE:  
  
TITLE

DRAWN BY: JGP
CHECKED BY: MLL
DATE: 11-21-19
JOB NO. 19017
SHEET C01

DATE	BY



**CHAMBERLIN**  
CONSULTANT ENGINEERS

3117 115TH STREET  
VAN METER, IOWA 50261  
TELE: (515) 669-4188  
EMAIL ADDRESS:  
mlee@chamberlinengineers.com

DRAWING TITLE:  
**SITE PLAN**

DRAWN BY:  
JGP  
CHECKED BY:  
MLL  
DATE:  
11-21-19  
JOB NO.  
19017  
SHEET  
C02

**SANITARY NOTES**

- ONE WEEK PRIOR TO COMMENCING CONSTRUCTION THE CONTRACTOR SHALL NOTIFY:
  - CITY OF INDIANOLA
  - ALL UTILITY COMPANIES
  - Developer
  - Engineer
- ALL MATERIALS AND CONSTRUCTION ARE TO BE IN STRICT COMPLIANCE WITH THE INDIANOLA SPECIFICATIONS FOR SUBDIVISIONS INCLUDING THE LATEST REVISIONS.
- IT IS THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THE EXACT LOCATION AND ELEVATIONS OF ALL EXISTING UTILITIES AND STRUCTURES AND WHETHER ADDITIONAL UTILITIES OR STRUCTURES EXIST AND TO PROTECT ALL EXISTING UTILITIES AND STRUCTURES. ANY DAMAGE TO EXISTING UTILITIES AND STRUCTURES SHALL BE REPAIRED AT THE CONTRACTOR'S EXPENSE.
- THE CONTRACTOR SHALL EITHER RECONNECT OR CONNECT TO STORM SEWER, ANY FIELD TILE INTERCEPTED DURING CONSTRUCTION. THE CONTRACTOR SHALL PROMPTLY NOTIFY THE CITY OF INDIANOLA WHEN FIELD TILE IS ENCOUNTERED.
- THE OWNER SHALL BE RESPONSIBLE FOR OBTAINING ANY AND ALL REQUIRED PERMITS FOR PERFORMING THE WORK.
- ALL WORK SHALL BE IN STRICT ACCORDANCE WITH APPLICABLE O.S.H.A. CODES AND STANDARDS. NOTHING INDICATED ON THESE DRAWINGS SHALL RELIEVE THE CONTRACTOR FROM COMPLYING WITH THE APPLICABLE SAFETY REGULATIONS.
- THE CONTRACTOR SHALL FURNISH AND PLACE ALL NECESSARY SIGNS AND BARRICADES DURING CONSTRUCTION IN ACCORDANCE WITH THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR RECORDING "AS-BUILT" INFORMATION FOR ALL NEW CONSTRUCTION. RECORD DRAWINGS SHALL BE MAINTAINED BY THE CONTRACTOR AND KEPT UP TO DATE AS THE WORK PROGRESSES. THE ORIGINAL RECORD DRAWINGS SHALL BE PROVIDED TO THE ENGINEER UPON COMPLETION OF CONSTRUCTION.
- ALL FILL AREAS, TRENCH BACKFILL AND PAVING SUBGRADE ARE TO BE COMPACTED TO A MINUM OF 95% STANDARD PROCTOR WITH A MOISTURE CONTENT BETWEEN OPTIMUM AND +4%.
- ALL DEBRIS SPILLED ON PUBLIC STREETS OR ADJACENT PROPERTY SHALL BE PROMPTLY REMOVED AND PROPERLY DISPOSED OF BY THE CONTRACTOR.
- IF THERE IS A DISCREPANCY BETWEEN THE QUANTITY ESTIMATE AND THE DETAILED PLANS, THE DETAILED PLANS SHALL GOVERN.
- ALL SANITARY SERVICES AND STUB OUTS FROM MANHOLES SHALL BE CAPPED
- ALL SANITARY SEWER MANHOLES SHALL HAVE TYPE "A" CASTINGS UNLESS OTHERWISE SPECIFIED
- PROVIDE SANITARY SEWER SERVICE RISER AS REQUIRED BY THE URBAN STANDARD SPECIFICATIONS FOR PUBLIC IMPROVEMENTS.
- THE CONTRACTOR SHALL MARK SANITARY SEWER MANHOLES AND SANITARY SEWER SERVICES WITH STEEL FENCE POSTS. TOP ONE FOOT OF POSTS MARKING SERVICES IS TO BE PAINTED GREEN. POSTS MARKING SANITARY MANHOLES ARE TO BE PAINTED GREEN FROM TOP OF POST TO GRADE.
- SANITARY MANHOLES ARE TO BE FURNISHED WITHOUT STEPS.
- SANITARY MANHOLE TYPE "A" CASTINGS ARE TO BE BOLTED TO THE TOP OF THE MANHOLE USING A MINIMUM OF TWO (2) 1/2" STEEL ANCHOR RODS.
- CRETEX PRO-RINGS SHALL BE USED TO ADJUST THE MANHOLE CASTING TO GRADE. NO MORE THAN 12" OF RINGS TO BE USED.
- ALL SANITARY SEWERS SHALL BE CLEANED AND TELEVIEWED AT THE CONTRACTOR'S EXPENSE PRIOR TO FINAL APPROVAL.
- ALL SANITARY SEWERS SHALL BE MANDREL TESTED AT THE CONTRACTOR'S EXPENSE PRIOR TO FINAL APPROVAL.
- ALL SANITARY SEWER MANHOLES SHALL BE AIR TESTED AT CONTRACTOR'S EXPENSE PRIOR TO FINAL APPROVAL.
- A CITY REPRESENTATIVE SHALL BE ONSITE WHEN MANDREL AND AIR TESTING IS PERFORMED.
- CONTRACTOR SHALL MAINTAIN 1% SLOPES ON ALL SANITARY SERVICES TO PROVIDE MAXIMUM DEPTH AT SERVICE END.
- ALL MANHOLES SHALL CONTAIN A CONCRETE ADMIXTURE (CONMIC) SHIELD ANTI-BACTERIAL ADMIXTURE AS MANUFACTURED BY CONSHIELD TECHNOLOGIES, INC., OR APPROVED EQUAL.
- TRACER WIRE SHALL BE INSTALLED FOR ALL SANITARY SEWER FORCE MAINS.

**STORM SEWER TABULATIONS**

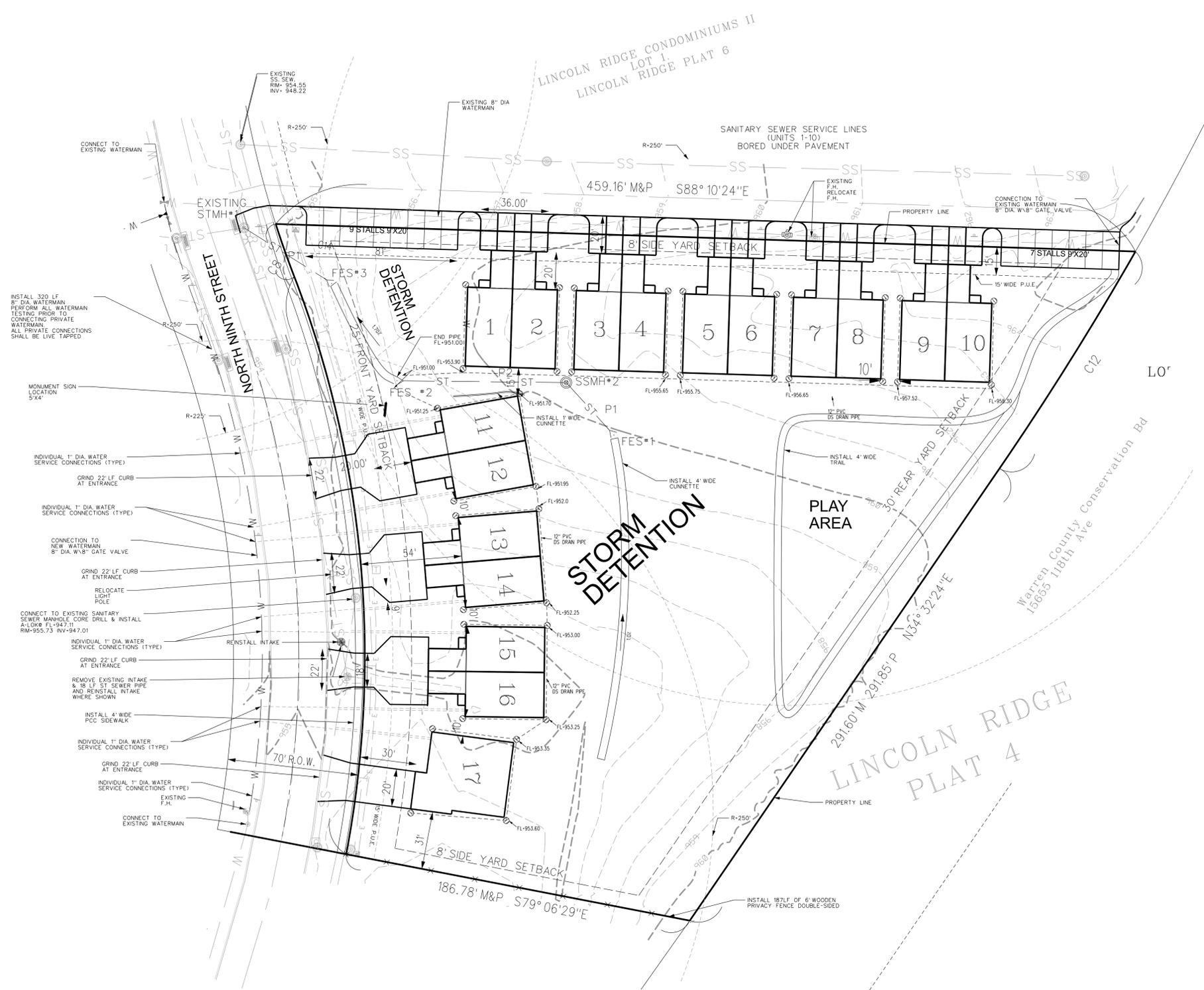
FES	FL	DIAMETER	PIPES	FROM	TO	LENGTH	DIA.	SLOPE
FES#1	952.30	12"	P1	FES#1	STMH#2	34.00	12	1.00
FES#2	951.00	12"	P2	STMH#2	FES#2	88.00	12	0.98
FES#3	950.00	12" W/ OFFICE	P3	FES#3	STMH#1	55.00	12	1.45

STORM MANHOLE  
EXISTING STMH#1  
INV-949.20

STMH #2  
RIM-957.5  
FLSE-951.96  
FLW-951.86

**NOTES:**

- ADDITIONAL PARKING SPACES ARE INSTALLED AT LINCOLN RIDGE CONDOMINIUMS II PER AMENDED SITE PLAN.



Wilhelmi, Melissa M/James  
1404 N 9th St  
Indianola IA 50125

LOT 7,  
LINCOLN RIDGE PLAT 4

C12  
Δ = 04° 41'25.31" M  
= 04° 41'25" P  
R = 1665.09' M&P  
L = 136.31' M  
= 136.30' P  
CH = 136.27' M&P  
CHBRG = N32° 10'37"E M  
CHBRG = N32° 04'43"E P

C8  
Δ = 03° 16'37.21" M  
= 04° 41'25" P  
R = 515.0' M&P  
L = 29.45' M  
= 29.46' P  
CH = 29.45' M&P  
CHBRG = N19° 29'15"W M  
CHBRG = N19° 35'43"W P

C4  
Δ = 31° 57'50.6" M  
= 32° 00'35" P  
R = 560' M&P  
L = 312.41' M  
= 312.86' P  
CH = 308.38' M  
CH = 308.80' P  
CHBRG = N05° 10'12"W M  
CHBRG = N05° 13'16"W P

DESIGN START DATE:  
01-01-18  
DATE PLOTTED:  
04-11-18  
PRELIMINARY FIELD  
WORK COMPLETED:  
04-09-18  
FIELD BOOK NO.  
1018-01

CAVITT CREEK CONDOMINIUMS I  
INDIANOLA, WARREN COUNTY, IOWA



**CHAMBERLIN**  
CONSULTANT ENGINEERS

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VAN METER, IOWA 50261  
TELE: (515) 669-4188  
EMAIL ADDRESS:  
mlce@leechamberlinengineers.com

DRAWING TITLE:  
  
GRADING  
PLAN

DRAWN BY:  
JCP  
CHECKED BY:  
MLL  
DATE:  
11-21-19  
JOB NO.  
19017  
SHEET  
C03



CAVITT CREEK CONDOMINIUMS I  
 INDIANOLA, WARREN COUNTY, IOWA

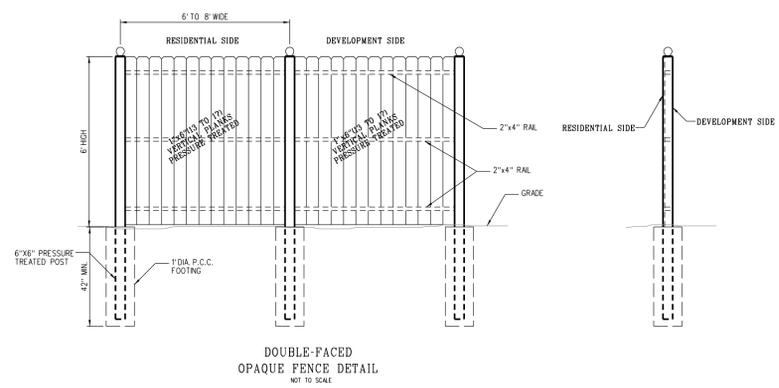


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 EMAIL ADDRESS: mlee@chamberlinengineers.com

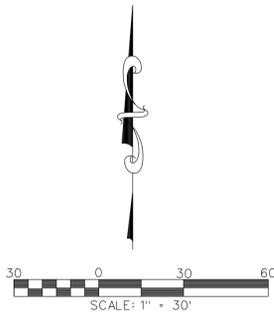
DRAWING TITLE:  
 LANDSCAPE

DRAWN BY: JGP  
 CHECKED BY: MLL  
 DATE: 11-21-19  
 JOB NO. 19017  
 SHEET C04



- GENERAL NOTES:**
- CONTRACTOR TO PROVIDE SILT FENCE AND ALL NECESSARY EROSION CONTROL MEASURES AROUND AREAS OF CONSTRUCTION.
    - PUT UP BEFORE ANY OTHER WORK IS DONE
    - INSTALL ON DOWN SLOPE SIDE(S) OF SITE WITH ENDS EXTENDED UP SIDE SLOPES A SHORT DISTANCE
    - PLACE PARALLEL TO THE CONTOUR OF THE LAND TO ALLOW WATER TO POND BEHIND FENCE
    - ENTRENCH FOUR INCHES DEEP
    - USE ONE STAKE EVERY THREE FEET
    - DON'T LEAVE GAPS BETWEEN SECTIONS OF SILT FENCE
    - INSPECT AND REPAIR WEEKLY AFTER EVERY 1/2" RAIN. REMOVE SEDIMENT IF DEPOSITS REACH HALF THE FENCE HEIGHT.
    - MAINTAIN UNTIL A LAWN IS ESTABLISHED.
  - SEDIMENT CLEANUP
    - AT THE END OF EACH WORK DAY, SWEEP OR SCRAPE UP SOIL TRACKED ONTO ROADS
    - BY THE END OF THE NEXT DAY AFTER A STORM, CLEAN UP SOIL WASHED OFF SITE, AND CHECK STRAW BALES AND SILT FENCES FOR DAMAGE OR SEDIMENT BUILDUP.
  - PRESERVING EXISTING VEGETATION
    - WHEREVER POSSIBLE, PRESERVE EXISTING TREES, SHRUBS, AND OTHER VEGETATION.
    - TO PREVENT ROOT DAMAGE, DO NOT GRADE, PLACE SOIL PILES OR PARK VEHICLES NEAR TREES MARKED FOR PRESERVATION.
    - PLACE PLASTIC MESH OR SNOW FENCE BARRIERS AROUND TREES TO PROTECT THE AREA BELOW THEIR BRANCHES.
  - REVEGETATION: SEED, SOD OR MULCH BARE SOIL AS SOON AS POSSIBLE. DURING SITE DEVELOPMENT THE OWNER'S ARBORIST WILL TAG AND LOCATE THE EXISTING TREES TO BE SAVED, PROTECTED AND PRUNED AS STATED ABOVE.

PLANT MATERIAL SCHEDULE							
KEY	QTY	BOTANICAL NAME	COMMON NAME	INSTALL SIZE	HGT & SPREAD	GROWTH	REMARKS
OVERSTORY - DECIDUOUS							
D1	0	ACER NIGRUM	BLACK MAPLE	2" CAL.	75x60	MODERATE	
D2	0	CELTIS OCCIDENTALIS	HACKBERRY	2" CAL.	75x50	MODERATE	
D3	0	BETULA NIGRA	RIVER BIRCH	2" CAL.	60x40	FAST	
D4	0	QUERCUS RUBRA	RED OAK	2" CAL.	75x60	MODERATE	
D5	3	ACER RUBRUM	RED SUNSET MAPLE	2" CAL.	70x50	FAST	
D6	10	QUERCUS BICOLOR	SWAMP WHITE OAK	2" CAL.	45x45	FAST	
D7	3	TILIA CORDATA	LITTLE LEAF LINDEN	2" CAL.	60x40	MODERATE	
OVERSTORY - EVERGREEN							
E1	0	PINUS SYLVESTRIS	SCOTS PINE	6" TALL	60x50	FAST	
E2	0	PICEA PUNGENS GLAUCA	COLORADO BLUE SPRUCE	6" TALL	40x25	SLOW	
E3	0	PICEA GLAUCA DENSATA	BLACK HILLS SPRUCE	6" TALL	20x10	SLOW	
E4	0	PICEA ABIES	NORWAY SPRUCE	6" TALL	40x25	SLOW	
ORNAMENTAL - DECIDUOUS							
D01	0	CERCIS CANADENSIS	REDBUD	1" CAL.	30x20	MODERATE	
D02	11	MALUS SP	SPRING SNOW CRAB	1" CAL.	20x20	MODERATE	
D03	9	ACER PLATANOIDES 'COLUMNARE'	COLUMNAR NORWAY MAPLE	1" CAL.	45x15	MODERATE	
SHRUBBERY							
S1	0	JUNIPERUS SCOPULARUM	WICHITA BLUE JUNIPER	2' TALL	10'x6'		
S2	22	BUXUS SEPERVIRENS	BOXWOOD	15" TALL	5'x3'		
S3	0	PHYSOCARPUS OPULIFOLIUS	GOLDEN NINE BARK	2' TALL	8'x6'		
S4	0	ACER GINALLA COMPACTA	DWARF AMUR MAPLE	3' TALL	8'x8'		
S5	32	PRUNUS CISTENA	FLOWERING PLUM	3' TALL	8'x6'		
TURF							
SOD: MIXTURE OF BLUEGRASS/RYE; 5 FOOT BORDER AROUND ALL NEW PAVED AREAS, 10' BORDER AROUND BUILDING							
SEED: MIXTURE OF BLUEGRASS/RYE TO BE APPLIED TO ALL DISTURBED LAWN AREAS NOT RECEIVING SOD.							
NOTE: MULCH AROUND ALL TREES AND SHRUBS AND IN PLANTING BEDS.							
STORM WATER DETENTION AREA:							
PLANT MATERIALS TO INCLUDE A MIX MOISTURE TOLERANT FLOWERS AND GRASSES AND TURF GRASSES.							



DESIGN START DATE:  
01-01-18  
DATE PLOTTED:  
04-11-18  
PRELIMINARY FIELD  
WORK COMPLETED:  
04-09-18  
FIELD BOOK NO.  
1018-01

CAVITT CREEK CONDOMINIUMS I  
INDIANOLA, WARREN COUNTY, IOWA

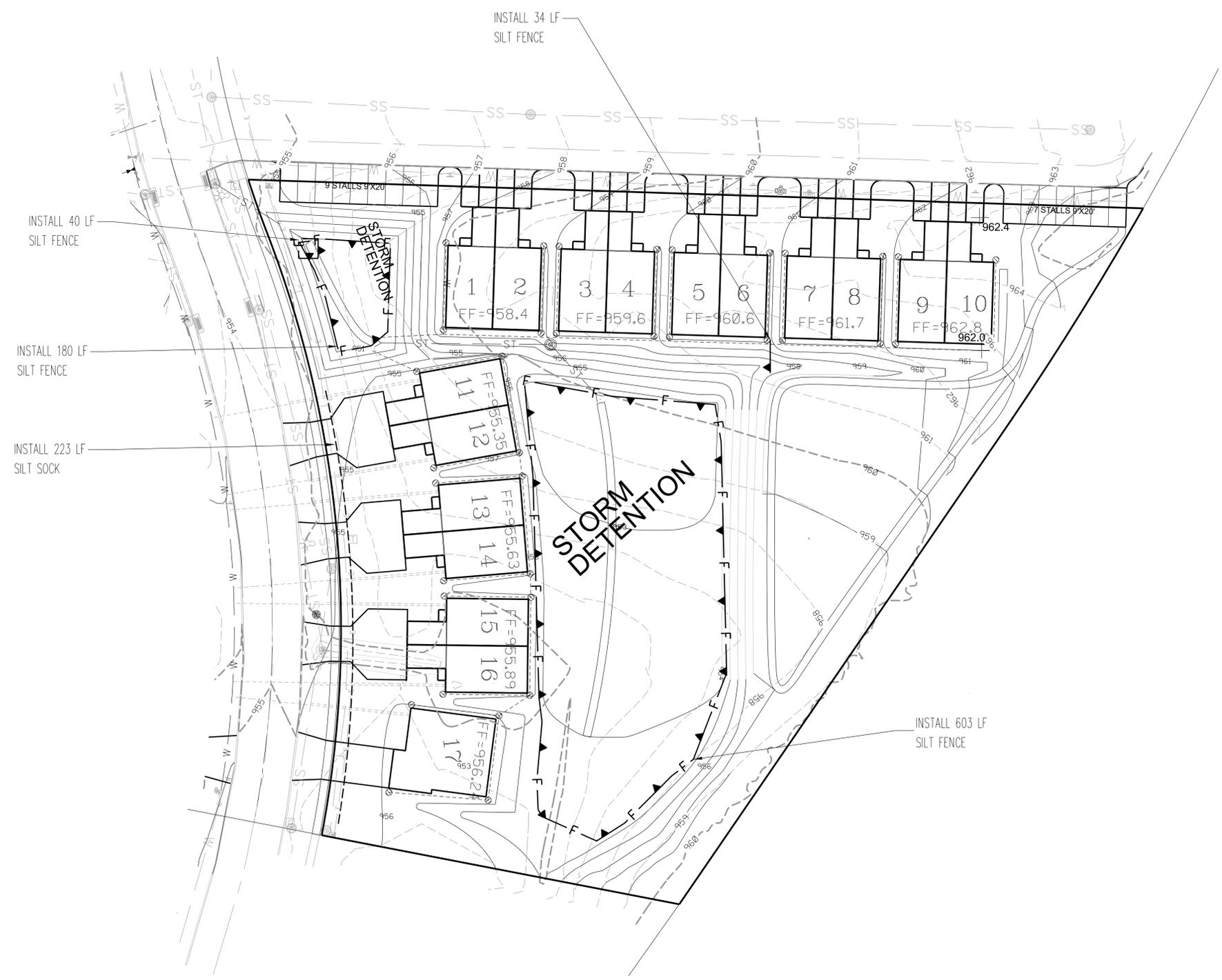


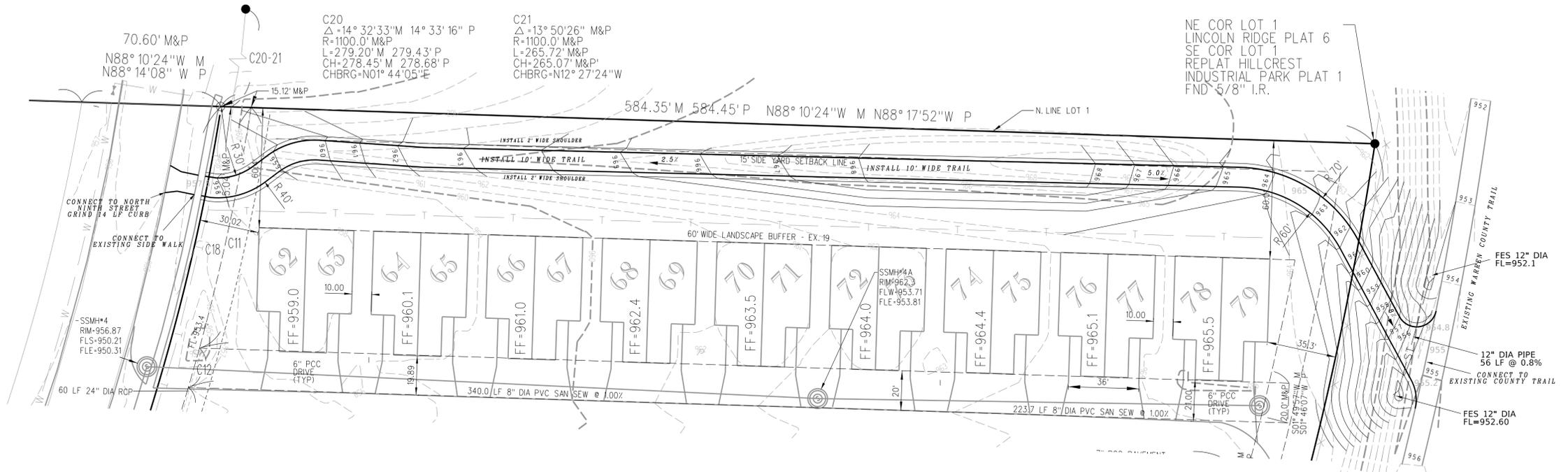
**CHAMBERLIN**  
CONSULTANT ENGINEERS

3117 115TH STREET  
VAN METER, IOWA 50261  
TELE: (515) 669-4188  
EMAIL ADDRESS:  
mlee@leechamberlinengineers.com

DRAWING TITLE:  
*EROSION*

DRAWN BY:  
JGP  
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SHEET  
C05

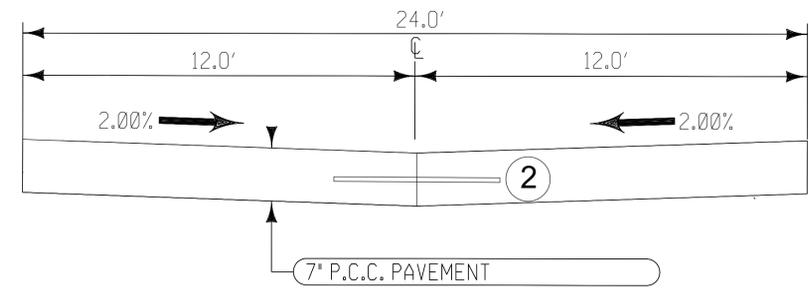




## TRAIL CONNECTION DETAIL - LOT 1, LINCOLN RIDGE ESTATES PLAT 4

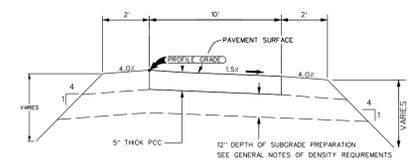
NOTE:

1. TRAIL EASEMENT TO BE CONVEYED AT THE TIME OF SITE PLAN APPROVAL BY CITY COUNCIL.



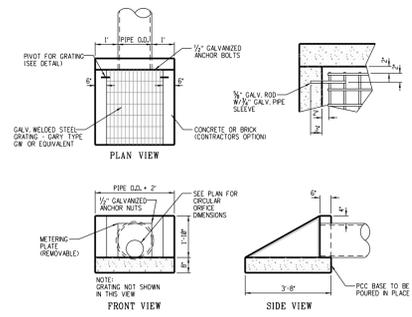
TYPICAL CROSS SECTION - PRIVATE DRIVE  
7" P.C.C. INVERTED CROWN PAVEMENT DETAIL

2. BT, KT, OR L JOINT DEPENDING UPON CONSTRUCTION SEQUENCE.

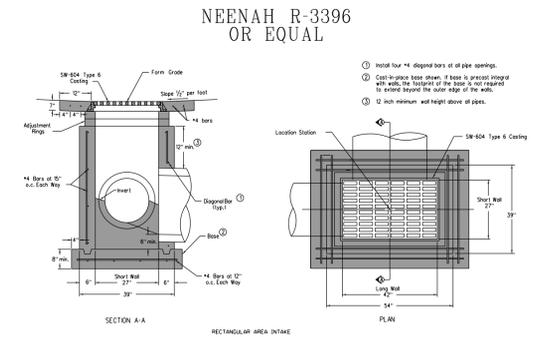


TYPICAL TRAIL CROSS SECTION

JOINTS: SHALL BE 'C' JOINTS FOR PAVEMENT THICKNESS LESS THAN 8\"/>



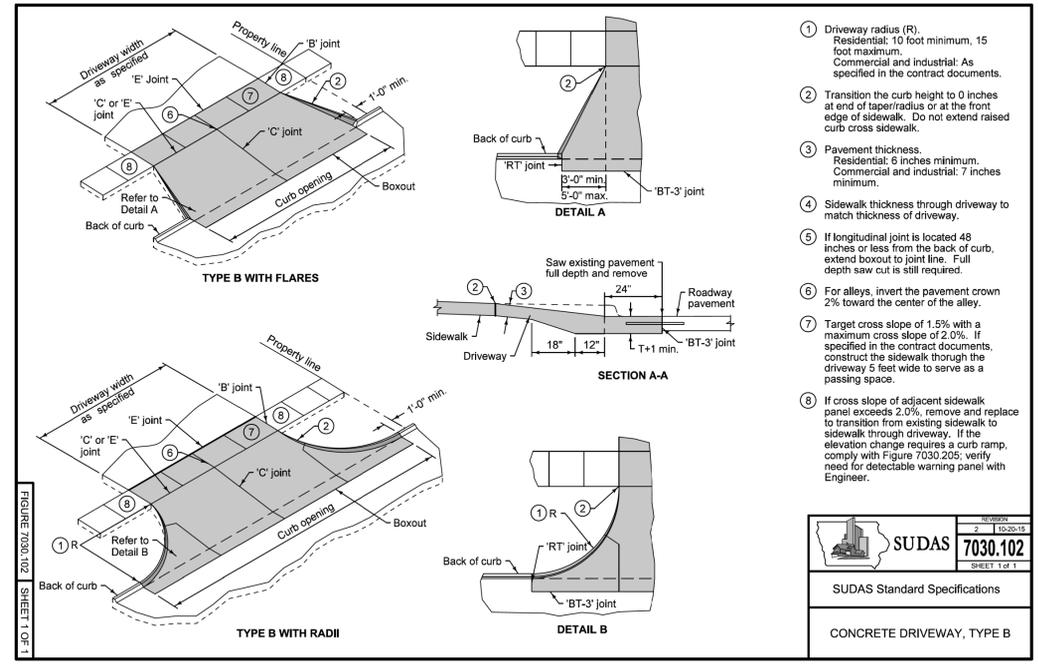
DETENTION BASIN OUTLET  
PIPE ORIFICE DETAIL



NEENAH R-3396  
OR EQUAL

MINIMUM PIPE DIMENSIONS	
Pipe Diameter	12"
Location	12"
Spacing	24"
Slot Width	1/2"
Slot Length	30"

Type "M-H" Intake, SM-511 - MOD. 02-11-17



- 1 Driveway radius (R). Residential: 10 foot minimum, 15 foot maximum. Commercial and industrial: As specified in the contract documents.
- 2 Transition the curb height to 0 inches at end of taper/radius or at the front edge of sidewalk. Do not extend raised curb cross sidewalk.
- 3 Pavement thickness. Residential: 6 inches minimum. Commercial and industrial: 7 inches minimum.
- 4 Sidewalk thickness through driveway to match thickness of driveway.
- 5 If longitudinal joint is located 48 inches or less from the back of curb, extend boxout to joint line. Full depth saw cut is still required.
- 6 For alleys, invert the pavement crown 2% toward the center of the alley.
- 7 Target cross slope of 1.5% with a maximum cross slope of 2.0%. If specified in the contract documents, construct the sidewalk through the driveway 5 feet wide to serve as a passing space.
- 8 If cross slope of adjacent sidewalk panel exceeds 2.0%, remove and replace to transition from existing sidewalk to sidewalk through driveway. If the elevation change requires a curb ramp, comply with Figure 7030.205; verify need for detectable warning panel with Engineer.

	<b>SUDAS</b> 7030.102
SUDAS Standard Specifications	
CONCRETE DRIVEWAY, TYPE B	

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CAVITT CREEK CONDOMINIUMS I  
INDIANOLA, WARREN COUNTY, IOWA

**LEE**  
**CHAMBERLIN**  
CONSULTANT ENGINEERS

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DRAWN BY:  
JCP  
CHECKED BY:  
MLL  
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19017  
SHEET  
C06

**RESOLUTION NO. 2020-**

**A RESOLUTION APPROVING THE SITE PLAN FOR CAVITT CREEK  
CONDOMINIUMS I**

---

**WHEREAS**, on December 10, 2019 the Planning and Zoning Commission met to consider Kading Properties LLC request for site plan approval of Cavitt Creek Condominiums I, a residential development on a lot exceeding one (1) acre, between 1404 and 1500 North 9<sup>th</sup> Street in Indianola; and

**WHEREAS**, the Planning and Zoning Commission recommend approval of the development with the following conditions:

1. All required permitting is secured, including but not limited to, Permit Program under the Clean Water Act Section 404; and,
2. Subject to the results of a traffic impact analysis; and

**WHEREAS**, the City Council has reviewed the request and heard comments from the developer and the public; and

**WHEREAS**, the City Council has determined that the site plan meets the requirements as set out in the Municipal Code and should be approved by it.

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Indianola, Iowa having considered the recommendations of the Planning and Zoning Commission, the requirements of the Municipal Code and the comments from the developer and the public, deems it appropriate to approve the site plan for Cavitt Creek Condominiums I, a residential development on a lot exceeding one (1) acre, between 1404 and 1500 North 9<sup>th</sup> Street in Indianola.

**PASSED AND APPROVED** the 21 day of January 2020.

---

Kelly B. Shaw, Mayor

**ATTEST:**

---

Andrew J. Lent, City Clerk

**Meeting Date:** 01/21/2020

---

**Information**

**Subject**

Consideration of a 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 (P&Z unanimously recommended denial).

**Information**

Roll call is in order.

---

**Fiscal Impact**

**Attachments**

Cavitt 2

Cavitt 2 Traffic Study

Resolution - Site Plan

---



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CAVITT CREEK CONDOMINIUMS II  
INDIANOLA, WARREN COUNTY, IOWA



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mlee@chamberlinengineers.com

DRAWING TITLE:  
SITE PLAN

DRAWN BY:  
JGP  
CHECKED BY:  
MLL  
DATE:  
11-21-19  
JOB NO.  
19017  
SHEET  
C02

STORM SEWER TABULATIONS

FES	FL	DIAMETER	INTAKE	TYPF	RIM	INV
FES#1	925.00	24"	INT#D1	SW-S11 MOD. DOUBLE	932.00	926.01
FES#2	924.20	18"	INT#E1	SW-S11 MOD. DOUBLE	941.00	936.03
FES#3	925.00	18"	INT#E2	SW-S12 BEEHIVE	941.50	937.22
FES#4	925.80	30"	INT#E3	SW-S12 BEEHIVE	941.50	937.22
FES#5	925.80	18"	INT#E4	SW-S12 BEEHIVE	945.20	939.60
FES#6	925.80	15"	INT#E5	SW-S12 BEEHIVE	945.00	939.40
FES#9	940.00	24"	INT#B1	SW-S11 MOD.	945.00	941.00
FES#8	935.50	24"	INT#D2	SW-S12 BEEHIVE	944.50	941.50
FES#10	940.50	30"	INT#C1	SW-S11 MOD.	945.00	940.00
			INT#E3	SW-S12 BEEHIVE	944.20	940.70
			INT#A1	DOUBLE SW-S11 MOD	949.00	FLS#944.67
			INT#A2	SW-S11 MOD.	950.80	946.10

PIPES	FROM	TO	LENGTH	DIA	SLOPE	STORM MANHOLES	INSTALL STMH#	DIA	DIAMETER
P-D1	INT#D1	FES#1	48.12	24	2.09		INSTALL STMH#D	RIM-940.00	RIM-945.00
P1	FES#2	FES#3	88.01	18	0.91		INSTALL STMH#E1	FLE-935.00	FLE-938.00
P-E2	INT#E1	STMH#E1	104.00	30	5.70		DIAMETER 60"	FLN-932.80	FLW-937.90
P-E1	STMH#E1	FES#4	48.18	30	4.57			RIM-936.00	
P-R45	STMH#E2	INT#E1	43.17	18	0.74			FLN-930.10	
P-E4	STMH#E3	INT#E1	37.00	24	0.86		INSTALL STMH#A1	FLS-928.00	
P-E5	STMH#E2	INT#E2	84.50	18	1.03			RIM-948.15	
P-E6	STMH#E3	INT#E1	84.60	18	1.03		INSTALL STMH#E2	FLN-942.25	FLS-943.15
P-E7	INT#E3	INT#E4	24.00	15	9.92			RIM-941.54	
P-E8	INT#E2	INT#E5	48.96	12	4.45		INSTALL STMH#A2	FLN-936.35	
P-B2	INT#B1	STMH#B1	114.00	15	2.26		DIAMETER 60"	RIM-941.33	RIM-952.15
P-C2	INT#C1	STMH#C1	115.00	15	4.35		INSTALL STMH#E3	FLN-947.00	
P-C3	INT#C1	INT#C2	27.20	12	2.57			RIM-941.33	RIM-952.15
P-C4	INT#B1	INT#B2	27.20	12	1.84		INSTALL STMH#A3	FLN-936.35	FLN-947.00
P-C1	STMH#C1	FES#6	86.89	15	8.06			FLE-936.35	
P-2A	STMH#D	FES#7	97.27	24	2.06		INSTALL STMH#A1A	FLN-945.54	
P-2B	STMH#D	FES#9	175.63	24	1.37		DIAMETER 60"	RIM-940.00	RIM-950.5
P-A3	INT#A2	INT#A1	47.00	18	0.98			FLW-945.54	
P-A4	INT#A1	INT#A2	75.00	18	1.80		INSTALL STMH#B1	FLN-930.10	
P-A2	INT#A1	STMH#A1	93.00	30	2.60			FLW-930.10	
P-A1	FES#10	STMH#A1	30.00	30	5.50			FLN-945.64	
P-AZA	INT#A1	DTMG#A1A	55.00	24	1.40			FLN-945.64	

DOWNSPOUT DRAINAGE

INTAKE	TYPF	RIM	INV	FROM	TO	DIA	LENGTH	SLOPE (%)
INT#DS1	HARCO 12" DIA	945.70	942.70	INT#DS1	INT#DS2	12"	40.00	0.51
INT#DS2	HARCO 12" DIA	945.70	942.49	INT#DS2	INT#DS3	12"	40.00	0.51
INT#DS3	HARCO 12" DIA	945.70	942.28	INT#DS3	INT#DS4	12"	40.00	0.51
INT#DS4	HARCO 12" DIA	945.70	942.08	INT#DS4	INT#B2	12"	77.50	0.51
INT#DS5	HARCO 12" DIA	941.18	947.80	INT#DS5	INT#DS6	12"	167.68	3.34
INT#DS6	HARCO 12" DIA	946.60	942.20	INT#DS6	INT#DS7	12"	136.17	3.13
INT#DS7	HARCO 12" DIA	943.30	939.30	INT#DS7	INT#DS8	12"	86.47	1.73
INT#DS8	HARCO 12" DIA	941.80	937.80	INT#DS8	INT#E3	12"	76.60	3.76
INT#DS9	HARCO 12" DIA	944.70	941.09	INT#DS12	INT#DS11	12"	40.00	0.51
INT#DS10	HARCO 12" DIA	944.70	941.30	INT#DS11	INT#DS10	12"	40.00	0.51
INT#DS11	HARCO 12" DIA	944.70	941.50	INT#DS10	INT#DS9	12"	40.00	0.51
INT#DS12	HARCO 12" DIA	944.70	941.70	INT#DS9	INT#C2	12"	76.70	0.51

SANITARY SEWER TABULATIONS

INSTALL SSMH#	INSTALL SSMH#	INSTALL SSMH#	PIPES	FROM	TO	LENGTH	DIA	SLOPE (%)
INSTALL SSMH#1	INSTALL SSMH#6	INSTALL SSMH#10	PSS-1	SSMH#1	SSMH#2	317.22	8	2.94
RIM-955.08	RIM-938.46	RIM-954.62	PSS-2	SSMH#2	SSMH#3	321.34	8	1.32
FLW-947.08	FLN-946.82	FLN-946.82	PSS-3	SSMH#4	SSMH#4	148.78	8	3.74
	FLN-930.36	FLN-946.82	PSS-4	SSMH#4	SSMH#4	192.98	8	3.76
			PSS-5	SSMH#11	SSMH#10	150.50	8	0.551
INSTALL SSMH#2	INSTALL SSMH#7	INSTALL SSMH#11	PSS-6	SSMH#10	SSMH#9	144.66	8	1.251
RIM-945.75	RIM-944.47	RIM-955.45	PSS-7	SSMH#9	SSMH#8	120.57	8	1.987
FLE-937.75	FLE-936.47	FLN-947.45	PSS-8	SSMH#8	SSMH#7	218.76	8	2.62
FLW-937.65	FLN-936.47	FLN-947.45	PSS-9	SSMH#7	SSMH#6	183.37	8	3.22
			PSS-10	SSMH#6	SSMH#5	183.55	8	6.65
INSTALL SSMH#3	INSTALL SSMH#12	INSTALL SSMH#13	PSS-11	SSMH#13	SSMH#12	148.295	8	0.5
RIM-941.64	RIM-948.85	RIM-948.85	PSS-12	SSMH#12	SSMH#7	317.25	8	0.53
FLE-933.42	FLE-933.42	FLN-938.95	PSS-13	SSMH#14	SSMH#14	150.91	8	0.5
FLS-933.32	RIM-950.30	FLS-938.15	PSS-14	SSMH#14	SSMH#8	300.27	8	1.22
	FLE-942.30	FLN-942.30	PSS-15	SSMH#5	EXISTING	143.35	10	0.5
INSTALL SSMH#4	INSTALL SSMH#13	INSTALL SSMH#13						
RIM-935.76	FLW-942.20	RIM-946.85						
FLN-927.76	FLW-942.20	FLS-939.00						
FLS-927.66	RIM-952.85	FLS-939.00						
INSTALL SSMH#5	INSTALL SSMH#14	INSTALL SSMH#14						
RIM-934.60	FLW-944.71	RIM-954.13						
FLN-920.42	FLW-944.61	FLN-946.07						
FLS-920.42	FLW-944.97	FLS-947.97						
FLW-920.32								
	INSTALL SSMH#15	INSTALL SSMH#15						
	RIM-954.83	RIM-954.83						
	FLS-946.83	FLS-946.83						
	EXISTING SSMH	EXISTING SSMH						
	RIM-930.54	RIM-930.54						
	INV-919.50	INV-919.50						
	FLS-919.50	FLS-919.50						

SANITARY NOTES

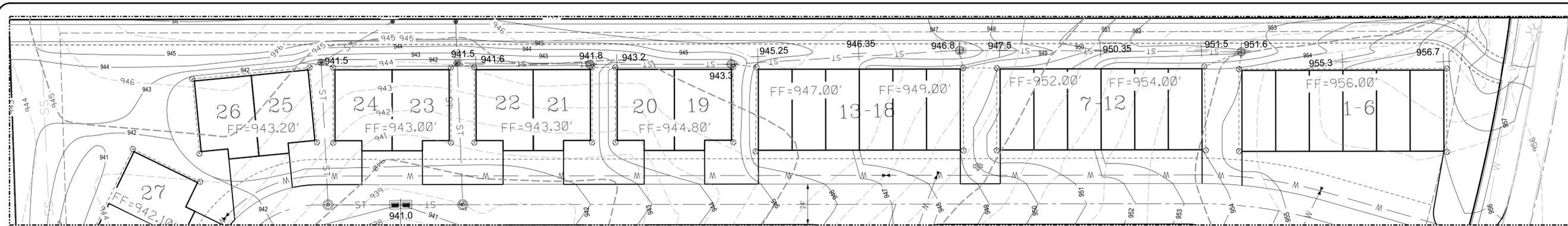
- ONE WEEK PRIOR TO COMMENCING CONSTRUCTION THE CONTRACTOR SHALL NOTIFY:
  - CITY OF INDIANOLA
  - ALL UTILITY COMPANIES
  - Developer
  - Engineer
- ALL MATERIALS AND CONSTRUCTION ARE TO BE IN STRICT COMPLIANCE WITH THE INDIANOLA SPECIFICATIONS FOR SUBDIVISIONS INCLUDING THE LATEST REVISIONS.
- IT IS THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THE EXACT LOCATION AND ELEVATIONS OF ALL EXISTING UTILITIES AND STRUCTURES AND WHETHER ADDITIONAL UTILITIES OR STRUCTURES EXIST AND TO PROTECT ALL EXISTING UTILITIES AND STRUCTURES. ANY DAMAGE TO EXISTING UTILITIES AND STRUCTURES SHALL BE REPAIRED AT THE CONTRACTOR'S EXPENSE.
- THE CONTRACTOR SHALL EITHER RECONNECT OR CONNECT TO STORM SEWER, ANY FIELD TILE INTERCEPTED DURING CONSTRUCTION. THE CONTRACTOR SHALL PROMPTLY NOTIFY THE CITY OF INDIANOLA WHEN FIELD TILE IS ENCOUNTERED.
- THE OWNER SHALL BE RESPONSIBLE FOR OBTAINING ANY AND ALL REQUIRED PERMITS FOR PERFORMING THE WORK.
- ALL WORK SHALL BE IN STRICT ACCORDANCE WITH APPLICABLE O.S.H.A. CODES AND STANDARDS. NOTHING INDICATED ON THESE DRAWINGS SHALL RELIEVE THE CONTRACTOR FROM COMPLYING WITH THE APPLICABLE SAFETY REGULATIONS.
- THE CONTRACTOR SHALL FURNISH AND PLACE ALL NECESSARY SIGNS AND BARRICADES DURING CONSTRUCTION IN ACCORDANCE WITH THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR RECORDING "AS-BUILT" INFORMATION FOR ALL NEW CONSTRUCTION. RECORD DRAWINGS SHALL BE MAINTAINED BY THE CONTRACTOR AND KEPT UP TO DATE AS THE WORK PROGRESSES. THE ORIGINAL RECORD DRAWINGS SHALL BE PROVIDED TO THE ENGINEER UPON COMPLETION OF CONSTRUCTION.
- ALL FILL AREAS, TRENCH BACKFILL AND PAVING SUBGRADE ARE TO BE COMPACTED TO A MINUM OF 95% STANDARD PROCTOR WITH A MOISTURE CONTENT BETWEEN OPTIMUM AND +4%.
- ALL DEBRIS SPILLED ON PUBLIC STREETS OR ADJACENT PROPERTY SHALL BE PROMPTLY REMOVED AND PROPERLY DISPOSED OF BY THE CONTRACTOR.
- IF THERE IS A DISCREPANCY BETWEEN THE QUANTITY ESTIMATE AND THE DETAILED PLANS, THE DETAILED PLANS SHALL GOVERN.
- ALL SANITARY SERVICES AND STUB OUTS FROM MANHOLES SHALL BE CAPPED
- ALL SANITARY SEWER MANHOLES SHALL HAVE TYPE "A" CASTINGS UNLESS OTHERWISE SPECIFIED
- PROVIDE SANITARY SEWER SERVICE RISER AS REQUIRED BY THE URBAN STANDARD SPECIFICATIONS FOR PUBLIC IMPROVEMENTS.
- THE CONTRACTOR SHALL MARK SANITARY SEWER MANHOLES AND SANITARY SEWER SERVICES WITH STEEL FENCE POSTS. TOP ONE FOOT OF POSTS MARKING SERVICES IS TO BE PAINTED GREEN. POSTS MARKING SANITARY MANHOLES ARE TO BE PAINTED GREEN FROM TOP OF POST TO GRADE.
- SANITARY MANHOLES ARE TO BE FURNISHED WITHOUT STEPS.
- SANITARY MANHOLE TYPE "A" CASTINGS ARE TO BE BOLTED TO THE TOP OF THE MANHOLE USING A MINIMUM OF TWO (2) 1/2" STEEL ANCHOR RODS.
- CRETEX PRO-RINGS SHALL BE USED TO ADJUST THE MANHOLE CASTING TO GRADE. NO MORE THAN 12" OF RINGS TO BE USED.
- ALL SANITARY SEWERS SHALL BE CLEANED AND TELEVIEWED AT THE CONTRACTOR'S EXPENSE PRIOR TO FINAL APPROVAL.
- ALL SANITARY SEWERS SHALL BE MANDREL TESTED AT THE CONTRACTOR'S EXPENSE PRIOR TO FINAL APPROVAL.
- ALL SANITARY SEWER MANHOLES SHALL BE AIR TESTED AT CONTRACTOR'S EXPENSE PRIOR TO FINAL APPROVAL.
- A CITY REPRESENTATIVE SHALL BE ONSITE WHEN MANDREL AND AIR TESTING IS PERFORMED.
- CONTRACTOR SHALL MAINTAIN 1% SLOPES ON ALL SANITARY SERVICES TO PROVIDE MAXIMUM DEPTH AT SERVICE END.
- ALL MANHOLES SHALL CONTAIN A CONCRETE ADMIXTURE (CONMIC) SHIELD ANTI-BACTERIAL ADMIXTURE AS MANUFACTURED BY CONSHIELD TECHNOLOGIES, INC., OR APPROVED EQUAL.
- TRACER WIRE SHALL BE INSTALLED FOR ALL SANITARY SEWER FORCE MAINS.



NOTES:

- TRAIL EASEMENT TO BE CONVEYED AT THE TIME OF SITE PLAN APPROVAL BY CITY COUNCIL.
- THE CAVITT CREEK I PROJECT HAS EXCESS DIRT MATERIAL AND WILL BE HAULED ACROSS NORTH NINTH. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING THE STREET AND CLEAN UP.
- ALL DRIVEWAYS/PARKING IN FRONT OF UNITS SHALL BE 7" THICK PCC CONSTRUCTED TO SUDAS SPECIFICATION
- PLAT WILL BE RECORDED AT THE TIME OF SITE PLAN APPROVAL BY THE CITY COUNCIL.
- 15' PUES WILL BE CONVEYED AT THE TIME OF SITE PLAN APPROVAL BY THE CITY COUNCIL.





SCALE: 1" = 30'  
DETAIL



SCALE: 1" = 60'

DESIGN START DATE:  
01-01-18  
DATE PLOTTED:  
04-11-18  
PRELIMINARY FIELD  
WORK COMPLETED:  
04-09-18  
FIELD BOOK NO.  
1018-01

CAVITT CREEK CONDOMINIUMS II  
INDIANOLA, WARREN COUNTY, IOWA

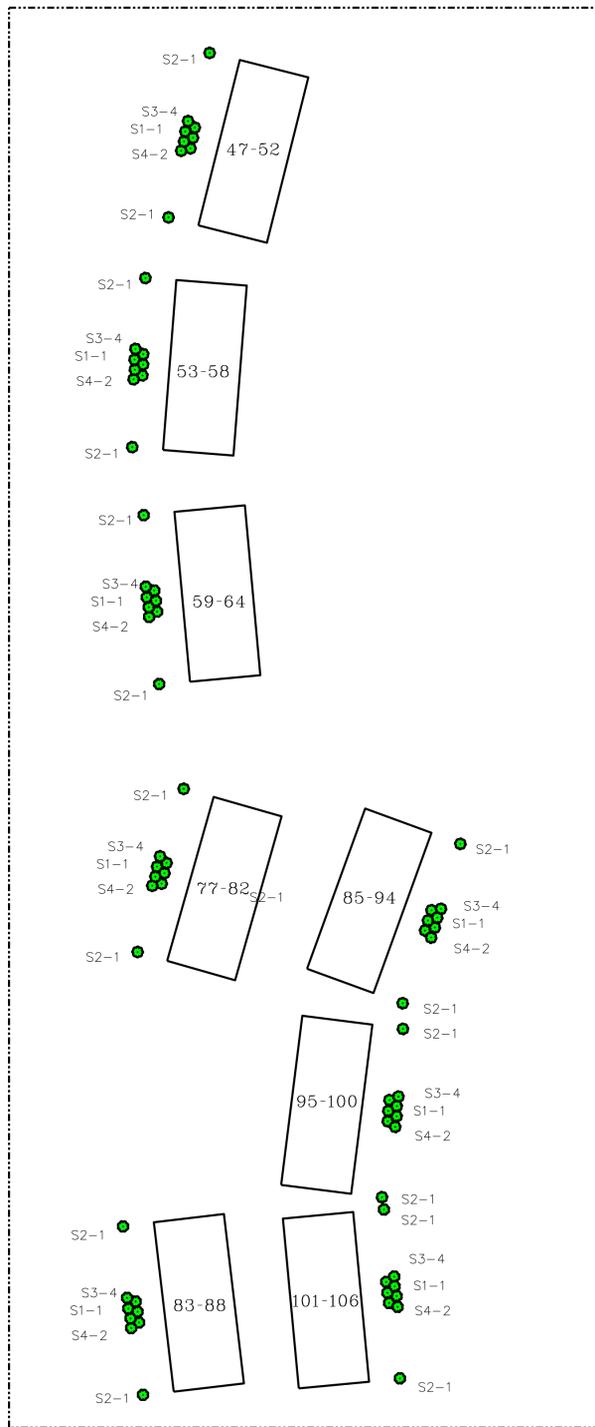
**CHAMBERLIN**  
CONSULTANT ENGINEERS

3117 115TH STREET  
VAN METER, IOWA 50261  
TELE: (515) 669-4188  
EMAIL ADDRESS:  
mlee@lechamberlinengineers.com

DRAWING TITLE:  
GRADING  
PLAN

DRAWN BY:  
JGP  
CHECKED BY:  
MLL  
DATE:  
11-21-19  
JOB NO.  
19017  
SHEET  
C03

DETAILS



GENERAL NOTES:

- CONTRACTOR TO PROVIDE SILT FENCE AND ALL NECESSARY EROSION CONTROL MEASURES AROUND AREAS OF CONSTRUCTION.
  - PUT UP BEFORE ANY OTHER WORK IS DONE.
  - INSTALL ON DOWN SLOPE SIDES OF SITE WITH ENDS EXTENDED UP SIDE SLOPES A SHORT DISTANCE.
  - PLACE PARALLEL TO THE CONTOUR OF THE LAND TO ALLOW WATER TO POOL BEHIND FENCE.
  - ENTRENCH FOUR INCHES DEEP.
  - USE ONE STAKE EVERY THREE FEET.
  - DON'T LEAVE GAPS BETWEEN SECTIONS OF SILT FENCE.
  - INSPECT AND REPAIR IMMEDIATELY AFTER EVERY 1/2" RAIN. REMOVE SEDIMENT IF DEPOSITS REACH HALF THE FENCE HEIGHT.
  - MAINTAIN UNTIL A LAWN IS ESTABLISHED.
- AT THE END OF EACH WORK DAY, SWEEP OR SCRAPER UP SOIL TRACKED ONTO ROADS.
  - BY THE END OF THE NEXT DAY AFTER A STORM, CLEAN UP SOIL WASHED OFF SITE AND CHECK STRAW BALES AND SILT FENCES FOR DAMAGE OR SEDIMENT BUILDUP.
  - PRESERVE EXISTING VEGETATION.
    - WHENEVER POSSIBLE, PRESERVE EXISTING TREES, SHRUBS, AND OTHER VEGETATION.
    - TO PREVENT ROOT DAMAGE, DO NOT GRAZE, PLACE SOL PILES OR PARK VEHICLES NEAR TREES MARKED FOR PRESERVATION.
    - PLACE PLASTIC MESH OR SNOW FENCE BARRIERS AROUND TREES TO PROTECT THE AREA BELOW THEIR BRANCHES.
    - REVEGETATION: SEED, SOO OR MULCH BARE SOIL AS SOON AS POSSIBLE. DURING SITE DEVELOPMENT THE OWNER'S ARBORIST WILL TAG AND LOCATE THE EXISTING TREES TO BE SAVED, PROTECTED AND PRUNED AS STATED ABOVE.

KEY	QTY	BOTANICAL NAME	COMMON NAME	INSTALL SIZE	HGT & SPREAD	GROWTH	REMARKS
OVERSTORY - DECIDUOUS							
D1	0	ASER NORUM	BLACK MAPLE	2" CAL	75x60	MODERATE	
D2	0	CELTIS OCCIDENTALIS	HAWKBERRY	2" CAL	75x50	MODERATE	
D3	0	BETULA RUBRA	RIVER BIRCH	2" CAL	60x40	FAST	
D4	0	QUERCUS RUBRA	RED OAK	2" CAL	75x60	MODERATE	
D5	32	ASER RUBRUM	RED SUMMIT MAPLE	2" CAL	70x50	FAST	
D6	36	QUERCUS BICOLOR	SHARP SHIN OAK	2" CAL	65x45	FAST	
D7	3	TILIA CORDATA	LITTLE LEAF LINDEN	2" CAL	60x40	MODERATE	
OVERSTORY - EVERGREEN							
E1	0	PRINUS SYLVESTRIS	SCOTS PINE	4" TALL	60x50	FAST	
E2	0	PICEA PUNICA BLUE SPRUCE	COLORADO BLUE SPRUCE	6" TALL	40x25	SLOW	
E3	0	PICEA GLAUCA DENSATA	BLACK HILLS SPRUCE	6" TALL	20x10	SLOW	
E4	0	PICEA ABIES	NORWAY SPRUCE	6" TALL	40x25	SLOW	
ORNAMENTAL - DECIDUOUS							
D01	26	CERIS CANADENSIS	REDBUD	1" CAL	30x20	MODERATE	
D02	99	MAIUS SP	SPRING SHOW SHAW	1" CAL	20x20	MODERATE	
D03	39	ASER PLATANOIDES COLUMBIARE	COLUMBIAN NORWAY MAPLE	1" CAL	45x15	MODERATE	
SHRUBBERY							
S1	17	CALAMAGROSTIS ADULFORA	KARL FIEDERSTER	2 GAL	4x27		
S2	50	BUXUS SEPIPERVENS	BOXWOOD	15" TALL	5x17		
S3	93	BRUNUS ARBONICA 'YARD-LOW'	FRAGRANT YUCCA	1 GAL	1x6"		
S4	75	SPINER ARBONICA	JAPANESE WICKERWHEAT	1 GAL	4x6"		
S5	18	PRUNUS CISTENA	FLOWERING PLUM	3" TALL	8x6"		
S6	6	ELONIVUS ALATUS 'COMPACTUS'	EMWART-WINGED BURNING BUSH	1 GAL	6x6"		
TURF							
SOO: MIXTURE OF BLUEGRASS/PINE; 5 FOOT BORDER AROUND ALL NEW PAVED AREAS, 10' BORDER AROUND BUILDING							
SEED: MIXTURE OF BLUEGRASS/PINE TO BE APPLIED TO ALL DISTURBED LAWN AREAS NOT RECEIVING SOO.							
NOTE: MULCH AROUND ALL TREES AND SHRUBS AND IN PLANTING BEDS.							
STORM WATER DETENTION AREA							
PLANT MATERIALS TO INCLUDE A MIX MOISTURE TOLERANT FLOWERS AND GRASSES AND TURF GRASSES.							

DESIGN START DATE: 01-01-18  
 DATE PLOTTED: 04-11-18  
 PRELIMINARY FIELD WORK COMPLETED: 04-09-18  
 FIELD BOOK NO. 1018-01

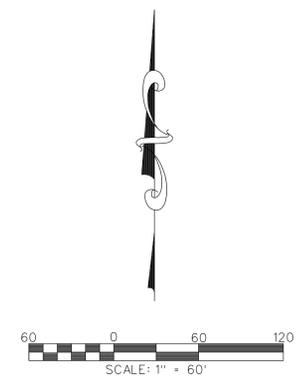
CAVITT CREEK CONDOMINIUMS II  
 INDIANOLA, WARREN COUNTY, IOWA

**CHAMBERLIN**  
 CONSULTANT ENGINEERS

3117 115TH STREET  
 VAN METER, IOWA 50261  
 TELE: (515) 669-4188  
 EMAIL ADDRESS: mlee@chamberlinengineers.com

DRAWING TITLE:  
 LANDSCAPE

DRAWN BY: JGP  
 CHECKED BY: MLL  
 DATE: 11-21-19  
 JOB NO. 19017  
 SHEET C04



DESIGN START DATE:  
01-01-18  
DATE PLOTTED:  
04-11-18  
PRELIMINARY FIELD  
WORK COMPLETED:  
04-09-18  
FIELD BOOK NO.  
1018-01

CAVITT CREEK CONDOMINIUMS II  
INDIANOLA, WARREN COUNTY, IOWA



**CHAMBERLIN**  
CONSULTANT ENGINEERS

3117 115TH STREET  
VAN METER, IOWA 50261  
TELE: (515) 669-4188  
EMAIL ADDRESS:  
mlee@leechamberlinengineers.com

DRAWING TITLE:  
**EROSION**

DRAWN BY:  
JCP  
CHECKED BY:  
MLL  
DATE:  
11-21-19  
JOB NO.  
19017  
SHEET  
C05



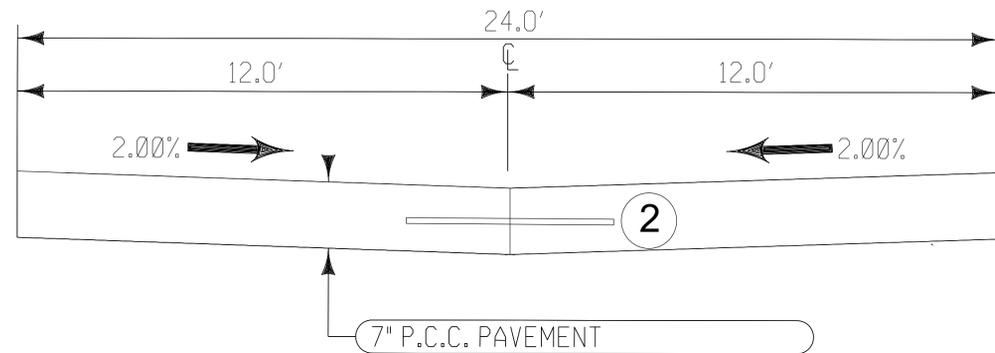
DESIGN START DATE: 01-01-18  
 DATE PLOTTED: 04-11-18  
 PRELIMINARY FIELD WORK COMPLETED: 04-09-18  
 FIELD BOOK NO. 1018-01

CAVITT CREEK CONDOMINIUMS II  
 INDIANOLA, WARREN COUNTY, IOWA

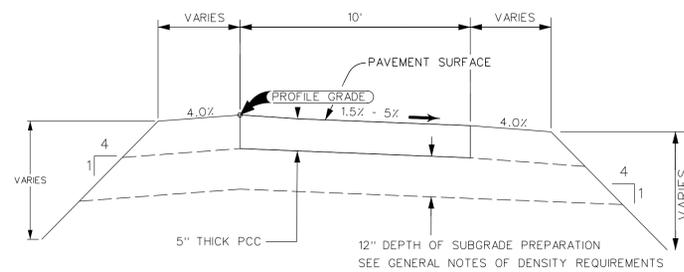
**LEE**  
**CHAMBERLIN**  
 CONSULTANT ENGINEERS  
 3117 115TH STREET  
 VAN METER, IOWA 50261  
 TELE: (515) 669-4188  
 EMAIL ADDRESS: mlee@leechamberlinengineers.com

DRAWING TITLE:  
 DETAILS

DRAWN BY: JGP  
 CHECKED BY: MLL  
 DATE: 11-21-19  
 JOB NO. 19017  
 SHEET C06



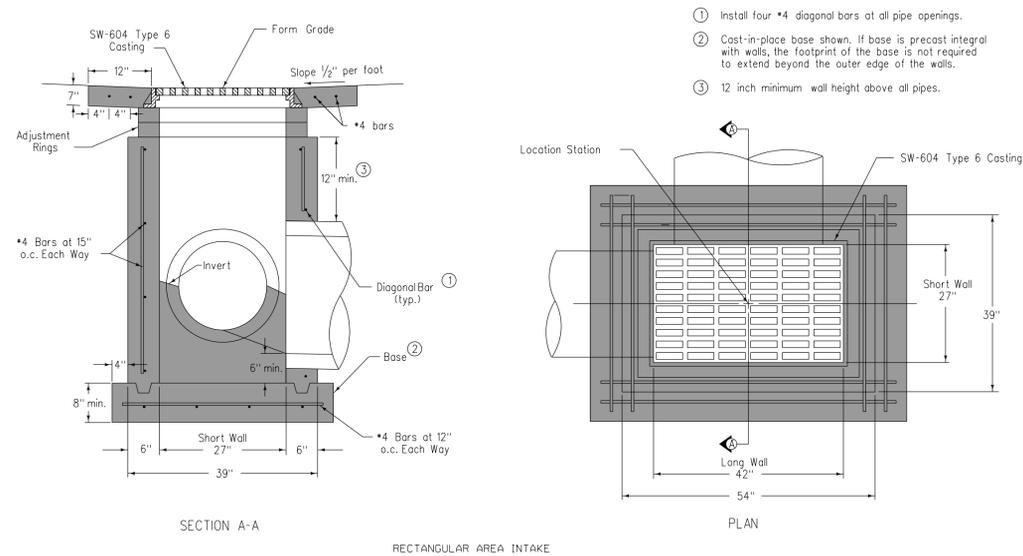
7" P.C.C. PAVEMENT  
 TYPICAL CROSS SECTION - PRIVATE DRIVE  
 7" P.C.C. INVERTED CROWN PAVEMENT DETAIL  
 2. BT, KT, OR L JOINT DEPENDING UPON CONSTRUCTION SEQUENCE.



TYPICAL TRAIL CROSS SECTION

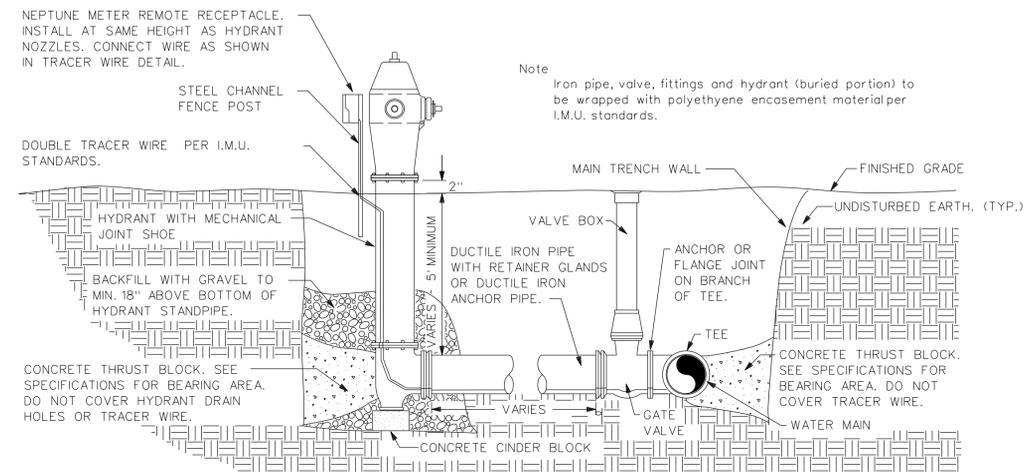
JOINTS SHALL BE 'C' JOINTS FOR PAVEMENT THICKNESS LESS THAN 8".  
 JOINT SPACING 12' TRANSVERSE JOINT SPACING FOR PAVEMENT THICKNESS LESS THAN OR EQUAL TO 8".

NEENAH R-3396  
 OR EQUAL



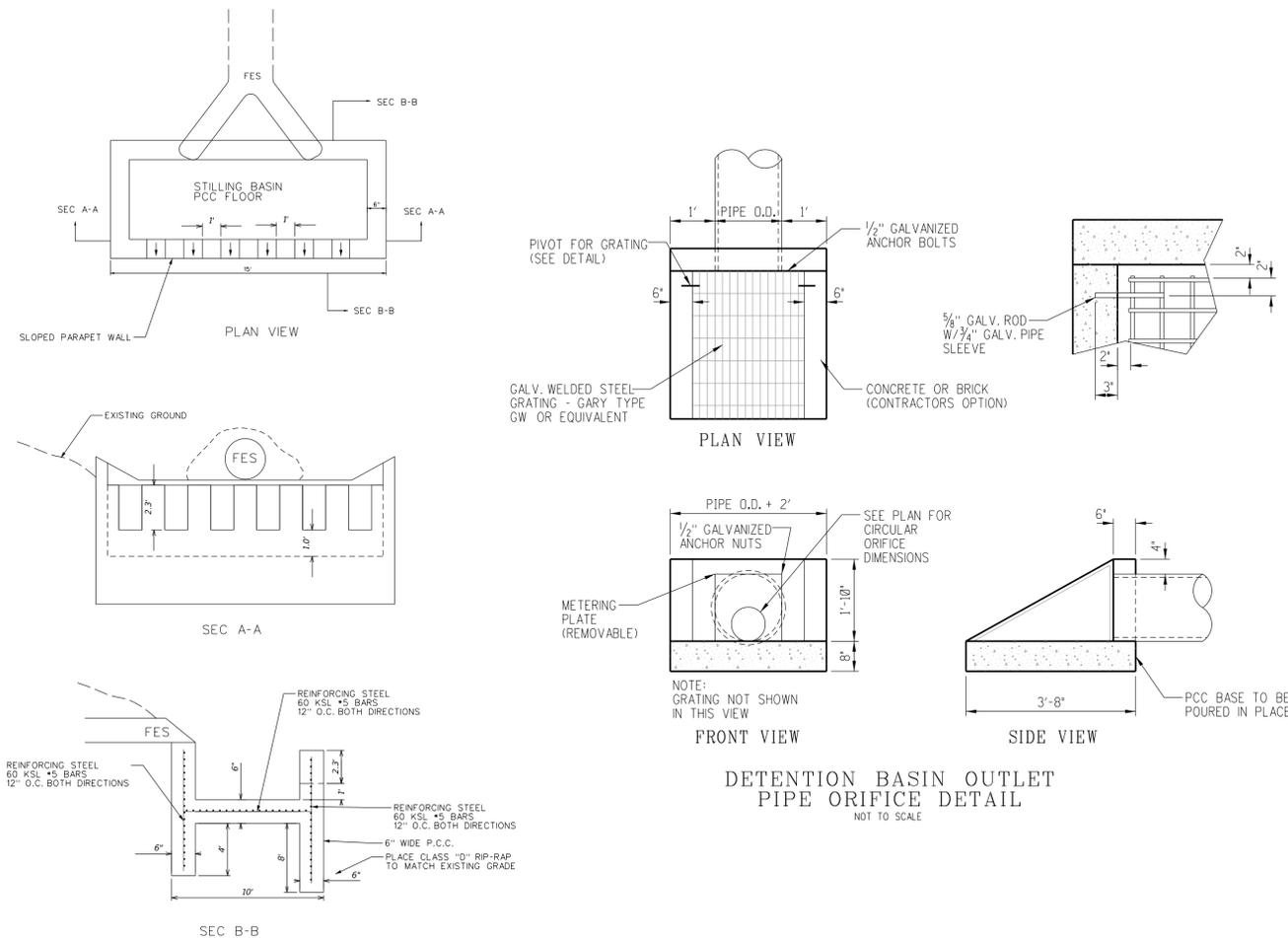
MAXIMUM PIPE DIAMETERS			
Pipe Location	Precast Structure	Cast-in-place Structure	
Short Wall	15"	18"	
Long Wall	24"	30"	

Type "M-H" Intake, SW-511 - MOD. (12-11-17)



FIRE HYDRANT STANDARD  
 Not to Scale

STILLING BASIN  
 Not to Scale



DETENTION BASIN OUTLET  
 PIPE ORIFICE DETAIL  
 NOT TO SCALE

## MEMORANDUM

**To:** Charlie Dissell, AICP, City of Indianola

**Date:** December 31, 2019

**From:** Dave Moeller, P.E. 

**CC:** Mark Lee, P.E. P.L.S.

**RE:** CAVITT CREEK I AND II CONDOMINIUMS  
TRAFFIC IMPACT STUDY REVIEW

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The City requested Snyder & Associates, Inc. review the completed traffic impact study (TIS) for the above-captioned development proposed in Indianola. We received the study on December 16 and are in general agreement with the conclusions reached in the study and have the following comments:

1. With the new trail crossing being developed by the two trail projects east and west of N 9<sup>th</sup>, a high visibility crosswalk (markings / signage) should be installed at the time the crossing is installed.
2. The TIS assumed that 10% of the ADT occurred in the PM peak hour, we would have assumed closer to 8.5% per Iowa DOT factors, putting the current ADT closer to 2,000 veh/day based on their peak hour count.
3. If we used 2,000 veh/day for the counted ADT, that remains about 2,000 AADT (/Annual Average Daily Traffic) based on Iowa DOT factors for a count taken on a Thursday in December.
4. The TIS used ITE Trip Generation 9<sup>th</sup> edition assumptions for condo/townhome with daily generation = 5.81 / dwelling unit and PM peak generation = 0.52 / dwelling unit. There is a new current edition, 10<sup>th</sup> edition.
5. The current ITE Trip Generation 10<sup>th</sup> edition removed that land use code and now you can choose from single family detached and multi-family low-rise for something like this development is proposing. Because the new multi-family low-rise assumes a minimum of 4 dwelling units per building and because the multi-family trip generation is based more on study locations that were not as car-dependent as typical single family detached residences, we would recommend using single family detached rates for this development, based on its location and distance to walkable destinations. Google Earth street view of the existing development shows a high number of vehicles as well. The recommendation is further supported by the traffic counts taken as part of the study.

6. Based on the assumptions above, if we use the daily trip rate for single family residential (9.44 / dwelling unit), we would project a daily traffic volume closer to 1,280 new daily trips on N 9<sup>th</sup>. We should expect an ultimate build out of this development to increase the AADT on N 9<sup>th</sup> to about 3,300 vehicles / day.
7. The TIS actually used the higher rate (based on what they found for the existing development) for the PM peak hour analysis, so that analysis is acceptable.
8. The capacity of a two-lane undivided street is somewhere around 9,000 to 9,500 vehicles per day (for a Level of Service C situation, which we believe corresponds with the patience level in most towns the size of Indianola)
9. N 9<sup>th</sup> Street, planned and constructed as a collector street, has operated, to date, more like a residential street. Now that traffic is starting to build, as expected, the citizens are noticing more volume, congestion, more conflicts, higher speeds, etc. While the traffic growth is not completely due to a single development, a 50% +/- increase of 1,280 cars per day from this development will be very noticeable. It is timely for the City to consider potential improvements in the vicinity as the projected traffic growth is realized including:
  - Traffic control at the intersections of Iowa Avenue and N 9<sup>th</sup> Street and Lincoln Avenue and N 9<sup>th</sup> Street should be analyzed to determine the appropriate traffic control, based on existing traffic and regional growth.
  - Traffic calming “bump-outs” at intersections with heavy pedestrian and turning traffic. (Lincoln Ave and N 9<sup>th</sup> Street and Iowa Avenue and N 9<sup>th</sup> Street) should be considered.
  - The traffic control and auxiliary lane improvements at the intersection of Hillcrest Avenue and N 9<sup>th</sup> Street identified in the August 19, 2019 Hillcrest Avenue Concept Study, may be more eminently needed and should be considered in the current capital planning and budgeting process.

**RESOLUTION NO. 2020-  
A RESOLUTION APPROVING THE SITE PLAN FOR CAVITT CREEK  
CONDOMINIUMS II**

---

**WHEREAS**, on December 10, 2019 the Planning and Zoning Commission met to consider Kading Properties LLC request 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 in Indianola; and

**WHEREAS**, the Planning and Zoning Commission did not recommend approval of the development; and

**WHEREAS**, the City Council has reviewed the request and heard comments from the developer and the public; and

**WHEREAS**, the City Council has determined that the site plan meets the requirements as set out in the Municipal Code and should be approved by it.

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Indianola, Iowa having considered the recommendations of the Planning and Zoning Commission, the requirements of the Municipal Code and the comments from the developer and the public, deems it appropriate to approve the site plan for Cavitt Creek Condominiums II, a residential development on a lot exceeding one (1) acre, west of 1500 North 9th Street in Indianola.

**PASSED AND APPROVED** the 21 day of January 2020.

\_\_\_\_\_  
Kelly B. Shaw, Mayor

**ATTEST:**

\_\_\_\_\_  
Andrew J. Lent, City Clerk

Meeting Date: 01/21/2020

---

**Information**

**Subject**

**Indianola Water Resource Recovery Facility Project**

**Information**

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**Fiscal Impact**

**Attachments**

*No file(s) attached.*

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Meeting Date: 01/21/2020

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**Information**

**Subject**

Resolution setting February 4, 2020, as 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) and providing for publication of notice thereof. Due to the timing of the bid opening, a supplemental containing updated attachments will be provided to the City Council at its meeting.

**Information**

Council will need to consider a Resolution setting February 4, 2020, as 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) and providing for publication of notice thereof.

This resolution sets the date for a public hearing on February 4, 2020, to hear public comment on the authorization of a General Obligation bond to be issued for the construction of the Water Resource Recovery Facility. The intent of the City is to offset the principal and interest of the loan through revenues received from the Local Option Sales and Service Tax (LOST). The City's financial advisor, Michael Maloney from D.A. Davidson will be in attendance on February 4<sup>th</sup> to answer questions concerning this bond issue.

Roll call is in order.

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**Fiscal Impact**

**Attachments**

Resolution for SRF loan and PH

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**ITEMS TO INCLUDE ON AGENDA**

**CITY OF INDIANOLA, IOWA**

Not to exceed \$18,000,000 General Obligation Capital Loan Notes

- Resolution fixing date for a meeting on the proposition to authorize a Loan and Disbursement Agreement and the issuance of Notes to evidence the obligations of the City thereunder.

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

January 21, 2020

The City Council of the City of Indianola, State of Iowa, met in Regular session, in the Council Chambers, City Hall, 110 N. 1st Street, Indianola, Iowa, at 6:00 P.M., on the above date. There were present Mayor \_\_\_\_\_, in the chair, and the following named Council Members:

\_\_\_\_\_

Absent: \_\_\_\_\_

Vacant: \_\_\_\_\_

\* \* \* \* \*

Council Member \_\_\_\_\_ introduced the following Resolution entitled "RESOLUTION FIXING DATE FOR A MEETING 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), AND PROVIDING FOR PUBLICATION OF NOTICE THEREOF", and moved that the same be adopted. Council Member \_\_\_\_\_ seconded the motion to adopt. The roll was called and the vote was,

AYES: \_\_\_\_\_

\_\_\_\_\_

NAYS: \_\_\_\_\_

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

RESOLUTION FIXING DATE FOR A MEETING 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), AND PROVIDING FOR PUBLICATION OF NOTICE THEREOF

WHEREAS, it is deemed necessary and advisable that the City of Indianola, State of Iowa, should provide for the authorization of a Loan and Disbursement Agreement and issuance of General Obligation Capital Loan Notes, to the amount of not to exceed \$18,000,000, as authorized by Sections 384.24A and 384.25, of the Code of Iowa, for the purpose of providing funds to pay costs of carrying out essential corporate purpose project(s) as hereinafter described; and

WHEREAS, the Loan and Disbursement Agreement and Notes shall be payable from the Debt Service Fund; and

WHEREAS, the City has applied for a loan through the Iowa Water Pollution Control Works Financing Program pursuant to which the Iowa Finance Authority has agreed to purchase the City's Notes and has requested that such Notes be issued as a single Note in a denomination equal to the total amount of the issue as authorized by Chapter 384 of the Code of Iowa; and

WHEREAS, before a Loan and Disbursement Agreement may be authorized and General Obligation Capital Loan Notes, issued to evidence the obligation of the City thereunder, it is necessary to comply with the provisions of the Code of Iowa, as amended, and to publish a

notice of the proposal and of the time and place of the meeting at which the Council proposes to take action for the authorization of the Loan and Disbursement Agreement and Notes and to receive oral and/or written objections from any resident or property owner of the City to such action.

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

Section 1. That this Council meet in the Council Chambers, City Hall, 110 N. 1st Street, Indianola, Iowa, at 6:00 P.M., on the 4<sup>th</sup> day of February, 2020, for the purpose of taking action on the matter of the authorization of a Loan and Disbursement Agreement and issuance of not to exceed \$18,000,000 General Obligation Capital Loan Notes, for essential corporate purposes, the proceeds of which notes will be used to provide funds to pay the costs of acquisition, construction, reconstruction, extending, remodeling, improving, repairing and equipping all or part of the Municipal Sewer System, including the Water Resource Recovery Facility project.

Section 2. To the extent any of the projects or activities described in this resolution may be reasonably construed to be included in more than one classification under Division III of Chapter 384 of the Code of Iowa, the Council hereby elects the "essential corporate purpose" classification and procedure with respect to each such project or activity, pursuant to Section 384.28 of the Code of Iowa.

Section 3. The Clerk is authorized and directed to proceed on behalf of the City with the negotiation of terms of a Loan and Disbursement Agreement and the issuance of General Obligation Capital Loan Notes, evidencing the City's obligations to a principal amount of not to exceed \$18,000,000, to select a date for the final approval thereof, to cause to be prepared such notice and sale information as may appear appropriate, to publish and distribute the same on behalf of the City and this Council and otherwise to take all action necessary to permit the completion of a loan on a basis favorable to the City and acceptable to the Council.

Section 4. That the Clerk is hereby directed to cause at least one publication to be made of a notice of the meeting, in a legal newspaper, printed wholly in the English language, published at least once weekly, and having general circulation in the City. The publication to be not less than four clear days nor more than twenty days before the date of the public meeting on the issuance of the Notes.

Section 5. The notice of the proposed action to issue notes shall be in substantially the following form:

(To be published on or before: January 30, 2020)

NOTICE OF MEETING OF THE CITY COUNCIL OF THE CITY OF INDIANOLA, STATE OF IOWA, ON THE MATTER OF THE PROPOSED 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 (FOR ESSENTIAL CORPORATE PURPOSES), AND THE HEARING ON THE ISSUANCE THEREOF

PUBLIC NOTICE is hereby given that the City Council of the City of Indianola, State of Iowa, will hold a public hearing on the 4<sup>th</sup> day of February, 2020, at 6:00 P.M., in the Council Chambers, City Hall, 110 N. 1st Street, Indianola, Iowa, at which meeting the Council proposes to take additional action for the authorization of a Loan and Disbursement Agreement and the issuance of not to exceed \$18,000,000 General Obligation Capital Loan Notes, for essential corporate purposes, to provide funds to pay the costs of acquisition, construction, reconstruction, extending, remodeling, improving, repairing and equipping all or part of the Municipal Sewer System, including the Water Resource Recovery Facility project. Principal and interest on the proposed Loan Agreement will be payable from the Debt Service Fund.

At the above meeting the Council shall receive oral or written objections from any resident or property owner of the City to the above action. After all objections have been received and considered, the Council will at the meeting or at any adjournment thereof, take additional action for the authorization of a Loan and Disbursement Agreement and the issuance of the Notes to evidence the obligation of the City thereunder or will abandon the proposal to issue said Notes.

This notice is given by order of the City Council of the City of Indianola, State of Iowa, as provided by Sections 384.24A and 384.25 of the Code of Iowa.

Dated this 21<sup>th</sup> day of January, 2020.

---

Andrew J. Lent  
City Clerk, City of Indianola, State of Iowa

(End of Notice)

PASSED AND APPROVED this 21<sup>st</sup> day of January, 2020.

---

Kelly B. Shaw  
Mayor

ATTEST:

---

Andrew J. Lent  
City Clerk

CERTIFICATE

STATE OF IOWA )  
 ) SS  
COUNTY OF WARREN )

I, the undersigned City Clerk of the City of Indianola, State of Iowa, do hereby certify that attached is a true and complete copy of the portion of the records of the City showing proceedings of the Council, and the same is a true and complete copy of the action taken by the Council with respect to the matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that meeting and all action thereat was duly and publicly held in accordance with a notice of meeting and tentative agenda, a copy of which was timely served on each member of the Council and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Council pursuant to the local rules of the Council and the provisions of Chapter 21, Code of Iowa, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required by law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective City offices as indicated therein, that no Council vacancy existed except as may be stated in the proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the City or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand and the seal of the Council hereto affixed this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Andrew J. Lent  
City Clerk, City of Indianola, State of Iowa

(SEAL)

CERTIFICATE

STATE OF IOWA )  
 ) SS  
COUNTY OF WARREN )

I, the undersigned, do hereby certify that I am now and was at the times hereinafter mentioned, the duly qualified and acting Clerk of the City of Indianola, in the County of Warren, State of Iowa, and that as such Clerk and by full authority from the Council of the City, I have caused a

NOTICE OF PUBLIC HEARING  
(Not To Exceed \$18,000,000 General Obligation Capital Loan Notes)

of which the clipping annexed to the publisher's affidavit hereto attached is in words and figures a correct and complete copy, to be published as required by law in the "Indianola Record - Herald & Tribune", a legal newspaper published at least once weekly, printed wholly in the English language, published regularly and mailed through the post office of current entry for more than two years and which has had for more than two years a bona fide paid circulation recognized by the postal laws of the United States, and has a general circulation in the City, and that the Notice was published in all of the issues thereof published and circulated on the following date:

\_\_\_\_\_, 2020.

WITNESS my official signature this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Andrew J. Lent  
City Clerk, City of Indianola, State of Iowa

(SEAL)

Meeting Date: 01/21/2020

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**Information**

**Subject**

Resolution setting February 4, 2020, as 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, and providing for publication of notice thereof.

**Information**

Council will need to consider a Resolution setting February 4, 2020, as 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, and providing for publication of notice thereof.

This resolution sets the date for a public hearing on February 4, 2020, to hear public comment on the issuance of not to exceed \$36,815,000 bond issue through the State Revolving Loan program to be repaid with sanitary sewer revenue for the construction of the Water Resource Recovery Facility. The City's financial advisor, Michael Maloney of D.A. Davidson will be present at the February 4<sup>th</sup> meeting to answer questions concerning this bond issue.

Roll call is in order.

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**Fiscal Impact**

**Attachments**

Resolution for SRF loan and PH

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**ITEMS TO INCLUDE ON AGENDA**

**CITY OF INDIANOLA, IOWA**

Not to exceed \$36,815,000 Sewer Revenue Capital Loan Notes

- Resolution fixing date for a meeting on the proposition to authorize a Loan and Disbursement Agreement and the issuance of Notes to evidence the obligations of the City thereunder.

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

January 21, 2020

The City Council of the City of Indianola, State of Iowa, met in Regular session, in the Council Chambers, City Hall, 110 N. 1st Street, Indianola, Iowa, at 6:00 P.M., on the above date. There were present Mayor \_\_\_\_\_, in the chair, and the following named Council Members:

\_\_\_\_\_

Absent: \_\_\_\_\_

Vacant: \_\_\_\_\_

\* \* \* \* \*

Council Member \_\_\_\_\_ introduced the following Resolution entitled "RESOLUTION FIXING DATE FOR A MEETING 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, AND PROVIDING FOR PUBLICATION OF NOTICE THEREOF", and moved that the same be adopted. Council Member \_\_\_\_\_ seconded the motion to adopt. The roll was called and the vote was,

AYES: \_\_\_\_\_

\_\_\_\_\_

NAYS: \_\_\_\_\_

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

RESOLUTION FIXING DATE FOR A MEETING 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, AND PROVIDING FOR PUBLICATION OF NOTICE THEREOF

WHEREAS, it is deemed necessary and advisable that the City of Indianola, State of Iowa, should provide for the authorization of a Loan and Disbursement Agreement and the issuance of Sewer Revenue Capital Loan Notes, to the amount of not to exceed \$36,815,000, as authorized by Sections 384.24A and 384.83, of the Code of Iowa, for the purpose of providing funds to pay costs of carrying out project(s) as hereinafter described; and

WHEREAS, the City has applied for a loan through the Iowa Water Pollution Control Works Financing Program pursuant to which the Iowa Finance Authority has agreed to purchase the City's Notes and has requested that such Notes be issued as a single Note in a denomination equal to the total amount of the issue as authorized by Chapter 384 of the Code of Iowa; and

WHEREAS, the Loan and Disbursement Agreement and Notes shall be payable solely and only out of the Net Revenues of the Municipal Sewer System and shall be a first lien on the future Net Revenues of the Utility; and shall not be general obligations of the City or payable in any manner by taxation and the City shall be in no manner liable by reason of the failure of the Net Revenues to be sufficient for the payment of the Loan and Disbursement Agreement and Notes; and

WHEREAS, before the Loan and Disbursement Agreement and Notes may be issued, it is necessary to comply with the provisions of the Code, and to publish a notice of the proposal to issue such notes and of the time and place of the meeting at which the Council proposes to take action for the authorization of the Loan and Disbursement Agreement and Notes and to receive oral and/or written objections from any resident or property owner of the City to such action.

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

Section 1. That this Council meet in the Council Chambers, City Hall, 110 N. 1st Street, Indianola, Iowa, at 6:00 P.M., on the 4<sup>th</sup> day of February, 2020, for the purpose of taking action on the matter of the authorization of a Loan and Disbursement Agreement and the issuance of not to exceed \$36,815,000 Sewer Revenue Capital Loan Notes, the proceeds of which notes will be used to provide funds to pay the costs of acquisition, construction, reconstruction, extending, remodeling, improving, repairing and equipping all or part of the Municipal Sewer System, including those costs associated with the Waste Water Treatment Plant project.

Section 2. That the Clerk is hereby directed to cause at least one publication to be made of a notice of the meeting, in a legal newspaper, printed wholly in the English language, published at least once weekly, and having general circulation in the City. The publication to be not less than four clear days nor more than twenty days before the date of the public meeting on the issuance of the Notes.

Section 3. The notice of the proposed action to issue notes shall be in substantially the following form:

(To be published on or before: January 30, 2020)

NOTICE OF MEETING OF THE CITY COUNCIL OF THE  
CITY OF INDIANOLA, STATE OF IOWA, ON THE MATTER  
OF THE PROPOSED AUTHORIZATION OF A LOAN AND  
DISBURSEMENT AGREEMENT AND THE ISSUANCE OF  
NOT TO EXCEED \$36,815,000 SEWER REVENUE CAPITAL  
LOAN NOTES, AND THE HEARING ON THE ISSUANCE  
THEREOF

PUBLIC NOTICE is hereby given that the City Council of the City of Indianola, State of Iowa, will hold a public hearing on the 4<sup>th</sup> day of February, 2020, at 6:00 P.M., in the Council Chambers, City Hall, 110 N. 1st Street, Indianola, Iowa, at which meeting the Council proposes to take additional action for the authorization of a Loan and Disbursement Agreement by and between the City and the Iowa Finance Authority and the issuance to the Iowa Finance Authority of not to exceed \$36,815,000 Sewer Revenue Capital Loan Notes, to evidence the obligations of the City under the said Loan and Disbursement Agreement, in order to provide funds to pay the costs of acquisition, construction, reconstruction, extending, remodeling, improving, repairing and equipping all or part of the Municipal Sewer System, including those costs associated with the Water Resource Recovery Facility project. The Notes will not constitute general obligations or be payable in any manner by taxation but will be payable from and secured by the Net Revenues of the Municipal Sewer System.

At the above meeting the Council shall receive oral or written objections from any resident or property owner of the City to the above action. After all objections have been received and considered, the Council will at the meeting or at any adjournment thereof, take additional action for the authorization of a Loan and Disbursement Agreement and the issuance of the Notes to evidence the obligation of the City thereunder or will abandon the proposal to issue said Notes.

This notice is given by order of the City Council of the City of Indianola, State of Iowa, as provided by Sections 384.24A and 384.83 of the Code of Iowa.

Dated this 21<sup>st</sup> day of January, 2020.

---

Andrew J. Lent  
City Clerk, City of Indianola, State of Iowa

(End of Notice)

PASSED AND APPROVED this 21<sup>st</sup> day of January, 2020.

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Kelly B. Shaw  
Mayor

ATTEST:

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Andrew J. Lent  
City Clerk

CERTIFICATE

STATE OF IOWA )  
 ) SS  
COUNTY OF WARREN )

I, the undersigned City Clerk of the City of Indianola, State of Iowa, do hereby certify that attached is a true and complete copy of the portion of the records of the City showing proceedings of the Council, and the same is a true and complete copy of the action taken by the Council with respect to the matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that meeting and all action thereat was duly and publicly held in accordance with a notice of meeting and tentative agenda, a copy of which was timely served on each member of the Council and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Council pursuant to the local rules of the Council and the provisions of Chapter 21, Code of Iowa, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required by law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective City offices as indicated therein, that no Council vacancy existed except as may be stated in the proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the City or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand and the seal of the Council hereto affixed this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Andrew J. Lent  
City Clerk, City of Indianola, State of Iowa

(SEAL)

CERTIFICATE

STATE OF IOWA )  
 ) SS  
COUNTY OF WARREN )

I, the undersigned, do hereby certify that I am now and was at the times hereinafter mentioned, the duly qualified and acting Clerk of the City of Indianola, in the County of Warren, State of Iowa, and that as such Clerk and by full authority from the Council of the City, I have caused a

NOTICE OF PUBLIC HEARING  
(Not To Exceed \$36,815,000 Sewer Revenue Capital Loan Notes)

of which the clipping annexed to the publisher's affidavit hereto attached is in words and figures a correct and complete copy, to be published as required by law in the "Indianola Record - Herald & Tribune", a legal newspaper published at least once weekly, printed wholly in the English language, published regularly and mailed through the post office of current entry for more than two years and which has had for more than two years a bona fide paid circulation recognized by the postal laws of the United States, and has a general circulation in the City, and that the Notice was published in all of the issues thereof published and circulated on the following date:

\_\_\_\_\_, 2020.

WITNESS my official signature this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Andrew J. Lent  
City Clerk, City of Indianola, State of Iowa

(SEAL)

Meeting Date: 01/21/2020

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**Information**

**Subject**

Designation of an apparent low bidder for the Water Resource Recovery Facility Project.

**Information**

Bids were received on Thursday, January 16, 2020, at 2:00 pm for the Indianola Water Resource Recovery Facility project. Two bids were received for the project (packet).

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**Fiscal Impact**

**Attachments**

WRRF Bid Summary

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▷ 5525 Merle Hay Road | Suite 200 | Johnston, IA 50131  
Main 515.278.2913 + Fax 515.278.1846

▷ [HRGREEN.COM](http://HRGREEN.COM)

January 17, 2020

Mr. Ryan Waller  
City Manager  
110 N. 1st Street  
P.O. Box 299  
Indianola, IA 50125

Re: BID OPENING – INDIANOLA WATER RESOURCE RECOVERY FACILITY

Dear Ryan,

Bids were received on Thursday, January 16th for the Indianola Water Resource Recovery Facility project. Two bids were received for the project. The bids received, as well as Engineer's Opinion of Probable Cost, are summarized below. A complete Bid Tabulation for the project is enclosed.

1. Williams Brothers Construction Inc.	\$ 45,600,000
2. Gridor Construction, Inc.	\$ 46,427,600

*Engineers Opinion of Probable Construction Cost*    \$ 38,400,000

Williams Brothers Construction, Inc. is out of Peoria, Illinois and they have completed construction of several large wastewater treatment plants in the Midwest. We reviewed their bid for completeness and accuracy, and the bidder submitted a completed Bid Form, Bid Bond, and appropriate attachments. HR Green has contacted Williams Brothers Construction, Inc. to discuss the bid and to verify that all items shown on the construction documents have been addressed.

As a result of our review, the following determinations have been made:

- *Bids were competitive against each other due to how close they were (1.8% spread).*
- *The low bid was 18.75% higher than the Engineer's Opinion of Probable Construction Cost of \$38.4M.*
- *Williams Brothers Construction, Inc. has the staff available to complete the work with an experienced Superintendent and Project Manager leading the charge. They plan to draw from the local work force and bring a significant number of their own employees to the project too.*
- *Williams Brothers mentioned that the construction schedule seems adequate and they don't see problems at this time.*
- *They plan to self-perform the concrete work, carpentry and earthwork with major subcontractors doing electrical, mechanical, HVAC, rebar installation, masonry and painting.*
- *They commented that the bid documents were very complete and thorough and they didn't have areas without detail where they had to add additional contingency.*



Addressee Name

Date

We are disappointed that the low bid was more than 18% above the Engineer's Opinion of Probable Construction Cost. The higher bids can be best explained by:

- Shortage of local labor pool available will mean that Contractor will need to bring more of the work force in from other geographies with more expenses.
- Only having two bidders with none from Iowa made the bidding less competitive and added contingency to the project.
- There are many construction projects going on and almost all general contractors are busy and have a full load of construction work for the foreseeable future.

By comparison, another wastewater treatment plant improvements project bid this week in Pella, IA where the apparent low bid was approximately 25% greater than the Engineer's Estimate. Another reference point goes back to a comment we heard from a reputable Iowa Contractor late in the Indianola WRRF bidding process, "We also do commercial construction work and we can do that work without competing for low bid and we can't keep up with that market right now". That statement says a lot about the current construction environment.

In summary, we believe the bids received for the project accurately reflect a fair cost to do the work in the current bidding environment. There are not unnecessary pieces or expensive finishes that can be stripped out of the project to reduce bids at a later date. Additionally, there is no phasing of smaller project packages that seemingly make the project less costly. To reduce the construction costs for the Indianola WRRF a more favorable bid environment needs to exist. Obviously, the City does not have the luxury to wait to see if that comes. Therefore, we recommend that the City consider Award of the contract for the base bid of \$ 45,600,000 to Williams Brothers Construction, Inc. Please review this recommendation and let us know how you wish to proceed.

If you have questions, or need further information, please let me know.

Sincerely,  
HR GREEN, INC

A handwritten signature in blue ink that reads "James R Rasmussen".

**James R Rasmussen, P.E.**  
Vice President

Enclosure

Cc: Andy Lent, City Clerk  
Rick Graves, Wastewater Superintendent

HR GREEN, INC.  
 5525 MERLE HAY RD., STE. 200  
 JOHNSTON, IOWA 50131  
 PH: 515-278-2913  
 FAX: 515-278-1846

Bid Date: January 16, 2020 - 2:00 PM  
 HR Green Project No. 181950



**BID TABULATION**  
 Indianola Water Resource Recovery Facility  
 City of Indianola, Iowa



	Bid Bond	Addm 1	Addm 2	Addm 3	Bidder Status	Questionnaire	SRF ATCH.	Base Bid (lump sum)	Bid Alternative A (lump sum)
1	X	X	X	X	X	X	X	\$45,600,000.00	\$45,750,000.00
2	X	X	X	X	X	X	X	\$46,427,600.00	\$46,387,600.00
3									
4									
5									

Meeting Date: 01/21/2020

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**Information**

**Subject**

**Quail Meadows 3 Lift Station Project**

**Information**

The City Council has previously authorized the relocation and upgrade of the Quail Meadows Lift Station. This project will help to accommodate development in the Northeast portion of town. The following items are actions required to continue progress of this project.

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**Fiscal Impact**

**Attachments**

*No file(s) attached.*

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Meeting Date: 01/21/2020

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**Information**

**Subject**

Public hearing on the proposed plans, specifications, form of contract and estimated cost for the Quail Meadows 3 Lift Station.

**Information**

Council will need to hold a Public Hearing on January 21, 2020, on the plans, specifications and form of contract and taking of bids for the Quail Meadows 3 Lift Station and Sewer Improvements.

In your packet is the Notice of Public Hearing and Notice to Bidders. The complete plans, specifications and form of contract may be viewed at City Hall during normal office hours.

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**Fiscal Impact**

**Attachments**

QM3 Memo

Notice of Public Hearing - QM 3

Notice to Bidders

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## WATER POLLUTION CONTROL

To: Honorable Mayor and City Council  
CC: Ryan J. Waller, City Manager  
From: Rick Graves  
Date: December 31, 2019  
Re: Quail Meadows 3 Lift Station & Sewer Improvements

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Mayor and City Council,

Quail Meadows is located on the north side of E Hillcrest Ave west of the bike trail. With development being planned north of Quail Meadows the current lift station will be relocated northwest (see map). The new lift station will serve the existing Quail Meadows development as well as the area marked on the second map.

The Project will consist of the Construction of a new lift station with wet well, dry well, pumps, valves, piping, electrical, relocated generator, instrumentation, controls, grading, and fencing. A 6" force main exits the dry well and flows to new downstream 8" gravity sewer. An existing lift station will be decommissioned, and the wet well will be converted to a manhole to allow flow to connect to sewer that will flow to new lift station.

Sincerely,

Rick Graves WPC Supt.

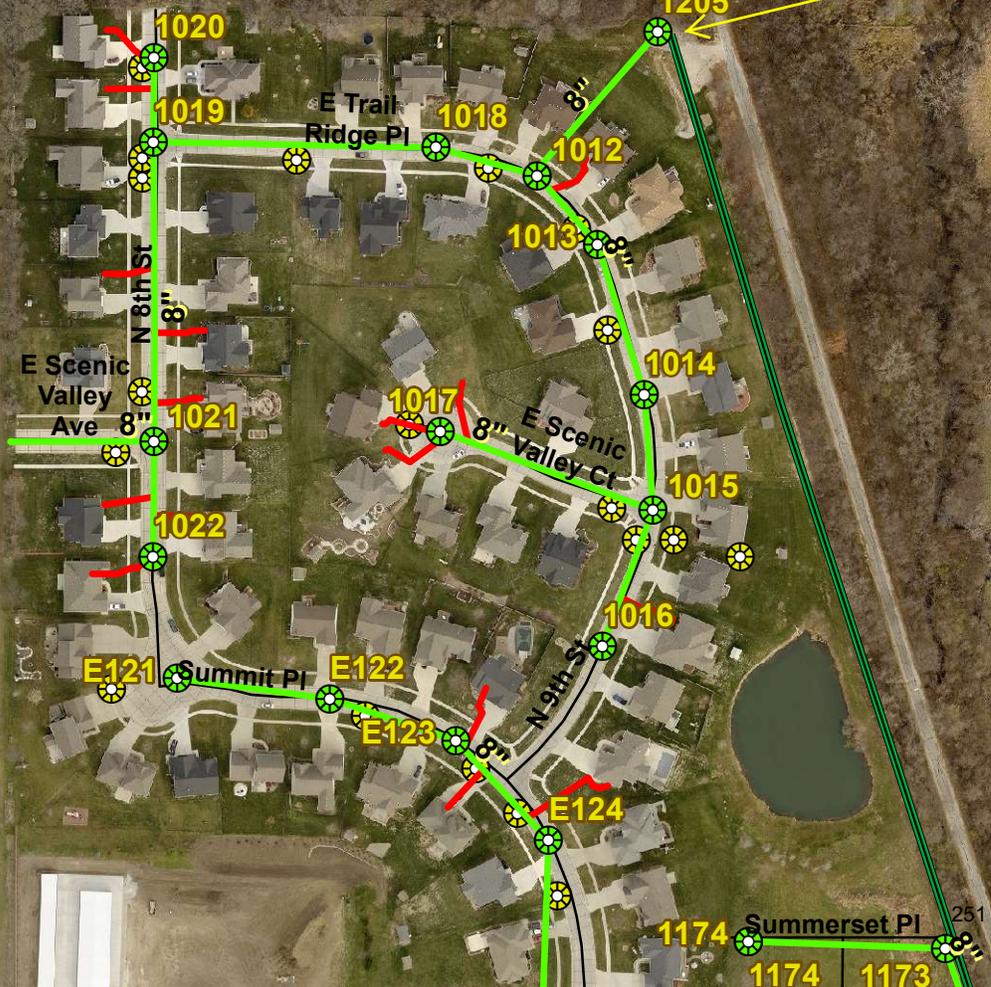
New Lift Station

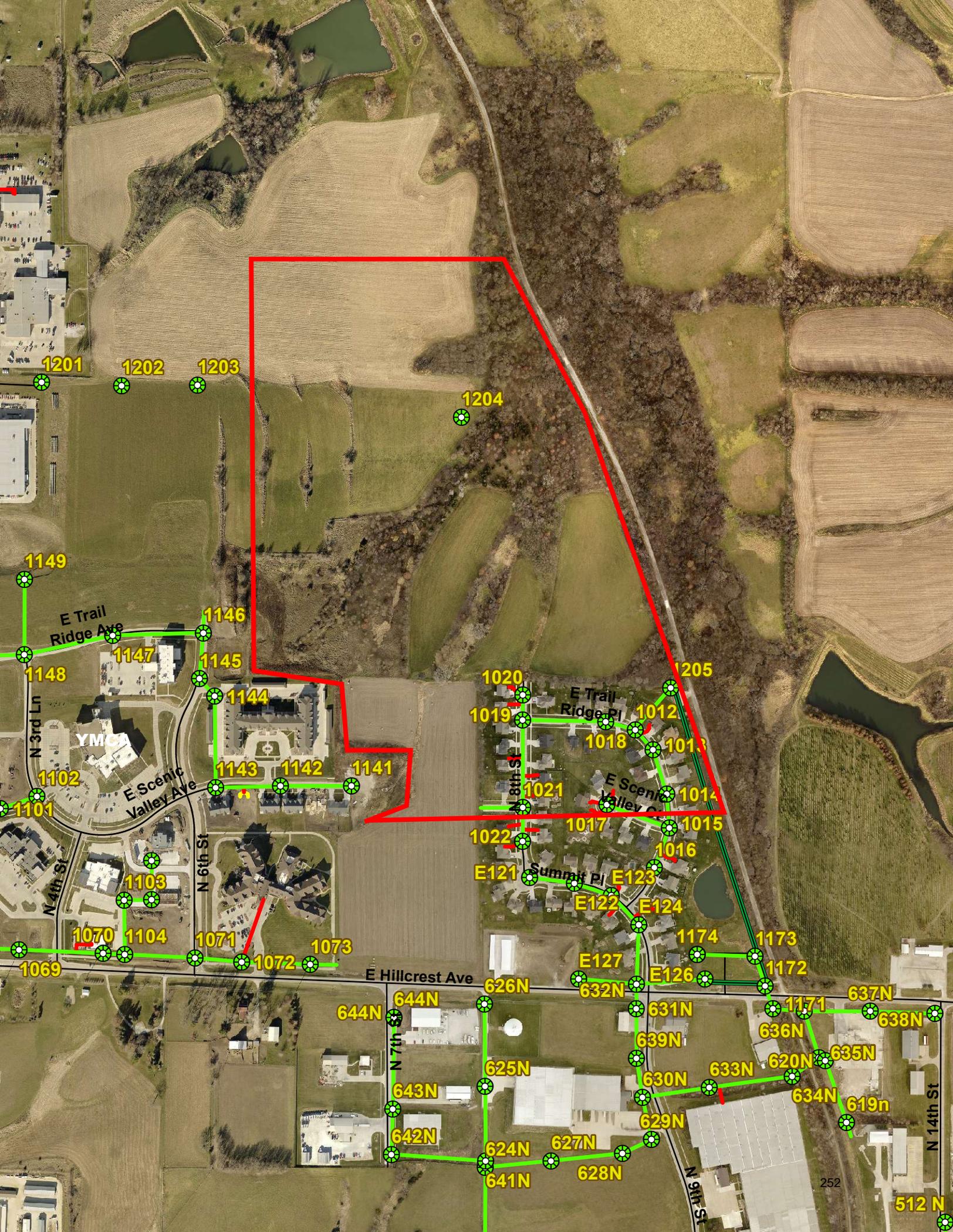


Current Lift Station



8" 1141





1201 1202 1203

1204

1149

1148

1102

1069

E Trail Ridge Ave

N 3rd Ln

N 4th St

E Scenic Valley Ave

N 6th St

E Hillcrest Ave

N 7th St

N 9th St

N 14th St

YMC

E Trail Ridge Pl

8th St

Summit Pl

E 121

E 122

E 123

E 124

E 127

E 126

631N

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**NOTICE OF PUBLIC HEARING ON PROPOSED  
PLANS AND SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF COST FOR THE  
QUAIL MEADOWS 3 LIFT STATION & SEWER IMPROVEMENTS  
CITY OF INDIANOLA, IOWA**

Notice is Hereby Given: That at 6:00 P.M., at the Council Chambers, City Hall, 110 N. 1st Street, Indianola, IA 50125 on January 21, 2020, the City Council of the City of Indianola, Iowa (The "City") will hold a public hearing on the proposed plans and specifications, form of contract and estimate of cost (the "Contract Documents") for the proposed Quail Meadows 3 Lift Station & Sewer Improvements (the "Project").

The Project shall consist of:

Construction of a new lift station with wet well, dry well, pumps, valves, piping, electrical, relocated generator, instrumentation, controls, grading, and fencing. A 6" force main exits the dry well and flows to new downstream 8" gravity sewer. An existing lift station will be decommissioned, and the wet well will be converted to a manhole to allow flow to connect to sewer by others and flow to new lift station.

A copy of the proposed Contract Documents 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.

Andy Lent  
City Clerk

**NOTICE TO BIDDERS**  
**QUAIL MEADOWS 3 LIFT STATION & SEWER IMPROVEMENTS**  
**CITY OF INDIANOLA, IOWA**

Time and Place for Filing Sealed Proposals. Sealed bids for the work comprising the improvement as stated below must be filed before 10:00 A.M. on January 28, 2020 in the Office of the City Clerk, City Hall, 110 N. 1st Street, Indianola, IA 50125.

Time and Place Sealed Proposals Will be Opened and Considered. Sealed proposals will be opened and bids tabulated at 10:00 A.M. on January 28, 2020 in the Office of City Clerk, City Hall, 110 N. 1st Street, Indianola, IA 50125 for consideration by the City Council of City of Indianola, Iowa at its meeting on February 3, 2020 at 6:00 P.M. The City of Indianola, Iowa reserves the right to reject any and all bids.

The City of Indianola, Iowa, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Time for Commencement and Completion of Work. Work on the improvement shall commence within 10 days of the date specified on the Notice to Proceed. Notice to Proceed shall be no later than February 13, 2020, work shall be fully completed on or before November 30, 2020. Damages in the amount of Five Hundred & 00/100 Dollars (\$500.00) per day will be assessed for each day the work remains incomplete.

Bid Security. Each bidder shall accompany its bid with bid security, as defined in Section 26.8 of the Iowa Code in an amount equal to five (5) percent of the total amount of the bid.

Contract Documents. Copies of the Plans and Specifications for this project may be obtained from HR Green, Inc., 5525 Merle Hay Rd., Ste. 200, Johnston, Iowa 50131, Ph: 515-278-2913 or e-mail request to kmuhlena@hrgreen.com. Plans and Specifications are available at no cost.

Public Hearing on Proposed Contract Documents and Estimated Costs for Improvement. A public hearing will be held by the City Council of the City of Indianola, Iowa on the proposed contract documents (plans, specifications and form of contract) and estimated cost for the improvement at its meeting at 6:00 P.M. on January 21, 2020 in the Council Chambers, City Hall, 110 N. 1st Street, Indianola, IA 50125.

Preference of Products and Labor. Preference shall be given to domestic construction materials by the contractor, subcontractors, material, men, and suppliers in performance of the contract and, further, by virtue of statutory authority, preference will be given to products and provisions grown and coal produced within the State of Iowa, and to Iowa domestic labor, to the extent lawfully required under Iowa statutes.

Sales Tax Exemption Certificates. The bidder shall not include sales tax in the bid. The City of Indianola, Iowa will distribute tax exemption certificates and authorization letters to the Contractor and all subcontractors who are identified. The Contractor and subcontractor may make copies of the tax exemption certificates and provide a copy to each supplier providing construction materials. These tax exemption certificates and authorization letters are applicable only for this specific project under the Contract.

General Nature of Public Improvement. The project consists of Construction of a new lift station with wet well, dry well, pumps, valves, piping, electrical, relocated generator, instrumentation, controls, grading, and fencing. A 6" force main exits the dry well and flows to new downstream 8" gravity sewer. An existing

lift station will be decommissioned, and the wet well will be converted to a manhole to allow flow to connect to sewer by others and flow to new lift station.

This Notice is given by authority of the City of Indianola, Iowa

---

Andy Lent, City Clerk  
City of Indianola, Iowa

Meeting Date: 01/21/2020

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**Information**

**Subject**

Resolution adopting the proposed plans, specifications, form of contract and estimate of cost for Quail Meadows 3.

**Information**

Roll call is in order.

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**Fiscal Impact**

**Attachments**

Resolution Adopting QM 3

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The Meeting was called to order by Mayor Kelly B. Shaw, and on roll call the following Council Members were

Present:

Absent:

This being the time and place fixed for a public hearing on the matter of the adoption of plans, specifications, form of contract and estimate of cost relative to the Quail Meadows 3 Lift Station Project, the Mayor called for any oral objections to the adoption of the plans, specifications, form of contract and estimate of cost. No oral objections were offered, and the City Clerk reported that no written objections had been filed.

Council Member \_\_\_\_\_ introduced the following Resolution entitled "RESOLUTION ADOPTING PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF COST OF THE QUAIL MEADOWS 3 LIFT STATION PROJECT" and moved that it be adopted. Council Member \_\_\_\_\_ seconded the motion to adopt. The roll was called and the vote was, AYES: . NAYS: Whereupon the Mayor declared the following resolution duly adopted:

**RESOLUTION NO. 2020-\_\_\_\_\_**  
**RESOLUTION ADOPTING PLANS, SPECIFICATIONS,**  
**FORM OF CONTRACT AND ESTIMATE OF COST FOR QUAIL MEADOWS 3 LIFT**  
**STATION PROJECT**

WHEREAS, on the 6 day of January 2020, plans, specifications, form of contract estimate of cost were filed with the City Clerk for the City of Indianola, for certain public improvements described in general as the Quail Meadows 3 Lift Station Project, for the City of Indianola, Iowa, and

WHEREAS, notice of hearing on plans, specifications, form of contract and estimate of costs of the public improvements was published as required by law.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF INDIANOLA that the plans, specifications, form of contract and estimate of cost are approved as the plans, specifications, form of contract and estimate of cost for the public improvements described in the preamble of this Resolution.

PASSED AND APPROVED this 21<sup>st</sup> day of January 2020.

\_\_\_\_\_  
Kelly B. Shaw, Mayor

ATTEST:

\_\_\_\_\_  
Andrew J. Lent, City Clerk

**Meeting Date:** 01/21/2020

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**Information**

**Subject**

City Manager's Report - Ryan Waller.

**Information**

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**Fiscal Impact**

**Attachments**

*No file(s) attached.*

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Meeting Date: 01/21/2020

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**Information**

**Subject**

Receive and file correspondence from January 3 and 10, 2020, weekly updates from City Manager, Ryan Waller.

**Information**

Roll call is in order.

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**Fiscal Impact**

**Attachments**

Waller's Weekly 1/3/2020  
Building Permits 0103  
Code Enforcement 0103  
Current Projects 0103  
Invitation  
Draft Jan 15  
Draft Feb 3 agenda  
Draft Jan 21 Agenda  
Waller's Weekly 1/10/2020  
You Are Invited  
Bldg Permits 012019  
Bldg Permits 01102020  
Current Project 0110  
Code Enforcement 0110  
FY21 Budget Presentation  
Feb 4 Draft Agenda  
Jan 21 Draft Agenda

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## Jackie Raffety

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**From:** Ryan Waller  
**Sent:** Friday, January 3, 2020 3:56 PM  
**To:** Ryan Waller  
**Subject:** Waller's Weekly 1.3.20  
**Attachments:** 2019 Building Permits- Jan 3.pdf; Code Enforcement- Jan 3.pdf; Curent Projects Update\_Jan 3.pdf; YOU ARE INVITED.pdf; Draft January 15, 2020.pdf; Draft February 3, 2020 Agenda.pdf; Draft January 21, 2020 Agenda.pdf

Good afternoon, all.

I hope everyone had a great New Year holiday. Below and attached, please find this week's update email on various City happenings.

As always, please feel free to share with others.

Also, if there are any questions regarding these or any other matters, please let me know.

Wishing all a very happy, healthy and prosperous 2020!

Have a great weekend!

Ryan



**Ryan J. Waller**

City Manager

[rwaller@indianolaiowa.gov](mailto:rwaller@indianolaiowa.gov)

p: 515.962.5274

110 N. 1<sup>st</sup> Street – Indianola, Iowa 50125

**\$1,000,000,000 in Total Valuation** – As staff was reviewing data filed by the County last week, it was highlighted that the City's total valuation surpassed \$1 billion for the first time. This is a very positive accomplishment for the City. It should be noted that the total valuation is not the taxable valuation. This is due to Iowa law where a "rollback" is applied. As noted in the City's budget book, "Rollback is a term where a calculation is used to reduce taxable value of residential, commercial, industrial and agricultural properties. The rollback percentage is determined by the State of Iowa on a yearly basis. Originally, the purpose of the rollbacks was to keep residential property value consistent with agricultural property to prevent agriculture from assuming too much of the tax burden."

**Comprehensive Plan Adoption** – As you are aware, the City is in the process of updating its Comprehensive Plan. This document is important as it sets a baseline for policies on how the community will grow with regards to housing, land use, recreation, transportation and utilities. The next step in the process is for a joint meeting with the City Council and the Planning and Zoning Commission to review and provide on the draft plan. Based on the survey of availability, this joint meeting is scheduled for Wednesday, January 15<sup>th</sup>. Consistent with City practice, the agenda and meeting materials will be published the week prior (on January 10<sup>th</sup>). In the interim, a copy of the draft documents may be viewed at [www.elevateindianola.com](http://www.elevateindianola.com).

**Contractors’/Developers’ Breakfast** – As part of the building code update, staff will once again be hosting a contractors’/developers’ breakfast this year to discuss the proposed code changes, as well as provide an update on other coming changes in 2020. That breakfast is scheduled for Thursday, January 16<sup>th</sup> starting at 7:00 a.m. at the Indianola Activity Center. A flyer for this is attached. Please help us spread the word regarding this meeting.

**Library Hours** – The Library will be closed January 6<sup>th</sup> - 19<sup>th</sup> to have some repair work done on the walls and to paint the interior. During that time, the Library will offer curbside pickup for a few hours each day, and volunteers will deliver books to homebound residents and the senior living centers. The Streets Department is helping the Library with the prep work, with the repair and painting contracted through First Avenue Painting of Indianola.

**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).

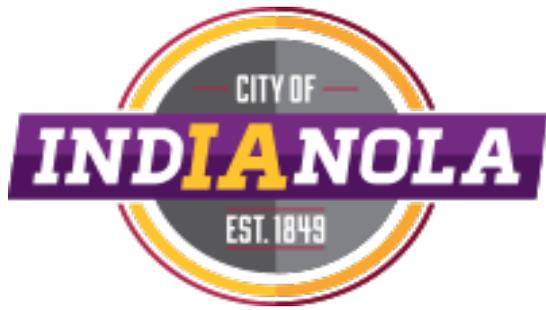


# Community Development

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## 2019 Building Permit Report

Permit	DATE Permit Issued	NAME	ADDRESS	CONTRACTOR	CONSTRUCTION	SQUARE FEET *new residential only	Finalized Date	VALUE
1	1/3/2019	Brandon Fredricks	314 N 17th Street	n/a	Basement Finish			\$4,800
2	1/14/2019	Bellagio Construction	402 W 1st Street	Curtis White	Garage Addition		1/17/2019	\$6,000
3	1/15/2019	Zoo Bar / Jesse Forbes	102 W Ashland Ave	Vanderpool	Basement Alteration			\$2,000
4	1/16/2019	Dan Gripp	906 W Boston Ave	Gripp Masonry	Foundation Repair		1/17/2019	\$11,000
5	1/16/2019	Kenneth McCoy	410 S Jefferson Way	Simon Gingerich	Commercial Building			\$150,000
6	1/16/2019	Scott Johnston	410 W Ashland Ave		Garage			\$15,000
7	1/17/2019	Curtis White	402 W 1st Street	Curtis White - Family Plan	Demolition			\$0
8	1/21/2019	Construction by Cambron	400 S 8th Ct #14	Ryan Cambron	Basement Finish		3/29/2019	\$35,000
9	2/6/2019	Jaci Green	700 N G Street	Mike McClintock	Basement Finish		4/4/2019	\$13,250
10	2/13/2019	Steven Lee Vetter	206 N Buxton (rear of 126 W Ashland Ave)	Casner Construction	Commercial Remodel		3/29/2019	\$35,000
11	2/28/2019	Wade Journey Homes	602 N 17th Street	Wade Journey Homes	Single Family Dwelling			\$65,786
12	2/28/2019	Wade Journey Homes	1500 E Euclid Ave	Wade Journey Homes	Single Family Dwelling			\$74,145
13	2/28/2019	Wade Journey Homes	1502 E Euclid Ave	Wade Journey Homes	Single Family Dwelling			\$85,594
14	2/28/2019	Wade Journey Homes	1504 E Euclid Ave	Wade Journey Homes	Single Family Dwelling			\$78,176
15	2/28/2019	Wade Journey Homes	1506 E Euclid Ave	Wade Journey Homes	Single Family Dwelling			\$74,145
16	2/28/2019	Wade Journey Homes	1508 E Euclid Ave	Wade Journey Homes	Single Family Dwelling		12/31/2019	\$88,083
17	2/28/2019	Wade Journey Homes	1600 E Euclid Ave	Wade Journey Homes	Single Family Dwelling			\$85,594
18	2/28/2019	Wade Journey Homes	1602 E Euclid Ave	Wade Journey Homes	Single Family Dwelling			\$74,145



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## 2019 Building Permit Report

19	2/28/2019	Wade Journey Homes	1604 E Euclid Ave	Wade Journey Homes	Single Family Dwelling			\$65,786
20	2/28/2019	Wade Journey Homes	1606 E Euclid Ave	Wade Journey Homes	Single Family Dwelling			\$74,145
21	2/28/2019	Wade Journey Homes	1700 E Euclid Ave	Wade Journey Homes	Single Family Dwelling			\$78,176
22	2/28/2019	Wade Journey Homes	1704 E Euclid Ave	Wade Journey Homes	Single Family Dwelling			\$65,786
23	2/28/2019	Wade Journey Homes	1706 E Euclid Ave	Wade Journey Homes	Single Family Dwelling			\$85,594
24	2/28/2019	Wade Journey Homes	1708 E Euclid Ave	Wade Journey Homes	Single Family Dwelling			\$88,083
25	2/28/2019	Wade Journey Homes	1710 E Euclid Ave	Wade Journey Homes	Single Family Dwelling			\$74,145
26	2/28/2019	Wade Journey Homes	1800 E Euclid Ave	Wade Journey Homes	Single Family Dwelling			\$85,594
27	3/4/2019	Johnnie LoVan Taylor Builders	405 W Salem Ave	Taylor Builders	Residential Repair - Storm Damaged			\$78,174
28	3/8/2019	West Hills Brewing Company, LLC	219 W Salem Ave	James Nelson	Commercial Alteration			\$10,294
29	3/21/2019	Happe Homes	1303 South L Court	Happe Homes	Single Family Dwelling		11/21/2019	\$262,900
30	3/21/2019	Cheryl & Brad Ebert	1514 W Euclid Ave	Kintz Construction	Deck			\$7,000
31	3/21/2019	Lynden West Apartments Tulip Apartment Group Inc	1203 W 2nd Ave #A (NW Building)	Selby Construction	Deck Repair/Replacement			\$6,000
32	3/21/2019	Lynden West Apartments Tulip Apartment Group Inc	1205 W 2nd Ave #B (NE Building)	Selby Construction	Deck Repair/Replacement		5/29/2019	\$6,000
33	3/22/2019	Autumn Ridge Development	400 S 8th St. Unit 46	Autumn Ridge Development	Basement Finish		4/2/2019	\$20,000
34	3/26/2019	John Rennenger	1900 S E Drive		Garage		5/8/2019	\$7,700
35	3/28/2019	Cody Kauzlarich	106 N H Street		Residential Alteration			\$23,400
36	4/1/2019	Larry Champlin	209 South G Street		Demolition - Garage		7/26/2019	\$0
37	4/1/2019	Sun Dance Homes	908 & 910 South Y Street	Sundance Homes	Duplex			\$492,000
38	4/1/2019	Tom Gorgas - State of Iowa	1812 N 7th Street	Bergstrom Construction	Commercial Alteration		6/4/2019	\$38,966
39	4/2/2019	Horton Robinson Construction	1220 Wesley Lane	Horton Robinson Const.	Basement Finish		5/2/2019	\$29,700
40	4/8/2019	Sage Homes/ Eric & Diane Lane	640 North N St	Sage Homes	Single Family Dwelling		9/19/2019	\$274,000



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## 2019 Building Permit Report

41	4/8/2019	Ground Breaker Homes	1308 S L Court	Ground Breaker Homes	Single Family Dwelling			\$200,000
42	4/10/2019	Rasko Construction LLC	901 E Franklin	Rasko Construction LLC	Garage Addition		5/22/2019	\$18,000
43	4/11/2019	Blackstone Exteriors, LLC	1514 W Euclid Ave	Blackstone Exteriors	Fire Repair		4/8/2019	\$120,000
44	4/12/2019	Charles Burgin	1207 South R Street		Deck Repair/Replacement			\$500
45	4/12/2019	Kenneth Doss	226 W Salem		Addition			\$76,000
46	4/18/2019	G & G Lawncare & Landscaping	506 N Jefferson Way		Demo - Commercial		7/22/2019	\$0
47	4/18/2019	G & G Lawncare & Landscaping	400 E 1st Ave		Demo - SFD		4/25/2019	\$0
48	4/19/2019	Peggy R Cutts	400 S 8th Court, Unit 9		Basement Finish			\$7,600
49	4/19/2019	Orton Homes	1310 N 9th Street	Orton Homes	Single Family Dwelling		11/11/2019	\$300,000
50	4/22/2019	Orton Homes	1009 E Madison Ave	Orton Homes	Single Family Dwelling		11/12/2019	\$300,000
51	4/21/2019	Jerry's Homes	1703 E Clinton Ave	Jerry's Homes	Basement Finish			\$15,000
52	4/23/2019	Valerie Burton	1610 W Detroit Ave		Garage			\$15,000
53	4/23/2019	Robert Cooper	406 E Ashland Ave		Carport			\$300
54	4/24/2019	Carol Hartgrave	209 S G Street		Demolition - Attached Porch		7/26/2019	\$0
55	4/24/2019	Jason Martin	104 S Kenwood Blvd	First Call Restoration/Remodeling	Home Restoration			\$65,575
56	5/1/2019	Tim Morris	1204 E 2nd Ave	Maple Creek Construction	Commercial Alteration		5/28/2019	\$31,690
57	5/1/2019	Jon Backstrom	911 N C Street		Porch Deck/ Repair			\$300
58	5/7/2019	Neil Brankis	1105 Robin Glenn Drive	Midwest Builders	Deck			\$25,000
59	5/8/2019	Bill Hellmann	1207 N Jefferson Way	Davaco, LP	Commercial Remodel			\$50,000
60	5/13/2019	Elizabeth Barrian	404 N 17th Street	Fred Elsinga	Residential Deck Addition		6/10/2019	\$4,000
61	5/15/2019	R & L Construction	705 W 4th Ave		Residential Restoration			\$6,000
62	5/20/2019	Carla Weed	402 W 2nd Ave		Demolition - Garage		7/17/2019	\$0
63	5/23/2019	Doering Properties, LLC	902 Summerset Place	Rodney Curtis	Single Family Dwelling			\$121,500



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## 2019 Building Permit Report

64	5/23/2019	Doering Properties, LLC	904 Summerset Place	Rodney Curtis	Single Family Dwelling			\$121,500
65	5/23/2019	Doering Properties, LLC	906 Summerset Place	Rodney Curtis	Single Family Dwelling			\$121,500
66	5/23/2019	Doering Properties, LLC	908 Summerset Place	Rodney Curtis	Single Family Dwelling			\$121,500
67	5/23/2019	Doering Properties, LLC	1000 Summerset Place	Rodney Curtis	Single Family Dwelling			\$121,500
68	5/23/2019	Doering Properties, LLC	1002 Summerset Place	Rodney Curtis	Single Family Dwelling			\$121,500
69	5/23/2019	Doering Properties, LLC	1004 Summerset Place	Rodney Curtis	Single Family Dwelling			\$121,500
70	5/23/2019	Doering Properties, LLC	1006 Summerset Place	Rodney Curtis	Single Family Dwelling			\$121,500
71	5/24/2019	Autumn Ridge Development	1508 W Iowa	Autumn Ridge Development	Single Family Dwelling		10/29/2019	\$150,000
72	5/24/2019	Overton Funeral Home	501 West Ashland Ave		Commercial Foundation Repair			\$900
73	5/28/2019	Kinze Construction	1911 W 5th Ave	Kinz Construction	Deck Addition		6/10/2019	\$3,500
74	5/28/2019	Crown Homes	209 W Salem	Rob Keller / Crown Homes	Commercial Alteration		8/7/2019	\$47,725
75	5/24/2019	Koeppen Construction Wet Paint Inc	1103 E Henderson Place	Wet Paint Co	Deck Repair			\$3,000
76	5/28/2019	KRM Development / Bussanmas	1109 South K Street	KRM Development	Single Family Dwelling		12/18/2019	\$705,000
77	5/29/2019	John S Green	1413 E Girard Ave		Deck		6/5/2019	\$13,000
78	5/31/2019	Wesley Retirement Services	908 Angela Drive	Horton Robinson Const.	Residential Alteration / Basement Finish			\$17,500
79	6/5/2019	Lucas Reidmann	1024 Scott Felton Road		Garage with Shop			\$40,000
80	8/19/2019	Scott Seemann	605 N O Street	Spirit Building Services LLC	Single Family Dwelling	3329		\$180,000
81	6/6/2019	Horton Robinson Construction	1305 Wesley Lane	Horton Robinson Const.	Residential Remodel			\$60,000
82	6/10/2019	Jerry's Homes	308 N 18th Street	Jerry's Homes - Adam	Single Family Dwelling		10/31/2019	\$170,000
83	6/10/2019	Jerry's Homes	306 N 18th Street	Jerry's Homes - Adam	Single Family Dwelling		10/31/2019	\$170,000
84	6/10/2019	Jerry's Homes	1709 E Clinton Ave	Jerry's Homes - Adam	Single Family Dwelling		10/31/2019	\$170,000
85	6/10/2019	Jerry's Homes	1710 E Clinton Ave	Jerry's Homes - Adam	Single Family Dwelling		11/8/2019	\$170,000
86	6/14/2019	Cody Kauzlarich	105 N G Street	Wood Resuscitation	Residential Alteration			\$12,100



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## 2019 Building Permit Report

87	6/17/2019	Eric Mudge	601 N 12th Street		Detached Garage			\$15,500
88	6/24/2019	Smith Home Restoration	500 North N Street	Troy Smith	Demo - Underground Pool		6/28/2019	\$0
89	6/24/2019	Kimberly Development	2207 W 10th Ave		Single Family Dwelling		TEMP CO 11/20/2019	\$459,000
90	6/24/2019	Kimberly Development	2207 W 10th Ave		Garden Shed			\$16,000
91	6/25/2019	LouAnn Corrigan	507 N 17th Street		Deck		7/26/2019	\$18,350
92	7/1/2019	Chris Deckard	811 N 8th Street		Concrete Patio Porch			\$3,300
93	7/1/2019	Allegiant Homes	1105 S O Street	Allegiant Homes	Single Family Dwelling			\$345,000
94	7/2/2019	Richard Feters	401 W Salem Ave		Residential Alteration			\$300
95	7/8/2019	Marvin Gribbins	116 W Ashland Ave		Commercial Remodel/Alteration			\$1,000
96	7/8/2019	William Sackett	111 S J Street	OFS Enterprises	Deck			\$700
97	7/15/2019	Indianola Pediatric Clinic	2001 North 6th St	Downing Construction	Commercial Dwelling			\$1,056,440
98	7/16/2019	Warren Co Habitat for Humanity	408 W 18th Place	Warren Co Habitat	Single Family Dwelling			\$90,000
99	7/17/2019	Chumbleys Auto - Tim Davison	308 E 1st Ave	Construction by Cambron	Commercial Dwelling		Temp CO 11/26/2019	\$168,000
100	7/18/2019	Horton Robinson Const	2412 W 10th Ave	Horton Robinson Const.	Deck			\$4,500
101	7/18/2019	KC Inc Mimi Kelly	404 N Jefferson Way		Demo			\$0
102	7/19/2019	North American MHC LLC	5 John St		Single Family Dwelling Trailer		11/26/2019	\$37,809
103	7/19/2019	North American MHC LLC	4 John St		Single Family Dwelling Trailer		11/26/2019	\$37,809
104	7/19/2019	North American MHC LLC	3 John St		Single Family Dwelling Trailer		11/26/2019	\$37,809
105	8/6/2019	North American MHC LLC	6 John St		Maintenance Garage and Storage		11/26/2019	\$43,100
106	7/22/2019	Ground Breaker Homes	1106 S O St	Ground Breaker Homes	Single Family Dwelling			\$215,000

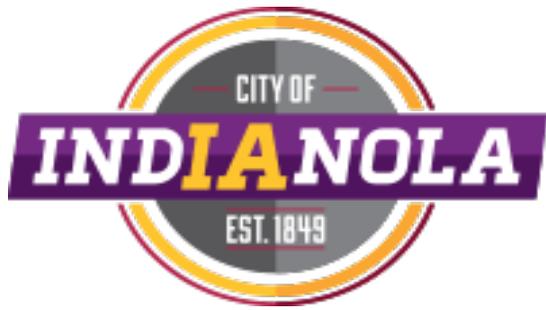


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## 2019 Building Permit Report

107	7/22/2019	Smith Home Restoration	500 North N St		Demo - Garage		7/25/2019	\$0
108	7/22/2019	Knuth Construction	801 South O Street		Deck			\$2,700
109	7/22/2019	Jerry's Homes	506 N 17th St	Jerrys Homes	Single Family Dwelling		11/8/2019	\$165,000
110	7/25/2019	Midwest Builders	1010 W Euclid	Midwest Builders	Porch			\$25,000
111	7/25/2019	Midwest Builders	1201 N O St	Midwest Builders	Porch			\$25,000
112	7/29/2019	Allen and Monica Goode	201 W 7th Ave	Mike Rosewalls Remodeling	Detached Garage			\$26,000
113	7/31/2019	Parkerbilt Const.	705 N C St	Parkerbilt	Deck			\$23,000
114	8/5/2019	Casner Construction	103 North H Street	Casner Construction	Deck			\$7,000
115	11/13/2019	Neuman Brothers	1600 E Iowa Ave	Neuman Brothers	Commercial Building			\$10,270,000
116	8/16/2019	Savannah Homes, Inc	305 N 17th St	Savannah Homes, Inc	Single Family Dwelling	1292		\$226,000
117	8/6/2019	Richard and Tracy Herrick	1607 W 4th Ave	McNeeley Construction	Deck			\$1,170
118	8/12/2019	Ed Ferrier Construction	111 W Salem Ave	Ed Ferrier Construction	Commercial Alteration			\$3,500
119	8/14/2019	Capitol City Construction	210 W Salem Ave	Capitol City Construction	Commercial Alteration			\$46,500
120	8/15/2019	Gritt Performance	983 E Hilcrest Ave	Horizon Builders	Commercial Building	11,776	12/16/2019	\$800,000
121	8/15/2019	Jerry's Homes	1703 E Euclid Ave	Jerry's Homes	Single Family Dwelling	1417		\$181,000
122	8/16/2019	Jerry's Homes	400 North 18th St	Jerry's Homes	Single Family Dwelling	1483		\$181,000
123	8/16/2019	Jerry's Homes	1710 East Detroit Place	Jerry's Homes	Single Family Dwelling	1622		\$184,000
124	8/16/2019	Brian Becker	706 East Euclid	DMS Building CO	Garage			\$42,500
125	8/22/2019	Manny's Handyman Service	208 W Ashland Ave.	Manuel Banegas	Commercial Alteration			\$33,000
126	9/3/2019	Cory Keller	903 W Boston Ave	SELF	Deck			\$1,500
127	9/3/2019	Christine Denning	205 S P St	McClintock Remodeling	Deck			\$11,418
128	9/5/2019	Kip Condon	1601 N G St	Hubbell Homes LC	Single Family Dwelling	4,780		\$340,000
129	9/9/2019	Tim Naberhaus	100 W Kentucky	Haus Roofing	Residential Alteration			\$15,000
130	9/10/2019	MRS Investments	815 West 1st	Vanderpool	Single Family Dwelling (demo)			
131	9/11/2019	Shelly(Bevard)Spooner	509 S Freeman	Shelly Spooner	Residential Garage(demo)			\$21,000



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## 2019 Building Permit Report

132	9/12/2019	LouAnn Corrigan	507 N 17th	JS Solutions	Alteration(basement remodel)			\$24,800
133	9/24/2019	Dental Professionals	200 N B	Downing Construction	Alteration(remodel)			\$250,000
134	10/3/2019	Chad Amos	1204 S O	Artisian Crest Homes	Single Family Dwelling	1946		\$568,000
135	9/24/2019	Dan Carlson	807 W Orchard Ave	Carlson Homes LLC	Single Family Dwelling	2338		\$300,000
136	10/16/2019	Phil Steger	612 S Y	Steger Construction	Two Family	1,400		\$200,000
137	10/7/2019	Ryan Bosell	910 Scott Felton	Mike McClintock	Addition			\$120,000
138	9/30/2019	Johnathan Cross	2411 W 10th	Crossover Construction	Addition - deck			\$30,000
139	10/4/2019	Brent Chappell	502 N K	Brent Chappell	Addition- garage			\$12,000
140	9/27/2019	Tarleton Properties	208 W Ashland Ave.	Ed Ferrier Construction	Handicap ramp			\$3,600
141	10/22/2019	Spencer Properties	800 E Iowa Lot #8	John Millwood/Mark Trout	Mobile Home			
142	10/14/2019	Dan Grabill	308 S Freeman	LMK Construction	Addition-shed	250		
143	11/7/2019	Ace Hardware	506 N Jefferson Way	Primus Companies INC	Commercial			\$1,012,000
144	IR	Brew Enterprises (Scooters)	1112 N Jefferson Way	TBD	Commercial			\$75,000
145	10/16/2019	Phil Steger	614 S Y	Steger Construction	Two Family	1,400		\$200,000
146	10/21/2019	Phil Delong	1110 S R	GWA Intl	Alteration - Solar Array			\$12,000
147	10/21/2019	Betty Curtis	210 N Jefferson	Rick Gwinn	Alteration - repair front porch			\$1,000
148	10/21/2019	Rick Gwinn	909 N J	Rick Gwinn	Addition - Shed			\$4,500
149	10/22/2019	Kyle Overton	1109 E Iowa	Beardmore Construction	Repair - Deck			\$2,600
150	10/22/2019	Mandy Lundberg	1407 E Clinton	John Peters	Alteration Covering stoop with wood decking			\$500
151	10/22/2019	Katherine Schrum	400 N 17th	Adam Middleswart	Alteration - Basement finish			\$6,000
152	10/28/2019	GroundBreaker Homes	1503 11th Way	Ground Breaker Homes	Single Family Dwelling	4,523		\$250,000
153	10/28/2019	Shelly(Bevard)Spooner	509 S Freeman	John Gideon	Replacement - shed			\$40,000
154	IR	Wal Mart	1500 N Jefferson Way	TBD	Remodel - commercial			\$1,891,511
155	11/5/2019	Dan Grabil	308 S Freeman	John Peters	Addition-Front porch			\$3,000



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## 2019 Building Permit Report

156	11/26/2019	Erin Freeberg	103 N Buxton	Ryan Cambron	Remodel - commercial			\$105,000
157	11/11/2019	Thomas Smith	102 E Salem	Brad Butler	DEMO			
158	11/11/2019	Derek Garrett	802 E Ashland	Midwest Construction	Addition-deck			\$4,000
159	11/14/2019	Norm Crawford	505 W 1st	Gold Dome Building	Addition-garage			\$13,000
160	12/4/2019	Happe Homes	690 N N	Happe Homes	Single Family Dwelling	1492		\$242,503
161	12/5/2019	Rich Clarke	1007 N Buxton	Haus Roofing	Repair-deck			\$10,000
162	12/13/2019	Michael Ward	2500 W Euclid	Michael Ward	Finishing basement			\$10,000
163	12/18/2019	Martin/Jen Smith	2203 W 10th	Screenbuilder	Addition	256		\$50,000



# Community Development

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## Code Enforcement Tracking Report

Case Status	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	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.	1/6/2020	
Open		Unsafe Building	208 N Jefferson Way	4/17/2018		D&D lot has closed. Property owner has indicated demo will take place before November. <b>Spoke with Chad on 10/31. Said he is waiting for Mid-American to disconnect the gas service before demo. As soon as gas is disconnected, he will come in and pull demo permit.</b> Mid-American on site today 11/14/19 disconnecting gas. Spoke with Chad Keller on 12/6/2019. He said both houses will be torn down by January 1st, 2020.	1/6/2020	
Open		Unsafe Building	206 N Jefferson	4/17/2018		D&D lot has closed. Property owner has indicated demo will take place before November. <b>Spoke with Chad on 10/31. Said he is waiting for Mid-American to disconnect the gas service before demo. As soon as gas is disconnected, he will come in and pull demo permit.</b> Mid-American on site today 11/14/19 disconnecting gas. Spoke with Chad Keller on 12/6/2019. He said both houses will be torn down by January 1st, 2020.	1/6/2020	
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.	1/6/2020	
Open		Unsafe Building	306 S F Street	4/17/2018	8/16/2019	Property owned by United States Dept Of Agriculture. Attempting to make contact with property owner. Nothing has been done to date. Posted as unsafe. Will check regularly.	1/6/2020	
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	1/6/2020	
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 has until January 5 to have all work completed.	1/6/2020	
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.	1/21/2020	
Open	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	1/31/2020	
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. <b>Spoke with property owner on 10/30. She asked for a 30 day extension to finish the exterior. 30 day extension was granted.</b> 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	1/31/2020	



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## Code Enforcement Tracking Report

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. <b>Work has commenced on west side of house. Will check regularly.</b>	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	
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



## COMMUNITY DEVELOPMENT

**To:** Ryan J. Waller, City Manager  
**From:** Charlie E. Dissell, AICP, Community and Economic Development Director  
**Date:** January 3, 2020  
**Subject:** Current Projects Update

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The purpose of this memorandum is to provide a brief synopsis of different projects that may be of interest to the Council.

- **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
  - Awaiting contractor information before permit can be issued.
  - Applicant has indicated a start date of January 19, 2020.
- **Proposed Campground (Northwest Corner of South Jefferson Way and East 17<sup>th</sup> 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.
  - Final consideration by the Council will take place on January 21.
- **Cabin Coffee (910 East 2<sup>nd</sup> 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.
  - Cavitt Creek I, between 1404 and 1500 North 9th Street, proposes 12 duplexes (24 units)
  - Cavitt Creek II, to the west of Cavitt Creek I and 1500 North 9th Street, proposes 21 duplexes and 14 six-plex's, for a total of 126 units.
  - 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 delayed action on these items until its January 21 meeting.
- **Indianola Pediatric Dentist (2001 North 6<sup>th</sup> 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.
- 2<sup>nd</sup> 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.
- **Gritt Performance (983 East Hillcrest Avenue)**
  - Site plan for this project has been submitted to the City and is being reviewed by Staff and City Engineer.
  - Plan review comments returned to applicant on February 20.
  - Updated site plans were resubmitted on March 4.
  - Updated comments returned on March 18.
  - Updated site plans were resubmitted on March 26.
  - Site plan was approved on April 8.
  - Staff met with the property owner on April 10 to discuss preliminary building plans.
  - Staff met with property owner on May 23 to discuss financial assistance options.
  - Building permit application applied for on June 14.
  - Building permit comments were returned on June 25.
  - Groundwork on the site has begun.
  - Building Permit was issued on August 15.
  - CO was issued on December 16.
  - Grand opening and ribbon cutting on January 4 at 10 AM.
- **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 8<sup>th</sup> 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 18<sup>th</sup> 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 will be reviewed by the Planning Commission on January 15 and the City Council on January 21.
- **Prairie Glynn Plat 2**
  - Located east of East Franklin Avenue and North 15<sup>th</sup> 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 9<sup>th</sup> 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 2<sup>nd</sup> Avenue and South 20<sup>th</sup> Street.
  - 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.



# YOU ARE INVITED!

## 2<sup>nd</sup> Annual Indianola Contractors/Developers Breakfast Meeting

Thursday, January 16, 2020

7:00 AM to 8:00 AM

Indianola Activity Center  
2204 West 2nd Avenue, Indianola, Iowa

Breakfast will be served

**Items to be discussed include:**

- Review of 2019 achievements
- Review of proposed updates to building, fire, mechanical, electrical, plumbing & fuel gas code
- Review proposed additions of liquefied petroleum gas, energy conservation & property maintenance codes
- Review of proposed updates to the fee schedule for permit & development applications
- Other upcoming 2020 items

To RSVP, please contact the Indianola Community Development Department at (515) 961-9430 or by e-mail at [comdev@indianolaiowa.gov](mailto:comdev@indianolaiowa.gov)

**by Monday, January 13, 2020**

January 15, 2020

Special Joint Meeting with the Planning and Zoning Commission and the City Council

6:00 P.M.

City Council Chambers

- A. Elevate Indianola , a Comprehensive Plan Update Prepared with the Citizens of Indianola. (Items Available at [www.elevateindianola.com](http://www.elevateindianola.com))
  - i. Presentation and Discussion on Comprehensive Plan Update
  - ii. Discuss Timeline for Adoption of Comprehensive Plan Update

February 3, 2020  
Draft Council Agenda

- Minutes
- Claims
- Applications
- City Manager's Report
- Salaries
- Resolution naming depositories
- Investment policy
- Resolution setting public hearing to approve the budget
- First consideration of an ordinance adopting updated building/fire codes
- Resolution to set hearing date for maximum property tax dollars hearing for March 2
- Budget and GO debt Proforma Presentation
- Resolution approving construction contract and bond for Quail Meadows 3 Lift Station
- Indianola WRRF
  - Resolution awarding contract
  - Resolution approving contract and bond
  - Public Hearing on Clean Water SRF Loan Agreements



January 21, 2020  
Draft Council Agenda

- Minutes
- Claims
- Applications
  - Liquor License – Deng’s Garden
- City Manager’s Report
- Salaries
- 2019 Indianola Water Resource Recovery Facility
  - Designation of apparent low bidder
  - Resolution setting February 3<sup>rd</sup> as a public hearing on Clean Water SRF Loan Agreements
- Final consideration for zoning regulation amendment to Chapter 165, regarding Bed and Breakfast, Boardinghouse and Short-term Rental regulations
- Final consideration for 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.
- Final consideration for zoning regulation amendment to Chapter 165, regarding breweries.
- Amendment to Snyder ESA for ICAAP project
- Treasurer’s Reports (Sept)
- Receive and file Fire Department Insurance Service Office Report
- Receive and file Memorial Aquatic Center Annual Report
- Adoption of the Surplus Disposal Policy
- 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.
- 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.
- Consider request from Daniels Land Surveying on behalf of William Dickerson Revocable Trust for approval of a Plat of Survey for property at 913, 915 and 1001 East Ashland Avenue.
- Consider recommendation from Planning and Zoning Commission on amendment to Section 23.01 of the Code of Ordinances, Indianola, Iowa, regarding the number of members on the Planning and Zoning Commission.
- Set public hearing for February 18 for 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.
- Resolution on the preliminary plans and specs of the Iowa Avenue project
- Resolution of necessity – Iowa Avenue
- Resolution setting a public hearing on Feb 18 regarding special assessments for Iowa Ave
- Public Hearing for Quail Meadows 3 plans, specs, form of contract and estimate of cost
- Resolution adopting plans, specs, form of contract and estimate of cost for Quail Meadows 3

- Resolution determining property to be surplus, authorizing sale of property for Water Pollution Control.

## Jackie Raffety

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**From:** Ryan Waller  
**Sent:** Wednesday, January 15, 2020 10:17 AM  
**To:** City Employees  
**Subject:** FW: Waller's Weekly 1.10.20  
**Attachments:** YOU ARE INVITED.pdf; 2019 Building Permits-Jan10.pdf; 2020 Building Permits-Jan10.pdf; Curent Projects Update-Jan 10.pdf; Code Enforcement-Jan10.pdf; Indianola Council, FY21 Budget\_January 6 2021.pdf; Draft February 4, 2020 Agenda.pdf; Draft January 21, 2020 Agenda.pdf

All,

My apologies on the delay of this...it was brought to my attention that employees did not receive this update email.

Ryan

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**From:** Ryan Waller  
**Sent:** Friday, January 10, 2020 4:41 PM  
**To:** Ryan Waller <[rwaller@indianolaiowa.gov](mailto:rwaller@indianolaiowa.gov)>  
**Subject:** Waller's Weekly 1.10.20

**Good afternoon, all.**

**I hope this finds everyone well. Below and attached, please find this week's update email on various City happenings.**

**As always, please feel free to share with others.**

**Also, if there are any questions regarding these or any other matters, please let me know.**

**Please stay warm and safe!**

**Have a great weekend.**

Ryan



**Ryan J. Waller**  
City Manager  
[rwaller@indianolaiowa.gov](mailto:rwaller@indianolaiowa.gov)  
p: 515.962.5274  
110 N. 1<sup>st</sup> Street – Indianola, Iowa 50125

**Budget Presentation** – Attached, please find the presentation provided by Andy Lent (Finance Director/City Clerk) at the January 6, 2020 City Council meeting.

**Ambulance Fees** – A recent question was asked about the cost for ambulance services provided by our Fire Department and the amount reimbursed from Medicaid, Medicare and private insurance. The following table contains these figures:

Service	City Cost	Medicaid	Medicare	Private Insurance
Basic Life Support	\$607	\$114.30	\$350.79	\$1,045
Advance Life Support	\$720	\$127.01	\$416.56	\$1,320
Advance Life Support 2	\$1,043	\$232.84	\$602.91	\$1,540

The costs and reimbursements included in the table do not include a mileage charge (\$13/mile). As you can see from the table, Medicaid and Medicare do not cover the cost for the City to provide these ambulance services. The GEMT legislation should help close this funding gap that is filled by property taxes.

**MFPRSI Annual Report** – The City’s sworn police officers participate in a state retirement fund called the Municipal Fire and Police Retirement System of Iowa (MFPRSI). Although some municipal fire departments also participate in this, Indianola’s fire department members participate in IPERS. The City contribution rate in FY2021 will rise from the current rate of 24.41 percent to 25.31 percent of the police officer’s salary. This rate paid by municipalities is mandated by the system and has a budgetary impact for our City. The annual report for FY2019 is available and is 14 MB. If you wish for a copy of the document, please let me know. The report highlights some of the changes MFPRSI has taken to place it on a more financial standing. Other publications (such as the FY2019 audit) can be obtained at: <http://www.mfprsi.org/about-mfprsi/publications/>.

**Water Resource Recovery Facility (WRRF)** – Below are links to the presentations reviewed during the City Council’s special workshop meeting on January 9, 2020. As was noted during the meeting, the second presentation (provided by the City’s Financial Advisor) summarizes the recent update of the financial pro forma (with conservative assumptions and estimates) for the wastewater utility. Once bids are received next week, the Financial Advisor will update the pro forma and present this information at the February 4, 2020 City Council meeting.

*Presentation from HR Green (Engineer) - <https://www.indianolaiowa.gov/DocumentCenter/View/10405/presentation-010920-Indianola-Council-Workshop>*

*Presentation from DA Davidson (Financial Advisor) - <https://www.indianolaiowa.gov/DocumentCenter/View/10404/Davidson-Slides-for-01-09-20-WRRF-Council-Worksession>*

**Comprehensive Master Plan Project** – As you are aware, the City is in the process of updating the Comprehensive Master Plan. This document is important as it sets a baseline for policies on how our community will grow with regards to housing, land use, recreation, transportation and utilities. The next step in the process is for a joint meeting with the City Council and the Planning and Zoning Commission to review and provide input on the draft plan. This joint meeting is scheduled for Wednesday, January 15, 2020. The agenda and meeting materials have been published and may be found at <http://indianolaiowa.gov/AgendaCenter>. Additional information may also be accessed on the project’s webpage found at [www.elevateindianola.com](http://www.elevateindianola.com).

**Contractors/Developers Breakfast** – As part of the building code update, staff will once again be hosting a breakfast meeting with contractors and developers from the region to discuss the proposed changes and to share other important projects and initiatives being undertaken by the City in 2020. That breakfast is scheduled

for 7:00 a.m. on Thursday, January 16, 2020 at the Indianola Activity Center. A flyer for this event is attached. Please help us spread the word regarding this meeting.

**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).



# YOU ARE INVITED!

## 2<sup>nd</sup> Annual Indianola Contractors/Developers Breakfast Meeting

Thursday, January 16, 2020

7:00 AM to 8:00 AM

Indianola Activity Center  
2204 West 2nd Avenue, Indianola, Iowa

Breakfast will be served

**Items to be discussed include:**

- Review of 2019 achievements
- Review of proposed updates to building, fire, mechanical, electrical, plumbing & fuel gas code
- Review proposed additions of liquefied petroleum gas, energy conservation & property maintenance codes
- Review of proposed updates to the fee schedule for permit & development applications
- Other upcoming 2020 items

To RSVP, please contact the Indianola Community Development Department at  
(515) 961-9430 or by e-mail at [comdev@indianolaiowa.gov](mailto:comdev@indianolaiowa.gov)

**by Monday, January 13, 2020**



# Community Development

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## 2019 Building Permit Report

Permit	DATE Permit Issued	NAME	ADDRESS	CONTRACTOR	CONSTRUCTION	SQUARE FEET *new residential only	Finalied Date	VALUE
1	1/3/2019	Brandon Fredricks	314 N 17th Street	n/a	Basement Finish			\$4,800
2	1/14/2019	Bellagio Construction	402 W 1st Street	Curtis White	Garage Addition		1/17/2019	\$6,000
3	1/15/2019	Zoo Bar / Jesse Forbes	102 W Ashland Ave	Vanderpool	Basement Alteration			\$2,000
4	1/16/2019	Dan Gripp	906 W Boston Ave	Gripp Masonry	Foundation Repair		1/17/2019	\$11,000
5	1/16/2019	Kenneth McCoy	410 S Jefferson Way	Simon Gingerich	Commercial Building			\$150,000
6	1/16/2019	Scott Johnston	410 W Ashland Ave		Garage			\$15,000
7	1/17/2019	Curtis White	402 W 1st Street	Curtis White - Family Plan	Demolition			\$0
8	1/21/2019	Construction by Cambron	400 S 8th Ct #14	Ryan Cambron	Basement Finish		3/29/2019	\$35,000
9	2/6/2019	Jaci Green	700 N G Street	Mike McClintock	Basement Finish		4/4/2019	\$13,250
10	2/13/2019	Steven Lee Vetter	206 N Buxton (rear of 126 W Ashland Ave)	Casner Construction	Commercial Remodel		3/29/2019	\$35,000
11	2/28/2019	Wade Journey Homes	602 N 17th Street	Wade Journey Homes	Single Family Dwelling			\$65,786
12	2/28/2019	Wade Journey Homes	1500 E Euclid Ave	Wade Journey Homes	Single Family Dwelling			\$74,145
13	2/28/2019	Wade Journey Homes	1502 E Euclid Ave	Wade Journey Homes	Single Family Dwelling			\$85,594
14	2/28/2019	Wade Journey Homes	1504 E Euclid Ave	Wade Journey Homes	Single Family Dwelling			\$78,176
15	2/28/2019	Wade Journey Homes	1506 E Euclid Ave	Wade Journey Homes	Single Family Dwelling			\$74,145
16	2/28/2019	Wade Journey Homes	1508 E Euclid Ave	Wade Journey Homes	Single Family Dwelling		12/31/2019	\$88,083
17	2/28/2019	Wade Journey Homes	1600 E Euclid Ave	Wade Journey Homes	Single Family Dwelling			\$85,594
18	2/28/2019	Wade Journey Homes	1602 E Euclid Ave	Wade Journey Homes	Single Family Dwelling			\$74,145



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## 2019 Building Permit Report

19	2/28/2019	Wade Journey Homes	1604 E Euclid Ave	Wade Journey Homes	Single Family Dwelling			\$65,786
20	2/28/2019	Wade Journey Homes	1606 E Euclid Ave	Wade Journey Homes	Single Family Dwelling			\$74,145
21	2/28/2019	Wade Journey Homes	1700 E Euclid Ave	Wade Journey Homes	Single Family Dwelling			\$78,176
22	2/28/2019	Wade Journey Homes	1704 E Euclid Ave	Wade Journey Homes	Single Family Dwelling			\$65,786
23	2/28/2019	Wade Journey Homes	1706 E Euclid Ave	Wade Journey Homes	Single Family Dwelling			\$85,594
24	2/28/2019	Wade Journey Homes	1708 E Euclid Ave	Wade Journey Homes	Single Family Dwelling			\$88,083
25	2/28/2019	Wade Journey Homes	1710 E Euclid Ave	Wade Journey Homes	Single Family Dwelling			\$74,145
26	2/28/2019	Wade Journey Homes	1800 E Euclid Ave	Wade Journey Homes	Single Family Dwelling			\$85,594
27	3/4/2019	Johnnie LoVan Taylor Builders	405 W Salem Ave	Taylor Builders	Residential Repair - Storm Damaged			\$78,174
28	3/8/2019	West Hills Brewing Company, LLC	219 W Salem Ave	James Nelson	Commercial Alteration			\$10,294
29	3/21/2019	Happe Homes	1303 South L Court	Happe Homes	Single Family Dwelling		11/21/2019	\$262,900
30	3/21/2019	Cheryl & Brad Ebert	1514 W Euclid Ave	Kintz Construction	Deck			\$7,000
31	3/21/2019	Lynden West Apartments Tulip Apartment Group Inc	1203 W 2nd Ave #A (NW Building)	Selby Construction	Deck Repair/Replacement			\$6,000
32	3/21/2019	Lynden West Apartments Tulip Apartment Group Inc	1205 W 2nd Ave #B (NE Building)	Selby Construction	Deck Repair/Replacement		5/29/2019	\$6,000
33	3/22/2019	Autumn Ridge Development	400 S 8th St. Unit 46	Autumn Ridge Development	Basement Finish		4/2/2019	\$20,000
34	3/26/2019	John Rennenger	1900 S E Drive		Garage		5/8/2019	\$7,700
35	3/28/2019	Cody Kauzlarich	106 N H Street		Residential Alteration			\$23,400
36	4/1/2019	Larry Champlin	209 South G Street		Demolition - Garage		7/26/2019	\$0
37	4/1/2019	Sun Dance Homes	908 & 910 South Y Street	Sundance Homes	Duplex			\$492,000
38	4/1/2019	Tom Gorgas - State of Iowa	1812 N 7th Street	Bergstrom Construction	Commercial Alteration		6/4/2019	\$38,966
39	4/2/2019	Horton Robinson Construction	1220 Wesley Lane	Horton Robinson Const.	Basement Finish		5/2/2019	\$29,700
40	4/8/2019	Sage Homes/ Eric & Diane Lane	640 North N St	Sage Homes	Single Family Dwelling		9/19/2019	\$274,000



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## 2019 Building Permit Report

41	4/8/2019	Ground Breaker Homes	1308 S L Court	Ground Breaker Homes	Single Family Dwelling			\$200,000
42	4/10/2019	Rasko Construction LLC	901 E Franklin	Rasko Construction LLC	Garage Addition		5/22/2019	\$18,000
43	4/11/2019	Blackstone Exteriors, LLC	1514 W Euclid Ave	Blackstone Exteriors	Fire Repair		4/8/2019	\$120,000
44	4/12/2019	Charles Burgin	1207 South R Street		Deck Repair/Replacement			\$500
45	4/12/2019	Kenneth Doss	226 W Salem		Addition			\$76,000
46	4/18/2019	G & G Lawncare & Landscaping	506 N Jefferson Way		Demo - Commercial		7/22/2019	\$0
47	4/18/2019	G & G Lawncare & Landscaping	400 E 1st Ave		Demo - SFD		4/25/2019	\$0
48	4/19/2019	Peggy R Cutts	400 S 8th Court, Unit 9		Basement Finish			\$7,600
49	4/19/2019	Orton Homes	1310 N 9th Street	Orton Homes	Single Family Dwelling		11/11/2019	\$300,000
51	4/21/2019	Jerry's Homes	1703 E Clinton Ave	Jerry's Homes	Basement Finish			\$15,000
50	4/22/2019	Orton Homes	1009 E Madison Ave	Orton Homes	Single Family Dwelling		11/12/2019	\$300,000
52	4/23/2019	Valerie Burton	1610 W Detroit Ave		Garage			\$15,000
53	4/23/2019	Robert Cooper	406 E Ashland Ave		Carport			\$300
54	4/24/2019	Carol Hartgrave	209 S G Street		Demolition - Attached Porch		7/26/2019	\$0
55	4/24/2019	Jason Martin	104 S Kenwood Blvd	First Call Restoration/Remodeling	Home Restoration			\$65,575
56	5/1/2019	Tim Morris	1204 E 2nd Ave	Maple Creek Construction	Commercial Alteration		5/28/2019	\$31,690
57	5/1/2019	Jon Backstrom	911 N C Street		Porch Deck/ Repair			\$300
58	5/7/2019	Neil Brankis	1105 Robin Glenn Drive	Midwest Builders	Deck			\$25,000
59	5/8/2019	Bill Hellmann	1207 N Jefferson Way	Davaco, LP	Commercial Remodel			\$50,000
60	5/13/2019	Elizabeth Barrian	404 N 17th Street	Fred Elsinga	Residential Deck Addition		6/10/2019	\$4,000
61	5/15/2019	R & L Construction	705 W 4th Ave		Residential Restoration			\$6,000
62	5/20/2019	Carla Weed	402 W 2nd Ave		Demolition - Garage		7/17/2019	\$0
63	5/23/2019	Doering Properties, LLC	902 Summerset Place	Rodney Curtis	Single Family Dwelling			\$121,500



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## 2019 Building Permit Report

64	5/23/2019	Doering Properties, LLC	904 Summerset Place	Rodney Curtis	Single Family Dwelling			\$121,500
65	5/23/2019	Doering Properties, LLC	906 Summerset Place	Rodney Curtis	Single Family Dwelling			\$121,500
66	5/23/2019	Doering Properties, LLC	908 Summerset Place	Rodney Curtis	Single Family Dwelling			\$121,500
67	5/23/2019	Doering Properties, LLC	1000 Summerset Place	Rodney Curtis	Single Family Dwelling			\$121,500
68	5/23/2019	Doering Properties, LLC	1002 Summerset Place	Rodney Curtis	Single Family Dwelling			\$121,500
69	5/23/2019	Doering Properties, LLC	1004 Summerset Place	Rodney Curtis	Single Family Dwelling			\$121,500
70	5/23/2019	Doering Properties, LLC	1006 Summerset Place	Rodney Curtis	Single Family Dwelling			\$121,500
71	5/24/2019	Autumn Ridge Development	1508 W Iowa	Autumn Ridge Development	Single Family Dwelling		10/29/2019	\$150,000
72	5/24/2019	Overton Funeral Home	501 West Ashland Ave		Commercial Foundation Repair			\$900
75	5/24/2019	Koeppen Construction Wet Paint Inc	1103 E Henderson Place	Wet Paint Co	Deck Repair			\$3,000
73	5/28/2019	Kinze Construction	1911 W 5th Ave	Kinz Construction	Deck Addition		6/10/2019	\$3,500
74	5/28/2019	Crown Homes	209 W Salem	Rob Keller / Crown Homes	Commercial Alteration		8/7/2019	\$47,725
76	5/28/2019	KRM Development / Bussanmas	1109 South K Street	KRM Development	Single Family Dwelling		12/18/2019	\$705,000
77	5/29/2019	John S Green	1413 E Girard Ave		Deck		6/5/2019	\$13,000
78	5/31/2019	Wesley Retirement Services	908 Angela Drive	Horton Robinson Const.	Residential Alteration / Basement Finish			\$17,500
79	6/5/2019	Lucas Reidmann	1024 Scott Felton Road		Garage with Shop			\$40,000
81	6/6/2019	Horton Robinson Construction	1305 Wesley Lane	Horton Robinson Const.	Residential Remodel			\$60,000
82	6/10/2019	Jerry's Homes	308 N 18th Street	Jerry's Homes - Adam	Single Family Dwelling		10/31/2019	\$170,000
83	6/10/2019	Jerry's Homes	306 N 18th Street	Jerry's Homes - Adam	Single Family Dwelling		10/31/2019	\$170,000
84	6/10/2019	Jerry's Homes	1709 E Clinton Ave	Jerry's Homes - Adam	Single Family Dwelling		10/31/2019	\$170,000
85	6/10/2019	Jerry's Homes	1710 E Clinton Ave	Jerry's Homes - Adam	Single Family Dwelling		11/8/2019	\$170,000
86	6/14/2019	Cody Kauzlarich	105 N G Street	Wood Resuscitation	Residential Alteration			\$12,100
87	6/17/2019	Eric Mudge	601 N 12th Street		Detached Garage			\$15,500
88	6/24/2019	Smith Home Restoration	500 North N Street	Troy Smith	Demo - Underground Pool		6/28/2019	\$0



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## 2019 Building Permit Report

89	6/24/2019	Kimberly Development	2207 W 10th Ave		Single Family Dwelling		TEMP CO 11/20/2019	\$459,000
90	6/24/2019	Kimberly Development	2207 W 10th Ave		Garden Shed			\$16,000
91	6/25/2019	LouAnn Corrigan	507 N 17th Street		Deck		7/26/2019	\$18,350
92	7/1/2019	Chris Deckard	811 N 8th Street		Concrete Patio Porch			\$3,300
93	7/1/2019	Allegiant Homes	1105 S O Street	Allegiant Homes	Single Family Dwelling	NEEDS TO PAY FOR IRRIGATION METER		\$345,000
94	7/2/2019	Richard Fetters	401 W Salem Ave		Residential Alteration			\$300
95	7/8/2019	Marvin Gribbins	116 W Ashland Ave		Commercial Remodel/Alteration			\$1,000
96	7/8/2019	William Sackett	111 S J Street	OFS Enterprises	Deck			\$700
97	7/15/2019	Indianola Pediatric Clinic	2001 North 6th St	Downing Construction	Commercial Dwelling			\$1,056,440
98	7/16/2019	Warren Co Habitat for Humanity	408 W 18th Place	Warren Co Habitat	Single Family Dwelling			\$90,000
99	7/17/2019	Chumbleys Auto - Tim Davison	308 E 1st Ave	Construction by Cambron	Commercial Dwelling		Temp CO 11/26/2019	\$168,000
100	7/18/2019	Horton Robinson Const	2412 W 10th Ave	Horton Robinson Const.	Deck			\$4,500
101	7/18/2019	KC Inc Mimi Kelly	404 N Jefferson Way		Demo			\$0
102	7/19/2019	North American MHC LLC	5 John St		Single Family Dwelling Trailer		11/26/2019	\$37,809
103	7/19/2019	North American MHC LLC	4 John St		Single Family Dwelling Trailer		11/26/2019	\$37,809
104	7/19/2019	North American MHC LLC	3 John St		Single Family Dwelling Trailer		11/26/2019	\$37,809
106	7/22/2019	Ground Breaker Homes	1106 S O St	Ground Breaker Homes	Single Family Dwelling			\$215,000
107	7/22/2019	Smith Home Restoration	500 North N St		Demo - Garage		7/25/2019	\$0
108	7/22/2019	Knuth Construction	801 South O Street		Deck			\$2,700
109	7/22/2019	Jerry's Homes	506 N 17th St	Jerrys Homes	Single Family Dwelling		11/8/2019	\$165,000



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110	7/25/2019	Midwest Builders	1010 W Euclid	Midwest Builders	Porch			\$25,000
111	7/25/2019	Midwest Builders	1201 N O St	Midwest Builders	Porch			\$25,000
112	7/29/2019	Allen and Monica Goode	201 W 7th Ave	Mike Rosewalls Remodeling	Detached Garage			\$26,000
113	7/31/2019	Parkerbilt Const.	705 N C St	Parkerbilt	Deck			\$23,000
114	8/5/2019	Casner Construction	103 North H Street	Casner Construction	Deck			\$7,000
105	8/6/2019	North American MHC LLC	6 John St		Maintenance Garage and Storage		11/26/2019	\$43,100
117	8/6/2019	Richard and Tracy Herrick	1607 W 4th Ave	McNeeley Construction	Deck			\$1,170
118	8/12/2019	Ed Ferrier Construction	111 W Salem Ave	Ed Ferrier Construction	Commercial Alteration			\$3,500
119	8/14/2019	Capitol City Construction	210 W Salem Ave	Capitol City Construction	Commercial Alteration			\$46,500
120	8/15/2019	Gritt Performance	983 E Hilcrest Ave	Horizon Builders	Commercial Building	11,776	12/16/2019	\$800,000
121	8/15/2019	Jerry's Homes	1703 E Euclid Ave	Jerry's Homes	Single Family Dwelling	1417	1/6/2020	\$181,000
116	8/16/2019	Savannah Homes, Inc	305 N 17th St	Savannah Homes, Inc	Single Family Dwelling	1292		\$226,000
122	8/16/2019	Jerry's Homes	400 North 18th St	Jerry's Homes	Single Family Dwelling	1483	1/6/2020	\$181,000
123	8/16/2019	Jerry's Homes	1710 East Detroit Place	Jerry's Homes	Single Family Dwelling	1622	1/6/2020	\$184,000
124	8/16/2019	Brian Becker	706 East Euclid	DMS Building CO	Garage			\$42,500
80	8/19/2019	Scott Seemann	605 N O Street	Spirit Building Services LLC	Single Family Dwelling	3329		\$180,000
125	8/22/2019	Manny's Handyman Service	208 W Ashland Ave.	Manuel Banegas	Commercial Alteration			\$33,000
126	9/3/2019	Cory Keller	903 W Boston Ave	SELF	Deck			\$1,500
127	9/3/2019	Christine Denning	205 S P St	McClintock Remodeling	Deck			\$11,418
128	9/5/2019	Kip Condon	1601 N G St	Hubbell Homes LC	Single Family Dwelling	4,780		\$340,000
129	9/9/2019	Tim Naberhaus	100 W Kentucky	Haus Roofing	Residential Alteration			\$15,000
130	9/10/2019	MRS Investments	815 West 1st	Vanderpool	Single Family Dwelling (demo)			
131	9/11/2019	Shelly(Bevard)Spooner	509 S Freeman	Shelly Spooner	Residential Garage(demo)			\$21,000



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## 2019 Building Permit Report

132	9/12/2019	LouAnn Corrigan	507 N 17th	JS Solutions	Alteration(basement remodel)			\$24,800
133	9/24/2019	Dental Professionals	200 N B	Downing Construction	Alteration(remodel)			\$250,000
135	9/24/2019	Dan Carlson	807 W Orchard Ave	Carlson Homes LLC	Single Family Dwelling	2338		\$300,000
140	9/27/2019	Tarleton Properties	208 W Ashland Ave.	Ed Ferrier Construction	Handicap ramp			\$3,600
138	9/30/2019	Johnathan Cross	2411 W 10th	Crossover Construction	Addition - deck			\$30,000
134	10/3/2019	Chad Amos	1204 S O	Artisian Crest Homes	Single Family Dwelling	1946		\$568,000
139	10/4/2019	Brent Chappell	502 N K	Brent Chappell	Addition- garage			\$12,000
137	10/7/2019	Ryan Bosell	910 Scott Felton	Mike McClintock	Addition			\$120,000
142	10/14/2019	Dan Grabill	308 S Freeman	LMK Construction	Addition-shed	250		
136	10/16/2019	Phil Steger	612 S Y	Steger Construction	Two Family	1,400		\$200,000
145	10/16/2019	Phil Steger	614 S Y	Steger Construction	Two Family	1,400		\$200,000
146	10/21/2019	Phil Delong	1110 S R	GWA Intl	Alteration - Solar Array			\$12,000
147	10/21/2019	Betty Curtis	210 N Jefferson	Rick Gwinn	Alteration - repair front porch			\$1,000
148	10/21/2019	Rick Gwinn	909 N J	Rick Gwinn	Addition - Shed			\$4,500
141	10/22/2019	Spencer Properties	800 E Iowa Lot #8	John Millwood/Mark Trout	Mobile Home			
149	10/22/2019	Kyle Overton	1109 E Iowa	Beardmore Construction	Repair - Deck			\$2,600
150	10/22/2019	Mandy Lundberg	1407 E Clinton	John Peters	Alteration Covering stoop with wood decking			\$500
151	10/22/2019	Katherine Schrum	400 N 17th	Adam Middleswart	Alteration - Basement finish			\$6,000
152	10/28/2019	GroundBreaker Homes	1503 11th Way	Ground Breaker Homes	Single Family Dwelling	4,523		\$250,000
153	10/28/2019	Shelly(Bevard)Spooner	509 S Freeman	John Gideon	Replacement - shed			\$40,000
155	11/5/2019	Dan Grabill	308 S Freeman	John Peters	Addition-Front porch			\$3,000
143	11/7/2019	Ace Hardware	506 N Jefferson Way	Primus Companies INC	Commercial			\$1,012,000
157	11/11/2019	Thomas Smith	102 E Salem	Brad Butler	DEMO			
158	11/11/2019	Derek Garrett	802 E Ashland	Midwest Construction	Addition-deck			\$4,000

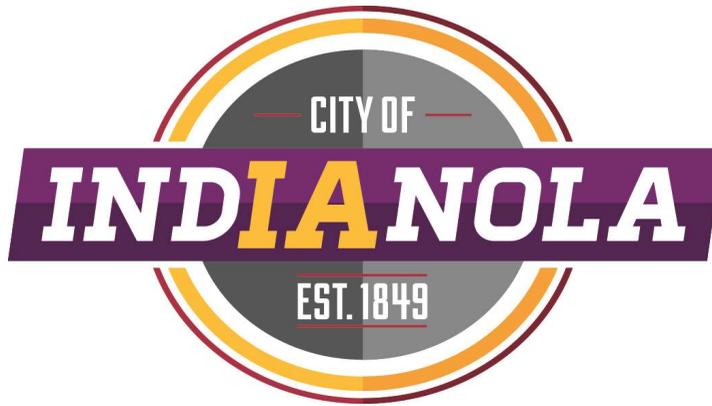


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115	11/13/2019	Neuman Brothers	1600 E Iowa Ave	Neuman Brothers	Commercial Building			\$10,270,000
159	11/14/2019	Norm Crawford	505 W 1st	Gold Dome Building	Addition-garage			\$13,000
156	11/26/2019	Erin Freeberg	103 N Buxton	Ryan Cambron	Remodel - commercial			\$105,000
160	12/4/2019	Happe Homes	690 N N	Happe Homes	Single Family Dwelling	1492		\$242,503
161	12/5/2019	Rich Clarke	1007 N Buxton	Haus Roofing	Repair-deck			\$10,000
162	12/13/2019	Michael Ward	2500 W Euclid	Michael Ward	Finishing basement			\$10,000
163	12/18/2019	Martin/Jen Smith	2203 W 10th	Screenbuilder	Addition	256		\$50,000
144	IR	Brew Enterprises (Scooters)	1112 N Jefferson Way	TBD	Commercial			\$75,000
154	IR	Wal Mart	1500 N Jefferson Way	TBD	Remodel - commercial			\$1,891,511



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## 2020 Building Permit Report

Permit	DATE Permit Issued	NAME	ADDRESS	CONTRACTOR	CONSTRUCTION	SQUARE FEET *new residential only	Finalled Date	C.O.Date	VALUE
1	1/2/2020	North American MHC LLC	9 Leonard Avenue	Heartland Living	Mobile Home				\$51,300
2	1/2/2020	North American MHC LLC	21 Leonard Avenue	Heartland Living	Mobile home				\$51,300
3	1/7/2020	Chad Keller	206 N Jefferson	B and D	DEMO				
4	1/7/2020	Chad Keller	208 N Jefferson	B and D	DEMO				
5	1/8/2020	North American MHC LLC	24 Leonard	Heartland Living	Mobile Home				\$51,300
6	1/8/2020	North American MHC LLC	26 Alfred	Heartland Living	Mobile Home				\$38,494
7	1/8/2020	North American MHC LLC	6 Leonard	Heartland Living	Mobile Home				\$38,494



## COMMUNITY DEVELOPMENT

**To:** Ryan J. Waller, City Manager  
**From:** Charlie E. Dissell, AICP, Community and Economic Development Director  
**Date:** January 10, 2020  
**Subject:** Current Projects Update

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The purpose of this memorandum is to provide a brief synopsis of different projects that may be of interest to the Council.

- **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
  - Awaiting contractor information before permit can be issued.
  - Applicant has indicated a start date of January 19, 2020.
- **Proposed Campground (Northwest Corner of South Jefferson Way and East 17<sup>th</sup> 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.
  - Final consideration by the Council will take place on January 21.
- **Cabin Coffee (910 East 2<sup>nd</sup> 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.
  - Cavitt Creek I, between 1404 and 1500 North 9th Street, proposes 12 duplexes (24 units)
  - Cavitt Creek II, to the west of Cavitt Creek I and 1500 North 9th Street, proposes 21 duplexes and 14 six-plex's, for a total of 126 units.
  - 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 delayed action on these items until its January 21 meeting.
- **Indianola Pediatric Dentist (2001 North 6<sup>th</sup> 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.
- 2<sup>nd</sup> 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.
- **Gritt Performance (983 East Hillcrest Avenue)**
  - Site plan for this project has been submitted to the City and is being reviewed by Staff and City Engineer.
  - Plan review comments returned to applicant on February 20.
  - Updated site plans were resubmitted on March 4.
  - Updated comments returned on March 18.
  - Updated site plans were resubmitted on March 26.
  - Site plan was approved on April 8.
  - Staff met with the property owner on April 10 to discuss preliminary building plans.
  - Staff met with property owner on May 23 to discuss financial assistance options.
  - Building permit application applied for on June 14.
  - Building permit comments were returned on June 25.
  - Groundwork on the site has begun.
  - Building Permit was issued on August 15.
  - CO was issued on December 16.
  - Grand opening and ribbon cutting on January 4 at 10 AM.
- **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 8<sup>th</sup> 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 18<sup>th</sup> 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 will be reviewed by the Planning Commission on January 15 and the City Council on January 21.
- **Prairie Glynn Plat 2**
  - Located east of East Franklin Avenue and North 15<sup>th</sup> 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 9<sup>th</sup> 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 2<sup>nd</sup> Avenue and South 20<sup>th</sup> Street.
  - 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

110 N. First St., Indianola, IA 50125-0299 • [www.indianolaiowa.gov](http://www.indianolaiowa.gov)  
515-961-9430 • [comdev@indianolaiowa.gov](mailto:comdev@indianolaiowa.gov)

## 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		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.	1/15/2020	
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.	1/15/2020	
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.	1/15/2020	
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.	1/15/2020	
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.	1/15/2020	
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	1/15/2020	
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 with City Attorney on next steps.	1/15/2020	
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	1/20/2020	
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	1/20/2020	
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	1/20/2020	
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	1/20/2020	
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	1/20/2020	
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.	1/21/2020	
Open		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	1/31/2020	
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. <b>Spoke with property owner on 10/30. She asked for a 30 day extension to finish the exterior. 30 day extension was granted.</b> 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	1/31/2020	



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## Code Enforcement Tracking Report

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 February 10th, 2020	2/10/2020	
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. <b>Work has commenced on west side of house. Will check regularly.</b>	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	
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



# Budget Presentation

Indianola City Council, 6 January 2020



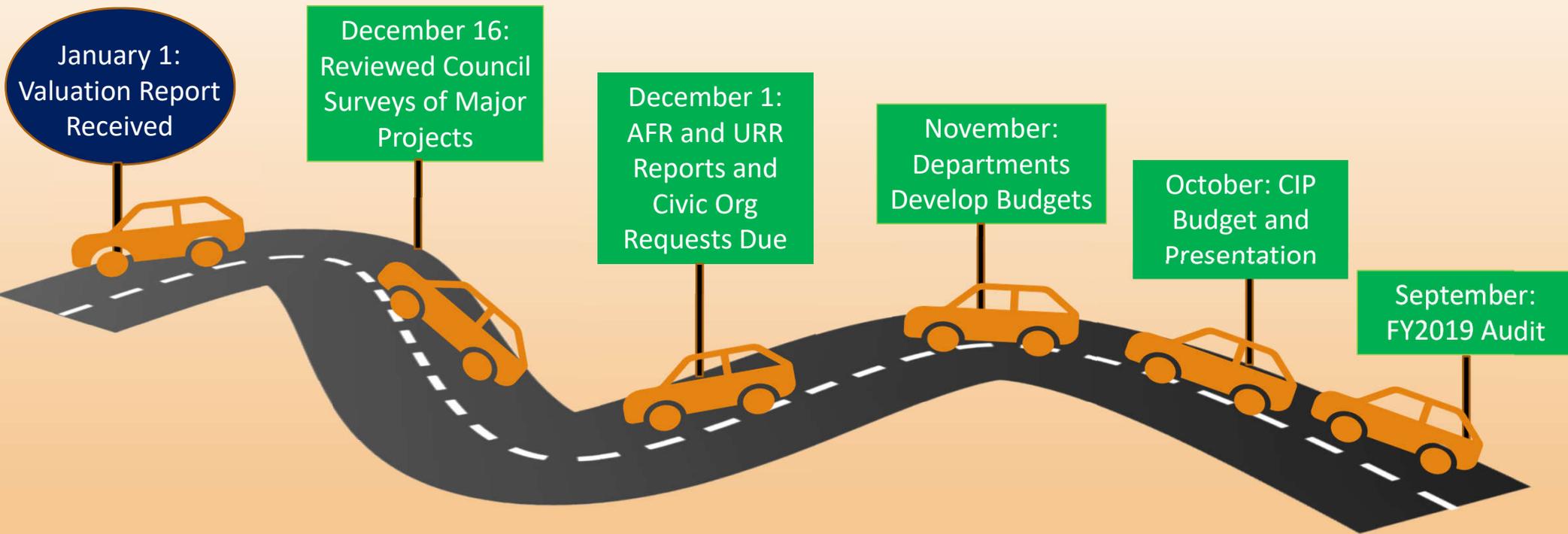
# Agenda

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- Current Progress on FY21 Budget
- Revenue/Expenses/Unknowns
- Valuations
- Civic Organization Requests
- Update on Council Survey Items
- Current Outlook on FY21 General Fund/Debt Service Budget
- Next Steps

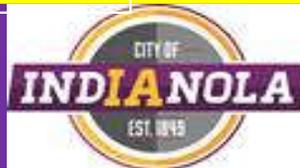


# FY21 Budget Progress Roadmap



# FY21 Budget Components

Revenue	<ul style="list-style-type: none"> <li>• Property Valuation Increased</li> <li>• Hotel/Motel Tax Remaining Steady</li> <li>• LOSST: \$1.2 Million (up from what was original forecasted: \$800,000)</li> <li>• RUTF: Electric Vehicle Surcharge and U.S. Census</li> <li>• Reviewing Certain Fee Increases (Building Permits and MEC Natural Gas and Electric Franchise Fee)</li> </ul>
Expense	<ul style="list-style-type: none"> <li>• Wage Adjustments – budgeting at 3% Increase</li> <li>• Liability Insurance (property, auto) and Workers’ Comp – budgeting increase of 5%</li> <li>• Health Insurance –budgeting increase of 10%</li> </ul>
Unknown	<ul style="list-style-type: none"> <li>• Backfill funding-will not use for ongoing budgetary items</li> <li>• PILOT Payment: IMU has indicated preliminary revenue numbers-no large increase</li> <li>• IMU has not indicated if Clerk duties will continue</li> <li>• IMU admin budget unknown-will determine amount from utilities for billing</li> <li>• GEMT Revenue level will be largely unknown for now</li> </ul>



# FY21 Valuation Increase

<b>Fiscal Year</b>	<b>100% Actual Valuation</b>	<b>Taxable Valuation (with Rollbacks)</b>	<b>Taxable TIF Increment Valuation</b>	<b>Total Taxable Valuation</b>
FY2021	1,053,914,602	568,699,179	76,070,552	644,769,731
FY2020	985,746,865	541,061,480	78,588,074	619,649,554
FY2019	959,746,865	523,080,763	72,340,746	595,421,509
FY2018	880,877,509	492,577,085	66,681,130	559,258,215

- First time Indianola has reached \$1 Billion in 100 percent valuation
- The valuation growth was 6.5% growth on 100% assessed value, resulting in 3.9% growth on taxable (TIF plus non-TIF) valuation for FY 21
- Start to return some of the TIF increment to the general fund



# Civic Organization Requests

Projected Hotel/Motel: \$150,000

To Parks/Rec: \$25,000

Available for Requests: \$125,000

**Obligated by 28E (2/7 of Hotel/Motel):**

**BRAVO: \$42,857**

**CVB: \$42,857**

**Total Committed: \$85,714**

Remaining Available: \$39,826

These requests have been incorporated into the budget but direction is required.

	FY 2020	FY 2021	Difference
DSM Metro Opera	6,500	10,000	3,500
Indianola Concert Association	500	500	-
Keep Indianola Beautiful	6,000	6,000	-
National Balloon Classic	10,000	15,000	5,000
Chamber of Commerce	8,500	10,000	1,500
Greater DSM Partnership	7,500	7,500	-
YMCA	5,000	5,000	-
ICYF (Helping Hand)	7,500	7,500	-
Warren County Fair	-	10,000	10,000
Dollars for Scholars	-	500	500
Sustainability Committee	-	250	250
	<b>51,500</b>	<b>72,250</b>	<b>20,750</b>

- Options:
1. Accept as is.
  2. Modify grants to fit within budgets
  3. Decline Some or All Requests



# Council Survey Items- Current Status

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- Reviewing Scheduling of GO Debt and Grant Funding
- GO Debt Proforma Presentation on February 3
- City Hall/Public Safety Building Architectural Services
  - Not Capital Project Expense
  - One-Time Expense-use GF Backfill?



# Current FY21 General Fund Budget Outlook

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- City Tax Levy forecasted to increase by 35.95 cents.
  - New levy: Property and Liability Insurance (19.9 cents)
  - Employee Benefits (increase of 8.75 cents)
  - Debt Service (increase of 7.3 cents)
- What is the payback?
  - 2 new police officers; salaries and benefits (\$201,418)
  - 2 additional police vehicles and equipment (\$120,594)
  - New FT and PT library staff (\$99,213)



# FY21 Budget Next Steps

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- January 9<sup>th</sup>: WRRF Meeting
- January 27-31: Meetings with Mayor/Council on Budget
- February 3: GO Debt Proforma Presentation and Set Hearing for Maximum Property Tax Hearing
- February 18: Budget Presentation and Set Hearing for FY21 Budget Adoption
- March 2: Maximum Property Tax Hearing and Resolution
- 2<sup>nd</sup> March Meeting (TBD): FY21 Budget Hearing and Adoption





February 3, 2020  
Draft Council Agenda

- Minutes
- Claims
- Applications
- City Manager's Report
- Salaries
- Resolution naming depositories
- Investment policy
- First consideration of an ordinance adopting updated building/fire codes
- Resolution to set hearing date for maximum property tax dollars hearing for March 2
- Budget and GO debt Proforma Presentation
- Resolution approving construction contract and bond for Quail Meadows 3 Lift Station
- Indianola WRRF
  - Resolution awarding contract
  - Resolution approving contract and bond
  - Public Hearing on Clean Water SRF Loan Agreements
  
- Receive and file updates to City's building, fire, mechanical, electrical, plumbing, fuel gas, liquified petroleum gas, energy conservation and property maintenance codes.
- Sidewalk agreements for On the Rocks, The Groggy Dog, Daniel & Andrea Palmer (Local Vine)
- Brickhouse deck agreement
- Approve the Resolution Naming Depositories and Investment Policy
- Police Department Annual Report



January 21, 2020  
Draft Council Agenda

- Minutes
- Claims
- Applications
  - Liquor License – Deng’s Garden
- City Manager’s Report
- Salaries
- 2019 Indianola Water Resource Recovery Facility
  - Designation of apparent low bidder
  - Resolution setting February 3<sup>rd</sup> as a public hearing on Clean Water SRF Loan Agreements
- Final consideration for zoning regulation amendment to Chapter 165, regarding Bed and Breakfast, Boardinghouse and Short-term Rental regulations
- Final consideration for 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.
- Final consideration for zoning regulation amendment to Chapter 165, regarding breweries.
- Amendment to Snyder ESA for ICAAP project
- Treasurer’s Reports (Sept)
- Receive and file Fire Department Insurance Service Office Report
- Receive and file Memorial Aquatic Center Annual Report
- Adoption of the Surplus Disposal Policy
- 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.
- 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.
- Consider request from Daniels Land Surveying on behalf of William Dickerson Revocable Trust for approval of a Plat of Survey for property at 913, 915 and 1001 East Ashland Avenue.
- Consider recommendation from Planning and Zoning Commission on amendment to Section 23.01 of the Code of Ordinances, Indianola, Iowa, regarding the number of members on the Planning and Zoning Commission.
- Set public hearing for February 18 for 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.
- Resolution on the preliminary plans and specs of the Iowa Avenue project
- Resolution of necessity – Iowa Avenue
- Resolution setting a public hearing on Feb 18 regarding special assessments for Iowa Ave
- Public Hearing for Quail Meadows 3 plans, specs, form of contract and estimate of cost
- Resolution adopting plans, specs, form of contract and estimate of cost for Quail Meadows 3

- Resolution determining property to be surplus, authorizing sale of property for Water Pollution Control.