



To: Mayor and City Council

CC: City Department Heads  
Jackie Raffety, Deputy City Clerk  
Douglas Fulton, City Attorney

From: Ryan J. Waller, City Manager

Date: March 16, 2020

Subject: March 25, 2020 City Council and Study Session Meeting Packets

The safety of our community and of our employees are of the utmost importance. This is why, since February, the City team has been monitoring and developing appropriate plans in response to the COVID-19 pandemic. As you are aware, over the last few weeks, as a result of the community spread of the virus and out of an abundance of caution, several of these plans were implemented.

Accompanying this memorandum are the meeting materials for the March 25, 2020 City Council meeting and City Council Study Session. City staff are aware that with any City Council meeting, there will be any number of agenda items the public will wish to speak on/about. As such, I would like to draw your attention to the notice that immediately follows this memorandum. This is another example of a contingency plan that has been developed and is being implemented to address the current and ever-changing landscape due to the COVID-19 virus.

Given that the meeting materials are being published more than a full week in advance of the scheduled meeting (this is greater than our normal timeline), it is our hope that:

1. The business of the City will be able to continue as normal;
2. Residents will take advantage of the process to fully participate in the upcoming meetings in a manner consistent with the intent of the recommendations from the CDC and other public health agencies by:
  - a. Contacting their elected officials;
  - b. Completing and submitting the provided form; and
  - c. Watching the broadcast either live via the provided link or recorded on the City's website.

While it would be convenient to simply cancel these meetings, doing so is not in the best interest of the community. The reason is because the City exists to serve and protect the Indianola community. Canceling the meetings would not only hinder our current ability to continue municipal operations but would also jeopardize future efforts (especially given the many unknowns we face).

On behalf of the City staff, thank you for your patience, understanding and cooperation as we collectively navigate this ever-changing new normal. Please feel free to contact me if there are any questions.



— Clerk's Office —

**NOTICE:**

The City of Indianola is committed to the safety of our community and our organization. This is why, since last month, members of the City team have been meeting on a regular basis to monitor, plan and implement necessary communications and actions to ensure your safety and allow us all to continue to serve the Indianola community.

As the COVID-19 pandemic continues to unfold, we understand that many in our community may have questions of the City, but who also may be nervous about attending gatherings such as a City Council meeting.

If you are someone who has a question or would like to submit a public comment, but are unable to attend the City Council meeting because you are sick or have concerns about COVID-19, please submit the form on the next page by 5:00 pm on Tuesday, March 24 to:

[cityclerk@indianolaiowa.gov](mailto:cityclerk@indianolaiowa.gov)

or

City Clerk's Office  
110 N 1<sup>st</sup> Street  
Indianola, IA 50125

Forms must be received by March 24<sup>th</sup> to ensure they can be distributed for the City Council meeting.

Residents may also email comments during the City Council meeting to - [cityclerk@indianolaiowa.gov](mailto:cityclerk@indianolaiowa.gov). Please be sure the email contains your name and address so it can be included in the City's official record.

Arrangements have also been made for residents to view the meeting live via a live stream. Please use the following link to access and click on the "live" video to watch the stream of the meeting.

[https://www.youtube.com/channel/UCCwqdy2irWQILB\\_1QzcVrdw](https://www.youtube.com/channel/UCCwqdy2irWQILB_1QzcVrdw)

If you plan on attending the meeting, please use the North doors as all others will be locked.

Thank you for your cooperation, patience and understanding.

- The City of Indianola



## CITY OF INDIANOLA PUBLIC COMMENT FORM

If you would like to enter an electronic public comment with the City Council please take the following steps:

- Please turn in this completed form by 5:00 pm the business day before the meeting to [cityclerk@indianolaiowa.gov](mailto:cityclerk@indianolaiowa.gov).
- Your comment will be sent to all City Council members.

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Please complete the following information:

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

Please provide a short summary of the topic you wish to address with the City Council.

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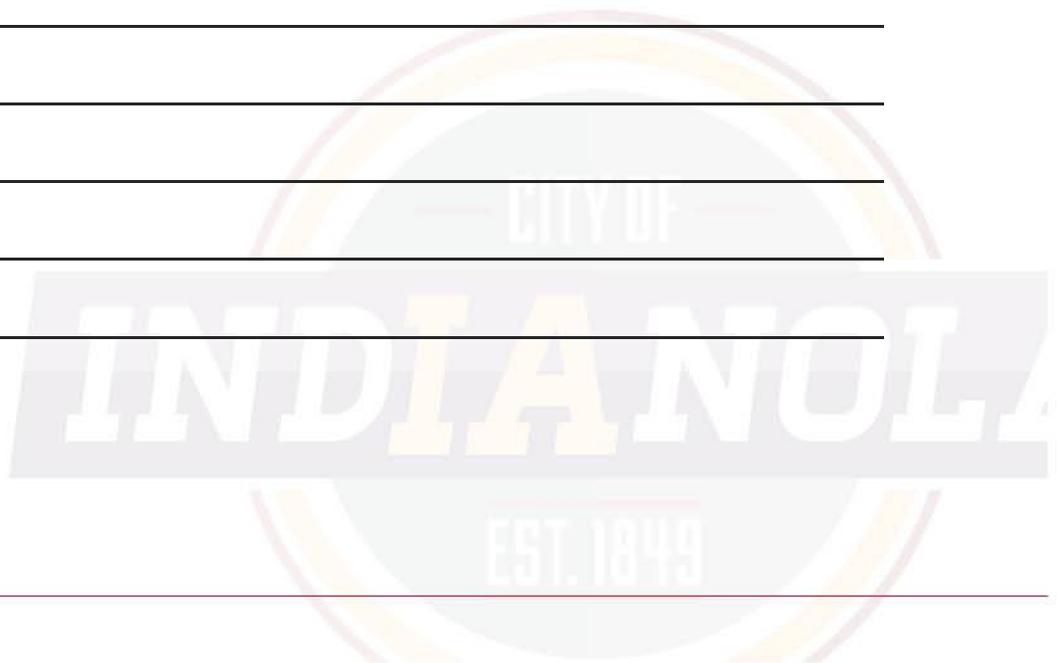
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Council Study Meeting  
March 25, 2020  
7:00 p.m. or  
Immediately Following the City Council Meeting  
City Council Chambers

Agenda

1. Presentation by Charlie Dissell, Community and Economic Development Director, on proposed updates to the City's building, fire, mechanical, electrical, plumbing, fuel gas, liquefied petroleum gas, energy conservation and property maintenance codes.

**Information**

**Subject**

Presentation by Charlie Dissell, Community and Economic Development Director, on proposed updates to the City's building, fire, mechanical, electrical, plumbing, fuel gas, liquefied petroleum gas, energy conservation and property maintenance codes.

**Information**

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**Fiscal Impact**

**Attachments**

*No file(s) attached.*

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