



CITY MANAGER

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.

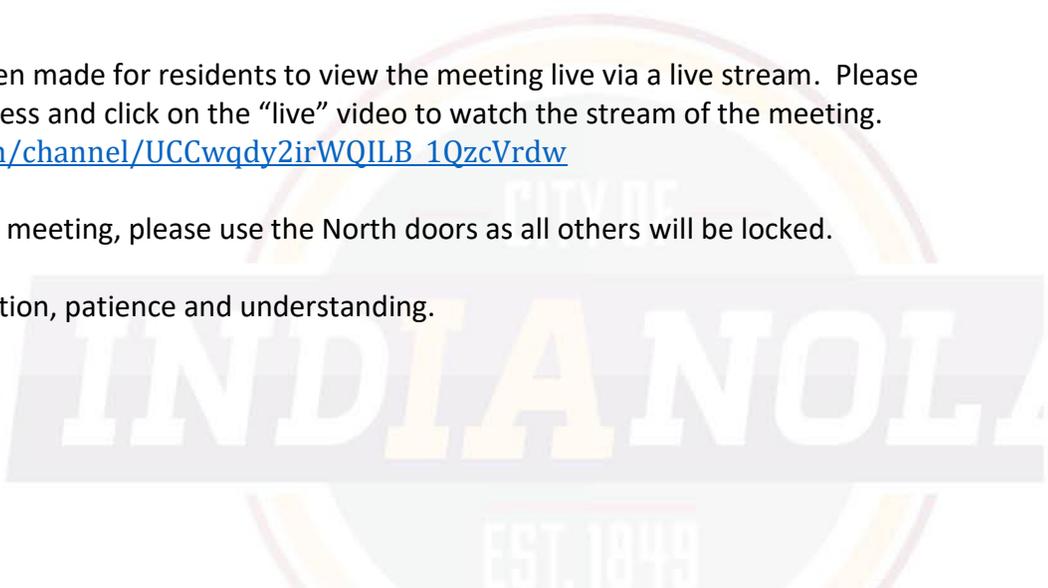
Arrangements have also been made for residents to view the meeting live via a live stream. Please use the following link to access and click on the “live” video to watch the stream of the meeting.

[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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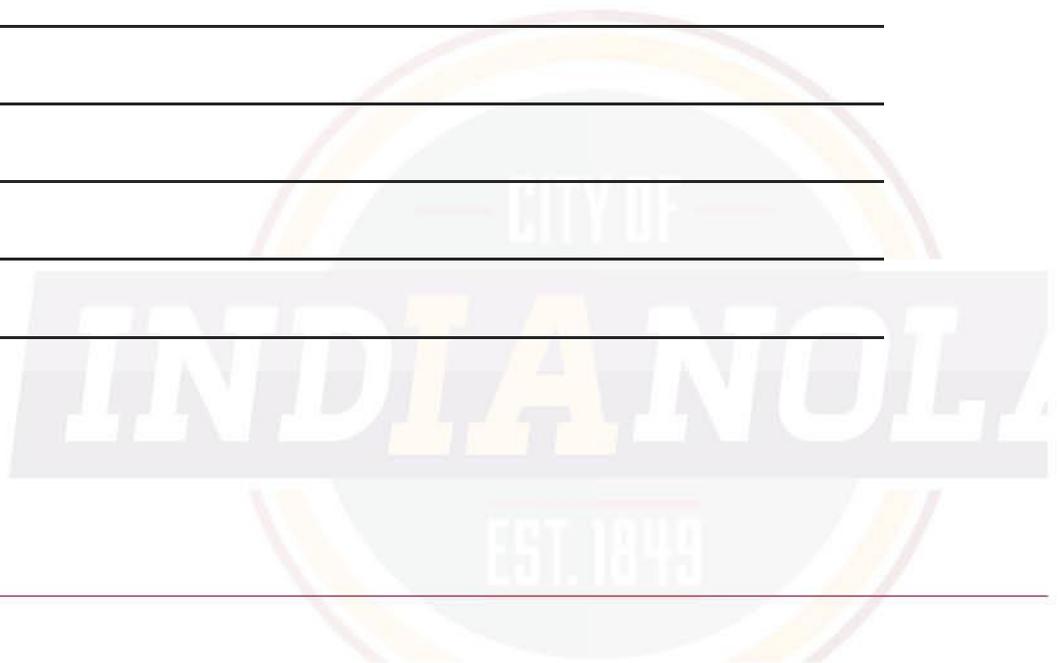
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CITY OF INDIANOLA COUNCIL MEETING

March 25, 2020

6:00 p.m.

City Council Chambers

Agenda

1. Call to order
2. Pledge of allegiance
3. Roll call
4. Public comment
5. Consent
  - A. Approval of agenda
  - B. **Page 5** February 27 and March 2, 2020 Minutes.
  - C. Applications
    1. **Page 11** A renewal Class B Wine, Class C Beer, Class E Liquor and Sunday Sales Privileges for DanLee Corp, doing business as Indy 66 #928, located at 1201 North Jefferson.
  - D. **Page 12** Noise permit application for Indianola Classic Car and Truck Show and Shine for April 18, May 23, June 20, July 25, August 15 and September 19, 2020 from 4:00-7:00 pm.
  - E. **Page 16** Noise Permit application for the Warren County Speedway on April 11, April 18, May 2, May 15, May 30, June 13, June 27, July 10, July 24, August 1, August 15, 2020, and possibly August 22 and August 29, from 6:00 pm to 10:30 pm.
  - F. **Page 21** Noise permit application for Indianola Public Library's Summer Kickoff Party on May 28, 2020.
  - G. **Page 26** Special event application for Indianola Public Library's Summer Kickoff Party to be held on May 28, 2020.
  - H. **Page 33** Approval of a Sidewalk Use Agreement for Dhg Properties LLC, DBA West Hill Brewing Company, located at 219 W Salem Ave.

- I. **Page 41** Resolution setting a Public Hearing for April 20, 2020, regarding an amendment to Chapter 165 of the Code of Ordinances pertaining to bulk storage of petroleum products.
  - J. **Page 45** Resolution approving agreement for Janitorial Services at City Hall, Activity Center and Library with A 6ft Geek.
  - K. **Page 64** Resolution approving the purchase of a 2020 Ford Explorer Utility vehicle for the Police Department in the amount of \$32,932.00.
  - L. **Page 68** Resolution authorizing the submission of an Assistance to Firefighters Grant for the City of Indianola Fire Department for assistance in purchasing an aerial apparatus.
  - M. **Page 71** Resolution authorizing the submission of a Staffing for Adequate Fire and Emergency Response (SAFER) Grant for the City of Indianola Fire Department.
  - N. **Page 74** Resolution approving the schedule of fees for the City of Indianola for Fiscal Year 2021.
  - O. **Page 97** Prior and final approval on Urban Revitalization Designations.
  - P. **Page 98** Resolution approving salaries.
  - Q. **Page 102** Claims on the computer printout for March 25, 2020.
6. Council Reports
- A. **Page 112** Discussion and direction regarding the recommendation from the Administrative and Policy Committee on a proposed timeline for consideration of the draft City Council Rules and Procedures document, as well as the Codification Project.
7. Mayor's Report - Kelly B. Shaw
- A. Community Update
  - B. **Page 127** Consider nomination of Susan Glick to IMU Board of Trustees from March 25 – June 30, 2020.
  - C. **Page 130** Consider nomination of Susan Glick to IMU Board of Trustees from July 1, 2020 – June 30, 2026.
8. Public Consideration
- A. Old Business
    - 1. **Page 131 Fiscal Year 21 Budget**
      - a. **Page 145** Public Hearing for Fiscal Year 21 Budget.
      - b. **Page 146** Resolution approving the proposed Fiscal Year 21 Budget.
    - 2. **Page 148 Sign Exemption Requests**

- a. **Page 149** Public Hearing for a sign exemption request from Parker Signs & Graphics, Inc., on behalf of the Sunfield Mobile Home Park, located at 800 East Iowa Avenue.
- b. **Page 154** Resolution accepting the sign exemption request from Parker Signs & Graphics, Inc., on behalf of the Sunfield Mobile Home Park, located at 800 East Iowa Avenue.
- c. **Page 156** Public Hearing for a sign exemption request from Parker Signs & Graphics, Inc., on behalf of Fellows and Blake, located at 700 East 2<sup>nd</sup> Avenue.
- d. **Page 161** Resolution accepting the sign exemption request from Parker Signs & Graphics, Inc., on behalf of Fellows and Blake, located at 700 East 2<sup>nd</sup> Avenue.

**3. Page 163 Iowa Avenue Paving Project**

- a. **Page 165** Public Hearing for the purpose of hearing property owners subject to assessment and interested parties for or against the improvement, its cost, the assessment, or the boundaries of the District of the East Iowa Avenue Paving Project.
- b. **Page 166** Resolution of necessity for the East Iowa Avenue Paving Project.

**4. Page 170** Resolution approving and authorizing a loan and disbursement agreement by and between the City of Indianola, Iowa and the Iowa Finance Authority, and authorizing and providing for the issuance and securing the payment of \$17,059,000 sewer revenue capital loan notes, series 2020 of the City of Indianola, Iowa, under the provisions of the Code of Iowa, and providing for a method of payment of said notes.

**B. New Business**

- 1. **Page 217** Discussion and Direction on Annexation Request received from Jon F. and Mary H. Peterson.
- 2. **Page 221** First consideration of an ordinance amending Chapter 99, sewer service charges, Indianola Code of Ordinances.
- 3. **Page 227** First consideration of an Ordinance to amend the recycling fees to account for the increase being implemented by Waste Management.

**9. Other Business**

**A. City Manager's Report — Ryan Waller**

- 1. **Page 231** Receive and file correspondence from February 28 and March 6 weekly updates from City Manager, Ryan Waller.

**B. Page 342** Enter into closed session pursuant to Iowa Code section 21.5(1)(c) to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation.

10.

Adjourn

**Meeting Date:** 03/25/2020

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**Information**

**Subject**

February 27 and March 2, 2020 Minutes.

**Information**

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**Fiscal Impact**

**Attachments**

Minutes 0227

Joint meeting minutes 0302

Minutes 0302

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Special Session – February 27, 2020

The City Council met in special session at 8:00 a.m. on February 27, 2020, in the City Hall Council Chambers. Mayor Kelly B. Shaw called the meeting to order and on roll call the following members were present: Heather Hulen, John Parker (via phone), Bob Kling, Gwen Schroder and Greg Marchant. Absent: Greta Southall.

Kling made a motion and Shcroder seconded to Resolution 2020-48 to approve the application process for inclusion in the Iowa State Revolving Fund (SRF), water resource restoration, sponsored project program in conjunction with the water resource recovery facility project. On roll call, the vote was AYES: Hulen, Parker, Kling, Schroder and Marchant. NAYS: None. Absent: Southall. Whereas the Mayor declared the motion carried unanimously.

There was a discussion on the IMU board opening.

Meeting adjourned at 8:04 a.m. on a motion by Marchant and seconded by Kling.

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Mayor Kelly B. Shaw

ATTEST:

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Andrew J. Lent, City Clerk

Special Joint Session – City Council and IMU Board of Trustees – March 2, 2020

The City Council and IMU Board of Trustees met in special session at 5:00 p.m. on March 2, 2020, in the City Hall Council Chambers. Mayor Kelly B. Shaw called the meeting to order and on roll call the following Council members were present: Heather Hulen, John Parker, Bob Kling, Gwen Schroder and Greta Southall, Greg Marchant and the following Board Members were present: Lesley Forbush, Mike Rozga and Adam Voigts. Absent: Jim McClymond.

IMU Board of Trustees Chairperson, Mike Rozga, stated IMU is in the process of doing fiber installations and, over several years, working on the completion of the underground electric conversion. He also discussed the software conversion and how it will affect customers. Chris Des Planques, IMU General Manager, provided an update regarding the Utility Capital Improvement Projects. He also discussed Municipal Energy Agency of Nebraska (MEAN) updates, MEAN projected rate increases and the long-term goals of that organization to be carbon-neutral.

Ryan Waller, City Manager, provided an update from the City of Indianola regarding various projects and initiatives, such as the Comprehensive Plan, downtown streetscape and road projects.

Ryan Waller let Council and Trustees know that insurance renewals will be available later this spring. Board Chair Rozga noted that a joint meeting to discuss the renewal should be held.

Southall moved to enter into closed session pursuant to Iowa Code section 20.17(3) to discuss labor negotiations and Kling seconded. On roll call, the vote was AYES: Hulen, Parker, Kling, Schroder, Southall, Marchant, Forbush, Rozga and Voigts. NAYS: None. ABSENT: McClymond.

A motion was made by Marchant and seconded by Parker to come out of closed session. On roll call, the vote was AYES: Hulen, Parker, Kling, Schroder, Southall, Marchant, Forbush, Rozga and Voigts. NAYS: None. ABSENT: McClymond.

Mayor Shaw adjourned the meeting at 6:17 pm.

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Mayor Kelly B. Shaw

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Mike Rozga, Chairperson, IMU Board

ATTEST:

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Andrew J. Lent, City Clerk

Regular Session – March 2, 2020

The City Council met in regular session at 6:22 p.m. on March 2, 2020, in the City Hall Council Chambers. Mayor Kelly B. Shaw called the meeting to order and on roll call the following members were present: Heather Hulen, John Parker, Bob Kling, Gwen Schroder, Greta Southall, Greg Marchant and Mayor Shaw. Absent: None.

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

- Approval of Agenda
- February 18, 2020 Minutes.
- A renewal Class C liquor license, outdoor service and Sunday sales privileges for Cal's Fine Food and Spirits, located at 1501 N 1st St.
- Resolution 2020-49 approving Brush Facility charges and fees.
- Resolution 2020-50 approving and accepting easement agreements for the Quail Meadows 3 Lift Station Project.
- Resolution 2020-51 renewing the banking services contract with TruBank for an additional three years.
- Resolution 2020-52 approving Automated Clearing House (ACH) agreement with TruBank.
- Resolution 2020-53 approving the purchase of a compact utility tractor in the amount of \$27,850.00 for the Parks Department and declaring current equipment as surplus.
- Resolution 2020-54 approving the purchase of a 2017 John Deere 622G Motor Grader for the Streets Department in the amount of \$187,647.00. 1
- Prior and final approval on Urban Revitalization Designations.
- Resolution 2020-55 Approving Salaries.
- Claims on the computer printout for March 2, 2020.

City Treasurer, Doug Shull, gave the Treasurer's Report for October 2019. Marchant moved and Kling seconded to receive and file the Treasurer's Report. On roll call, the vote was AYES: Hulen, Parker, Kling, Schroder, Southall and Marchant. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

Mayor Shaw introduced Conner Troutman from the Mayor's Youth Council. The Mayor congratulated the Board of Supervisors on approving a bid for the Courthouse project. Mayor Shaw stated he had recently attended the Emergency Management for the County meeting and the Assessor's Budget meeting. He gave a shout-out to Nathan Zeno for receiving the Eagle Scout award for his community service project at the American Legion Post.

Andy Lent, Finance Director/City Clerk, provided a summary on the new law regarding Maximum Property Tax Dollars. This being the time and place fixed for a public hearing on the matter of Maximum Property Tax Dollars, the Mayor called for any oral comments to the approval of the resolution approving the Maximum Property Tax Dollars. Mayor Shaw asked if there is a document of the rough property value increase for homes and land in the county. Board of Supervisor Member, Doug Shull, explained and offered to provide more information to the Mayor. No other oral comments were offered, and the Deputy City Clerk reported that no written objections had been filed.

A motion was made by Kling and seconded by Southall to approve Resolution 2020-56 approving the Maximum Property Tax Dollars. On roll call, the vote was AYES: Hulen, Parker, Kling, Schroder, Southall and Marchant. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

Kling made a motion and Parker seconded to approve Resolution 2020-57 setting March 25, 2020 as the Public Hearing for the proposed Fiscal Year 21 Budget. On roll call, the vote was AYES: Hulen, Parker, Kling, Schroder, Southall and Marchant. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

Charlie Dissell, Community and Economic Development Director, gave a presentation regarding the East Iowa Avenue Paving Project agenda items. Dave Moeller, Snyder and Associates, answered Council questions.

Southall moved to receive and file the report of assessment district valuation committee on lot valuations for the East Iowa Avenue Paving Project and Kling seconded. On roll call, the vote was AYES: Hulen, Parker, Kling, Schroder, Southall and Marchant. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

Resolution 2020-58 adopting preliminary plat, schedule, estimate of cost, proposed plans and specifications for the East Iowa Avenue Paving Project was brought forth on a motion by Kling and seconded by Parker. On roll call, the vote was AYES: Hulen, Parker, Kling, Schroder, Southall and Marchant. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

A motion was made by Southall and seconded by Parker to approve Resolution 2020-59, fixing the value of the lots to be assessed for the East Iowa Avenue Paving Project. On roll call, the vote was AYES: Hulen, Parker, Kling, Schroder, Southall and Marchant. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

A motion was made by Schroder and seconded by Kling to approve Resolution 2020-60, adopting proposed resolution of necessity for the East Iowa Avenue Paving Project and setting March 25, 2020 as a Public Hearing for the purpose of hearing property owners subject to assessment and interested parties for or against the improvement, its cost, the assessment, or the boundaries of the District. On roll call, the vote was AYES: Hulen, Parker, Kling, Schroder, Southall and Marchant. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

Council Member Parker recused himself from voting on the sign exemption requests from Parker Signs & Graphics, Inc on behalf of Sunfield Mobile Home Park and Fellows and Blake, citing a conflict of interest.

Southall moved and Marchant seconded Resolution 2020-61, setting March 25, 2020 as a Public Hearing for a sign exemption request from Parker Signs & Graphics, Inc., on behalf of the Sunfield Mobile Home Park, located at 800 East Iowa Avenue. On roll call, the vote was AYES: Hulen, Kling, Schroder, Southall and Marchant. NAYS: None. ABSTAIN: Parker. Whereas the Mayor declared the motion passed.

A motion was made by Southall and seconded by Marchant to approve Resolution 2020-62 setting March 25, 2020 as a Public Hearing for a sign exemption request from Parker Signs & Graphics, Inc., on behalf of Fellows and Blake, located at 700 East 2<sup>nd</sup> Avenue. On roll call, the vote was AYES: Hulen, Kling, Schroder, Southall and Marchant. NAYS: None. ABSTAIN: Parker. Whereas the Mayor declared the motion passed.

City Manager Ryan Waller presented the Ward meeting dates to be scheduled in April. The Rules and Procedures document for City Council was handed out for review. Manager Waller also talked about

the Greater Des Moines Partnership trip to Washington D.C. in the spring and asked Council to let him know if they are interested in attending.

Marchant moved and Kling seconded to receive and file correspondence from February 14 and 21 2020, weekly updates provided by City Manager, Ryan Waller. On roll call, the vote was, AYES: Hulen, Parker, Kling, Schroder, Southall and Marchant. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

Council Member Schroder asked the Mayor where the City was at with appointing a fifth member to the IMU Board of Trustees. Mayor Shaw said that he is not appointing anyone at this time.

Meeting adjourned at 6:56 pm 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

Meeting Date: 03/25/2020

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**Information**

**Subject**

A renewal Class B Wine, Class C Beer, Class E Liquor and Sunday Sales Privileges for DanLee Corp, doing business as Indy 66 #928, located at 1201 North Jefferson.

**Information**

Council will need to consider approving a renewal Class B Wine, Class C Beer, Class E Liquor and Sunday Sales Privileges for DanLee Corp, doing business as Indy 66 #928, located at 1201 North Jefferson.

All paperwork is in order and staff has approved.

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**Fiscal Impact**

**Attachments**

*No file(s) attached.*

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Meeting Date: 03/25/2020

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**Information**

**Subject**

Noise permit application for Indianola Classic Car and Truck Show and Shine for April 18, May 23, June 20, July 25, August 15 and September 19, 2020 from 4:00-7:00 pm.

**Information**

In your packet is a noise permit application for the Indianola Classic Car and Truck Show and Shine events, which will be held on April 18, May 23, June 20, July 25, August 15, and September 19, 2020, from 4:00 pm to 7:00 pm. in the Tru Bank parking lot. Council approval is necessary since this permit is for multiple days.

Staff has reviewed and approved.

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**Fiscal Impact**

**Attachments**

Noise Permit - Car Show

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## Indianola Noise Permit Application

Date: 3-10-20

### Dear Event Organizer:

From time to time residents and visitors to our community wish to hold events that would normally be in violation of laws and ordinances pertaining to noise. In an effort to allow such events and still maintain quality of life issues for our residents, the City developed this process to allow outdoor events that have music or extraordinary noise.

This application provides the information to petition the police chief for a noise permit. Please take time to read this information and feel free to contact City Hall at 515-961-9410 or email me at [dbowlin@indianolaiowa.gov](mailto:dbowlin@indianolaiowa.gov) with any questions.

### Rules and Regulations

1. The city manager and police department shall review all applications.
2. All applications will be approved or denied by the Indianola Police Chief.
3. Events that have received prior complaints, or, are multiple days shall have council approval.
4. Applications need to be received no later than **60 days prior to the event**. If received less than 60 days prior to the event, staff will deny the application. It may be appealed to the city council, but a \$50.00 late fee shall be assessed to process late requests.
5. Multiple events may be requested on one application, i.e. 6 Bike Night events in a single year.
6. **The Indianola Police Department reserves the right to order noise reduction or to cancel any permit, dependent upon the activity or complaints related to the event.**
7. In the event that the police department discovers an outdoor music event without a permit the department shall cause the source of the noise to cease.
8. The application must include a cell number for the contact person.
9. Bands, DJ's and any source of loud noise should be directed away from residential to every extent possible.

**RETURN NOISE APPLICATION TO:**  
110 North First Street, PO Box 299  
Indianola, Iowa 50125  
Phone: 515-961-9410 Fax: 515-961-9402  
[www.indianolaiowa.gov](http://www.indianolaiowa.gov)

APPLICANT SIGNATURE: *Mr. Murphy*

Late Fee: Cash: \_\_\_\_\_ Check: \_\_\_\_\_ Received By: \_\_\_\_\_

OFFICE USE ONLY

DATE RECEIVED: 3-10-2020				
	Signature	Date	Approved	Denied
Police Department:	<i>For D.B.</i>	3-11-2020	<input checked="" type="checkbox"/>	
City Manager:	<i>[Signature]</i>	3-11-2020	<input checked="" type="checkbox"/>	

RETURN NOISE APPLICATION TO:  
 110 North First Street, PO Box 299  
 Indianola, Iowa 50125  
 Phone: 515-961-9410 Fax: 515-961-9402  
[www.indianolaiowa.gov](http://www.indianolaiowa.gov)

# Indianola Classic Car & Truck Show and Shine



Est. 2012

<https://www.facebook.com/IndianolaClassicCarAndTruckShowAndShine>

4:00-7:00pm

April 18th - May 23rd

June 20th - July 25th

Aug. 15th - Sept. 19th

in TruBank Parking Lot

no rain dates

(1401 North Jefferson - across from Walmart)

Kids Pick • Wife's Pick • Door Prizes • 50/50 Drawings • No Entry Fee



Warren County Oil



All proceeds go to St. Jude's Children's Hospital Music/Home Made Food/Pop/Water

Indy 66 North & West



Iowa Metal Fabrication

For More Info call Mike Murphy 515-771-8966

Meeting Date: 03/25/2020

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**Information**

**Subject**

Noise Permit application for the Warren County Speedway on April 11, April 18, May 2, May 15, May 30, June 13, June 27, July 10, July 24, August 1, August 15, 2020, and possibly August 22 and August 29, from 6:00 pm to 10:30 pm.

**Information**

In your packet is a noise permit application for the Warren County Speedway events, which will be held on April 11, April 18, May 2, May 15, May 30, June 13, June 27, July 10, July 24, August 1, August 15, 2020, and possibly August 22 and August 29, from 6:00 pm to 10:30 pm.

This event will be held at the Warren County Fairgrounds. Council approval is necessary since this permit is for multiple days.

Staff has reviewed and approved.

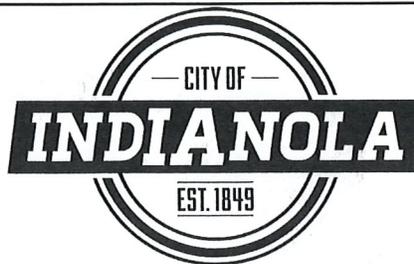
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**Fiscal Impact**

**Attachments**

Noise Permit - Speedway

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OFFICE OF CITY CLERK

FEB 25 2020

INDIANOLA, IOWA

## Indianola Noise Permit Application

Date: 2-25-2020

### Dear Event Organizer:

From time to time residents and visitors to our community wish to hold events that would normally be in violation of laws and ordinances pertaining to noise. In an effort to allow such events and still maintain quality of life issues for our residents, the City developed this process to allow outdoor events that have music or extraordinary noise.

This application provides the information to petition the police chief for a noise permit. Please take time to read this information and feel free to contact City Hall at 515-961-9410 or email [requests@indianolaiowa.gov](mailto:requests@indianolaiowa.gov) with any questions.

### Rules and Regulations

1. The city manager and police department shall review all applications.
2. All applications will be approved or denied by the Indianola Police Chief.
3. Events that have received prior complaints, or, are multiple days shall have council approval.
4. Applications need to be received no later than **60 days prior to the event**. If received less than 60 days prior to the event, staff will deny the application. It may be appealed to the city council, but a \$50.00 late fee shall be assessed to process late requests.
5. Multiple events may be requested on one application, i.e. 6 Bike Night events in a single year.
6. **The Indianola Police Department reserves the right to order noise reduction or to cancel any permit, dependent upon the activity or complaints related to the event.**
7. In the event that the police department discovers an outdoor music event without a permit the department shall cause the source of the noise to cease.
8. The application must include a cell number for the contact person.
9. Bands, DJ's and any source of loud noise should be directed away from residential to every extent possible.

### RETURN NOISE APPLICATION TO:

110 North First Street, PO Box 299

Indianola, Iowa 50125

Phone: 515-961-9410 Fax: 515-961-9402

[www.indianolaiowa.gov](http://www.indianolaiowa.gov)

E-Mail: [requests@indianolaiowa.gov](mailto:requests@indianolaiowa.gov)

Event Name: Warren Co. Speedway  
 Date/Time of Event: see schedule attached  
 Location of Event: Warren County Fairsgrounds  
 Event Sponsor(s): \_\_\_\_\_

**Contact Information:**

Organization: Warren County Speedway LLC  
 Contact Name: AJ Nelson  
 Address: 1103 E. Jackson Pl.  
 Telephone Number: \_\_\_\_\_  
 Cell Phone Number: 515-681-2881  
 Fax Number: \_\_\_\_\_  
 Email Address: ajbaitf5@gmail.com  
 Today's Date: 2-25-2020

Anticipated Attendance: 1000 Per Day \_\_\_\_\_ Total

**Event Information:**

Event Starts Date: \_\_\_\_\_ Time 6:00 Day of Week \_\_\_\_\_  
 Event Ends Date: \_\_\_\_\_ Time 10:30 Day of Week \_\_\_\_\_

**Previous Event Information**

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Please provide a map showing the event location and location of band/music, please specify: \_\_\_\_\_ Band \_\_\_\_\_ DJ \_\_\_\_\_ Other (please specify)

**RETURN NOISE APPLICATION TO:**  
 110 North First Street, PO Box 299  
 Indianola, Iowa 50125  
 Phone: 515-961-9410 Fax: 515-961-9402  
 www.indianolaiowa.gov  
 E-Mail: requests@indianolaiowa.gov

APPLICANT SIGNATURE: AS Nelson

Late Fee: Cash: \_\_\_\_\_ Check: \_\_\_\_\_ Received By: \_\_\_\_\_

OFFICE USE ONLY

DATE RECEIVED:				
	Signature	Date	Approved	Denied
Police Department:	<i>Dave Butler</i>	2/27/2020	X	
City Manager:	<i>[Signature]</i>	2/27/2020	X	

**RETURN NOISE APPLICATION TO:**  
**110 North First Street, PO Box 299**  
**Indianola, Iowa 50125**  
**Phone: 515-961-9410 Fax: 515-961-9402**  
**www.indianolaiowa.gov**  
**E-Mail: requests@indianolaiowa.gov**



## 2020 Race Schedule

4 – 11 – 2020 (Saturday)

4 – 18 – 2020 (Saturday)

5 – 2 – 2020 (Saturday)

5 – 15 – 2020 (Friday)

5 – 30 – 2020 (Saturday)

6 – 13 – 2020 (Saturday)

6 – 27 – 2020 (Saturday)

7 – 10 – 2020 (Friday)

7 – 24 – 2020 (Friday) Warren County Fair

8 – 1 – 2020 (Saturday)

8 – 15 – 2020 (Saturday)

*Possibly adding August 22 or 29th as well.*

**Dates may be subject to change\*\***

Meeting Date: 03/25/2020

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**Information**

**Subject**

Noise permit application for Indianola Public Library's Summer Kickoff Party on May 28, 2020.

**Information**

In your packet is a noise permit application for the Indianola Public Library for their Summer Kickoff Party to be held on May 28, 2020 from 6:00 - 8:00 p.m.

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**Fiscal Impact**

**Attachments**

Noise Permit - Library

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*Indianola Public Library  
Summer Kickoff Party*

## Indianola Noise Permit Application

Date: 2/24/20

### Dear Event Organizer:

From time to time residents and visitors to our community wish to hold events that would normally be in violation of laws and ordinances pertaining to noise. In an effort to allow such events and still maintain quality of life issues for our residents, the City developed this process to allow outdoor events that have music or extraordinary noise.

This application provides the information to petition the police chief for a noise permit. Please take time to read this information and feel free to contact City Hall at 515-961-9410 or email me at [dbowlin@cityofindianola.com](mailto:dbowlin@cityofindianola.com) with any questions.

### Rules and Regulations

1. The city manager and police department shall review all applications.
2. All applications will be approved or denied by the Indianola Police Chief.
3. Events that have received prior complaints, or, are multiple days shall have council approval.
4. Applications need to be received no later than **60 days prior to the event**. If received less than 60 days prior to the event, staff will deny the application. It may be appealed to the city council, but a \$50.00 late fee shall be assessed to process late requests.
5. Multiple events may be requested on one application, i.e. 6 Bike Night events in a single year.
6. **The Indianola Police Department reserves the right to order noise reduction or to cancel any permit, dependent upon the activity or complaints related to the event.**
7. In the event that the police department discovers an outdoor music event without a permit the department shall cause the source of the noise to cease.
8. The application must include a cell number for the contact person.
9. Bands, DJ's and any source of loud noise should be directed away from residential to every extent possible.

**RETURN NOISE APPLICATION TO:  
110 North First Street, PO Box 299  
Indianola, Iowa 50125  
Phone: 515-961-9410 Fax: 515-961-9402  
[www.indianolaiowa.gov](http://www.indianolaiowa.gov)**

**Event Name:** Indianola Public Library Summer Reading Program Kickoff

**Date/Time of Event:** May 28, 2020, from 6:00 - 8:00 pm

**Location of Event:** Indianola Public Library, 207 N. B St

**Event Sponsor(s):** Indianola Public Library

**Contact Information:**

Organization: Indianola Public Library

Contact Name: Michele Patrick

Address: 207 N. B St.

Telephone Number: 515-961-9418

Cell Phone Number: 515-250-3423

Fax Number: \_\_\_\_\_

Email Address: mpatrick@indianolaiowa.gov

Today's Date: 2/24/20

Anticipated Attendance: 600 Per Day

600 Total

**Event Information:**

Event Starts	Date: May 28, 2020	Time 6:00 pm	Day of Week Thurs
Event Ends	Date: May 28, 2020	Time 8:00 pm	Day of Week Thurs

**Previous Event Information**

Date of Event: 5/28/2020      Time of Event: 6:00 - 8:00 pm

**Please provide a map showing the event location and location of band/music, please specify: X Band      \_\_\_\_\_ DJ      \_\_\_\_\_ Other (please specify)**

**RETURN NOISE APPLICATION TO:  
110 North First Street, PO Box 299  
Indianola, Iowa 50125  
Phone: 515-961-9410 Fax: 515-961-9402  
www.indianolaiowa.gov**

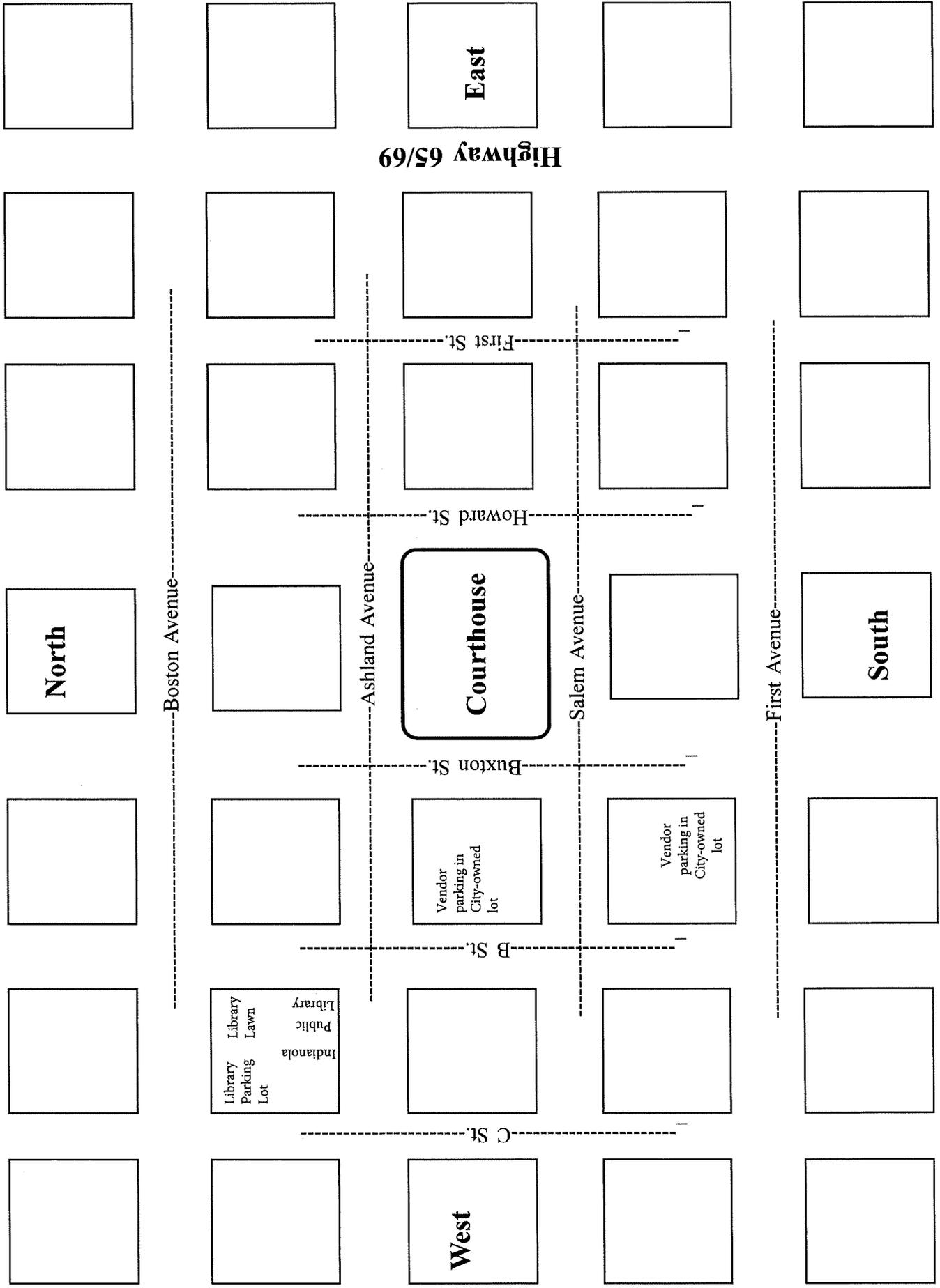
APPLICANT SIGNATURE: \_\_\_\_\_

Late Fee: Cash: \_\_\_\_\_ Check: \_\_\_\_\_ Received By: \_\_\_\_\_

OFFICE USE ONLY

DATE RECEIVED:				
	Signature	Date	Approved	Denied
Police Department:	<i>[Signature]</i>	2/27/2020	<input checked="" type="checkbox"/>	
City Manager:	<i>[Signature]</i>	2/27/2020	<input checked="" type="checkbox"/>	

**RETURN NOISE APPLICATION TO:**  
110 North First Street, PO Box 299  
Indianola, Iowa 50125  
Phone: 515-961-9410 Fax: 515-961-9402  
[www.indianolaiowa.gov](http://www.indianolaiowa.gov)



Meeting Date: 03/25/2020

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**Information**

**Subject**

Special event application for Indianola Public Library's Summer Kickoff Party to be held on May 28, 2020.

**Information**

In your packet is a special event application and street closure request form for the Indianola Public Library's Summer Kickoff Party to be held on May 28, 2020. The event will be held on the Library lawn and parking lot at 207 N B Street. The Library is requesting to close C Street between Ashland and Boston and Boston between B Street and C Street. Setup begins at 4:00 pm and cleanup will begin at 8:00 pm.

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**Fiscal Impact**

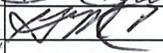
**Attachments**

Library Special Event

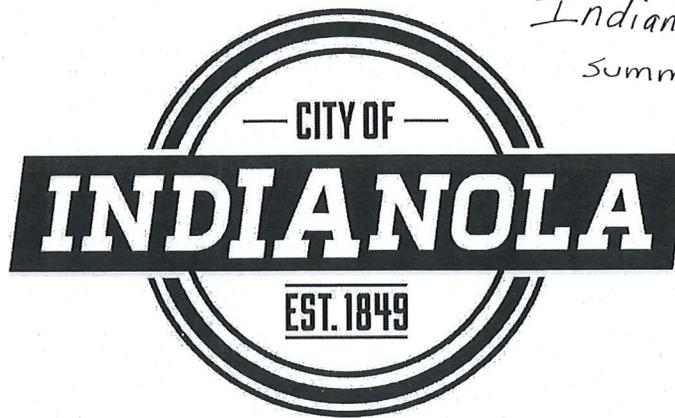
---

Late Fee: Cash: \_\_\_\_\_ Check: \_\_\_\_\_ Received By: \_\_\_\_\_

OFFICE USE ONLY

DATE RECEIVED:				
	Signature	Date	Approved	Denied
Police Department:		2/25/2020	<input checked="" type="checkbox"/>	
Fire Department:		2/24/2020	<input checked="" type="checkbox"/>	
Public Works:		2/27/20	<input checked="" type="checkbox"/>	
City Manager:		3/5/2020	<input checked="" type="checkbox"/>	
Park and Recreation Department		3/5/2020	<input checked="" type="checkbox"/>	

**RETURN PERMIT APPLICATION TO:**  
**110 North First Street, PO Box 299**  
**Indianola, Iowa 50125**  
**Phone: 515-961-9410 Fax: 515-961-9402**  
**www.indianolaiowa.gov**  
**E-Mail: [dbowlin@cityofindianola.com](mailto:dbowlin@cityofindianola.com)**



*Indianola Public Library  
Summer Kickoff Party*

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## Indianola Special Event Application Form

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Dear Event Organizer:

Thank you for your interest in planning and holding an event in Indianola. Through public events and activities a sense of community and pride is developed. Public events are also a means to stimulate our local economy.

The following pages provide key information for a safe, fun and successful event.

Please take time to read the information application form thoroughly and feel free to contact City Hall at 515-961-9410 or email me at [dbowlin@cityofindianola.com](mailto:dbowlin@cityofindianola.com) with questions.

We appreciate your time and interest in planning an event whether for local residents or the entire south central region of Iowa. A well-planned event translates to a successful activity that benefits both public and private interests.

**Please be sure to complete the following:**

- The event application is completely filled out
- Map A attached – shows streets/trails/parks/lane closures, location of barrier/barricades, stages, platforms, parking, etc.
- Map B attached – shows where vendors are expected to park vehicles off the Square
- Applied for a noise permit, if applicable – located on the web site under Community Guide tab
- Submitted insurance certificate showing the City as an additional insured in an amount of \$1,000,000

**RETURN PERMIT APPLICATION TO:**

**110 North First Street, PO Box 299**

**Indianola, Iowa 50125**

**Phone: 515-961-9410 Fax: 515-961-9402**

**[www.indianolaiowa.gov](http://www.indianolaiowa.gov)**

**E-Mail: [dbowlin@cityofindianola.com](mailto:dbowlin@cityofindianola.com)**

Event Name: Summer Reading Program Kickoff

**Event Type (Check all that apply):**

Parade                       Bike Ride/Race                       Concert

Running Event: Fun Run  Timed Race   
Will trails/sidewalks be utilized? Yes  No

Other (please specify): \_\_\_\_\_

Date/Time of Event: May 28, 2020 from 6:00 - 8:00 pm

Location of Event: Indianola Public Library lawn and parking lot at 207 N. B St

Event Sponsor(s): Indianola Public Library

**Contact Information:**

Organization: Indianola Public Library

Contact Name: Michele Patrick

Address: 207 N. B St., Indianola IA

Telephone Number: 961-9418

Cell Phone Number: 515-250-3423

Fax Number: not applicable

Email Address: mpatrick@indianolaiowa.gov

Today's Date: 2/24/20

Anticipated Attendance:                      600 Per Day                      600 Total

**Event Information:**

Setup Begins	Date:	5/28/20	Time 4:00 pm	Day of Week	TH
Event Starts	Date:	5/28/20	Time 6:00 pm	Day of Week	TH
Event Ends	Date:	5/28/20	Time 8:00 pm	Day of Week	TH
Dismantle	Date:	5/28/20	Time 8:00 pm	Day of Week	TH

Michele Patrick

Applicant Signature

**RETURN PERMIT APPLICATION TO:**

**110 North First Street, PO Box 299**

**Indianola, Iowa 50125**

**Phone: 515-961-9410 Fax: 515-961-9402**

**www.indianolaiowa.gov**

**E-Mail: dbowlin@cityofindianola.com**

Narrative:

**Please describe your request and event:**

The library would like to host a community event to kick off its Summer Reading Program. Activities would include live music, food vendors, and lawn games. The event is open to the community.

**Please describe what streets, trails or parks you are planning to close or use:** We are requesting to close C Street between Ashland and Boston and Boston between B Street and C Street.

**Please describe your safety plan including crowd control. Attach additional sheets if necessary. The Indianola Police and Fire Departments will review your safety plans to determine if safety is adequate for planned event. In reviewing the application, they will be looking at anticipated crowd size, demographics, entertainment, and alcohol, prior history with this event or similar events and other criteria.**

We are anticipating a crowd of about 600, more than half of which will be children. We will not be serving alcohol.

**Please describe your emergency/medical plan, including your communication procedures. Attach additional sheets if necessary.**

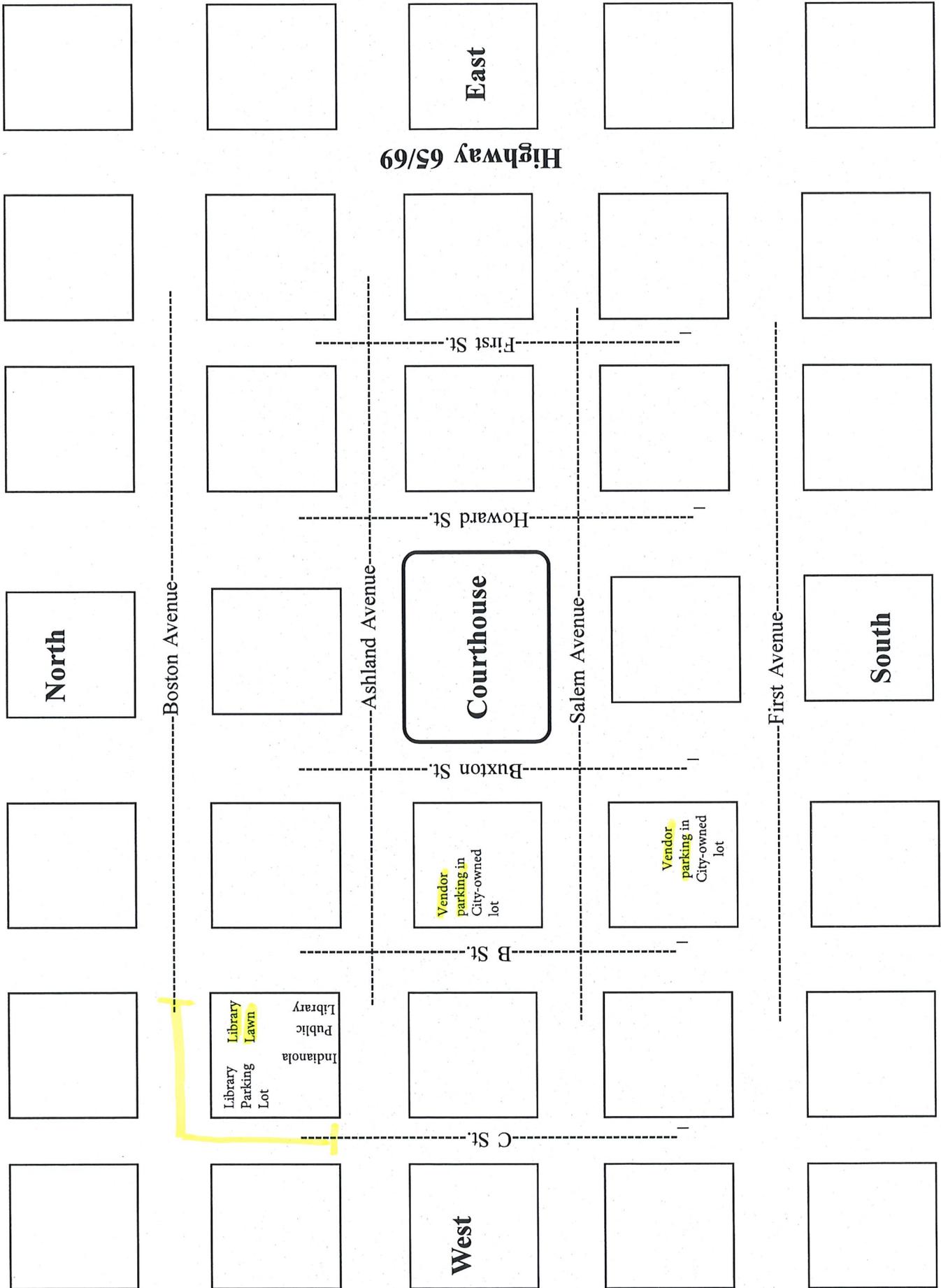
We will give prior notification of the event to the Indianola Police and Fire Departments and will immediately contact them during the event if needs arise.

**Please describe your plan for cleanup and removal of recyclable goods and garbage during and after your event.**

We will have volunteers scheduled to clean the site immediately after the event. Garbage and recyclable goods will be discarded in the library's trash and recycling bins.

*Thank you for your interest in holding a neighborhood or community event!*

**RETURN PERMIT APPLICATION TO:  
110 North First Street, PO Box 299  
Indianola, Iowa 50125  
Phone: 515-961-9410 Fax: 515-961-9402  
www.indianolaiowa.gov  
E-Mail: dbowlin@cityofindianola.com**



Highway 65/69

Highway 92

North

South

East

West

Courthouse

Boston Avenue

Ashland Avenue

Salem Avenue

First Avenue

First St.

Howard St.

Buxton St.

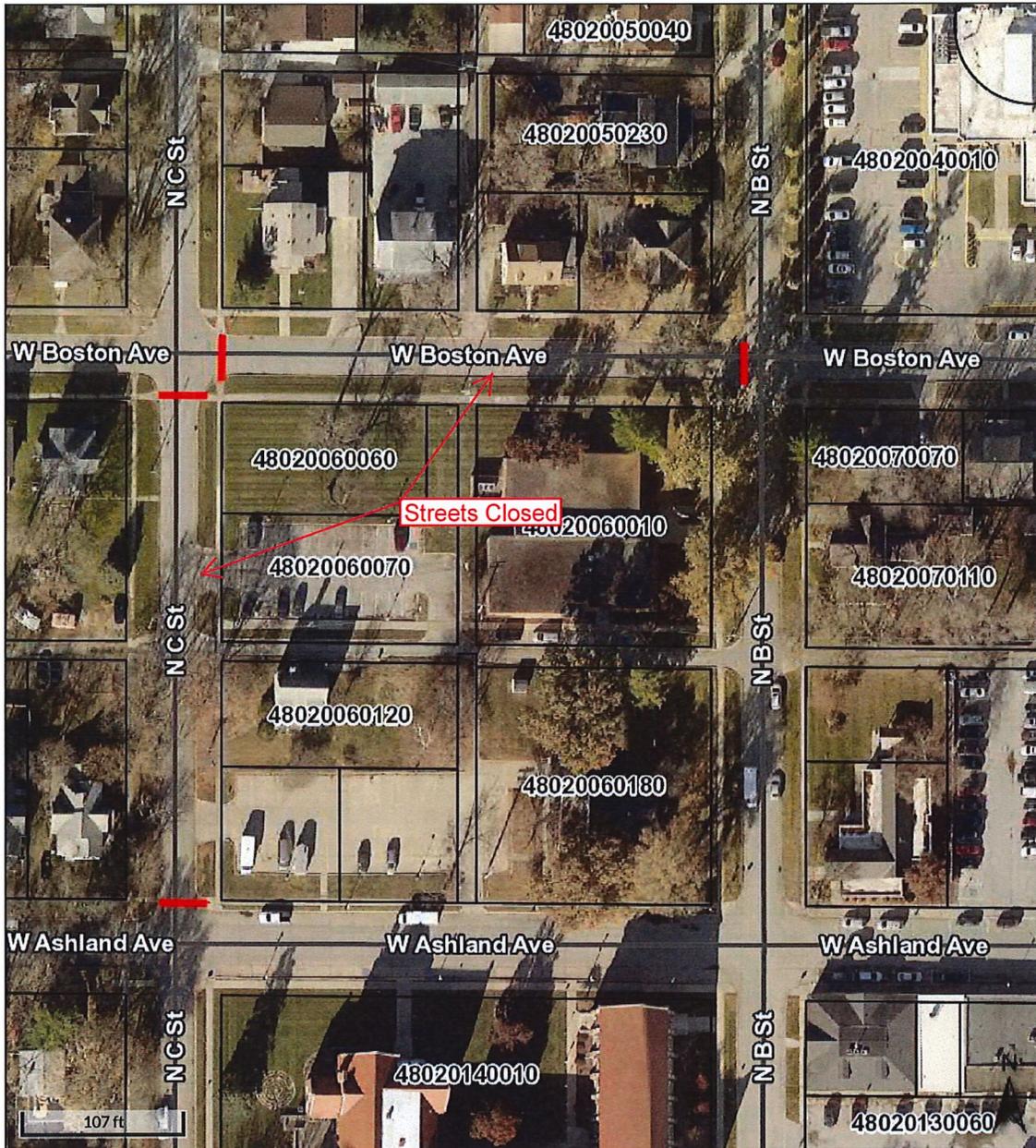
B St.

C St.

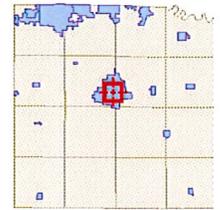
Library Parking Lot  
Public Library  
Indiana

Vendor parking in City-owned lot

Vendor parking in City-owned lot



**Overview**



**Legend**

- Roads**
- <all other values>
  - Interstate
  - Highway
  - Ramp
  - - County Gravel
  - - County Level B
  - - County Level C
  - - City Gravel
  - City Street
  - - Private Street
- Other Features**
- Corporate Limits
  - Parcels
  - Political Township
- Major Roads**
- County Hwy
  - State Hwy
  - US Hwy
  - Interstate
  - Water

**Disclaimer:**

The maps included in this website do not represent a survey and are compiled from official records, including plats, surveys, recorded deeds, and contracts, and only contain information required for government purposes. No warranties, expressed or implied, are provided for the data herein, its use or its interpretation. Warren County assumes no responsibility for use or interpretation of the data. Any person that relies on any information obtained from this site does so at his or her own risk. All critical information should be independently verified.

The 2,000 Foot Buffers layer is for law enforcement guidance only, and is based on the best information available at the time it was prepared. This layer should not be considered to be a complete and accurate representation of the locations of every school or child care facility, and will be changed as new information is available. The registered offender is responsible for ensuring that proposed residence is in compliance with the law, and may not rely solely on this layer. The registered offender should seek legal advice from a licensed attorney if needed.

Date created: 2/27/2020  
 Last Data Uploaded: 2/26/2020 9:09:46 PM

Meeting Date: 03/25/2020

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**Information**

**Subject**

Approval of a Sidewalk Use Agreement for Dhg Properties LLC, DBA West Hill Brewing Company, located at 219 W Salem Ave.

**Information**

In the packet is a Sidewalk Use Agreement between the City and Dhg Properties LLC, DBA West Hill Brewing Company, located at 219 W Salem Ave.

Highlights of the agreement include:

- The term would begin April 1, 2020 and end on March 31, 2021
- Business owner agrees to pay to City a permit fee as follows:
  - \$.50 per square foot of occupied space.
  - 34 feet by 7 feet, or 238 square foot area of occupied space. 11 feet by 7 feet, or 77 square foot area of occupied right-of-way space. TOTAL of 315 square feet.
  - \$157.50 permit fee due upon execution of this Agreement.
- Insurance not less than \$1,000,000.

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**Fiscal Impact**

**Attachments**

West Hill Memorandum  
Sketches  
Sidewalk Use Agreement

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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: March 9, 2020  
Re: Sidewalk/public right-of-way use agreement for West Hill Brewing Company

As Council is aware, according to Section 135.06 of the Code of Ordinances, tables, chairs and displays associated with the adjoining business shall be allowed in the C-3 zoning (Central Business District) subject to the following:

1. Permitted on all sidewalks provided there remains a free walking path with a minimum walking surface of five feet (5') in width.
2. Allowed during business hours only.
3. Provide proof of public liability insurance for such sign in the amount of One Hundred Thousand Dollars (\$100,000).

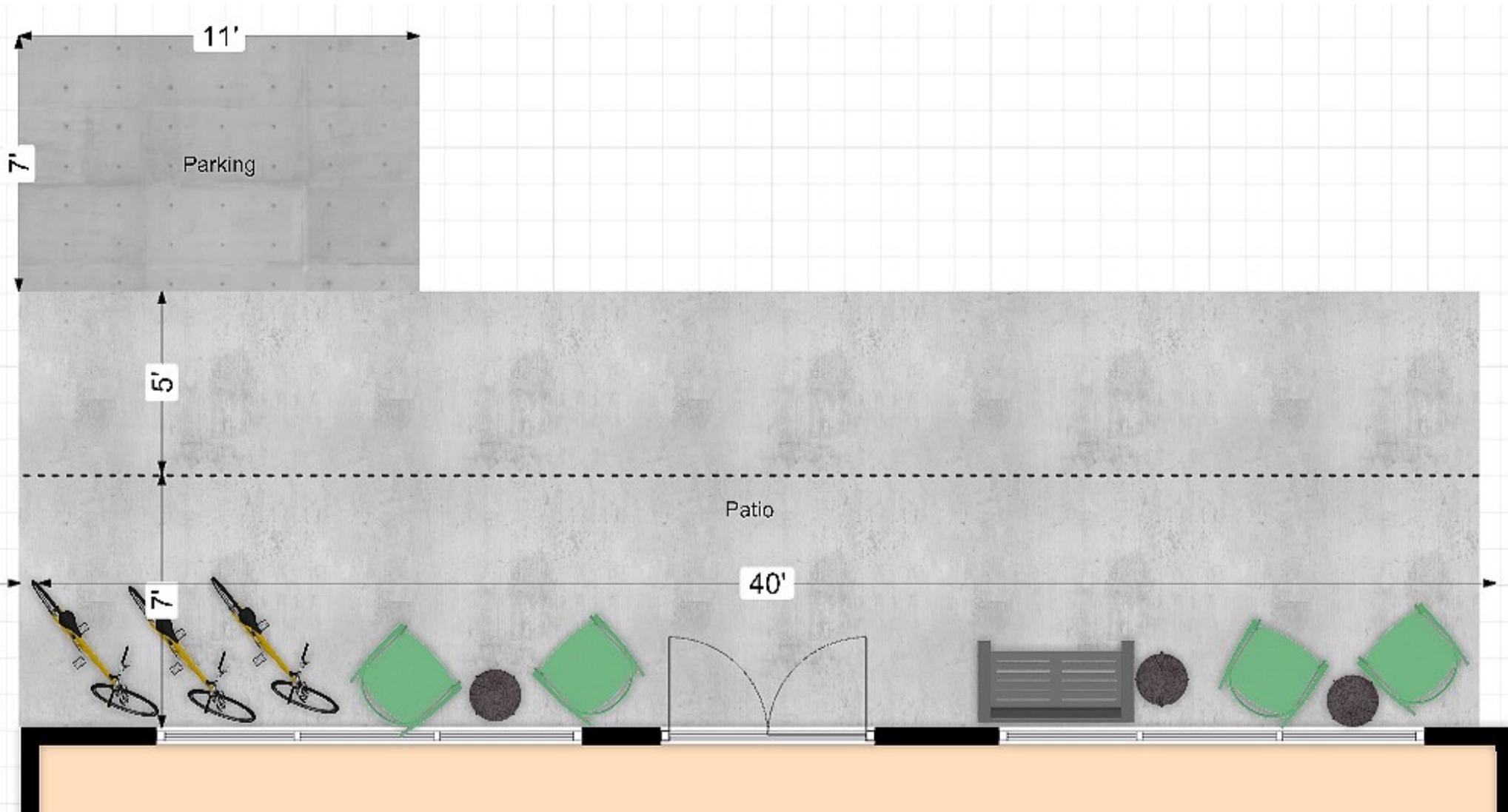
Further, City Council Policy states that Staff has the authority to enter into sidewalk agreements with square businesses, which will include the following:

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

Any agreements that are "outside" the conditions above will be brought to Council for consideration. As West Hill Brewing Company involves a liquor license, and as a portion of this agreements involves the use of public right-of-way that currently does not allow parking, Council ultimately must approve this agreement. All conditions of the previously approved agreements have been used in this draft agreement.

I will attend the March 25<sup>th</sup> Council meeting if you have any questions.

INDIANOLA





## SIDEWALK/PUBLIC RIGHT-OF-WAY USE AGREEMENT

THIS AGREEMENT, made and entered into this 25th day of March 2020, by and between the City of Indianola, Iowa (hereinafter called the "City"), whose address is 110 N 1<sup>st</sup> Street, Indianola, Iowa 50125, and Dhg Properties LLC, DBA West Hill Brewing Company (hereinafter called the "Business Owner"), whose address is 219 West Salem Avenue, Indianola, Iowa 50125.

WITNESSETH THAT:

1. PREMISES AND TERM. The City, in consideration of the agreements and conditions herein contained, on the part of the Business Owner to be kept and performed, grants the right unto the Business Owner to place tables, chairs, displays and bike racks upon the sidewalk and bike racks on the public right-of-way that currently does not allow parking adjacent to the following described real estate, situated in Warren County, Iowa, to wit:

Lot Eight (8) and the East 10' of Lot Nine (9), Block 16, of the Original Town Plan of Indianola, Iowa

which, more particularly, includes the space and premises as may be shown on "Exhibit A", if and as may be attached hereto, for a term of one (1) year, commencing at midnight of the day previous to the first day of the term, which shall be on the 1st day of April 2020, and ending at midnight on the last day of the term, which shall be on the 31st day of March 2021, upon the condition that the Business Owner performs as in this Agreement provided.

2. PERMIT FEE. Business Owner agrees to pay to City a permit fee as follows:

- (a) \$.50 per square foot of occupied space.
- (b) 34 feet by 7 feet, or 238 square foot area of occupied sidewalk space. 11 feet by 7 feet, or 77 square foot area of occupied right-of-way space. TOTAL of 315 square feet.
- (c) \$157.50 permit fee due upon execution of this Agreement.

All sums shall be paid at the address of City, as above designated.

3. POSSESSION. Business Owner shall be entitled to possession on the first day of the term and shall yield possession to the City at the time and date of the close of the term, except as herein otherwise expressly provided.

4. USE OF PREMISES. Business Owner shall use the premises as an outdoor patio and bicycle parking area, during business hours only. The use is permitted provided there remains a free walking path with a minimum walking surface on the sidewalk of five (5) feet in width.

5. FENCING. As part of a sidewalk use agreement or any other outdoor seating area, all fencing shall be subject to the approval of the Community Development Director. Fences not exceeding four (4) feet in height are permitted, and shall be constructed of wrought iron, aluminum, wood, or polyvinyl chloride (PVC). Wood fences should be constructed of treated lumber, cedar, redwood, or similar types of wood that are resistant to decay. The frame of a fence, including posts, rails, and supports shall be placed on the inside of the fence. Decorative features such as individual posts, brick or stone columns, and similar features constructed as part of a fence or wall shall be allowed to exceed the maximum fence height by no more than twelve (12) inches. The use of materials such as corrugated or sheet metal, chicken wire, woven wire, temporary construction fencing, snow fencing, or similar materials shall not be permitted. Business owner agrees that no fencing shall be placed in the street. Business Owner agrees that upon the termination of this Agreement Business Owner shall remove any and all fencing and shall restore the premises to its preexisting condition.

6. ASSIGNMENT. This Agreement shall not be assigned, or any part thereof, without the written consent of the City.

7. CARE AND MAINTENANCE OF PREMISES.

(a) Business Owner accepts said property in its present condition. Business Owner shall, after taking possession of said premises and until the termination of this Agreement, at its own expense, care for and maintain said premises in a reasonably safe and serviceable condition. Business Owner will not permit or allow said premises to be damaged or depreciated in value by any act or negligence of the Business Owner, its agents or employees.

(b) Business Owner will be responsible for maintaining the sidewalk/public right-of-way and shall keep the same free from ice, snow and other debris. Business Owner shall further not allow trash of any kind of accumulate on said premises.

8. SURRENDER OF PREMISES AT END OF TERM. Business Owner agrees that upon the termination of this Agreement Business Owner shall surrender, yield up and deliver the premises in good and clean condition, except the effects of ordinary wear and tear and depreciation arising from lapse of time, or damage without fault or liability of Business Owner.

9. INDEMNITY AND LIABILITY INSURANCE. Business Owner shall protect, indemnify and save harmless the City from and against any and all loss, costs, damage and expenses occasioned by, or arising out of, any accident or other occurrence causing or inflicting injury and/or damage to any person or property, happening or done, in, upon or about the premises, or due directly or indirectly to the use or occupancy thereof, or any part thereof, by the Business Owner or any person claiming through or under the Business Owner. The Business Owner further covenants and agrees that Business Owner shall at Business Owner's expense procure and maintain casualty and liability insurance in a responsible company or companies authorized to do business in the State of Iowa, in amounts not less than \$1,000,000.00 for any one person injured, and \$1,000,000 for any

one accident, and with the limits of \$100,000 for property damage, protecting the City against such claim, damages, costs or expenses on account of injury to any person or persons, or to any property belonging to any person or persons, by reason of such casualty, accident or other happening on or about the demised premises during the term of this Agreement.

Certificates or copies of the policies, naming the City, and providing for thirty (30) days' notice to City before cancellation shall be delivered to the City within twenty (20) days from the date of the commencement of the term.

10. CHANGES TO BE IN WRITING. None of the covenants, provisions, terms or conditions of this Agreement to be kept or performed by City or Business Owner shall be in any manner modified, waived or abandoned, except by a written instrument duly signed by the parties and delivered to the City and Business Owner. This Agreement contains the whole agreement of the parties.

*[Remainder of Page Left Intentionally Blank]*

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement in the day and year first above written.

The City of Indianola, Iowa, City	Dhg Properties LLC
By: _____ Kelly B. Shaw, Mayor	By: _____ DOUGLAS W GAUMER, Registered Agent/Owner
Attest:  By: _____ Andrew J. Lent, City Clerk	

**Meeting Date:** 03/25/2020

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**Information**

**Subject**

Resolution setting a Public Hearing for April 20, 2020, regarding an amendment to Chapter 165 of the Code of Ordinances pertaining to bulk storage of petroleum products.

**Information**

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**Fiscal Impact**

**Attachments**

Country Propane Memorandum

Public Hearing Notice

Resolution Setting Hearing

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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: March 11, 2020  
Re: Resolution setting Public Hearing for April 20, 2020 for zoning regulation amendment to Chapter 165, regarding bulk storage of petroleum products.

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At its meeting on March 25<sup>th</sup>, the City Council will be asked to set a public hearing for a zoning regulation amendment to Chapter 165, regarding bulk storage of petroleum products. At its February 4<sup>th</sup> meeting, the Indianola City Council directed staff and the Planning and Zoning Commission to explore the possibility of amending the regulations regarding bulk storage of petroleum products. This request was made to Council by Terry R. Davis of Country Propane.

At its meeting on March 10<sup>th</sup>, the Planning and Zoning Commission reviewed this item and, on an 8-0 vote, recommended amendments to Council related to this request. If the public hearing is set by Council, staff will present all application materials and recommendations at that meeting. I will attend the March 25<sup>th</sup> Council meeting if you have any questions.



**NOTICE OF PUBLIC HEARING TO CONSIDER A ZONING REGULATION  
AMENDMENT TO CHAPTER 165, REGARDING BULK STORAGE OF PETROLEUM  
PRODUCTS.**

Notice is Hereby Given: That at 6:00 P.M., at the Council Chambers, City Hall, 110 N. 1st Street, Indianola, IA 50125 on April 20<sup>th</sup>, 2020, the City Council of the City of Indianola, Iowa (The “City”) will hold a public hearing to consider a zoning regulation amendment to Chapter 165, regarding bulk storage of petroleum products.

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 DATE OF PUBLIC HEARING TO CONSIDER A ZONING REGULATION AMENDMENT TO CHAPTER 165, REGARDING BULK STORAGE OF PETROLEUM PRODUCTS.**

**WHEREAS**, the City Council of the City of Indianola, Iowa (the “City”) desires to consider a zoning regulation amendment to Chapter 165, regarding bulk storage of petroleum products; and

**WHEREAS**, a public hearing upon the proposed amendment to the Zoning Ordinance should be held and a time and place for hearing thereon should be fixed.

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

1. That a public hearing be held by the Indianola City Council on the proposed amendment to the Zoning Ordinance, at the Indianola City Hall, 110 N 1<sup>st</sup> Street, Indianola, Iowa, at 6:00 p.m. on April 20<sup>th</sup>, 2020, at which time the City Council will consider any objections to the proposed amendment and will hear all interested persons.

2. That the Mayor and Clerk be and hereby are authorized and instructed to give Notice of said public hearing, as required by law.

**APPROVED** this 25<sup>th</sup> day of March 2020.

---

Kelly B. Shaw, Mayor

**ATTEST:**

---

Andrew J. Lent, City Clerk

**Information**

**Subject**

Resolution approving agreement for Janitorial Services at City Hall, Activity Center and Library with A 6ft Geek.

**Information**

Last fall, the Council approved a janitorial service contract with a company, Reliable Maintenance, to provide cleaning service for the City Hall, Library, and Activity Center. The contractor was not providing good service, so staff decided to terminate the contract according to the provisions in the contract. In the meantime, another service contractor was contacted and staff would like to contract with this contractor, A 6 Ft. Geek, LLC, for cleaning services. The contracting of these services is an exception to the bidding requirement in the City's purchasing policy. The contract has been reviewed by the city attorney and staff recommends approval.

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**Fiscal Impact**

**Attachments**

Resolution for Janitorial Contract

Janitorial Contract

---

CITY OF INDIANOLA, IOWA  
RESOLUTION NO. 2020-

**A RESOLUTION TO APPROVE JANITORIAL CONTRACT FOR  
CITY HALL, PUBLIC LIBRARY, AND ACTIVITY CENTER**

**WHEREAS**, the Indianola City Council wishes to contract with A 6 Ft Geek, LLC for janitorial service at the Indianola City Hall, Public Library and Activity Center, and

**WHEREAS**, a contract for said services is attached to this resolution.

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

1. The attached janitorial service contract with A 6 Ft Geek, LLC is approved, and
2. The Mayor and City Clerk are authorized to sign the attached contract on behalf of the City.

Adopted this 25<sup>th</sup> day of March 2020.

---

Kelly B. Shaw  
Mayor

Attest:

---

Andrew J. Lent  
City Clerk/Finance Director

## JANITORIAL SERVICES CONTRACTOR AGREEMENT

**THIS AGREEMENT** is made and entered into this date, \_\_\_\_\_, between the City of Indianola (hereinafter “the City”) and A 6ft. Geek, LLC (hereinafter “Service Contractor”).

### WITNESSETH:

**WHEREAS**, Service Contractor is skilled in the performance of all the Contract Duties identified in the attached Janitorial Specifications (Exhibit A) and has offered to perform all said Contract Duties of the City with respect to the City’s premises as set out therein (hereinafter “Property”); and

**WHEREAS**, the City is desirous of securing the performance of all the Contract Duties by Service Contractor.

**NOW, THEREFORE**, in consideration of the premises and the mutual covenants and agreements of the parties, it is agreed as follows:

#### Section 1. Term of Agreement.

Unless sooner terminated as herein provided, the term of this Agreement shall begin on April 6, 2020 (hereinafter “Contract Commencement Date”) and shall end on April 6, 2022 (hereinafter “Contract Expiration Date”). There shall be an optional one (1) year extension for an additional term of April 6, 2022, to April 6, 2023, on the same terms and conditions as set forth herein.

#### Section 2. Contract Duties.

From and after the Contract Commencement Date and until the Contract Expiration Date or earlier termination of this Agreement, Service Contractor shall timely and fully perform all the Contract Duties set forth in Exhibit A, Janitorial Specifications, which is attached hereto and incorporated by reference herein. Service Contractor further agrees to perform all of the Contract Duties in a good and workmanlike manner, and in accordance with industry standards established by those engaged in a business similar to that of Service Contractor in performance of the Contract Duties; and to pay for all supplies, fuel, uniforms, equipment, machinery, repairs, transportation, material, labor, insurance premiums of any kind or description, sales taxes, salaries, federal and state employment taxes, any similar payroll taxes relating to employees of Service Contractor, and all other expenses whatsoever incurred in the performance of the Contract Duties; and to obtain and pay for all applicable permits and governmental fees, licenses and inspections necessary and incidental to the performance of the Contract Duties and to otherwise comply with all governmental regulations pertaining to performance of the Contract Duties and to provide a competent and well trained on-site supervisor for performance of the Contract Duties at the specified times when said Contract Duties are being performed.

Materials to be supplied by the Service Contractor include the following:

- All machines and cleaning products
- Buffers and buffer pads
- Vacuums and bags
- Mop buckets and wringers
- Wet mops and mop heads
- Dust mops and mop heads
- Brooms, dust pans and dusters
- Bowl cleaner, bleach, glass cleaner
- Floor cleaner and wax
- Carpet spot cleaner
- Carpet cleaning as needed or once a year
- ~~Toilet paper~~
- ~~Folded hand towels~~
- ~~Hand soap~~
- ~~Replacement light bulbs for all fixtures~~
- ~~Hand sanitizer~~
- ~~Trash can liners of various sizes~~

All other supply costs shall be billed to and paid by the City with the understanding that Service Contractor will guarantee pricing that will be in line with current market prices, and that Service Contractor will do the utmost to provide the best value, cap any increase in supply cost to 3% after the first year of the initial contract with the City of Indianola for the City Building located at 110 N. 1st Street, Indianola, Iowa.

### Section 3. Service Contractor's Compensation.

Unless this Agreement is terminated prior to the Contract Expiration Date, the City shall pay Service Contractor compensation, for Service Contractor's performance of the Contract Duties, in the amount of ~~\$7,9256,925.00~~ per month. ~~Reliable Maintenance Company~~ Service Contractor will charge City Hall, Indianola Public Library and Activity Center separately for supplies on a per month/building.

### Section 4. Additional Work.

It is understood that from time to time during the term of this Agreement, City may request Service Contractor to perform services or provide materials, which are not set forth in the Contract Duties but are related to the services encompassed within the Contract Duties (herein "Additional Work"). Service Contractor hereby agrees to perform such Additional Work so long as prior to the performance of such Additional Work, City shall authorize in writing the scope of such Additional Work and compensation payable to Service Contractor for the full performance of said Additional Work, as outlined in the Contract. In the event Service Contractor shall fail to secure such a writing relating to such Additional Work, any such work thereafter performed shall be deemed a part of the Contract Duties and Service Contractor shall not be entitled to any additional compensation therefore.

Section 5. Termination

The City has the right to terminate this Agreement upon thirty (30) days written notice to Service Contractor, and Contractor also has the right to terminate the contract upon thirty (30) days written notice to the City.

Section 6. Relationship of Parties.

Service Contractor is retained by the City only for the purpose and to the extent set forth herein and Service Contractor's relationship with the City shall, during the entire term of this Agreement, be that of independent contractor so that neither Service Contractor, nor any employee, agent, servant, officer, director or shareholder of Service Contractor, shall be deemed an agent, servant or employee of the City. Service Contractor agrees to indemnify and hold the City and its officials, representatives, respective affiliates, and their partners, officers, directors, employees and agents harmless of and from any and all liabilities, claims, demands, damages, and expenses (i) arising from any determination (whether judicially or administratively) that some relationship, other than that of independent contractor, exists between the City and Service Contractor or (ii) in connection with hiring, termination, discipline, evaluation and resolution of complaints and grievances of Service Contractor's employees.

Section 7. Insurance.

At all times while performing the Contract Duties, Service Contractor shall maintain, at its sole cost and expense, the insurance set forth in Exhibit B, attached hereto and incorporated by reference herein, from insurance companies and in a form reasonably satisfactory to the City with limits of liability not less than stated in Exhibit B. The City shall have the right to inspect and review the policies in their entirety and shall be provided with copies upon request.

Section 8. Indemnification.

To the fullest extent permitted by applicable law, Service Contractor shall defend indemnify and hold harmless the City, its officials, representatives, their respective officers, directors, employees, agents, shareholders, partners, joint ventures, affiliates, successors and assigns from and against any and all liabilities, obligations, claims, demands, causes of action, losses, expenses, damages, fines, judgments, settlements and penalties, including, without limitation, costs, expenses and attorneys' fees incident thereto, arising out of based upon or occasioned by or in connection with:

- (a) Service Contractor's performance of (or failure to perform) the Contract Duties;
- (b) a violation of any laws or any discriminatory, negligent or intentional acts or omissions to act by Service Contractor or its affiliates, subcontractors, agents or employees during performance of the Contract Duties; and/or
- (c) a breach of this Agreement by Service Contractor or its affiliates, subcontractors, agents or employees; and/or
- (d) a claim that any person employed by Service Contractor is an employee of the City.

The aforesaid obligation of indemnity shall be construed so as to extend to all legal, defense and investigation costs, as well as all other reasonable costs, expenses and liabilities incurred by the party indemnified, from and after the time at which the party indemnified receives notification (whether verbal or written) that a claim or demand is to be made or may be made.

Except as may be otherwise provided by applicable law or any governmental authority, the City's right to indemnification under this section shall not be impaired or diminished by any act, omission, conduct, misconduct, negligence or default (other than negligence or willful misconduct) of the City or any employee of the City who contributed or may be alleged to have contributed thereto. The foregoing indemnification obligations of the Service Contractor shall survive the expiration or termination of the Agreement.

Section 9. Assignment and Delegation.

Unless there is prior written consent from the City, Service Contractor shall be prohibited from assigning this Agreement or delegating or subcontracting any of the Contract Duties (or any right, obligation or performance of Service Contractor hereunder), it being agreed that the services to be performed hereunder are personal in nature. Any attempted assignment or subletting of this Agreement or any delegation or subcontracting of any Contract duties or Additional Work without the City's prior written consent, which may be withheld in City's sole and absolute discretion, shall be void and of no force and effect.

Section 10. Notices

Any information or notices required to be given under this Agreement shall be in writing and shall be delivered either by (i) certified mail, return receipt requested, in which case notice shall be deemed delivered three (3) business days after deposit, postage prepaid, in the U.S. mail; (ii) a reputable messenger service or a nationally recognized overnight courier, in which case notice shall be deemed delivered one (1) business day after deposit with such messenger or courier; or (iii) personal delivery with receipt acknowledged in writing, in which case notice shall be deemed delivered when received. All notices shall be addressed as follows:

If to the City:

Andrew J. Lent City Clerk/Finance Director  
City of Indianola  
110 N. 1<sup>st</sup> St.  
Indianola, IA 50125  
(515) 961-9410  
[alent@indianolaiowa.gov](mailto:alent@indianolaiowa.gov)

If to Service Contractor:

[Anthony Fuqua](#)  
[A 6ft Geek LLC](#)  
[PO Box 26](#)  
[Indianola, IA 50125](#)  
[Tony Fuqua](#)

~~A 6ft. Geek, LLC~~

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PO Box 26  
Indianola, IA 50125  
(641) 218-9777  
[tony@asixfootgeek.com](mailto:tony@asixfootgeek.com)

The foregoing addresses may be changed from time to time by notice to the other party in the manner hereinbefore provided for.

Section 11. Severability.

If any provision hereof is deemed to be invalid or unenforceable under applicable law, this Agreement shall be considered divisible as to such provision and the same shall thereafter be inoperative, provided however, the remaining provisions of this Agreement shall be valid and binding.

Section 12. Applicable Law.

This Agreement shall be governed by and construed in accordance with the laws of the State of Iowa.

Section 13. Compliance with IRCA.

Service Contractor agrees at all times to remain in strict compliance with all terms, provisions, regulations, and rulings relative to the Immigration Reform and Control Act of 1986 (IRCA). All employees of Service Contractor assigned to the Property will have had their identity and eligibility for work within the United States properly verified. Within three (3) days of receipt of a written request from the City, Service contractor shall provide copies of the I-9 form or such other documentation as may be appropriate to satisfy City as to Contractor's compliance with IRCA.

Service Contractor agrees to defend and indemnify the City and its officials, representatives, respective affiliates, and their partners, officers, directors, employees and agents from and against any claims, actions, suits or proceedings of any type whatsoever arising out of or in any way connected with Service Contractor's breach of the terms of the paragraph immediately above.

Section 14. Compliance with Safety Regulations.

Service Contractor shall plan for, and ensure that all personnel performing and Contract Duties or Additional Work comply with the basic provisions of OSHA Safety and Health Standards (29 CFR 1910) and General Construction Standards (29CFR 1926) as such federal regulations are applicable to the specific tasks constituting the Contract Duties and Additional Work (if any). The responsibility for the implementation and enforcement of health and safety requirements lies with Service contractor, and its safety support staff. Service Contractor shall provide Material Safety Data (MSD) Sheets in compliance with OSHA Hazard Communication Standards. Service Contractor shall take all necessary and desirable precautions for the safety of, and provide the necessary and protection to prevent damage, injury, or loss to:

- a. all personnel on the work site.

- b. all materials or equipment to be provided, incorporated in, or utilized in connection with, the Contract Duties, whether on or off the work site.
- c. other property located at the site of the Contract Duties or at the Property.
- d. the Property.

Section 15. Miscellaneous Provisions Applicable to Service Contractor

- 15.01 Service contractor shall, at all times, enforce strict discipline and good order among its employees and shall not employ on the Contract Duties any unfit person or anyone not skilled in performance of the Contract Duties. The City has the right to require Service Contractor to remove from its work force assigned to the Property any employees or subcontractor's employees whose presence at the Property the City deems, in its sole discretion, to be detrimental to the best interests of the Property.
- 15.02 In conducting the Contract Duties, Service Contractor and all of its subcontractors shall agree to employ only labor which shall not result in jurisdictional disputes or strikes or cause disharmony with other contractors, agents, and employees at the Property.
- 15.03 Service Contractor warrants to the City that all Contract Duties shall be performed in a safe, good and workmanlike manner, and that the Contract Duties, including all materials and equipment furnished hereunder, shall conform to all requirements and specifications identified in this Agreement and shall be free from defects of any kind in materials and workmanship. All Contract Duties not conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective.
- 15.04 Service Contractor, in performing the Contract Duties, shall comply with all applicable laws. Service Contractor shall not take, and is not authorized to take, any action in the name of or on behalf of the City, or which would violate any applicable law. If Service Contractor performs any Contract Duties contrary to applicable law, any additional costs resulting therefrom, including the costs of correcting said Contract Duties to comply with such law and the cost of fully indemnifying the City from any liability or expenses with respect to such violations by Service Contractor may be offset by the City against amounts owing to the Service Contractor in connection with the Agreement or otherwise.
- 15.05 Service Contractor shall obtain at its own cost all licenses (including professional licenses), permits, certificates and authorizations necessary for Service Contractor to do business in all jurisdictions where any part of the Contract Duties are to be performed. Service Contractor shall also obtain all licenses, permits, certificates and authorizations necessary in connection with Service Contractor's performance of the Contract Duties, and give all notices required under applicable law, or by any governmental entity having jurisdiction over the Contract Duties, Service Contractor, its employees, Owners, subcontractors Contractors, or the activities of any of them.
- 15.06 Service Contractor acknowledges that the City (or other persons with the permission of the City) may concurrently perform services of the same type as the Contract Duties (unrelated to this Agreement) at this site and the Property, and Service Contractor specifically consents to such concurrent performance of Contract Duties by the City (and

others) without interference by those who are performing the Contract Duties under this Agreement.

- 15.07 Service Contractor shall promptly remedy all damage or loss to any property at the site or at the Property if such damage or loss is caused directly or indirectly, in whole or in part, by Service Contractor, any subcontractor or anyone directly or indirectly performing the Contract Duties.
- 15.08 Service Contractor shall not permit any discrimination against or segregation of any person or group of persons in connection with the performance of this Agreement on account of sex, disability, marital status, age, race, religion, color, creed, national origin or ancestry nor shall Service Contractor or any person claiming under or through Service Contractor, establish or permit any such practice or practices of discrimination or segregation in connection with the performance of the Contract Duties and Service Contractor's other obligations under this Agreement.
- 15.09 All drawings, specifications, studies, analyses, opinions, recommendations, reports or other information and material of any nature, and copies thereof, (i) provided to Service Contractor by the City; (ii) prepared pursuant to this Agreement; or (ii) to which Service Contractor otherwise gains access during the performance of Contract Duties are the property of the City and are to be treated as confidential. They are not to be disclosed to others without the City's prior written approval and are to be delivered to the City on request and in all events upon completion of the Contract Duties, or termination of this Agreement pursuant to the terms hereof. Service Contractor shall advise its affiliates, subcontractors, agents and employees having access to said information of this obligation of confidentiality and bind such parties to this same obligation. No articles, papers or treatises related to or in any way associated with the Contract Duties performed pursuant to this Agreement shall be submitted for publication without the City's prior written consent.

#### Section 16. Miscellaneous

- 16.01 Time is of the Essence. Service Contractor acknowledges that time is of the essence in regards to its performance under this Agreement.
- 16.02 No Liens. Service Contractor shall neither suffer nor permit the attachment of any liens upon the Property as a direct result of Service Contractor's performance of the Contract Duties and/or Additional Work.
- 16.03 Cure of Service Contractor's Default. If Service Contractor shall default in the performance of the Contract Duties or any other duty imposed upon Service Contractor hereunder, the City may (but shall not be required to), without notice to Service Contractor and with or without terminating this Agreement, cure and rectify such defaults and either deduct the reasonable cost of cure and rectification from compensation due to Service Contractor hereunder or the City may directly bill Service Contractor for such reasonable cost.

16.04 Force Majeure.

- a. Any delay or failure by either party hereto in the performance of its obligations hereunder shall not constitute a default hereunder or give rise to any claim for damages if, and only to the extent and for such period of time that, (i) such delay or failure is caused by an event or occurrence beyond the control and without the fault or negligence of such party or any subcontractor, material man, or other party acting under or through such party, and (ii) said party is unable to prevent such delay or failure through the exercise of reasonable diligence. Events that shall be deemed to be beyond the control of the parties hereto shall include, but not be limited to: acts of God or the public enemy; expropriation or confiscation of facilities by governmental or military authorities; changes in applicable laws; war, rebellion, sabotage or riots; floods, unusually severe weather that could not reasonably have been anticipated; fires, explosions, or other catastrophes; or other similar occurrences.
- b. Notwithstanding any other provision of this section 16.04, even though the performance of Service Contractor or a subcontractor or delivery of equipment or materials by a material man is delayed by an unforeseen event or occurrence beyond the control of Service Contractor, such subcontractor or such supplier of equipment or materials as provided in subsection 16.04(a), Service Contractor hereby agrees to use its best efforts to secure alternate sources of services, equipment or materials, if available. To the extent that Service Contractor fails to secure available alternate sources of services, equipment or materials, the City is entitled to secure such alternate sources and offset any amounts expended on such alternate sources from amounts due or owing to Service Contractor under this Agreement to the extent that such amounts exceed the price allocations for the goods and services agreed upon in this Agreement. Service Contractor shall not be paid any additional compensation by the City due to an unforeseen or uncontrollable event or occurrence of the type described in this section 16.04.
- c. In order to be entitled to an excuse for any delay or failure to perform under this Agreement pursuant to this section 16.04, the party claiming such excuse shall promptly give written notice to the other party hereto of any event or occurrence which it believes falls within the contemplation of this section 16.04.

16.05 Estoppel Certificate.

Upon request of the City, Service Contractor agrees to provide to the City, within five (5) days after receipt of written request therefore, a written statement certifying that this Agreement is in full force and effect, that the City and Service Contractor are current in their Respective obligations hereunder and that the City is not in default under any provision of this Agreement.

16.06 Survival. The provisions of sections 6, 8, 11 and 15 of this Agreement shall survive the expiration or early termination of this Agreement.

16.07 The individual executing this Agreement on behalf of Service Contractor personally certifies and warrants that by his or her execution hereof, this Agreement shall be legally binding on and enforceable against Service Contractor.

Section 17. Entire Agreement

17.01 This Agreement and the Exhibits, attached hereto and made a part thereof, constitute the entire agreement between the parties with respect to the Contract Duties and supersedes all prior negotiations, representations or agreements relating thereto either written or oral, except to the extent that they are expressly incorporated herein.

17.02 Unless otherwise expressly provided herein, no changes, alterations or modifications to this Agreement shall be effective unless in writing and signed by the respective parties hereto or their duly authorized agents.

**IN WITNESS WHEREOF**, the parties have hereunto set their hands the day and year first above written, the corporate parties by their officers duly authorized.

**THE CITY:**

City of Indianola, Iowa

**SERVICE CONTRACTOR:**

A 6ft. Geek, LLC

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

By: \_\_\_\_\_  
~~Tony Anthony C.~~ Fuqua, Owner

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

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

ATTEST:

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

## Exhibit A

March 9, 2020

# A 6ft Geek LLC

PO Box 26, Indianola, IA 50125  
tony@asixfootgeek.com  
641-218-9777

**Janitorial Bid for:** Indianola Public Library, 207 North B St, Indianola, IA 50125

**Services to be performed at the rate of:** \$1325/month

**Frequency:**

6 days per week, Monday through Saturday.

**Daily Services:**

Clean and disinfect bathroom sinks, toilets, mirrors, and hand dryers.  
Clean and disinfect drinking fountain.  
Fill or replace hand soap, paper towels, and toilet paper.  
Empty bathroom trash.  
Spot clean glass on entry doors and windows to remove prints and smudges.  
Dust mop and wet mop hard floors.  
Vacuum mats and circulation area carpet.

**Mon-Wed-Fri (or Tues-Thurs-Sat) Services:**

Clean and disinfect workroom sink.  
Disinfect front desk and public computer desks without disturbing papers or materials.  
Empty trash cans throughout the building, replacing liners as necessary. Remove trash from the building and place in dumpster.  
Pick up trash outside (does not include sticks and leaves).  
Empty recycling and place in recycling dumpster.  
Vacuum mats and carpets throughout the building.

**Periodic Services:**

Dust horizontal surfaces of desks, tables, counters, window ledges, wall hangings, computers, and other equipment without disturbing papers or materials left on surfaces to be cleaned (weekly).  
Clean and disinfect telephones (weekly).  
Buff tile floors (monthly).  
Strip or deep scrub and refinish tile floor (yearly).  
Clean carpets (1 extraction and 3 bonnet cleanings per year, traffic areas only).  
Wash windows (exterior and entry windows 4 times per year, all others 1 time per year)  
Clean filters in entryways (annually in the fall).

## Exhibit A

### As-needed Services:

Replace interior light bulbs as necessary (only if reachable from a standard 6-foot ladder).

Clean glass portions of display case (exterior and/or interior if empty).

Spot clean carpet, walls, doors, and light switches.

Dust and remove cobwebs from ceiling, light fixtures, vents, blinds, baseboard heaters, and wall corners.

Vacuum chairs and couches.

Report fires, hazardous conditions, and items in need of repair, such as leaky faucets, toilet stoppages, and broken light fixtures.

### Optional services:

Emergency carpet shampoo	\$30/hour, \$30 minimum
Shampoo upholstered furniture	\$5/chair, \$10/couch, minimum \$30/time
Other repair work or extra cleaning	\$30/hour plus any materials

### Supplies:

A 6ft Geek will do our utmost to provide supplies for customer use as cost effectively as possible while maintaining product quality and functionality.

A 6ft Geek will provide all cleaning equipment, cleaners, supplies, etc. needed to perform janitorial services.

A 6ft Geek will purchase supplies needed, such as toilet paper, paper towels, hand soap, deodorizers, trash can liners, light bulbs, etc., used in connection with providing service to the Library. These will be billed to the Library on a separate invoice.

All services will be performed a maximum of once per day, outside of normal business hours.

A 6ft Geek agrees to notify the Library Director immediately in the event a master key is lost while in their possession. A 6ft Geek also agrees to pay the City for the cost of replacing locks and keys/key cards in the event this happens.

### Contract Terms:

Minimum of 30 days written notice required to change or terminate services by either party.

## Exhibit A

March 9, 2020

# A 6ft Geek LLC

PO Box 26, Indianola, IA 50125  
tony@asixfootgeek.com  
641-218-9777

**Janitorial Bid for:** Indianola City Hall, 110 North 1st St, Indianola, IA 50125

**Services to be performed at the rate of:** \$4100/month

### **Frequency:**

5 days per week (Monday through Friday) for Administrative offices, after 5PM.

7 days per week for the officers' side of the Police Department, 7AM - 11PM weekdays, 8AM - 8PM weekends.

Weekly for the Police Department Admin offices, 3PM-4PM on a weekday.

### **Daily Services:**

Clean and disinfect bathroom sinks, showers, counters, toilets, mirrors, dispensers, and hand dryers.

Clean and disinfect drinking fountains.

Fill or replace hand soap, paper towels, and toilet paper.

Clean and disinfect sinks in police department, community development, kitchen, and training room.

Clean exterior of appliances in breakroom.

Clean and disinfect reception counters.

Clean and disinfect doors, door knobs, and push plates.

Spot clean glass on entry doors, windows, and reception counters to remove prints and smudges.

Empty trash cans in bathrooms, kitchens, and breakrooms, replacing liners as necessary. Remove trash from the building and place in dumpster.

Pick up trash outside entry doors (does not include sidewalks or any other outside cleaning).

Empty recycling and place in recycling dumpster.

Dust mop and spot mop hard floors.

Vacuum mats.

### **Periodic Services:**

Empty trash cans throughout the building, replacing liners as necessary. Remove trash from the building and place in dumpster (3 days per week).

Vacuum mats and carpets throughout the building (3 days per week).

Wet mop hard floors throughout the building (3 days per week).

Dust horizontal surfaces of desks, tables, counters, window ledges, wall hangings, computers, and miscellaneous furniture without disturbing papers or materials left on surfaces to be cleaned (weekly).

Clean and disinfect telephones (weekly).

Polish bright metal surfaces on the elevator (weekly).

Sweep or vacuum storage areas (monthly).

Buff tile floors (monthly).

## Exhibit A

Strip or deep scrub and refinish tile floor (yearly). Police Department Admin services will be prearranged for 3PM-5PM on a weekday.

Clean carpets (1 extraction and 1 bonnet cleaning per year, traffic areas only). Police Department Admin services will be prearranged for 3PM-5PM on a weekday.

### As-needed Services:

Replace interior light bulbs as necessary (only if reachable from a standard 6-foot ladder).

Spot clean carpet, walls, doors, and light switches.

Dust and remove cobwebs from ceiling, light fixtures, vents, blinds, baseboard heaters, and wall corners.

Vacuum chairs and couches.

Clean rubber mats under urinals.

Turn in lost and found articles to City Clerk's office.

Report fires, hazardous conditions, and items in need of repair, such as leaky faucets, toilet stoppages, and broken light fixtures.

### Optional services:

Emergency carpet shampoo \$30/hour, \$30 minimum

Shampoo upholstered furniture \$5/chair, \$10/couch, minimum \$30/time

Other repair work or extra cleaning \$30/hour plus any materials

### Supplies:

A 6ft Geek LLC will do our utmost to provide supplies for customer use as cost effectively as possible while maintaining product quality and functionality.

A 6ft Geek LLC will provide all cleaning equipment, cleaners, supplies, etc. needed to perform janitorial services.

A 6ft Geek LLC will purchase supplies needed, such as toilet paper, paper towels, hand soap, deodorizers, trash can liners, light bulbs, etc., used in connection with providing service to the City. These will be billed to the City on a separate invoice.

All services will be performed a maximum of once per day, outside of normal business hours. Police Department services will be performed during set hours when staff is present.

A 6ft Geek LLC agrees to notify the City Clerk immediately in the event a master key is lost while in their possession. A 6ft Geek LLC also agrees to pay the City for the cost of replacing locks and keys/key cards in the event this happens.

Anyone performing services on behalf of A 6ft Geek LLC at City Hall will be registered with the Police Department, with background checks and fingerprinting completed, prior to being granted access to City Hall. The Police Department will be notified if one of those listed will no longer be performing services at City Hall.

### Contract Terms:

Minimum of 30 days written notice required to change or terminate services by either party.

## Exhibit A

March 9, 2020

# A 6ft Geek LLC

PO Box 26, Indianola, IA 50125  
tony@asixfootgeek.com  
641-218-9777

**Janitorial Bid for:** Indianola Activity Center, 2204 West 2nd Avenue, Indianola IA 50125

**Services to be performed at the rate of:** \$1500/month

### **Frequency:**

3 days per week, Mon-Thurs-Sat: Buxton Room, lobby, and restrooms only  
Weekly: Parks & Rec offices and exterior rooms in addition to the above

### **Mon-Thurs-Sat Services (Buxton Room, lobby, and restrooms only):**

Clean and disinfect bathroom sinks, counters, toilets, urinals, mirrors, and dispensers.  
Clean and disinfect drinking fountains.  
Fill or replace hand soap, paper towels, toilet paper, and air fresheners.  
Clean and disinfect reception counter (public area).  
Spot clean glass on entry doors and windows to remove prints and smudges.  
Empty trash cans in the bathrooms.  
Dust mop hard floors.  
Machine scrub Buxton Room floor.  
Wet mop vinyl and tile floors.  
Vacuum mats and carpets in lobby area only.

### **Weekly Services (Buxton Room, lobby, restrooms, P&R offices, exterior rooms):**

Dust mop all hard floors throughout the building (including visible floor in storage areas).  
Vacuum mats and carpets throughout the building.  
Wet mop vinyl and tile floors throughout the building.  
Dust horizontal surfaces of desks, tables, counters, window ledges, wall hangings, computers, and miscellaneous furniture without disturbing papers or materials left on surfaces to be cleaned.

### **Periodic Services:**

Wet mop storage areas (monthly).  
Buff tile floors (monthly).  
Strip or deep scrub and refinish tile floor (twice per year).  
Clean carpets (1 extraction and 1 bonnet cleaning per year, traffic areas only).

## Exhibit A

### As-needed Services:

Replace interior light bulbs as necessary (only if reachable from a standard 6-foot ladder).

Spot clean carpet, walls, doors, and light switches.

Dust and remove cobwebs from ceiling, light fixtures, vents, blinds, and wall corners.

Vacuum and dust chairs and couches (excluding folding chairs).

Deep clean grout in tile in restrooms.

Report fires, hazardous conditions, and items in need of repair, such as leaky faucets, toilet stoppages, and broken light fixtures.

### Events:

If an event continues past 10PM on a scheduled cleaning night, services may be performed the following day.

### Optional services:

Emergency carpet shampoo	\$30/hour, \$30 minimum
Shampoo upholstered furniture	\$5/chair, \$10/couch, minimum \$30/time
Other repair work or extra cleaning	\$30/hour plus any materials

### Supplies:

A 6ft Geek will do our utmost to provide supplies for customer use as cost effectively as possible while maintaining product quality and functionality.

A 6ft Geek will provide all cleaning equipment, cleaners, supplies, etc. needed to perform janitorial services.

A 6ft Geek will purchase supplies needed, such as toilet paper, paper towels, hand soap, deodorizers, trash can liners, light bulbs, etc., used in connection with providing service to the Activity Center. These will be billed to the Activity Center on a separate invoice.

All services will be performed a maximum of once per day, outside of normal business hours.

A 6ft Geek agrees to notify the Parks and Recreation Department immediately in the event a master key is lost while in their possession. A 6ft Geek also agrees to pay the City for the cost of replacing locks and keys/key cards in the event this happens.

### Contract Terms:

Minimum of 30 days written notice required to change or terminate services by either party.

**EXHIBIT B  
INSURANCE**

INSURANCE REQUIREMENTS

- I. The Service Contractor shall provide the following minimum insurance coverage:
- A. Commercial General Liability  
Combined Single Limit - \$1,000,000 per occurrence and \$2,000,000 annual aggregate per location.  
Such insurance shall be broad form and include, but not be limited to, contractual liability, independent contractor's liability, products and completed operations liability, and personal injury liability. A combination of primary and excess policies may be utilized. Policies shall be primary and noncontributory.
  - B. Worker's Compensation – Statutory Limits
  - C. Employer's Liability – ***will be required in the event Service Contractor hires employees***  
With minimum liability limits of \$1,000,000 bodily injury by accident each accident, \$1,000,000 bodily injury by disease policy limit; \$1,000,000 bodily injury each employee.
  - D. Commercial Automobile Liability – ***will be required in the event Service Contractor is required to travel between buildings to perform Contract Duties***  
Combined Single Limit - \$1,000,000 per accident.  
Such insurance shall cover injury (or death) and property damage arising out of the ownership, maintenance or use of any private passenger or commercial vehicles and of any other equipment required to be licensed for road use.
  - E. Property Insurance – ***will be required for any piece of equipment valued in excess of \$1,000***  
All-risk, replacement cost property insurance to protect against loss of owned or rented equipment and tools brought onto and/or used on any Property by the Service Contractor.
- II. Policies described in Sections I.A. and I.D. above shall include the following as additional insured, including their officers, directors and employees. A GL-2010 Endorsement shall be utilized for the policy(ies) described in Section I.A. above. Please note that the spelling of these parties must be exactly correct or the Contract Duties will not be allowed to commence.
- THE CITY OF INDIANOLA, IOWA
- III. Service Contractor waives any and all rights of subrogation against the parties identified above in Paragraph II above as additional insureds.

IV. Service Contractor shall furnish to the City Certificate(s) of Insurance evidencing the above coverage. Original Certificate(s) of Insurance must be provided before Service Contractor commences Contract Duties or Contract Duties will not be allowed to commence.

V. Certificate(s) of Insurance relating to policies required under this Agreement shall contain the following words verbatim:

“Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will endeavor to mail 30 days written notice to the certificate holder named to the left, but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents or representatives.” An additional copy to be sent by certified mail, return receipt to:

City of Indianola, Iowa  
Andrew J. Lent, City Clerk/Finance Director  
110 N. 1<sup>st</sup> St.  
Indianola, IA 50125

In addition, the language set forth in this Exhibit B shall also be added to each policy in the form of an endorsement.

Meeting Date: 03/25/2020

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**Information**

**Subject**

Resolution approving the purchase of a 2020 Ford Explorer Utility vehicle for the Police Department in the amount of \$32,932.00.

**Information**

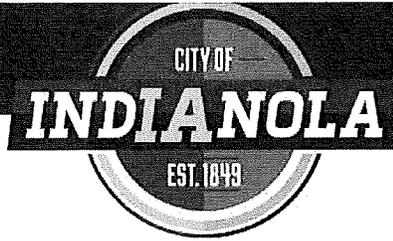
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**Fiscal Impact**

**Attachments**

Police Vehicle Purchase

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— POLICE DEPARTMENT —

**March 3, 2020**

**To:** Ryan Waller, City Manager  
**From:** Captain Brian Sher  
Lieutenant Rob Hawkins  
**CC:** Andy Lent, Director of Finance  
**Re:** Patrol vehicle purchase authorization

---

In line with the Indianola Police Department Fleet Vehicle acquisition and replacement schedule, Indianola Police was approved to purchase two patrol vehicles for the FY20 year. We are requesting council approval to purchase and authorize payment for one (1) 2020 Ford Explorer Utility. This vehicle was bid out by Stivers Ford Lincoln in Waukee, Iowa at the Iowa state bid price of \$32,932.00.

<u>Approvals:</u> Finance _____ HR _____ Clerk _____
---

CAR INVOICE STOCK# F00804

NUMBER  
156161



# Stivers Ford Lincoln

1450 E. Hickman Rd • Waukee, Iowa  
(515) 987-3697 • www.StiversFordIA.com

NAME CITY OF INDIANOLA

DATE 03/03/2020

ADDRESS 110 N 1ST  
INDIANOLA IA 50125  
HOME

SALESMAN  
RONALD REESE

WORK

YEAR	MAKE	MODEL	BODY STYLE	NEW OR USED	KEY #	V. I. OR SERIAL NUMBER	COLOR					
2020	FORD	EXPLOR	UT	F		1FM5K8AB2LGB67465	YZ/White					
EQUIPPED AS PER FEDERAL PRICE LABEL						PRICE OF CAR	32932.00					
						TRANSPORTATION						
						PREPARATION & CONDITIONING						
						EXTRAS						
						FACTORY INSTALLED						
						DEALER INSTALLED						N/A
						USE TAX						N/A
						LIC/TITLE/LIEN						N/A
						TOTAL CASH PRICE						32932.00
						COST OF FINANCING						
DEALER INSTALLED						N/A						
TOTAL CASH PRICED						32932.00						
SETTLEMENT												
DEPOSIT												
CASH ON DELIVERY						N/A						
USED CAR						N/A						
BALANCE DUE ON TRADE IN			DESCRIPTION									
			VEHICLE IDENTIFICATION NUMBER									
FINANCE CO. CASH DEAL												
ADDRESS			_____ @ _____			32932.00						
			_____ @ _____			32932.00						
FIRST PAYMENT DUE 03/03/2020			TOTAL			32932.00						

**PAY FROM THIS INVOICE**

NO PUBLIC LIABILITY OR PROPERTY DAMAGE INSURANCE  
ISSUED WITH THIS TRANSACTION UNLESS HEREIN STATED

**CITY OF INDIANOLA, IOWA  
RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION APPROVING PURCHASE OF  
2020 FORD EXPLORER VEHICLE**

**WHEREAS**, the Indianola Police Department budgeted for two (2) replacement vehicles in FY2020, and

**WHEREAS**, Stivers Ford Lincoln of Waukee, Iowa holds the state contract bid for police vehicles of this make and model, and

**WHEREAS**, an invoice for the purchase of said vehicle for \$32,932.00 from Stivers Ford Lincoln is attached to this Resolution.

**BE IT THEREFORE RESOLVED**, that the City Council of Indianola

- (1) the purchase of the 2020 Ford Explorer Utility police vehicle from Stivers Ford Lincoln of Waukee, Iowa is approved at a cost of \$32,932.00, and
- (2) staff is authorized to execute documents on behalf of the City to purchase said vehicle.

Passed and adopted this 25<sup>th</sup> day of March, 2020.

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

ATTEST:

\_\_\_\_\_  
Andrew J. Lent  
City Clerk/Finance Director

Meeting Date: 03/25/2020

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**Information**

**Subject**

Resolution authorizing the submission of an Assistance to Firefighters Grant for the City of Indianola Fire Department for assistance in purchasing an aerial apparatus.

**Information**

The Fire Department would like permission to apply for the Assistance to Firefighters Grant to aid in the purchase of an aerial apparatus for the City. The cost share for Indianola is based on population per grant requirements. Not less than 10% of the grant award must be matched by the City.

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**Fiscal Impact**

**Attachments**

AFG Grant Memorandum

AFG Grant Resolution

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— FIRE DEPARTMENT —

TO: Mayor Kelly Shaw and City Council Members  
CC: City Manager Ryan Waller  
FROM: Fire Chief Gregory M Chia  
DATE: 02/26/2020

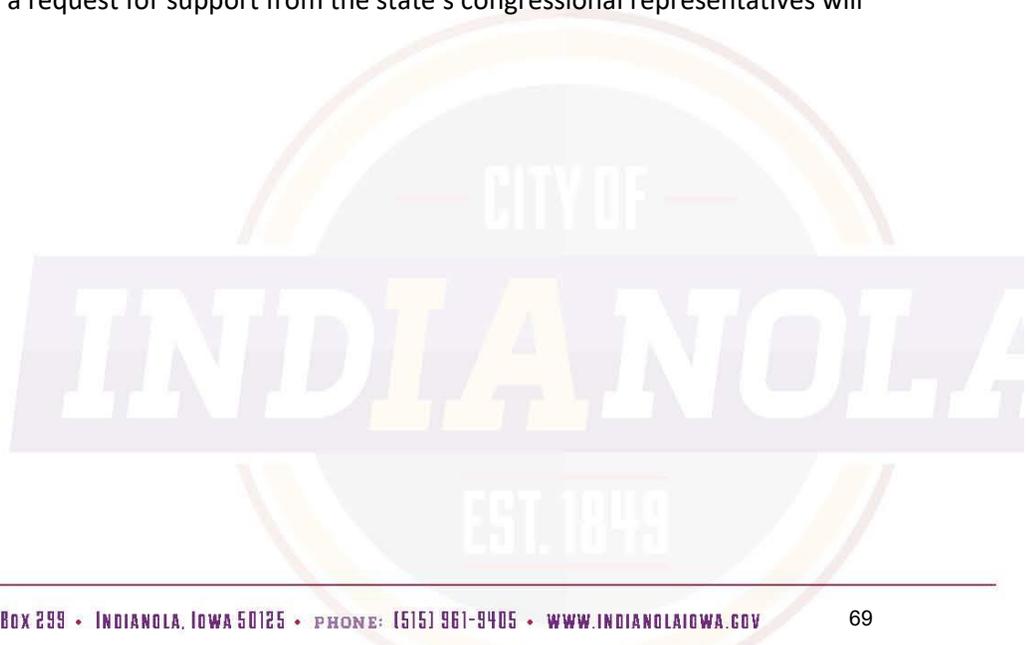
RE: Assistance to Firefighters Grant Application (AFG)

I am requesting permission to apply to the Assistance to Firefighters Grant (AFG) for the City of Indianola Fire Department. The Assistance to Firefighters Grant (AFG) is a federal program that assists in purchasing equipment/apparatus for fire departments. The department has prepared an application to request federal funding in the purchase of an Aerial Apparatus for the City. This aerial would be an addition to the current fleet of apparatus in the department. Earlier discussions occurred with the Mayor, City Manager, City Finance Director/ City Clerk and City Council on this subject to proceed with the purchase of this type of apparatus.

A budget request to purchase this apparatus is currently waiting for City Council approval but is yet to be decided in the upcoming budget discussions.

The cost share for Indianola is based on population per grant requirements. Indianola’s population number is (20,000-100,000) which requires not less than 10% of grant award matched by the City. Currently identified in the CIP is \$850,000. If the city is awarded this grant its share of the cost is \$85,000 for the purchase of this apparatus.

As part of the grant application a request for support from the state’s congressional representatives will be submitted.



**RESOLUTION NO. 2020-**

**RESOLUTION AUTHORIZING THE SUBMISSION OF AN ASSISTANCE TO FIREFIGHTERS GRANT  
FOR THE CITY OF INDIANOLA FIRE DEPARTMENT**

**WHEREAS**, the City Council of the City of Indianola, Iowa supports applying for the Assistance to Firefighters Grant for an Aerial Apparatus for the City; and

**WHEREAS**, the apparatus would be an addition to the current fleet of apparatus in the department; and

**WHEREAS**, the cost share for Indianola is based on population grant requirements and requires not less than 10% of grant award be matched by the City; and

**WHEREAS**, the City Council believes that it is in the best interest of the citizens of the City of Indianola's Fire Department to apply for the Assistance to Firefighters Grant.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Indianola, Iowa, that the City of Indianola Fire Department apply for the Assistance to Firefighters Grant.

**PASSED AND APPROVED THIS 25<sup>th</sup> day of March 2020.**

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Kelly B. Shaw, Mayor

**ATTEST:**

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Andrew J. Lent  
City Clerk/Finance Director

Meeting Date: 03/25/2020

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**Information**

**Subject**

Resolution authorizing the submission of a Staffing for Adequate Fire and Emergency Response (SAFER) Grant for the City of Indianola Fire Department.

**Information**

The Fire Department is requesting permission to submit a grant application to the federal program, Staffing for Adequate Fire and Emergency Response (SAFER) grant. Indianola's application is a request for 3 additional positions of firefighter/paramedic. The additional FTE meets the priorities of the previous staffing study that was presented to the City Council in April of 2018.

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**Fiscal Impact**

**Attachments**

SAFER Grant Memorandum  
SAFER Grant Resolution

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— FIRE DEPARTMENT —

TO: Mayor Kelly Shaw and City Council Members  
CC: City Manager Ryan Waller  
FROM: Fire Chief Gregory M. Chia  
DATE: March 6, 2020  
RE: Request to Submit SAFER Grant

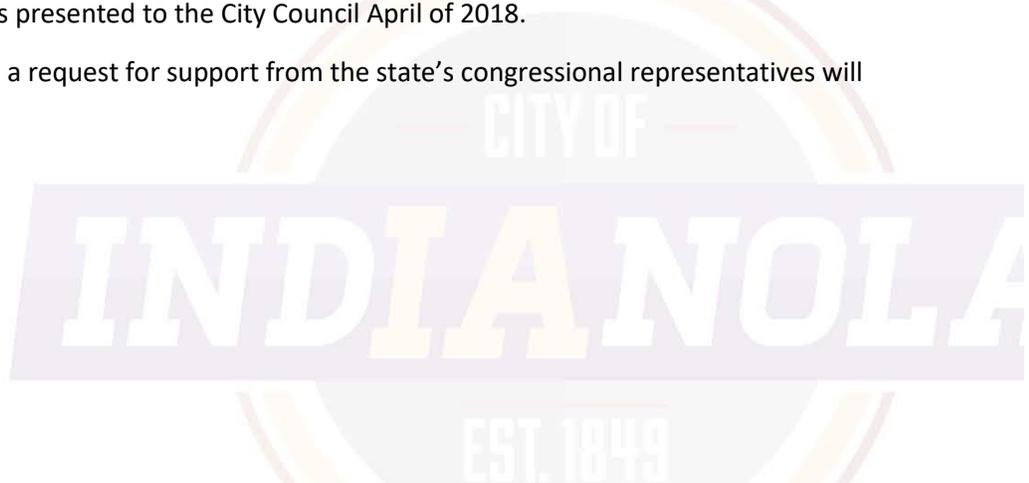
The fire department is requesting permission to submit a grant application to the federal program, Staffing for Adequate Fire and Emergency Response, (SAFER Grant).

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

The new grant parameters have not been posted but previous grants are defined as having a period of performance of 36 months if the city is awarded under the hiring category. Recruitment and Retention (R&R) Category: The period of performance will be between 12- and 48-months for all grants awarded under the R&R category. The award pays 75% of salary and benefits first two years. Third year pays 35% salary and benefits of each new employee. The application period has not been defined by the federal government.

Indianola's application is a request for 3 additional positions of firefighter/paramedic. This request if awarded supports 1 additional employee per division and structurally supports the staffing of a 5-person engine company or 2.5 medic units staffed 24-hours a day. The additional FTE meets the priorities of the previous staffing study that was presented to the City Council April of 2018.

As part of the grant application a request for support from the state's congressional representatives will be submitted.



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

**RESOLUTION AUTHORIZING THE SUBMISSION OF A SAFER (STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE) GRANT FOR THE CITY OF INDIANOLA FIRE DEPARTMENT**

**WHEREAS**, the City Council of the City of Indianola, Iowa supports applying for the Staffing for Adequate Fire and Emergency Response Grant (SAFER) for three additional positions of Firefighter/Paramedic; and

**WHEREAS**, the additional staff will support one additional employee per division and will structurally support the staffing of a five-person engine company or 2.5 medic units staffed 24-hours a day; and

**WHEREAS**, the award pays 75% of salary and benefits for the first two years and the third year pays 35% of each new employee; and

**WHEREAS**, the City Council believes that it is in the best interest of the citizens of the City of Indianola's Fire Department to apply for the Staffing for Adequate Fire and Emergency Response Grant (SAFER).

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Indianola, Iowa, that the City of Indianola Fire Department apply for the Staffing for Adequate Fire and Emergency Response Grant (SAFER).

PASSED AND APPROVED THIS 25th of March 2020.

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Kelly B. Shaw, Mayor

**ATTEST:**

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Andrew J. Lent  
City Clerk / Finance Director

Meeting Date: 03/25/2020

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**Information**

**Subject**

Resolution approving the schedule of fees for the City of Indianola for Fiscal Year 2021.

**Information**

City Council reviews and approves the fee schedule for City services on an annual basis.

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**Fiscal Impact**

**Attachments**

Resolution Approving Fee Schedule  
Changes to Attached Schedule  
Revised Fee Schedule

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CITY OF INDIANOLA, IOWA  
RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION TO APPROVE FEE SCHEDULE**

**WHEREAS**, the Indianola City Council reviews and approves the fee schedule for city services on an annual basis, and

**WHEREAS**, the attached Fee Schedule is being presented for the Council's consideration.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Indianola, that the attached Fee Schedule for the City of Indianola is hereby approved.

Adopted this 25<sup>th</sup> day of March 2020.

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

Attest:

\_\_\_\_\_  
Andrew J. Lent  
City Clerk/Finance Director

## **Changes to Attached Fee Schedule**

### **Street Department**

- Generally updated brush facility charges to recoup operational costs

### **Community Development**

#### **Driveway Permit**

Current: \$25

Proposed: \$30

#### **Demolition Permit**

Current: \$30

Proposed: \$125

#### **Mechanical and Plumbing Permits**

Current Base Fee: \$25

Proposed Base Fee: \$50

#### **Sign Permit**

Current Base Fees: \$25, \$50 and \$75

Proposed Base Fees: \$50, \$75 and \$100

#### **Sign Exemption/Appeal Fee**

Current: \$30

Proposed \$50

#### **Board of Adjustment Application**

Current: \$100

Proposed \$150

**Site Plan Review**

Current: \$50 and \$100, depending on size of property

Proposed: \$225

**Rezoning Application**

Current: \$200

Proposed: \$250

**Plat of Survey**

Current: \$25

Proposed \$75

**Preliminary Plat**

Current Base Fee: \$150

Proposed Base Fee: \$250

**Final Plat**

Current Base Fee: \$100

Proposed Base Fee: \$150

The following fees are applications and permits for which the City current has no fee established. The proposed fees were determined by the amount of staff time that is dedicated to each permit and application type, as well as researching fees of other communities in the metro and of like size in Central Iowa.

**Construction Document Review**

Proposed Fee: \$200

**Right of Way Permit**

Proposed Fee: \$100

### **Sidewalk Permit**

Proposed Fee: \$20

### **Library**

- Lost and damaged materials – changes reflect current prices
- Printing fees – changes reflect new copier (which allows color printing)
- Fines – added games
- Removed book sale prices, those prices vary depending on supply/demand
- Miscellaneous - We no longer have a processing fee

### **Police**

- Changed Trip Sheet Charge from \$0.50 to \$1.00
- Added charges for:
  - Emailing photos
  - Recordings/Reports transferred to USB flash drive
  - Compiling historical record
  - Simpson College Area parking hanger

### **Aquatic Center Fees -**

- The majority of these did not change
- Removed Red Cross Lifeguarding as that is now offered through the YMCA
- Added the Birthday Party Area Rental Fee

### **Parks and Recreation Program Fees**

These were adjusted or had ranges added to reflect the current fees charged. We set the fees to cover the direct costs of the programs and these are affected by instructor fees, number of classes, facility rental and admission fees, equipment and supplies.

- Family Sweetheart Dance
- Bricks 4 Kidz Workshops
- Magicamp
- Rounded Minds Soccer
- Adult Painting Workshops
- Senior Trips
- Nature Explorers
- Family Horseback Rides
- ChicoMetrics

These were added as they are new programs

- Family Fun Night
- Hot Air Balloon Camp
- Bullseye Camp
- Creative Geniuses
- It's Tea Time
- Dinner Delights
- Beginning Quilting

These were removed as we are no longer offering

- T-Ball Instruction, changed to T-Ball League
- Composting 101
- British Soccer Camp
- Youth Soccer Leagues, Soccer Tribe Offers now
- Youth Volleyball Leagues
- Pee Wee Nerf Football, changed to Flag FB League
- Tae Kwon Do

The following facility fees were adjusted

- Buxton Room: raised the fee from \$200/day to \$300 without alcohol and \$400 with alcohol and also increased the deposits from \$150 to \$200 without alcohol and from \$300 to \$400 with alcohol
- Conference Rooms: raised the fee from \$5.50/hr to \$10/hr.
- Amphitheater: streamlined the fees to \$60/day which had a range from \$50-\$100 depending on the type of rental and listed the fees for backstage rooms, selling concessions and charging admissions.
- Softball Field Practices: listed the fees for team practices which has been changed to per season away from a fee for each practice.
- Softball Field Rental Fees: Listed the fees that have been in place

**WPC:**

- Lined out DVD and replaced it with USB

2020

# City of Indianola Fee Schedule

ADOPTED BY INDIANOLA CITY COUNCIL ON MARCH 25, 2020.  
FEES EFFECTIVE UPON APPROVAL.

| +

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Community Development Fees .....	5
Administrative Fees .....	<del>775</del>
Sign Permit Fees .....	665
Subdivision Fees .....	<del>775</del>
Building Permit Fees .....	<del>776</del>
Miscellaneous Permit Fees .....	5
Utility Sign Permit Fees .....	665
Site Plan Review Fees .....	665
Administrative Fees .....	<del>775</del>
Subdivision Fees .....	<del>775</del>
Construction Permit Fees .....	<del>776</del>
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Transport Fees .....	<del>10109</del>
Treatment Fees .....	<del>10109</del>
Permit Fees .....	<del>10109</del>
Special Event Fees .....	<del>10109</del>
Billings for other agencies .....	<del>10109</del>
Library Fees .....	<del>111110</del>
Lost or Damaged Materials .....	<del>111110</del>
Printing Fees .....	<del>111110</del>
Fines .....	<del>111110</del>
Used Books .....	<del>111110</del>
Miscellaneous .....	<del>111110</del>
Veterans Memorial Pool and Aquatic Center Fees .....	<del>121211</del>

Field Code Changed

Pool Passes.....	<u>121211</u>
Season Passes/Punch Cards.....	<u>121211</u>
Lessons.....	<u>121211</u>
Pool Party Rental Fees.....	<u>131312</u>
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Water Resource Recovery (WPC) Department Fees.....	<u>161615</u>
Cleaning/Televising Lines.....	<u>161615</u>
Miscellaneous Fees.....	<u>161615</u>

**City Clerk Fees**

**Permits/Licenses**

<b>Fee Description</b>	<b>Cost</b>	<b>Cost Description</b>
Cigarette Permit .....	\$75.00	Per Year
Refuse Hauling Permit .....	\$150.00	Per Packer
Refuse Hauling Permit .....	\$100.00	Units Other than Packer
Solicitors .....	\$100.00	Per Year
Peddlers or Transient Merchant.....	\$50.00	For one day
Peddlers or Transient Merchant.....	\$100.00	For one week
Peddlers or Transient Merchant.....	\$200.00	For up to six (6) months
Peddlers or Transient Merchant.....	\$300.00	For one year or any major part thereof
Ice Cream Vendors.....	\$20.00	One Day
Ice Cream Vendors.....	\$30.00	One Week
Ice Cream Vendors.....	\$50.00	One Month
Ice Cream Vendors.....	\$100.00	One Month to six months
Mobile Food & Beverages Vendors .....	\$50.00	For one day
Mobile Food & Beverages Vendors .....	\$100.00	For one week
Mobile Food & Beverages Vendors .....	\$200.00	For up to six (6) months
Mobile Food & Beverages Vendors .....	\$300.00	For over six (6) months to one year

**Event Fees**

<b>Fee Description</b>	<b>Cost</b>	<b>Cost Description</b>
Bike Night Fee .....	\$750.00	Per Event to Lease Square (April-September)
Bike Night Fee .....	\$80.00	Per Event to Sweep the Square
Deck Fees .....	\$0.50	Per square foot

**Miscellaneous**

<b>Fee Description</b>	<b>Cost</b>	<b>Cost Description</b>
Returned Check/Debit/Credit Card .....	\$30	
<u>Copies .....</u>	<u>\$0.25</u>	<u>per copy sheet of paper</u>

**Street Department**

**Brush Facility**

<b>Fee Description</b>	<b>Cost</b>	<b>Cost Description</b>	<b>Additional Fees Description</b>
Bundle.....	\$5.00	Each	
Pickup Load.....	\$20.00	Each	
Trailer Load.....	\$25.00	Each	
Small Truck.....	\$30.00	Each	
Large Truck.....	\$50.00	Each	
Anything that is 1/2" or more in diameter. Items may be loose or in paper bags only			
LCD / LED Monitors .....	\$15.00		
Up to 27" Televisions .....	\$15.00		
Larger than 27" .....	\$30.00		
Console and Rear Projection .....	\$40.00		

**Community Development Fees**

**Administrative Fees**

Alley Closing Fee.....	\$200.00	Per 1/2 block
Board of Adjustment Hearing.....	\$150.00	
Nuisance/Property Maintenance Administrative Fee....	\$25.00	Per Hour
Nuisance/Property Maintenance Abatement Fee.....		Contractors Invoiced Fee
Rezoning Request.....	\$250.00	Plus Outside Engineering Costs
Site Plan Review.....	\$225.00	Plus Outside Engineering Costs
Street Bond Permit.....	\$10.00	Per square foot

**Sign Permit Fees**

24 sq. ft. or less.....	\$50.00	
25-100 sq. ft. ....	\$75.00	
100+ sq. ft. ....	\$100.00	Additional \$0.20 per sq. ft. over 100
Exemption Request.....	\$50.00	
Code Appeal Procedure .....	\$50.00	
Banner Application.....	\$25.00	Additional \$2.00 per banner
Temporary Sign Permit.....	\$25.00	For the first 10-day period, \$5.00 additional for 10 additional days (must be consecutive)
Temporary Sign Permit.....	\$25.00	For a 3-day period

**Subdivision Fees**

Plat of Survey .....	\$75.00	
Preliminary Plat Review.....	\$250.00	Additional \$10.00 for each lot in excess of 10 lots, Plus Outside Engineering Costs
Final Plat Review .....	\$150.00	Additional \$10.00 for each lot in excess of 10 lots, Plus Outside Engineering Costs
Construction Document Review.....	\$100.00	Plus Outside Engineering Costs

**Building Permit Fees**

Total valuation of \$1.00 - \$500.00 .....	\$30.00	
Total valuation of \$501.00 - \$2,000.00 .....	\$30.00	for the 1st \$500.00 plus \$1.75 for each additional \$100.00 or fraction thereof, to and including \$2000.00
Total valuation of \$2,001.00 - \$25,000.00 .....	\$50.00	for the 1st \$2,000.00 plus \$9.00 for each additional \$1,000.00 or fraction thereof to and including \$25,000.00
Total valuation of \$25,001.00 - \$50,000.00 .....	\$276.00	for the 1st \$25,000.00 plus \$8.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
Total valuation of \$50,001.00 - \$100,000.00 .....	\$457.00	for the 1st \$50,000.00 plus \$6.25 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00

Total valuation of \$100,001.00 - \$500,000.00.....	\$738.00	for the 1st \$100,000.00 plus \$5.25 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
Total valuation of \$500,001.00 - \$1,000,000.00.....	\$2,703.00	for the 1st \$500,000.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
Total valuation of \$1,000,001.00 and up.....	\$4,546.00	for the 1st \$1,000,000.00 plus \$3.00 for each additional \$1,000.00 or fraction thereof
Inspections outside of normal business hours.....	\$40.00	Per hour
Re-inspection fee.....	\$25.00	Per hour
Inspections for which no fee is specifically indicated.....	\$25.00	Per hour
Additional plan review required by changes, additions or revisions to approved plans....	\$25.00	Per hour

**Miscellaneous Permit Fees**

Electrical Permit Fee .....	\$80.00	Basic Overhead Fee with New Service Connection
Electrical Permit Fee .....	\$120.00	Basic Underground Fee with New Service Connection
		Additional Fees based on # of meters, circuits, openings, fixed appliances, motors, etc.
Mechanical Permit Fee .....	<del>\$25.00</del> <u>\$50.00</u>	Basic Fee
		Additional Fees based on installation, relocation or replacement of <del>furnances</del> furnaces, appliances, cooling units, boiler, air handling unit, ventilation fan, and gas piping
Plumbing Permit Fee.....	<del>\$25.00</del> <u>\$50.00</u>	Basic Fee
		Additional Fees based on each plumbing fixture.
Demolition Permit Fee .....	\$125.00	
Driveway Permit.....	<del>\$20.00</del> <u>\$25.00</u>	
Sewer Permit.....	\$20.00	
Planting in Parking Permit.....	\$5.00	
Right of Way Permit.....	\$100.00	

**Sign Permit Fees**

24 sq. ft. or less .....	\$25.00	
25-100 sq. ft. ....	\$50.00	
100+ sq. ft. ....	\$75.00	Additional \$0.20 per sq. ft. over 100
Temporary Sign .....	\$25.00 - \$30.00	
Exemption Request .....	\$30.00	
Code Appeal Procedure .....	\$30.00	
Banner Application .....	\$25.00	Additional \$2.00 per banner
Temporary Sign Permit	\$25.00	For the first 10 day period, \$5.00 additional for 10 additional days (must be consecutive)
Temporary Sign Permit	\$25.00	For a 3 day period

**Site Plan Review Fees**

one acre or less .....	\$50.00
------------------------	---------

more than one acre .....\$100.00  
 Fireworks.....\$100.00

**Administrative Fees**

Nuisance Compliance.....\$20.00 \$50.00  
 Complaint Abatement Fee Receipts ..... Contractor Fee  
 Board of Adjustment Hearing.....\$100.00  
 Property Pin Locate Fee.....\$50.00  
 Rezoning Request.....\$200.00  
 Water Inspection.....\$40.00  
 Water Permit.....\$15.00  
 Water Inspection.....\$15.00  
 Alley Closing Fee.....\$200.00 \$400.00 Per 1/2 block  
 Street Bond Permit.....\$10.00 Per square foot

**Subdivision Fees**

Final Plat Review.....\$100.00 Additional \$10.00 for each lot in excess of 10 lots  
 Plat of Survey.....\$25.00 Preliminary Plat Review \$150.00 Additional \$10.00 for each lot in excess of 10 lots  
 Sidewalk Permit.....\$20.00

**Construction Permit Utility Construction Fees**

Electric Service Fees.....\$60.00 Overhead  
 Electric Service Fees.....\$100.00 Underground  
 Electric Service Fees.....\$35.00 Temporary Construction  
 Electric Meter.....\$100.00  
 Water Connection.....\$150.00  
 Water Meter Connection.....\$50.00 Additional \$270.00 - 5/8 meter and \$360.00 - 3/4 meter Plus  
 Cost of Meter .....  
 Construction Water.....\$35.00  
 Water Inspection.....\$40.00  
 Water Permit.....\$15.00  
 Sewer Inspection.....\$100.00-\$200.00  
 Sewer Permit.....\$20.00  
 Sewer Tap Fee.....TBD Dependent upon sewer connection fee

**Building Permit Fees**

Total valuation of \$1.00 - \$500.00 ..... \$30.00  
 Total valuation of \$501.00 - \$2,000.00 ..... \$30.00 for the 1st \$500.00 plus \$1.75 for each additional \$100.00 or fraction thereof, to and including \$2000.00  
 Total valuation of \$2,001.00 - \$25,000.00 ..... \$50.00 for the 1st \$2,000.00 plus \$9.00 for each additional \$1,000.00 or fraction thereof to and including \$25,000.00  
 Total valuation of \$25,001.00 - \$50,000.00 ..... \$276.00 for the 1st \$25,000.00 plus \$8.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00

~~Total valuation of \$50,001.00 – \$100,000.00 ..... \$457.00 for the 1st \$50,000.00 plus \$6.25 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00~~

~~Total valuation of \$100,001.00 – \$500,000.00 ..... \$738.00 for the 1st \$100,000.00 plus \$5.25 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00~~

~~Total valuation of \$500,001.00 – \$1,000,000.00 ..... \$2,703.00 for the 1st \$500,000.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00~~

~~Total valuation of \$1,000,001.00 and up ..... \$4,546.00 for the 1st \$1,000,000.00 plus \$3.00 for each additional \$1,000.00 or fraction thereof~~

~~Inspections outside of normal business hours (minimum charge, two hours) — \$20.00 Per hour~~

~~Re-inspection fees assessed under provisions of Section 305(g) \$20.00 Per hour~~

~~Inspections for which no fee is specifically indicated (minimum charge, one-half hour) — \$20.00 Per hour~~

~~Additional plan review required by changes, additions or revisions to approved plans (minimum charge, one-half hour): \$20.00 Per hour~~

~~Temporary Sign Permit — \$25.00 For the first 10 day period, \$5.00 additional for 10 additional days (must be consecutive)~~

~~Temporary Sign Permit — \$25.00 For a 3 day period~~

### Information Technology Fees

#### **Indianola Magazine Ad**

8.75 w x 11.25 h - full page premium-4 issues.....\$875/issue  
8.75 w x 11.25 h - full page premium-single issue.....\$1,025/issue  
8.75 w x 11.25 h -full page - 4 issues ..... \$750/issue  
8.75 w x 11.25 h - full page -single issue.....\$900/issue  
8.75 w x 5.75 h-half page-4 issues .....\$400/issue  
8.75 w x 5.75 h-half page-single issue .....\$550/issue

Police Department Fees

Report Fee.....	\$5.00	Per copy
Trip Sheets .....	<del>\$0.50</del> 1.00	Per page
Color Photos.....	\$5.00	Per sheet
Color Photos on Compact Disc.....	\$20.00	Per disc
Videos & Recordings on CD.....	\$20.00	Per disc
Email photos.....	\$5.00	Per report
Videos, recordings & reports transferred to USB drive provided by requestor.....	\$10.00	
Compiling historical record(s).....	\$10.00	Per hour
Simpson Parking Hanger .....	5 – hangers no charge each placement	\$5.00

Police Department Fees

Report Fee.....	\$5.00	Per copy
Trip Sheets .....	\$0.50	Per page
Color Photos.....	\$5.00	Per sheet
Color Photos on Compact Disc.....	\$20.00	Per disc
Videos & Recordings on CD.....	\$20.00	Per disc

**Fire/EMS Fees**

**Transport Fees**

BLS Care..... \$595.00  
ALS Care ..... \$706.00  
ALS 2 Care ..... \$1,023.00  
Loaded Mileage Transport Fee .....\$13.00 Per loaded mile

**Treatment Fees**

Treatment Only (Does not include Transport).....\$200.00  
ALS Tier.....\$250.00

**Permit Fees**

Burn Permit.....\$35.00  
Construction Permit for Fire Alarm.....\$35.00  
Construction Permit for Fire Pump.....\$35.00  
Above Ground Installation of Flammable Liquids/Flammable Gas Tanks .....\$50.00  
Fire Works Display/Pyrotechnics Special Effects Permit..... 150/event

**Special Event Fees**

Firefighter/Paramedic.....32.71/hour  
Firefighter/EMT.....28.26/hour  
Firefighter/Paramedic/Full Time.....\$45.05-\$54.97/hour

**Billings for other agencies**

EMS Billing Fee.....\$35.00/Report

**Library Fees**

**Lost or Damaged Materials**

Missing barcode .....	\$1.00
Missing/ <del>damaged</del> cases for audio or audiobooks .....	\$2.50-\$9.00
<del>Missing/damaged cases for</del> DVD & <del>music</del> CD's .....	\$1.50- <del>\$3</del> 4.00
Lost inserts .....	\$3.00
<del>Check with Library Director</del> .....	<del>TBD</del>
<del>Lost</del> library card <del>replacement</del> .....	<del>\$2</del> 1.00
Torn page .....	\$2.00
<del>Damaged beyond repair</del> .....	<del>Cost of the Item</del>
<del>Damaged but repairable</del> .....	<del>Check with Library Director</del>

**Printing Fees**

<del>Black and white</del> Photocopies .....	\$0.15 Per page
<del>Color photocopies</del> .....	<del>\$0.50</del> Per page
Computer Printouts .....	\$0.15 Per page

**Fines**

Printed Materials .....	\$0.15 Per day	Max of <del>\$7-50</del> 5.00
DVDs <del>and games</del> .....	\$0.50 Per day	Max of <del>\$7-50</del> 5.00

**Used Books**

<del>Hardcover</del> .....	<del>\$2.00</del>
<del>Paperback</del> .....	<del>\$1.00</del>

**Miscellaneous**

<del>Processing Fee</del> .....	<del>\$7.50</del>	
Meeting room reservation .....	\$25.00	For 4 hours, \$5.00/hour thereafter

**Veterans Memorial Pool and Aquatic Center Fees**

**Pool Passes**

Daily Pool Admission (half off after 5pm)	Resident Non-resident	\$5.00 All ages \$10.00
Tot Splash Time	Resident Non-resident	\$2.00 Per person \$26.50
Adult Lap Swim	Resident Non-resident	\$2.00 Per person or free w/season pass \$40.00
Open Night Swim	Resident Non-resident	\$2.00 Per person or free w/season pass \$50.00 for 10 swims
Doggie Dive	Resident Non-resident	\$8.00 \$100.00 for 20 Swims

**Season Passes/Punch Cards**

(20% discount for early bird - April 4-29)

10 Swims Punch Cards	Resident Non-Resident	\$40.00 perperson \$166 - 3 person
20 Swims Punch Card	Resident Non-Resident	\$80.00 Per person \$178 - 4 person
1 Person Season Pool Pass	Resident Non-Resident	\$76.00 \$190 - 5 person - non-resident
2 Person Season Pool Passes	Resident Non-Resident	\$134 \$12.00 each additional non-resident
3 Person Season Pool Passes	Resident	\$144 3 person - Indianola resident
4 Person Season Pool Passes	Resident	\$154
5 Person Season Pool Passes	Resident	\$164
Each Additional Resident on Season Pass		\$10.00

**Lessons**

Mighty Minnows Swim Lessons (Ages 9 months - 5 years) (20% discount for early bird - April 4-29)	Resident Non-Resident	\$21.50 Per resident \$88.00 Per person
Red Cross Swim Lessons (Ages 5+) (20% discount for early bird - April 4-29)	Resident Non-Resident	\$35.00 \$154 - 2 person
Red Cross Basic Lifeguarding	Resident Non-resident	\$150.00 \$172.50

**Pool Party Rental Fees**

Entire Pool	\$325.00	Entire pool	-
Large Pool Only	\$240.00	Large pool only	-
Shallow Pool Only	\$150.00	Shallow pool only	-
Mermaid, Princess & Superhero Pool Party	\$15.00	Includes 1 child & 1 adult	-

**Parks and Recreation Fees**

Special Needs Dances	\$3.00	
Daddy Daughter Date Night	\$10.00	Non-resident - \$12.50
Indoor Playdates	\$1.00	
Flashlight Easter Egg Hunt	\$6.00	Non-resident - \$7.50
Mad Science Workshops	\$29.00	Non-resident - \$34.00
Mad Science Camps	\$79.00-\$139.00	Non-resident - \$84.00-\$144.00
Bricks 4 Kidz Workshops	\$18.00	Non-resident - \$22.50
Bricks 4 Kidz Academy	\$119.00	Non-resident - \$124.00
Lego Robotics Lab	\$36.00-\$40.00	Non-resident - \$41.00-\$45.00
Nature Explorers	\$35.00	Non-resident - \$40.00
Horseback Rides	\$26.50	Non-resident - \$31.50
Junior Police Academy	\$23.00	Non-resident - \$28.00
Junior Fire Academy	\$17.50	Non-resident - \$22.00
Go! For Launch Rocket Camp	\$99.00	Non-resident - \$104.00
Magicamp	\$30.00	Non-resident - \$35.00
Rounded Minds Art	\$70.00	Non-resident - \$75.00
Rounded Minds Soccer	\$40.00-\$65.00	Non-resident - \$45.00-\$70.00
Kids Cooking	\$15.00	Non-resident - \$18.75
Babysitting Clinic	\$26.00	Non-resident - \$31.00
Adult Dance Classes	\$44.00	Non-resident - \$49.00
Car Care Clinic	\$10.00	Non-resident - \$12.50
iPad Workshops	\$10.00	Non-resident - \$12.50
Adult Painting Workshop	\$20.00-\$30.00	Non-resident - \$25.00-\$35.00
Beginning Vegetable Gardening	\$9.00	Non-resident - \$11.25
Starting Plants from Seeds	\$5.00	Non-resident - \$6.25
Composting 101	\$5.00	Non-resident - \$6.25
Think Spring Garden Seminar	\$45.00	
Garden Art	\$20.00-\$40.00	
Senior Trips	\$8.00-\$25.00	Non-resident - \$10.00-\$30.00
Youth Softball Leagues	\$52.00-\$73.00	Non-resident - \$57.00-\$78.00
Adult Slowpitch Leagues	\$400-\$470/team	
T-Ball Instruction	\$22.00	Non-resident - \$27.00
T-Ball League	\$33.00	Non-resident - \$38.00
British Soccer Camp	\$135.00	
Youth Soccer Leagues	\$54.00-\$65.00	Non-resident - \$59.00-\$70.00
Youth Tennis Lessons	\$29.00	Non-resident - \$34.00
Youth Volleyball League	\$48.00	Non-resident - \$53.00
Pee Wee Nerf Football	\$23.00	Non-resident - \$28.00
Youth Flag Football League	\$44.00	Non-resident - \$49.00
Youth Basketball League	\$52.00	Non-resident - \$57.00
Adult Basketball League	\$165.00/team	
Chicometrics	\$36.00	Non-resident - \$41.00
Tae Kwon Do	\$37.00-\$44.00	Non-resident - \$42.00-\$49.00

Little Dragons Tae Kwon Do	\$25.00	Non-resident - \$30.00
Buxton Room Rental - Weekend/Holiday	\$200.00/day	
Buxton Room Rental - Weekday	\$30.00/hr	-
Conf & Arts/Craft Room - Non-Profits	\$5.50/hr	Non-resident - \$9.00/hr
Park Shelters	\$5.00/hr	Non-resident - \$6.00/hr
Pickard Camping	\$12.00/day	
Buxton Gazebo	\$35.00/day	
Amphitheater - General Public	\$65.00-\$100.00	Non-resident - \$95.00-\$130.00
Amphitheater - Church/Non-Profits	\$50.00-\$85.00	Non-resident - \$70.00-\$105.00
Softball Field Practice	\$10.00/75 minutes	
Adult Softball Field	\$75.00/day	
Youth Softball Field	\$60.00/day	
Dog Park Pass	\$25.00/year	
Recreation Equipment	\$0.50-\$10.00/day	
Cross Country Course	\$100.00/day	

**Water Resource Recovery (WPC) Department Fees**

**Cleaning/Televising Lines**

Normal Cleaning of Sewer Lines .....	\$1.25/foot	
Televise Lines with <del>DVD</del> -USB Report.....	\$1.25/foot	
Jet/Vac Lines with 2 Laborers .....	\$225.00/hour	Minimum 1 hour per call
Jet/Vac Lines with 2 Laborers Overtime .....	\$260.00/hour	Minimum 1 hour per call
Camera Van.....	\$195.00/hour	Minimum 1 hour per call
Camera Van Overtime.....	\$230.00/hour	Minimum 1 hour per call
Service Truck .....	\$175.00/hour	Minimum 1 hour per call
Labor .....	\$40.00/hour	Minimum 1 hour per call
Labor Overtime .....	\$60.00/hour	Minimum 1 hour per call

**Miscellaneous Fees**

Wastewater Sample.....	\$35.00/day	
Time of Sale Inspection Fee .....	\$50.00	
Time of Sale Re-inspection Fee .....	\$25.00	
Administration Fee.....	5%	
Late payment penalty .....	5% of the amount due shall be added to each delinquent bill	

Meeting Date: 03/25/2020

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**Information**

**Subject**

Prior and final approval on Urban Revitalization Designations.

**Information**

The following comprise a list of prior Urban Revitalization Designations. All paperwork is in order.

Prior:

- 902 Summerset Pl — Doering Properties — Townhome
- 904 Summerset Pl — Doering Properties — Townhome
- 906 Summerset Pl — Doering Properties — Townhome
- 908 Summerset Pl — Doering Properties — Townhome
- 1000 Summerset Pl — Doering Properties — Townhome
- 1002 Summerst Pl — Doering Properties — Townhome
- 1004 Summerset Pl — Doering Properties — Townhome
- 1006 Summerset Pl — Doering Properties — Townhome
- 1500 11th Way — Ground Breaker Homes — SFD
- 1601 N G Street — John & Christine O'Hair — SFD

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**Fiscal Impact**

**Attachments**

*No file(s) attached.*

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**Information**

**Subject**

Resolution approving salaries.

**Information**

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

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**Fiscal Impact**

**Attachments**

Resolution Approving Salaries

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**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:

Edward Solheim, Seasonal Horticultural Assistant, from \$13.50/hour to \$14.00/hour, effective March 1, 2020;

Natalie Plum, Concession Worker, \$8.00/hour, effective March 21, 2020;

Kelsey Purdy, Library Assistant, \$13.10/hour, effective March 12, 2020;

Cameron Liston, Field Maintenance Worker, \$9.00/hour, effective March 1, 2020;

Brian Ficken, Part-time Fire/EMS, \$15.34/hour, effective March 2, 2020;

Ramona Jahn, Seasonal Brush Facility Monitor, from \$13.22/hour to \$13.72/hour, effective March 1, 2020;

Jill Burrell, from part-time EMS, \$19.32/hour to temporary full-time in absence of a full-time employee with a 5% increase to \$20.286/hour, effective March 2, 2020;

Brenan Baker, Field Maintenance Worker, \$9.00/hour, effective March 1, 2020;

Graysen Boswell, Concession Worker, \$8.00/hour, effective March 21, 2020;

Camron Williams, from Field Maintenance Worker, \$9.00/hour to Sports Complex Manager, \$11.00/hour, effective March 1, 2020;

Glenna Taylor, Seasonal Downtown Worker, from \$11.50/hour to \$12.00/hour, effective April 12, 2020;

Lindsey Wildman, Seasonal Lifeguard Year 1, \$8.00/hour, effective March 2, 2020;

Brennan Severidt, Seasonal Lifeguard Year 1, \$8.00/hour, effective February 28, 2020;

Hailey Seifrig, Seasonal Lifeguard Year 1, \$8.00/hour, effective February 28, 2020;

Megan Lewiston, from Seasonal Lifeguard Year 2 – WSI Certified, \$9.25/hour to Seasonal Lifeguard Year 3 – WSI Certified, \$9.75/hour, effective February 28, 2020;

Evan Baker, from Seasonal Lifeguard Year 2, \$8.50/hour to Seasonal Lifeguard Year 3 – LGI Certified, \$10.50/hour, effective February 28, 2020;

Elijah Ross, from Seasonal Lifeguard Year 1, \$8.00/hour to Seasonal Lifeguard Year 2, \$8.50/hour, effective February 28, 2020;

Logan Hoger, from Seasonal Lifeguard Year 1, \$8.00/hour to Seasonal Lifeguard Year 2, \$8.50/hour, effective February 28, 2020;

Lucas Wood, from Seasonal Lifeguard Year1, \$8.00/hour to Seasonal Lifeguard Year 2, \$8.50/hour, effective February 28, 2020;

Matthew Edgington, from Seasonal Lifeguard Year 1, \$8.00/hour to Seasonal Lifeguard Year 2, \$8.50/hour, effective February 28, 2020;

Ferris Hancock, from Seasonal Lifeguard Year 1, \$8.00/hour to Seasonal Lifeguard Year 2, \$8.50/hour, effective February 28, 2020;

Jenna Strain, from Seasonal Lifeguard Year 2, \$8.50/hour to Seasonal Lifeguard Year 3, \$9.00/hour, effective February 28, 2020;

Ava Morloch, from Seasonal Lifeguard Year 2, \$8.50/hour to Seasonal Lifeguard Year 3, \$9.00/hour, effective February 28, 2020;

Audrey Foster, from Seasonal Pool Support Year 1, \$7.25/hour to Seasonal Pool Support Year 2, \$7.50/hour, effective February 28, 2020;

Lucas Petersen, from Seasonal Pool Support Year 1, \$7.25/hour to Seasonal Pool Support Year 2, \$7.50/hour, effective February 28, 2020;

Hayden Werling, Seasonal Pool Operations Year 1, \$7.25/hour, effective February 28, 2020;

Katelyn Boege, Seasonal Pool Operations Year 1, \$7.25/hour, effective February 28, 2020;

Katherine Nicholson, Seasonal Pool Operations Year 1, \$7.25/hour, effective February 28, 2020;

Maya Gabel, Seasonal Pool Operations Year 1, \$7.25/hour, effective February 28, 2020;

Allyson Steinke, from Seasonal Pool Operations Year 1, \$7.25/hour to Seasonal Pool Operations Year 2, \$7.50/hour, effective February 28, 2020;

Carissa Gilbert, from Seasonal Pool Operations Year 1, \$7.25/hour to Seasonal Pool Operations Year 2, \$7.50/hour, effective February 28, 2020;

Hannah Eilers, from Seasonal Pool Operations Year 1, \$7.25/hour to Seasonal Pool Operations Year 2, \$7.50/hour, effective February 28, 2020;

Katelyn Gerrish, Seasonal Pool Operations Year 1, \$7.25/hour to Seasonal Pool Operations Year 2, \$7.50/hour, effective February 28, 2020;

Paige Huntley, Concessions Attendant \$8.00/hour, effective March 9, 2020;

Garry Cunningham Medium Equipment Operator from R21-2, \$50,012.59/year to R21-3 \$52495.17/year, effective March 15, 2020;

Jill Brangers, Part-time Library Assistant from CE1-1, \$13.10/hour to CE1-1.5, \$13.35/hour, effective March 1, 2020;

Tim Little, Building Official, from CE8-2.5, \$59,982.00/year to CE8-3, \$60,884.85/year, effective March 15, 2020;

Josh Temple, Police Officer, from PO2 \$61,823.66/year to PO3, \$65,121.83/year, effective February 16, 2020;

Devin Thomas, Police Officer, from PO1, \$58,772.55/year to PO2, \$61,823.66/year, effective March 1, 2020;

Jason Kling, FF/Paramedic, from FF1, \$58,772.55/year to FF2, \$61,823.66/year, effective March 1, 2020;

Sam Hofer, Firefighter, from FF1, \$58,772.55/year to FF2, \$61,823.66/year, effective March 1, 2020;

Robert Collier, Firefighter, from FF1, \$58,772.55/year to FF2, \$61,823.66/year, effective March 1, 2020.

Passed and approved on the 25 day of March 2020.

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Kelly B. Shaw, Mayor

ATTEST:

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Andrew J. Lent  
City Clerk / Finance Director

**Meeting Date:** 03/25/2020

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**Information**

**Subject**

Claims on the computer printout for March 25, 2020.

**Information**

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**Fiscal Impact**

**Attachments**

Approval of Claims 0325

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Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
<b>GENERAL FUND</b>				
A-CHECK GLOBAL	001-6200-65990	CREDIT CHECK	01/31/2020	11.00
AIR-CON MECHANICAL CORP.	001-6500-63410	WORK ON HEATING SYSTEM	02/21/2020	3,898.07
AIR-CON MECHANICAL CORP.	001-6500-63410	CHANGE FAUCET ON MOP SINK	02/21/2020	646.05
AIR-CON MECHANICAL CORP.	001-6500-63410	CHANGE OUT MOTOR IN ENTRYWAY HEATER	02/21/2020	805.86
AVESIS THIRD PARTY ADMINIS	001-6150-61502	VISION	03/05/2020	9.98
AVESIS THIRD PARTY ADMINIS	001-6250-61502	VISION	03/05/2020	4.51
AVESIS THIRD PARTY ADMINIS	001-6210-61502	VISION	03/05/2020	19.96
AVESIS THIRD PARTY ADMINIS	001-6200-61502	VISION	03/05/2020	36.43
AVESIS THIRD PARTY ADMINIS	001-1700-61502	VISION	03/05/2020	19.00
AVESIS THIRD PARTY ADMINIS	001-0000-21219	VISION	03/05/2020	383.00
BRICK GENTRY P.C.	001-1700-64110	LEGAL SERVICES	01/25/2020	210.00
BRICK GENTRY P.C.	001-1700-64111	NUISANCE ABATEMENT	02/25/2020	210.00
BRICK GENTRY P.C.	001-6250-64110	CITY EMPLOYMENT ISSUES	02/25/2020	75.00
BRICK GENTRY P.C.	001-6500-64110	GENERAL CITY ISSUES	02/25/2020	3,900.00
BRICK GENTRY P.C.	001-1700-64110	CALL REGARDING SALE OF IMU PROPERTY	02/25/2020	30.00
CIHASKI, KRISSA	001-6250-65070	REIMBURSE WAL-MART OFFICE SUPPLIES	02/27/2020	44.53
CITY OF INDIANOLA - UTILITY	001-6500-63710	UTILITIES	03/10/2020	3,035.07
CITY OF INDIANOLA - UTILITY	001-2300-63710	STREETLIGHTS	03/10/2020	19,825.77
CITY OF INDIANOLA - UTILITY	001-6500-63710	UTILITIES	03/10/2020	2,967.95
CITY OF INDIANOLA - UTILITY	001-2300-63710	STREETLIGHTS	03/10/2020	16,167.74
CITY OF INDIANOLA - UTILITY	001-6500-63710	UTILITIES	01/31/2020	5,767.83
DES MOINES REGISTER MEDIA	001-6500-64020	PUBLIC HEARING NOTICE QM3	01/31/2020	34.09
DES MOINES REGISTER MEDIA	001-6500-64020	MINUTES, CLAIMS 1-6-2020	01/31/2020	272.96
DES MOINES REGISTER MEDIA	001-6500-64020	MINUTES 1-9-2020	01/31/2020	45.37
DES MOINES REGISTER MEDIA	001-6500-64020	PUBLIC HEARING NOTICE SEWER LOAN	01/31/2020	46.91
DES MOINES REGISTER MEDIA	001-6500-64020	PUBLIC HEARING NOTICE GO LOAN	01/31/2020	44.86
DES MOINES REGISTER MEDIA	001-6500-64020	PUBLIC HEARING NOTICE SIGN EXEMPTION	01/31/2020	23.84
HY-VEE	001-1700-65990	CATERING CONTRACTOR'S BREAKFAST-COMM DEV	01/13/2020	677.50
INDOFF INCORPORATED	001-6200-65070	SUPPLIES	02/13/2020	16.18
INDOFF INCORPORATED	001-6500-65060	SUPPLIES	02/13/2020	60.12
INDOFF INCORPORATED	001-6210-67250	ALEFT727218BK	02/13/2020	110.00
INDOFF INCORPORATED	001-6200-67210	A/R CLERK CHAIR	02/28/2020	390.00
IOWA WATER MANAGEMENT C	001-6500-63100	WATER MGR - MUN BLDG	03/01/2020	150.00
METLIFE - GROUP BENEFITS	001-6150-61501	DENTAL	03/05/2020	86.42
METLIFE - GROUP BENEFITS	001-6250-61501	DENTAL	03/05/2020	20.57
METLIFE - GROUP BENEFITS	001-6210-61501	DENTAL	03/05/2020	172.84
METLIFE - GROUP BENEFITS	001-6200-61501	DENTAL	03/05/2020	216.83
METLIFE - GROUP BENEFITS	001-1700-61501	DENTAL	03/05/2020	127.56
METLIFE - GROUP BENEFITS	001-0000-21218	DENTAL	03/05/2020	1,397.00
MID AMERICAN ENERGY CO.	001-6500-63710	74080-22010 FUEL HEAT	02/20/2020	972.57
MIDWEST ALARM SERVICES	001-6500-63100	ALARM/SPRINKLER TEST - CITY HALL	02/26/2020	510.90
MUTUAL OF OMAHA	001-6150-61550	LIFE, AD&D, LTD, STD	03/06/2020	49.63
MUTUAL OF OMAHA	001-0000-21206	LIFE, AD&D, LTD, STD	03/06/2020	1,258.19
MUTUAL OF OMAHA	001-6250-61550	LIFE, AD&D, LTD, STD	03/06/2020	45.04
MUTUAL OF OMAHA	001-6210-61550	LIFE, AD&D, LTD, STD	03/06/2020	81.90
MUTUAL OF OMAHA	001-6200-61550	LIFE, AD&D, LTD, STD	03/06/2020	174.64
MUTUAL OF OMAHA	001-1700-61550	LIFE, AD&D, LTD, STD	03/06/2020	127.23
PINE VALLEY INSPECTIONS/CO	001-1700-64990	PLAN REVIEWS	02/25/2020	175.00
PROSCREENING LLC	001-6250-65990	DRUG TEST	02/15/2020	147.50
RELIABLE MAINTENANCE CO.	001-6500-64090	FEBRUARY 2020 CLEANING	02/25/2020	3,778.00
SCOUT TROOP 122	001-6500-65990	2019 BANQUET ASSISTANCE	03/06/2020	125.00
SECURE SHRED SOLUTIONS L	001-6500-64990	SHRED/RECYCLE	03/03/2020	55.00
SHAMBLIN, PATRICIA	001-6200-66990	LIQUOR LICENSE REFUND	02/25/2020	50.00
SNYDER & ASSOCIATES INC	001-1700-64900	COMPREHENSIVE PLAN	02/19/2020	360.00
SNYDER & ASSOCIATES INC	001-6500-64070	MISC SERVICES	02/21/2020	764.13
SNYDER & ASSOCIATES INC	001-1700-64070	SITE PLAN REVIEW	02/21/2020	260.00
T.R.M. DISPOSAL LLC	001-6500-64090	ACCT 1506	02/24/2020	85.00

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
TRUENORTH COMPANIES LC	001-1700-64990	SAFETY COMMITTEE MEETING: FEBRUARY 2020	02/28/2020	16.67
TRUENORTH COMPANIES LC	001-6500-64990	SAFETY COMMITTEE MEETING: FEBRUARY 2020	02/28/2020	16.67
VERIZON WIRELESS	001-1700-63730	CELLPHONE	02/26/2020	42.66
WALLER, RYAN	001-6150-63730	CELL PHONE 1/9/20 - 2/8/20	02/08/2020	75.00
WELLS FARGO CCER	001-6500-65990	Cups for awards banquet 3.6.2020Wm Supercenter #1491	01/10/2020	7.96
WELLS FARGO CCER	001-6500-65990	Cups for awards banquet 3.6.2020Wm Supercenter #1491	01/10/2020	4.74
WELLS FARGO CCER	001-1700-64110	Parking for Meeting at Ahlers on AssessmentsParking Ramps	01/21/2020	3.00
WELLS FARGO CCER	001-6150-62700	Parking for lunch meeting in DSM w DSMY CEOParking Ramps	01/28/2020	2.00
WELLS FARGO CCER	001-6500-65990	Flowers for the centerpieces for the Employee Recognition Banquet	01/13/2020	51.15
WELLS FARGO CCER	001-6150-62300	Donuts and coffee for staff retreat on Jan 30,2019Hy-Vee Indianola 1	01/31/2020	28.94
WELLS FARGO CCER	001-1700-62300	ICC Plan Review InstituteIntl Code Council Inc	01/07/2020	850.00
WELLS FARGO CCER	001-1700-62300	Hotel in Atlanta for Plan Review InstituteCci Hotel Res	01/07/2020	945.66
WELLS FARGO CCER	001-6500-65990	Vases for Employee Recognition Banquet centerpiecesDollar Tree	01/07/2020	17.00
WELLS FARGO CCER	001-1700-62300	13th Annual Builder/Developer Luncheon on 02/28/2020Tikly.Co	01/27/2020	20.00
WELLS FARGO CCER	001-6210-62300	Succeed in Social MediaCmnty Foundation Of Grea	01/07/2020	30.00
WELLS FARGO CCER	001-6210-67250	Boxes for organizing cablesDollar Tree, Inc.	01/27/2020	24.00
WELLS FARGO CCER	001-6210-62100	indianolaiowa.gov registrationVrsn Dotgovregistration	01/02/2020	400.00
WELLS FARGO CCER	001-6210-62100	hold musicMood Pandora	01/27/2020	26.95
WELLS FARGO CCER	001-1700-62300	2020 Economic Forecast Luncheon on 01/29/2020Eb 2020 Economi	01/08/2020	54.67
WELLS FARGO CCER	001-6500-65990	Supplies for the centerpieces for the Employee Recognition Banquet	01/08/2020	22.47
WELLS FARGO CCER	001-6500-65990	Entertainment for awards banquet 3.6.2020Sq Comedian Compan	01/08/2020	400.00
WELLS FARGO CCER	001-6200-65060	Cake for Diana Bowlins retirement partyHy-Vee Indianola 1271	01/03/2020	63.99
WELLS FARGO CCER	001-6250-62300	IA Workforce Development conferencePp Getmeregistered Events	01/17/2020	351.52
WELLS FARGO CCER	001-6210-62100	Survey Monkey annual license, emailed billing to have taxes credited	01/17/2020	407.04

Total GENERAL FUND:

74,842.62

**POLICE FUND**

ALLSUP, PAT	011-1100-63730	CELL PHONE - FEBRUARY	02/14/2020	50.00
AMAZON CAPITAL SERVICES	011-1100-67245	DETECTIVE SUPPLIES	02/07/2020	27.98
AVESIS THIRD PARTY ADMINIS	011-1100-61502	VISION	03/05/2020	137.41
BERNIE LOWE & ASSOCIATES I	011-1100-64120	CLAIMS - MEDICAL	02/03/2020	352.33
BRICK GENTRY P.C.	011-1100-64110	LEGAL SERVICES	02/25/2020	856.87
BUHROW, LUKE	011-1100-63730	CELL PHONE 12/9/2019 - 1/8/2020	02/21/2020	50.00
BUHROW, LUKE	011-1100-63730	CELL PHONE 1/9/2020 - 2/8/2020	02/21/2020	50.00
BUHROW, LUKE	011-1100-67245	DETECTIVE SUPPLIES	02/19/2020	109.12
CRAWFORD, CHRISTINE	011-1100-62300	REIMBURSE MILEAGE - TRAINING	02/13/2020	13.80
HAWKINS, ROB	011-1100-63730	CELL PHONE 1/26/20 - 2/25/20	02/20/2020	50.00
JG'S OLD FURNITURE SYSTEM	011-1100-67245	INT. ROOM EQUIPMENT	02/19/2020	404.00
MCCOY HARDWARE INC	011-1100-63100	DRYWALL PATCH	02/07/2020	28.92
MCCOY HARDWARE INC	011-1100-63100	PAINT TRAY LINER	02/11/2020	7.18
MCCOY HARDWARE INC	011-1100-63100	DRYWALL PATCH	02/13/2020	44.47
MCCOY HARDWARE INC	011-1100-63100	SPRAY DRY TEXTURE	02/17/2020	14.01
MCCOY HARDWARE INC	011-1100-63100	PAINT & SUPPLIES	02/20/2020	78.08
MCCOY HARDWARE INC	011-1100-63100	REPAIR SUPPLIES	02/21/2020	12.02
MEDTRAK SERVICES	011-1100-64120	411RX	01/31/2020	31.45
MEDTRAK SERVICES	011-1100-64120	411 RX	02/15/2020	83.90
MEDTRAK SERVICES	011-1100-64120	411 RX	02/29/2020	22.47
METCALF, BRAD	011-1100-63730	CELL PHONE - DEC 2019	02/05/2020	50.00
METCALF, BRAD	011-1100-63730	CELL PHONE - JAN 2020	02/05/2020	50.00
METLIFE - GROUP BENEFITS	011-1100-61501	DENTAL	03/05/2020	1,044.55
MUTUAL OF OMAHA	011-1100-61550	LIFE, AD&D, LTD, STD - ADJ	03/06/2020	30.08
MUTUAL OF OMAHA	011-1100-61550	LIFE, AD&D, LTD, STD	03/06/2020	957.45
TRUENORTH COMPANIES LC	011-1100-64990	SAFETY COMMITTEE MEETING: FEBRUARY 2020	02/28/2020	16.66
WALTER F STEPHENS JR INC	011-1100-63410	REPAIR EQUIPMENT	02/07/2020	163.00
WARREN COUNTY SHERIFF	011-1100-64135	PRISONER FEES JAN 2020	02/01/2020	1,890.00
WELLS FARGO CCER	011-1100-61810	Ross Marshall uniformsIowa Prison Industries	01/22/2020	225.00
WELLS FARGO CCER	011-1100-62300	officer ammoHeritage Ammunition Llc	01/29/2020	2,500.00

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
WELLS FARGO CCER	011-1100-62300	Ammunition order per LargesseHeritage Ammunition Llc	01/29/2020	2,499.97
WELLS FARGO CCER	011-1100-62300	Shotgun Armorsers Course registration for ChiaRemington Arms Com	01/28/2020	475.00
WELLS FARGO CCER	011-1100-64990	softwareAdobe Acropro Subs	01/28/2020	14.99
WELLS FARGO CCER	011-1100-67245	Plastic tubs for evidence roomWm Supercenter #1491	01/28/2020	145.06
WELLS FARGO CCER	011-1100-61810	Tanner Ortlund uniformsIowa Prison Industries	01/22/2020	225.00
WELLS FARGO CCER	011-1100-61810	Nicole Stewart uniformsIowa Prison Industries	01/22/2020	225.00
WELLS FARGO CCER	011-1100-65060	Notary stamp - clericalSp Notarystamp.Com	01/21/2020	22.02
WELLS FARGO CCER	011-1100-65060	New employee wall photoWalmart.Com	01/13/2020	.54
Total POLICE FUND:				12,958.33
<b>FIRE FUND</b>				
ALADTEC INC	015-1500-67240	SOFTWARE - FIRE MANAGER	02/18/2020	1,100.00
AVESIS THIRD PARTY ADMINIS	015-1500-61502	VISION	03/05/2020	10.22
CITY OF INDIANOLA - UTILITY	015-1500-63710	RENEWABLE	03/10/2020	231.00
CITY OF INDIANOLA - UTILITY	015-1500-63710	RENEWABLE	03/10/2020	231.00
CITY OF INDIANOLA - UTILITY	015-1500-63710	RENEWABLE	01/31/2020	10,880.43
CROSS, CHUCK	015-1500-61440	WELLNESS JAN & FEB	02/26/2020	50.00
CUTTER'S EDGE	015-1500-63410	REPAIR BULLET CHAINS	02/27/2020	122.27
FIRE SERVICE TRAINING BURE	015-1500-62300	NFA LEADERSHIP CLASSES	02/06/2020	75.00
HY-VEE	015-1500-61440	BIOMETRIC SCREENING	01/30/2020	7.96
INDOFF INCORPORATED	015-1500-65060	OFFICE LETTER POCKETS	02/11/2020	304.28
IOWA FIRE CHIEFS ASSOC.	015-1500-62100	2020 MEMBERSHIP DUES	02/24/2020	50.00
METLIFE - GROUP BENEFITS	015-1500-61501	DENTAL	03/05/2020	71.49
MID AMERICAN ENERGY CO.	015-1500-63710	UTILITIES	02/20/2020	134.79
MID AMERICAN ENERGY CO.	015-1500-63710	UTILITIES	02/20/2020	12.70
MUTUAL OF OMAHA	015-1500-61550	LIFE, AD&D, LTD, STD	03/06/2020	82.65
SANDRY FIRE SUPPLY LLC	015-1500-65500	PPE-HELMETS/VISOR KIT	02/07/2020	315.30
SANDRY FIRE SUPPLY LLC	015-1500-65500	FIRE HELMET OCULAR VISOR	03/04/2020	321.75
TG TECHNICAL SERVICES	015-1500-65070	CRADLE CHARGER	02/21/2020	176.18
TRUENORTH COMPANIES LC	015-1500-64990	SAFETY COMMITTEE MEETING: FEBRUARY 2020	02/28/2020	16.67
WELLS FARGO CCER	015-1500-63100	Tile Stripper to Remove Old Tile North Bay OfficeMccoy True Value	01/06/2020	36.00
WELLS FARGO CCER	015-1500-65076	Lockout/Tag Out Kits for OSHA Compliance See Attached InvoiceUli	01/16/2020	525.00
WELLS FARGO CCER	015-1500-65082	Shipping Charge See Attached InvoiceUline Ship Supplies	01/16/2020	20.83
WELLS FARGO CCER	015-1500-65051	Battery replacement Tender 335 PumpNapa Parts 0000514	01/22/2020	86.61
WELLS FARGO CCER	015-1500-62300	2x6 for through the lock door knob trainingCircle B Cashway Of India	01/22/2020	14.73
WELLS FARGO CCER	015-1500-62100	Polk County Fire Chiefs Association feesWav Polk County Fire Chie	01/14/2020	25.00
WELLS FARGO CCER	015-1500-65990	Lunch for five recent fire department retirees and award lunchThe S	01/31/2020	74.10
WELLS FARGO CCER	015-1500-65069	Fire Dept./LibraryAmazon.Com 2d8ot4eb3	01/27/2020	110.79
WELLS FARGO CCER	015-1500-65051	Repair hose Engine 331 pumpNapa Parts 0000514	01/08/2020	173.76
WELLS FARGO CCER	015-1500-65990	Rosenbauer representative meeting about new water tenderThe Spo	01/17/2020	41.95
WELLS FARGO CCER	015-1500-63100	Occupancy Signs.Sq WinnerS Circle	01/03/2020	20.00
WELLS FARGO CCER	015-1500-65076	Floor dry for shopTheisenS #21	01/06/2020	218.23
Total FIRE FUND:				15,540.69
<b>AMBULANCE FUND</b>				
AVESIS THIRD PARTY ADMINIS	016-1600-61502	VISION	03/05/2020	57.92
BABCOCK, JOHN W.	016-1600-66990	OVERPAYMENT: PATIENT OVERPAID RESPONSIBILITY	02/25/2020	112.00
DELONG, MICHELLE J.	016-1600-66990	OVERPAYMENT: PATIENT OVERPAID RESPONSIBILITY	03/05/2020	200.00
DEMORY, LAUREN K.	016-1600-66990	OVERPAYMENT: PATIENT OVERPAID RESPONSIBILITY	02/25/2020	25.00
DES MOINES AREA COMM COL	016-1600-62300	EMS - CEH'S	02/05/2020	15.00
DOWNNEY TIRE PROS	016-1600-65051	TIRE EXTENSIONS	02/27/2020	36.90
DOWNNEY TIRE PROS	016-1600-65051	247 ALL BRAKES REPLACED	03/05/2020	804.89
FICK, MICHELLE M.	016-1600-66990	OVERPAYMENT: PATIENT OVERPAID RESPONSIBILITY	02/25/2020	75.00
HY-VEE	016-1600-61440	BIOMETRIC SCREENING	01/30/2020	45.08
LIQUIDSPRING LLC	016-1600-65051	WIRING HARNESS	02/05/2020	313.34
LIQUIDSPRING LLC	016-1600-65051	DRIVER INTERFACE	02/11/2020	318.91

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
MATHESON TRI-GAS INC	016-1600-65070	OXYGEN	03/05/2020	163.72
MATHESON TRI-GAS INC	016-1600-65070	OXYGEN	02/29/2020	94.89
MERCY COLLEGE OF HEALTH	016-1600-62300	PARAMEDIC 2ND SEMESTER	02/07/2020	4,340.00
MERCY COLLEGE OF HEALTH	016-1600-62300	PARAMEDIC 2ND SEMESTER	02/07/2020	4,340.00
MERCY COLLEGE OF HEALTH	016-1600-62300	PARAMEDIC 2ND SEMESTER	02/07/2020	4,340.00
MERCY COLLEGE OF HEALTH	016-1600-62300	PARAMEDIC 2ND SEMESTER	02/07/2020	4,340.00
METLIFE - GROUP BENEFITS	016-1600-61501	DENTAL	03/05/2020	405.13
MUTUAL OF OMAHA	016-1600-61550	LIFE, AD&D, LTD, STD	03/06/2020	468.34
PHILIPS MEDICAL CAPITAL	016-1600-67245	MONITOR LEASE/CARDIAC	02/08/2020	1,348.11
PROSCREENING LLC	016-1600-64120	DRIVING RECORDS	02/15/2020	50.30
R1 ADVANCED DATA PROCESSI	016-1600-64500	EMS BILLING SERVICE	02/25/2020	5,692.39
SHOTTENKIRK FORD OF INDIA	016-1600-65051	PLUG ASSEMBLE F450	12/02/2019	4.18
TAYLOR, JAMES D.	016-1600-66990	OVERPAYMENT: PATIENT OVERPAID RESPONSIBILITY	03/05/2020	941.00
TELEFLEX LLC	016-1600-65070	EZ - 10 NEEDLES	02/17/2020	677.50
ULINE	016-1600-65070	EMS SUPPLY LOCKER	02/10/2020	1,298.50
UPHDM OCCUPATIONAL MEDIC	016-1600-64120	DRUG TEST	02/28/2020	857.00
UPHDM OCCUPATIONAL MEDIC	016-1600-64120	DRUG TEST	02/28/2020	986.00
UPHDM OCCUPATIONAL MEDIC	016-1600-64120	DRUG TEST	02/28/2020	210.00
VERIZON WIRELESS	016-1600-63730	EMS CELL PHONE	02/26/2020	40.01
WELLS FARGO CCER	016-1600-65082	Refund of Freight ChargesTeleflex Llc	01/10/2020	33.45-
WELLS FARGO CCER	016-1600-65070	Refund to Medical Supplies for Overcharge on Previous Months Ord	01/10/2020	179.13-
WELLS FARGO CCER	016-1600-65051	Replacement ECU Medic 245 suspensionLiquidspring Llc	01/28/2020	366.49
WELLS FARGO CCER	016-1600-65051	Battery Medic unit 245Napa Parts 0000514	01/16/2020	135.79
WELLS FARGO CCER	016-1600-62300	ACLS Training MaterialsElearning American Heart	01/31/2020	86.25
WELLS FARGO CCER	016-1600-65051	Air filters Medic units. Mud flaps medic 245Dewey Ford	01/07/2020	210.36
WELLS FARGO CCER	016-1600-65050	Washer fluidsNapa Parts 0000514	01/02/2020	17.94
WELLS FARGO CCER	016-1600-65070	Medical Supplies See Attached InvoiceBound Tree Medical Llc	01/15/2020	652.35
WELLS FARGO CCER	016-1600-67245	New bulbs UV decontamination light specialized equipmentLumalier	01/15/2020	169.54
WELLS FARGO CCER	016-1600-65051	Electrical connectors Medic 245 repairNapa Parts 0000514	01/30/2020	11.99
WELLS FARGO CCER	016-1600-65051	Wire and connectors Medic 245 repairNapa Parts 0000514	01/30/2020	8.48

Total AMBULANCE FUND:

34,047.72

**LIBRARY FUND**

AVESIS THIRD PARTY ADMINIS	041-4100-61502	VISION	03/05/2020	25.94
IOWA WATER MANAGEMENT C	041-4100-63100	WATER MGR LIBRARY	03/01/2020	40.00
METLIFE - GROUP BENEFITS	041-4100-61501	DENTAL	03/05/2020	210.48
MUTUAL OF OMAHA	041-4100-61550	LIFE, AD&D, LTD, STD	03/06/2020	157.49
PROSCREENING LLC	041-4100-65990	DRUG TEST	03/01/2020	79.00
TRUENORTH COMPANIES LC	041-4100-64990	SAFETY COMMITTEE MEETING: FEBRUARY 2020	02/28/2020	16.67
WELLS FARGO CCER	041-4100-65020	65020- BooksAmazon.Com 7e2bw8a93	01/30/2020	16.20
WELLS FARGO CCER	041-4100-65079	Staff Dev DayJimmy Johns # 1091 -	01/06/2020	63.78
WELLS FARGO CCER	041-4100-65022	65022- DVDsAmazon.Com 3o62u5r33	01/28/2020	63.84
WELLS FARGO CCER	041-4100-65022	65022- DVDsAmazon.Com 9z5jr7z43	01/28/2020	7.14
WELLS FARGO CCER	041-4100-63100	63100- Cleaning tools and suppliesWal-Mart #1491	01/13/2020	10.56
WELLS FARGO CCER	041-4100-65022	65022- DVDsAmzn Mktp Us Yk9n048p3	01/24/2020	15.16
WELLS FARGO CCER	041-4100-65022	65022- DVDsAmazon.Com 4c5r78dt3	01/24/2020	13.00
WELLS FARGO CCER	041-4100-65022	65022- DVDsAmazon.Com Ri5dq2w53	01/24/2020	214.93
WELLS FARGO CCER	041-4100-65060	65060- Office supplies- cork strips, clock, dry-erase boardAmzn Mktp	01/23/2020	75.78
WELLS FARGO CCER	041-4100-69301	CIP - painting projectMccoy True Value	01/14/2020	30.03
WELLS FARGO CCER	041-4100-65060	65060- labelsOnline Labels	01/31/2020	43.42
WELLS FARGO CCER	041-4100-65060	65060- receipt paper rollsAmzn Mktp Us Ab3xo0fk3	01/31/2020	56.95
WELLS FARGO CCER	041-4100-65022	65022- DVDsAmazon.Com Bi4k13nb3	01/31/2020	17.92
WELLS FARGO CCER	041-4100-65070	65070-- covering suppliesDemco Inc	01/27/2020	180.84
WELLS FARGO CCER	041-4100-65060	Office SuppliesAmazon.Com Zs2bb3l63	01/27/2020	18.99
WELLS FARGO CCER	041-4100-65079	program supplies for adultsAmzn Mktp Us L46fo2lk3	01/27/2020	16.10
WELLS FARGO CCER	041-4100-62100	annual membership dueslowa Library Association	01/08/2020	90.00
WELLS FARGO CCER	041-4100-65020	board game collectionAmzn Mktp Us Gu1m079a3	01/03/2020	9.99

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
WELLS FARGO CCER	041-4100-63100	Painting projectSq First Avenue Painting	01/15/2020	3,213.57
WELLS FARGO CCER	041-4100-65079	program expense for adultsFacebk Ps5fenn322	01/02/2020	29.08
WELLS FARGO CCER	041-4100-65060	65060- calendarAmzn Mktp Us E41j09xg3	01/30/2020	9.69
WELLS FARGO CCER	041-4100-63100	63100- Cleaning tools and suppliesWm Supercenter #1491	01/17/2020	32.77
Total LIBRARY FUND:				4,759.32
<b>PARK &amp; RECREATION FUND</b>				
AMAZON CAPITAL SERVICES	042-4200-65070	BALLOONS FOR DANCES	02/21/2020	36.54
AVESIS THIRD PARTY ADMINIS	042-4200-61502	VISION	03/05/2020	29.49
AVESIS THIRD PARTY ADMINIS	042-4300-61502	VISION	03/05/2020	21.94
AVITT AUTOMOTIVE	042-4300-63320	REPAIRS ON 2005 DODGE CARAVAN	03/05/2020	403.60
BEACON ATHLETICS	042-4200-65072	PICKARD FIELD SUPPLIES	03/03/2020	1,470.88
BRICK GENTRY P.C.	042-4200-64110	LEGAL SERVICES	02/25/2020	307.50
CITY OF INDIANOLA - UTILITY	042-4200-63710	ACTIVITY CENTER UTILITIES	01/31/2020	690.38
CNM OUTDOOR EQUIPMENT	042-4300-63410	FORESTRY HELMET	02/19/2020	82.95
CNM OUTDOOR EQUIPMENT	042-4300-63410	HEARING PROTECTORS FOR FORESTRY HELMET	02/25/2020	30.95
CNM OUTDOOR EQUIPMENT	042-4300-63410	CHAIN SHARPENING	02/25/2020	45.00
CNM OUTDOOR EQUIPMENT	042-4300-63410	CHAINS FOR POLESAW	02/27/2020	29.90
CNM OUTDOOR EQUIPMENT	042-4300-65072	CHAINS SHARPENED	03/02/2020	36.00
CREATIVE GENIUSES LLC	042-4200-64205	INSTRUCTION ART CLASSES	02/03/2020	287.00
DINNER DELIGHTS	042-4200-64205	INSTRUCTION MEAL PREP	02/23/2020	760.00
GEDLER, GINA	042-4200-64990	MARCH 24th PERFORMANCE	11/12/2019	125.00
GINGERICH CONSTRUCTION	042-4200-63100	ACTIVITY CENTER GUTTER REPAIR	02/27/2020	500.00
HENRY, D. LYNN	042-4200-64250	YOUTH BASKETBALL	02/27/2020	120.00
HENRY, D. LYNN	042-4200-64250	YOUTH BASKETBALL	02/27/2020	165.00
HY-VEE	042-4200-64990	FAMILY FUN NIGHT CATERING	02/29/2020	510.00
HY-VEE	042-4200-65070	COOKIES FOR LUNCH & LEARN	02/05/2020	38.97
HY-VEE	042-4200-65070	DRY CLEANING OF MASCOT COSTUME	02/12/2020	21.40
HY-VEE	042-4200-65070	COOKIES FOR LUNCH & LEARN	02/06/2020	11.97
INDIANOLA PARKS AND RECRE	042-4200-65070	BAGS LEAGUE AWARDS	02/28/2020	200.00
IOWA PRISON INDUSTRIES	042-4200-64020	SIGNAGE - PICKARD ENTRY	02/27/2020	117.81
KOTTMAN, CHRIS	042-4200-66990	REFUND OF DAMAGE DEPOSIT	03/09/2020	50.00
LIEPA, JOHN	042-4200-64990	LUNCH & LEARN PRESENTATION	02/28/2020	110.00
MCCOY HARDWARE INC	042-4300-65200	GREENHOUSE CLEANING SUPPLIES	02/12/2020	10.33
MCCOY HARDWARE INC	042-4300-65070	WASHERS	03/03/2020	7.51
MCCOY HARDWARE INC	042-4200-63100	PAINT	03/05/2020	31.99
METLIFE - GROUP BENEFITS	042-4200-61501	DENTAL	03/05/2020	185.77
METLIFE - GROUP BENEFITS	042-4300-61501	DENTAL	03/05/2020	161.70
MID AMERICAN ENERGY CO.	042-4200-63710	ACTIVITY CENTER UTILITIES	02/20/2020	332.90
MID AMERICAN ENERGY CO.	042-4300-63710	GAS - SHOP	02/20/2020	257.14
MIDWEST ALARM SERVICES	042-4200-64200	FIRE ALARM INSPECTION-ACTIVITY CENTER	02/26/2020	275.10
MUTUAL OF OMAHA	042-4200-61550	LIFE, AD&D, LTD, STD	03/06/2020	198.22
MUTUAL OF OMAHA	042-4300-61550	LIFE, AD&D, LTD, STD	03/06/2020	135.30
OXFORD TREE SERVICE	042-4300-64870	McVAY TRAILHEAD, 501 N 5th ST REMOVE TREES IN FENCELIN	02/24/2020	2,590.00
OXFORD TREE SERVICE	042-4300-64870	701 SOUTH E ST REMOVE TREE & STUMP	02/24/2020	1,017.50
OXFORD TREE SERVICE	042-4300-64870	507 NORHT I ST REMOVE TREE & STUMP	02/24/2020	740.00
OXFORD TREE SERVICE	042-4300-64870	512-518 W BUXTON & 504 TREES	02/24/2020	1,480.00
OXFORD TREE SERVICE	042-4300-64870	100 W BOSTON TREE REMOVAL	02/24/2020	1,387.50
OXFORD TREE SERVICE	042-4300-64870	716 W ASHLAND TREE REMOVAL	02/24/2020	1,110.00
POULSEN, JAMIE	042-4200-64990	MARCH 24th PERFORMANCE	11/12/2019	125.00
REED, DEIKEN	042-4200-64250	YOUTH BASKETBALL	02/25/2020	180.00
RELIABLE MAINTENANCE CO.	042-4200-64090	MONTHLY CLEANING - ACTIVITY CENTER	02/25/2020	1,317.00
SF SERVICES	042-4200-63100	PAINTING OF LOBBY & ENTRY	02/18/2020	1,986.75
SIGNS DIRECT	042-4200-65070	SIGNAGE-YOGA IN THE PARK	03/06/2020	60.66
SIMPSON COLLEGE	042-4200-64205	ZONE WORK STUDY STAFF	02/14/2020	399.10
THEISEN'S	042-4300-65070	WASHERS	03/04/2020	3.37
THEISEN'S	042-4200-65072	CABLE TIES FOR BANNERS	03/05/2020	60.00

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
TRUENORTH COMPANIES LC	042-4200-64990	SAFETY COMMITTEE MEETING: FEBRUARY 2020	02/28/2020	16.67
ULINE	042-4200-65072	STANDARD PALLET TRUCK	02/25/2020	312.00
ULINE	042-4200-65072	5 GAL FUEL CANS	02/25/2020	172.00
ULINE	042-4200-65072	45 GAL FUEL CABINET	02/25/2020	770.00
ULINE	042-4200-65072	30 GAL FUEL CABINET	02/25/2020	660.00
ULINE	042-4200-65072	FRT/HANDLING	02/25/2020	155.34
ULINE	042-4300-65070	KRAFT TRAYS	02/25/2020	162.00
VAN-WALL EQUIPMENT INC	042-4300-63320	SERVICE ON JD 5090M TRACTOR	02/26/2020	248.90
WELLS FARGO CCER	042-4200-65070	Special Friends Winter Formal. Tablecloths and napkinsWal-Mart #1	01/16/2020	16.14
WELLS FARGO CCER	042-4200-65070	Seniors plates, napkins, tablecloths, cakeWal-Mart #1491	01/13/2020	46.15
WELLS FARGO CCER	042-4200-65070	Zone juice, powerade, chips, crackersWm Supercenter #1491	01/24/2020	126.06
WELLS FARGO CCER	042-4200-65070	Zone crackers, juiceWal-Mart #1491	01/14/2020	58.74
WELLS FARGO CCER	042-4200-62300	Social media workshop - Kathy KesterCmnty Foundation Of Grea	01/07/2020	30.00
WELLS FARGO CCER	042-4300-62300	Seminar - Iowa State Shade Tree Short CourseIu Cpm	01/08/2020	205.00
WELLS FARGO CCER	042-4200-65070	Plastic SilverwareQuill Corporation	01/27/2020	14.44
WELLS FARGO CCER	042-4200-65070	Family Fun Night signGotprint.Com	01/02/2020	21.58
WELLS FARGO CCER	042-4200-64190	monthly software subscriptionAdobe Creative Cloud	01/02/2020	52.99
WELLS FARGO CCER	042-4300-65200	12 downtown basket replacementsPlanters Unlimited	01/17/2020	1,964.16
WELLS FARGO CCER	042-4300-62300	Registration for Shade Tree Short Course - Marty ChittendenIu Cp	01/15/2020	170.00
WIEGERT DISPOSAL CO.	042-4300-64090	KYBO & DUMPSTER SERVICE	03/01/2020	175.00
Total PARK & RECREATION FUND:				25,632.29
<b>POOL (MEMORIAL) FUND</b>				
AMERICAN RED CROSS	045-4500-64990	LEARN TO SWIM MATERIALS	02/26/2020	360.00
SIGNS DIRECT	045-4500-65090	SIGNAGE - TEXT ALERTS	02/29/2020	60.66
Total POOL (MEMORIAL) FUND:				420.66
<b>ROAD USE TAX FUND</b>				
AVESIS THIRD PARTY ADMINIS	110-2100-61502	VISION	03/05/2020	40.43
BRICK GENTRY P.C.	110-2100-64110	LEGAL SERVICES	02/25/2020	30.00
BRICK GENTRY P.C.	110-8650-64110	LEGAL SERVICES	02/25/2020	461.25
BROWN SUPPLY CO. INC.	110-2500-63320	PLOWGUARD BLADES, PLOW CURB GUARD	02/17/2020	2,617.33
GRIMES ASPHALT & PAVING	110-2100-65073	COLD PATCH	02/14/2020	1,204.50
METLIFE - GROUP BENEFITS	110-2100-61501	DENTAL	03/05/2020	345.04
MID AMERICAN ENERGY CO.	110-2100-63710	GAS - SHOP	02/20/2020	211.04
MUTUAL OF OMAHA	110-2100-61550	LIFE, AD&D, LTD, STD - ADJ	03/06/2020	32.47
MUTUAL OF OMAHA	110-2100-61550	LIFE, AD&D, LTD, STD	03/06/2020	202.60
O'REILLY AUTO PARTS	110-2100-63320	ELECTRICAL PARTS	02/13/2020	28.96
O'REILLY AUTO PARTS	110-2100-63320	RETURN FILTERS	02/21/2020	563.01-
O'REILLY AUTO PARTS	110-2100-63320	OIL & AIR FILTERS	02/24/2020	703.61
O'REILLY AUTO PARTS	110-2100-63320	ASPHALT LAY DOWN MACHINE	02/25/2020	48.60
O'REILLY AUTO PARTS	110-2100-63320	HYD HOSE	02/25/2020	166.60
O'REILLY AUTO PARTS	110-2100-63320	AIR COMPRESSOR	02/27/2020	62.71
SNYDER & ASSOCIATES INC	110-2100-64070	STREET ISSUES	02/21/2020	820.25
THEISEN'S	110-2100-65500	LEATHER GLOVES	02/26/2020	100.00
TRUENORTH COMPANIES LC	110-2100-64990	SAFETY COMMITTEE MEETING: FEBRUARY 2020	02/28/2020	16.66
WELLER, BART	110-2100-65990	MILEAGE 2/24/20 - 2/28/20	02/28/2020	163.30
WELLER, BART	110-2100-65990	MILEAGE 2/24/20 - 2/28/20	02/28/2020	163.30
WELLER, BART	110-2100-65990	MILEAGE 2/11/20 - 2/14/20	02/14/2020	163.30
WELLS FARGO CCER	110-2100-65050	Credit for overcharge last month.Ag Belt	01/06/2020	499.50-
WELLS FARGO CCER	110-2500-65070	Streets- ClipboardsWm Supercenter #1491	01/13/2020	16.20
WELLS FARGO CCER	110-2100-65990	Public Works Director job adNationwide Newspapers	01/22/2020	390.00
WELLS FARGO CCER	110-2500-65070	Streets- ClipboardsAmzn Mktp Us Lw2j83bb3	01/31/2020	199.90
WELLS FARGO CCER	110-2100-65990	Public Works Director job adII Municipal League	01/27/2020	45.00

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
Total ROAD USE TAX FUND:				7,170.54
<b>YMCA MAINTENANCE OBLIGATIONS</b>				
JAKES LAWN & LANDSCAPING	115-6150-64990	SNOW REMOVAL	03/02/2020	2,282.50
Total YMCA MAINTENANCE OBLIGATIONS:				2,282.50
<b>LIBRARY SPECIAL REVENUE FUND</b>				
WELLS FARGO CCER	141-4100-65023	Humanities Iowa speaker: summer program expenseNetwork For Go	01/29/2020	51.50
WELLS FARGO CCER	141-4100-65070	Special Rev Fund, childrens materialsAmazon.Com 6638h3zk3	01/29/2020	8.07
WELLS FARGO CCER	141-4100-65020	141-4100-65020- books w/memorial fundsAmazon.Com Xd69o0cl3	01/24/2020	19.95
WELLS FARGO CCER	141-4100-65070	Special Rev Fund, childrens materialsAmazon.Com Zs2bb3l63	01/27/2020	16.80
WELLS FARGO CCER	141-4100-65070	Special Rev Fund: Materials for Childrens sectionAmzn Mktp Us 9m	01/27/2020	56.25
WELLS FARGO CCER	141-4100-65070	office supplies: 29.99Amzn Mktp Us Ea49v9hf3	01/27/2020	29.99
WELLS FARGO CCER	141-4100-65020	board game collection: 6.99Amzn Mktp Us Ea49v9hf3	01/27/2020	6.99
Total LIBRARY SPECIAL REVENUE FUND:				189.55
<b>VEHICLE RESERVE FUND</b>				
FORMATION GROUP	190-1500-67100	FRONT OFFICE & BUNK ROOM	02/28/2020	7,062.47
FORMATION GROUP	190-1500-67100	FRONT OFFICE & BUNK ROOM	02/28/2020	2,887.60
Total VEHICLE RESERVE FUND:				9,950.07
<b>DEBT SERVICE FUND</b>				
BERENS-TATE CONSULTING G	200-7100-68990	2013A ARBITRAGE REPORT	02/29/2020	2,000.00
Total DEBT SERVICE FUND:				2,000.00
<b>STREET CAPITAL PROJECTS FUND</b>				
BRICK GENTRY P.C.	321-2100-64070	ASSESSMSSSENT ISSUES FOR IOWA AVE	02/25/2020	45.00
SNYDER & ASSOCIATES INC	321-2100-64070	IOWA AVE PAVING	02/19/2020	21,643.85
Total STREET CAPITAL PROJECTS FUND:				21,688.85
<b>SEWER FUND</b>				
AMAZON CAPITAL SERVICES	610-8350-67245	BATTERY PACK, LIGHTNING DETECTOR	03/08/2020	39.48
AMAZON CAPITAL SERVICES	610-8350-67245	ACURITE RAIN GAUGES	03/07/2020	455.96
AVESIS THIRD PARTY ADMINIS	610-8300-61502	VISION	03/05/2020	36.43
AWWA-IOWA SECTION	610-8300-62300	CLASS REGISTRATION - RICK	03/06/2020	130.00
BRICK GENTRY P.C.	610-8300-64110	LEGAL SERVICES	02/25/2020	384.38
BRICK GENTRY P.C.	610-8300-64110	BENEFITED SEWER DISTRICTS	02/25/2020	30.00
CINTAS CORPORATION	610-8350-64990	STOCK FIRST AID KIT	02/25/2020	21.19
IAWEA	610-8300-62300	REGION V MEETING KEVIN & RICK	02/25/2020	80.00
MCCOY HARDWARE INC	610-8350-65070	WHISK BROOM & TAPE	02/26/2020	8.50
MCCOY HARDWARE INC	610-8350-65070	BATTERIES & BROOM	02/26/2020	14.38
MCCOY HARDWARE INC	610-8350-65070	FABRIC PROTECTOR	02/27/2020	7.19
MCCOY HARDWARE INC	610-8325-65070	65/69 CABINET KEYS	02/28/2020	12.37
METLIFE - GROUP BENEFITS	610-8300-61501	DENTAL	03/05/2020	172.20
MUTUAL OF OMAHA	610-8300-61550	LIFE, AD&D, LTD, STD	03/06/2020	225.85
MUTUAL OF OMAHA	610-8300-61550	LIFE, AD&D, LTD, STD - ADJ	03/06/2020	32.69
NUTRI-JECT SYSTEMS INC	610-8350-64990	SLUDGE APPLICATION	03/02/2020	31,842.00
PRO-IMAGE SIGN & LIGHTING	610-8300-65500	LETTERING FOR SWEATSHIRTS	02/25/2020	80.00
T.R.M. DISPOSAL LLC	610-8325-64990	ACCT #583 - TRASH - SOUTH PLANT	02/24/2020	54.00
T.R.M. DISPOSAL LLC	610-8350-64990	ACCT #583 - TRASH - NORTH PLANT	02/24/2020	82.00
TRUENORTH COMPANIES LC	610-8300-64990	SAFETY COMMITTEE MEETING: FEBRUARY 2020	02/28/2020	16.67
USA BLUE BOOK	610-8300-65500	LAB COATS & MARKERS	02/12/2020	266.86

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
USA BLUE BOOK	610-8325-65070	SEWER DYE	02/12/2020	103.95
USA BLUE BOOK	610-8350-65012	LAB COAT	02/20/2020	53.95
VERIZON WIRELESS	610-8300-63730	WIRELESS FOR LAPTOP	02/26/2020	40.01
WELLS FARGO CCER	610-8300-63320	Latch for box on Service TruckMaintainer Corporation Of	01/24/2020	110.79
WELLS FARGO CCER	610-8350-65049	LP for North PlantWarren County Oil	01/09/2020	1,073.50
WELLS FARGO CCER	610-8350-65082	Freight to send Transformer Breaker in for repairThe Packaging Stor	01/07/2020	463.54
WELLS FARGO CCER	610-8325-64990	Construction permits for Sewer Main Lining and QM3 Lift Stationlow	01/15/2020	200.00
WELLS FARGO CCER	610-8350-65049	LP for North Plant and Wesley Lift StationWarren County Oil	01/30/2020	1,640.28
Total SEWER FUND:				37,678.17
<b>STORMWATER UTILITY FUND</b>				
SNYDER & ASSOCIATES INC	650-9000-64070	DRAINAGE ISSUES	02/21/2020	210.00
Total STORMWATER UTILITY FUND:				210.00
<b>RECYCLING FUND</b>				
WASTE MANAGEMENT OF IOW	670-8400-64700	RECYCLING RES 10-13011-73004	02/27/2020	19,086.08
WASTE MANAGEMENT OF IOW	670-8400-64701	RECYCLING APT 10-13031-73000	02/27/2020	130.00
WASTE MANAGEMENT OF IOW	670-8400-64702	RECYCLING TOTES 10-13079-23004	02/27/2020	6.41
Total RECYCLING FUND:				19,222.49
<b>SEWER CAPITAL PROJECTS FUND</b>				
BRICK GENTRY P.C.	710-8300-67503	QM3 LIFT STATION	02/25/2020	45.00
BRICK GENTRY P.C.	710-8300-67503	QUAIL MEADOWS LIFT STATION	02/25/2020	75.00
HR GREEN INC	710-8300-64070	ON CALL SERVICES	03/03/2020	879.42
Total SEWER CAPITAL PROJECTS FUND:				999.42
<b>WWTP FACILITY CONSTRUCTION</b>				
BRICK GENTRY P.C.	781-8300-64110	WRRF CONSTRUCTION	02/25/2020	105.00
BRICK GENTRY P.C.	781-8300-64110	HR GREEN CONST SERVICES AGREEMENT	02/25/2020	135.00
BRICK GENTRY P.C.	781-8300-64110	TIM RASMUSSEN REGARDING WILLIAMS BROTHERS CONST	02/25/2020	90.00
BRICK GENTRY P.C.	781-8300-64110	JIM RASMUSSEN & JOE FRANKEL - CONTRACT & BONDS	02/25/2020	30.00
BRICK GENTRY P.C.	781-8300-64110	SCHEDULING CONFERENCE	02/25/2020	180.00
Total WWTP FACILITY CONSTRUCTION:				540.00
<b>HEALTH INSURANCE FUND</b>				
INFINISOURCE BENEFIT SERVI	820-9300-64080	COBRA NOTICES ADMIN : CORE SERVICE	02/12/2020	91.00
Total HEALTH INSURANCE FUND:				91.00
Grand Totals:				270,224.22

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Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
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City Council: \_\_\_\_\_

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Meeting Date: 03/25/2020

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**Information**

**Subject**

Discussion and direction regarding the recommendation from the Administrative and Policy Committee on a proposed timeline for consideration of the draft City Council Rules and Procedures document, as well as the Codification Project.

**Information**

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**Fiscal Impact**

**Attachments**

Memorandum and Correspondence

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CITY MANAGER

To: Mayor and City Council  
From: Ryan J. Waller, City Manager  
Date: March 16, 2020

Subject: Draft City Council Rules

The process to draft, review and consider draft rules of operation for the City Council, a recommended practice by the League of Cities, commenced for the City of Indianola in late 2018/early 2019.

During the City Council's meeting on February 18, 2020, City Staff was asked to re-circulate the draft City Council Rules to allow for the Council to have ample time to review before recommending the process. A copy of the draft document was distributed during the subsequent City Council meeting (March 2, 2020) and via email.

Since the re-distribution of the draft document, correspondence was received. It is attached (Attachment 1) for the Council's information as you prepare to discuss and determine a timeline for consideration of the draft document. In response to questions received from a City Councilperson regarding a few points within the correspondence, as well as to ensure the accuracy of information being considered, please note the following:

1. **Opening of Mail** – In October 2018, a survey was conducted of communities on how mail received at City Hall was processed. The survey results (Attachment 2) illustrate a number of communities process mail in a manner as contained within the draft. It should be noted, that at a City Council meeting in October 2018 (following the report of the survey results to the City Council), City Staff was authorized to process mail of elected officials. This process was established in response to several incidents where invoices, as well as other important deadlines contained within elected official mail were missed because they were not processed in a timely manner.
2. **Travel and Training of Employees** – A concern is raised in the correspondence that the draft City Council Rules document does not contain a section on travel and training of employees. Please note that these provisions are contained within the City of Indianola's Employee Handbook, which is reviewed and approved by the City Council on a regular basis.
3. **Special Meetings** – There is a reference made that suggests a provision of a prior version of the draft regarding the ability of the City Manager to call a special meeting was illegal. This is not accurate and was confirmed by the City Attorney. It should be noted that this practice is common within municipal government when there is a need for the City Council to conduct business outside of the regular schedule. As you will recall, a special meeting was recently requested by myself for February 27<sup>th</sup> in order to complete a grant application for the City. In this case, the request was made, and availability was polled in order to determine when the meeting could be held. Anecdotally, the City of Waukee's City Council Rules, which served as a template for the draft, includes the same provision.

# ATTACHMENT 1

## Jackie Raffety

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**From:** Gwen Schroder  
**Sent:** Wednesday, March 11, 2020 10:44 PM  
**To:** Kelly Shaw  
**Cc:** Jackie Raffety; Ryan Waller  
**Subject:** Re: Policy and Procedure document questions

Kelly,

Thanks for your comments as well. I appreciate the perspective and context you've provided in your response and will look forward to discussion. I'll read the Waukee document you provided some time before then. That said, as the newbie, I'm inclined to trust the work and research of the committee that put in the time, did the work and have the history which provides the basis for the draft. I've copied Jackie and Ryan so all is included in the packet.

Thanks,  
Gwen

Sent from my iPad

On Mar 11, 2020, at 12:07 PM, Kelly Shaw <kshaw@indianolaiowa.gov> wrote:

Gwen,

Thanks for your comments.

As you might guess, I had significant concerns regarding the first draft of this last spring, and continue to have significant concerns about this version. I will wait until Councilperson Southall comments on the thought process leading up to the present version before Council before commenting much further.

At this point, I will say that I'd encourage you to look at the Waukee version, which served as the template for the City of Indianola's draft. In it you will find several instances in which the powers of the mayor in Waukee are given to the City Manager in Indianola. One notable instance is the opening of mail, a power given to the Mayor of the City of Waukee, but re-written to be given to the City Manager in Indianola. (The Mayor of Waukee is part-time, too.) Honestly, and I've stated this publicly to city management and the Indianola Police Department, I don't think the opening of anyone's mail is a best practice, but it strikes me as

odd that it is now a best practice given to the City Manager to be incorporated into Indianola's policies and procedures.

I've also commented previously to Councilperson Southall that the Waukee document includes an excellent section on travel and training of employees, including the documentation of expenditures and limitations therein, which is missing from the Indianola version. It strikes me as odd that this section is missing. Additionally, the section in the Indianola version regarding constituent contact does not exist in the Waukee version. Honestly Gwen, as written in the draft, I don't see how you can interpret the existing wording to mean, as you state in your email, "initial contact doesn't require a city staff member", because as written it is pretty clear: "elected officials shall contact the City Manager so that appropriate staff can be involved in the process."

You should also know that the first draft of this document gave certain powers to the City Manager which were in violation of State Code. For instance, the first draft gave the City Manager the power to call a special meeting, which is reserved by Iowa Code to elected officials. I had to bring this point up to Council when this was discussed the first time. I'm not sure how it got by legal, since I was told by Mr. Fulton that his firm had examined the document, but wanted you to be aware of this history. I'm glad the current version has removed that illegal power.

Since this policy was written by the subcommittee, I'll look forward to Councilperson Southall's response before commenting further. Since Mr. Waller doesn't write policy for the City of Indianola, I have not copied him. Likewise, since other council members were not copied in your response, I have excluded them here. Of course, please feel free to share my email with others.

Finally, you may find the Waukee version of their procedures here:

<https://www.waukee.org/DocumentCenter/View/1011/Council-Rules-of-Procedure?bidId=>

Thanks again for your response, I look forward to a robust discussion on March 25.

Best,

Kelly

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**From:** Gwen Schroder  
**Sent:** Wednesday, March 11, 2020 9:54 AM  
**To:** Steve Armstrong  
**Cc:** Greta Southall; Ryan Waller; Kelly Shaw  
**Subject:** Policy and Procedure document questions

Steve,

Again, thanks for your comments. I'm copying Ryan, asking that he include these comments in the packet when council discusses the document. These are valid points that I want to be sure are shared. I've reviewed your questions, and have referred to the Iowa Municipal Policy Leaders' Handbook given to me after the election. I've copied Mayor Shaw because per the guidebook, he enforces council rules. I've copied Greta, one of the policy drafters, to clarify the thought process leading to the draft as written. As you know, I wasn't involved in writing this document, but I've shared my thoughts addressing your questions below.

Throughout the manual I referenced earlier, it states several times that "cities are encouraged to adopt council meeting rules of procedure that address public comments that can help avoid claims of unfair treatment." Regarding the time limit of public comment, our current policy says "shall be limited to five minutes on any subject" and also uses the wording "generally five minutes per speaker." I interpret the adjustment in wording from the current document to the draft to be more in line with best practice by peer cities. I do think the time limit of the meeting is just to keep it efficient, and in the draft policy it spells out how it can be extended. I do, however, understand your concern and will share in discussion. I did ask for some comparisons, and Waukee caps their meetings at three hours.

I interpret the guidelines for discussion between constituents and elected officials as an effort to prevent miscommunication on what can and can't be done by city staff to resolve issues of concern, to prevent false promises per se. Initial contact doesn't require a city staff member, but honestly, to answer a concern effectively and correctly, staff should be involved after an initial conversation. Any solution will ultimately involve staff, but I do see where the proposed language is of concern. As I mentioned earlier, we'll discuss it.

As far as the mail is concerned, this is a common best practice in many offices, definitely one I'm familiar with from past employment. The mail is opened, saved for the addressee, then scanned and sent to the appropriate individual ensuring proper routing and handling of things in a timely manner, preventing missed deadlines on time sensitive issues, etc. As you know, the Mayor and Council positions are all part time, so mail is not checked and received by us each day. I think it's a good practice intended to serve our citizens.

As mentioned earlier, Greta will respond and correct or clarify my answers.

Thanks,  
Gwen

Sent from my iPad

> On Mar 10, 2020, at 7:49 AM, Steve Armstrong <steveey21@gmail.com> wrote:

>

>

> Gwen,

>

> I wanted to email you with some thoughts/concerns I have over this City Council Procedure Document being considered.

>

> My first and biggest concern is the handcuffs being placed on an elected official regarding their ability to meet with a constituent. As an elected official I don't think you would want those handcuffs placed on you if you had someone wanting to chat about and issue or concern. Keep in mind this would apply to every constituent, even a friend. I see no harm in an elected official being able to meet with a constituent and then forwarding the concern on to the appropriate department. Part of the reason people go to the elected official and not the city directly is because the elected official was elected to represent us and we want to have the conversation with you, not staff.

>

> I'm also concerned with the time limit of a meeting and also the ability for people to speak. Why do we need to have a time limit for a city council meeting? If there are pressing issues, like Kading Property was, having a time limit would hamper the ability for people to speak. With the issue of Kading I feel it would be appropriate for everyone from that neighborhood to be able to speak. I also understand these issues are few and far between but when there is an issue like this we would be hindering people from speaking.

>

> I also have an issue with the mail. I'm not sure anyone wants someone going through their mail. Pretty sure that would be a federal offense even if it's in this document. That's an easy liability the city could avoid.

>

> These are just a few items of concern. I have more but I thought I would start here.

>

> Thanks,

> Steve

## **ATTACHMENT 2**

### Mail For Elected Officials

Des Moines	The mail addressed to the Mayor is opened. The remainder of the Council members received their mail unopened. They courier the mail to their homes once per week.
Waukee	City Clerk opens the Mayor mail addressed to him and also any items addressed to “mayor and council”. The mail addressed to the council is placed on the council dais.
Altoona	Unopened mail is placed in their mail slot and the Mayor and Council come in to get it.
Urbandale	Either the City Manager or City Clerk opens the Mayor and Council’s mail, unless it is marked confidential. The mail is then placed on the council dais.
Norwalk	It is delivered to them unopened at the next council meeting
Ankeny	The City Clerk opens the Mayor’s mail but the council, it is distributed to them at the next meeting.
West Des Moines	The secretary of the City Manager’s office receives the Mayor/Council mail. She opens the Mayor’s mail and places it in the inbox on his desk. The Council members’ mail is placed in their boxed unopened at the next council meeting

## Ryan Waller

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**From:** Becky Schuett <bSchuett@waukee.org>  
**Sent:** Thursday, March 12, 2020 8:37 AM  
**To:** Ryan Waller  
**Cc:** Tim Moerman  
**Subject:** RE: [EXT] Quick Question

Ryan – I open all the mail that arrives addressed to the mayor or to “mayor and council” collectively. If a piece of mail arrives for an individual council member, it almost always arrives for EACH individual member and the mayor – so I only open the mayor’s letter. If the mail seems urgent, I’ll scan it and email it to mayor and council. Otherwise, each elected official has an inbox at City Hall where their mail is collected until the next council meeting, when I distribute that mail.

I hope this helps – let me know if you have additional questions!

**Becky Schuett**, *City Clerk*  
City of Waukee  
O: 515-978-7904 | F: 515-987-1845  
[bschuett@Waukee.org](mailto:bschuett@Waukee.org)

**From:** Tim Moerman <tmoerman@waukee.org>  
**Sent:** Thursday, March 12, 2020 8:26 AM  
**To:** Becky Schuett <bSchuett@waukee.org>  
**Subject:** FW: [EXT] Quick Question

**From:** Ryan Waller <[rwaller@indianolaiowa.gov](mailto:rwaller@indianolaiowa.gov)>  
**Sent:** Wednesday, March 11, 2020 10:10 PM  
**To:** Tim Moerman <[tmoerman@waukee.org](mailto:tmoerman@waukee.org)>  
**Subject:** [EXT] Quick Question

Hey Tim.

I hope all is well. Sorry to bother you with such an odd question, but in late 2018 our city clerk conducted a survey on how communities process elected official mail (ie does staff open and process of timely attention is needed). In the response from Waukee, she was told that the clerk or managers office opens and routes accordingly with the originals being shared with elected officials. Is this still the case? I ask because someone has pointed to the approved council policy document that does not read exactly in that fashion. Thank you!

Ryan

Ryan J. Waller  
City Manager  
City of Indianola

## Ryan Waller

---

**From:** Marketa Oliver <moliver@cityofbondurant.com>  
**Sent:** Monday, October 8, 2018 11:09 AM  
**To:** Ryan Waller; grapevine@simplelists.com  
**Subject:** RE: [grapevine] Mail Processing

Ryan,

We open their mail and scan it to them.

Thank you.

Marketa

**From:** grapevine@simplelists.com **On Behalf Of** Ryan Waller  
**Sent:** Tuesday, October 2, 2018 2:19 PM  
**To:** grapevine@simplelists.com  
**Subject:** [grapevine] Mail Processing

Good afternoon, Viners.

I hope everyone is well. As with many of you, our elected officials receive important mail on a regular basis. However, given that our elected officials are not full-timers and do not come to City Hall daily, we have experienced some challenges with staff receiving some of the important documents in a timely fashion. We are wondering how other communities process mail for elected officials – does a member of the City staff open and route? Can you please respond and let us know?

Thank you!

Ryan Waller  
City of Indianola

To send a response to the entire list, use Reply All. To reply just to the sender, hit Reply. Messages are limited to 5MB in size.

Brought to you as a member service of IaCMA. To unsubscribe from IaCMA's Grapevine, please go to <http://www.simplelists.com/confirm.php?u=dO19988jREXRrsQnVQjKuzf4qpbtz1hg>

## Ryan Waller

---

**From:** Jamie Lawrence <jrlawre96@gmail.com>  
**Sent:** Wednesday, October 3, 2018 9:48 AM  
**To:** Ryan Waller  
**Subject:** Re: [grapevine] Mail Processing

I receive and open all the Mayor's mail. Mail going to council members is placed in their individual mailbox. If it is important our administrative assistant will call that council member.

Jamie Lawrence  
Sac City

On Tue, Oct 2, 2018 at 2:19 PM Ryan Waller <[rwaller@indianolaiaowa.gov](mailto:rwaller@indianolaiaowa.gov)> wrote:

Good afternoon, Viners.

I hope everyone is well. As with many of you, our elected officials receive important mail on a regular basis. However, given that our elected officials are not full-timers and do not come to City Hall daily, we have experienced some challenges with staff receiving some of the important documents in a timely fashion. We are wondering how other communities process mail for elected officials – does a member of the City staff open and route? Can you please respond and let us know?

Thank you!

Ryan Waller

City of Indianola

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## Ryan Waller

---

**From:** K Downs <cityadmin@hiawatha-iowa.com>  
**Sent:** Tuesday, October 2, 2018 5:30 PM  
**To:** Ryan Waller  
**Subject:** Re: [grapevine] Mail Processing

Hi Ryan-

Our process is pretty simple. I would note most of their mail is junk but if it is valid mail and it is packet week we had it to their packet. If the information needs to be more timely we scan and email.

Honestly, for us this is few and far between when it is important.

Kim

On Tue, Oct 2, 2018 at 2:19 PM Ryan Waller <[rwaller@indianolaiaowa.gov](mailto:rwaller@indianolaiaowa.gov)> wrote:

Good afternoon, Viners.

I hope everyone is well. As with many of you, our elected officials receive important mail on a regular basis. However, given that our elected officials are not full-timers and do not come to City Hall daily, we have experienced some challenges with staff receiving some of the important documents in a timely fashion. We are wondering how other communities process mail for elected officials – does a member of the City staff open and route? Can you please respond and let us know?

Thank you!

Ryan Waller

City of Indianola

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<http://www.simplelists.com/confirm.php?u=b3oGBB0M360jZvIW13XU4kW0DoWrffeW>

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**Kim Downs**  
**City Administrator**  
**City of Hiawatha**  
**101 Emmons Street**  
**Hiawatha, Iowa 52233**  
**319-393-1515 Ext. 523**

## Ryan Waller

---

**From:** Al Roder <citymgr@indytel.com>  
**Sent:** Tuesday, October 2, 2018 4:31 PM  
**To:** Ryan Waller  
**Subject:** Re: [grapevine] Mail Processing

Ryan  
We do not open elected officials mail. They are responsible for picking it up or addressing the issues. We do sort and provide it at their dais but nothing more.

---

**From:** "Ryan Waller"  
**To:** "grapevine"  
**Sent:** Tuesday, October 2, 2018 2:19:00 PM  
**Subject:** [grapevine] Mail Processing

Good afternoon, Viners.  
I hope everyone is well. As with many of you, our elected officials receive important mail on a regular basis. However, given that our elected officials are not full-timers and do not come to City Hall daily, we have experienced some challenges with staff receiving some of the important documents in a timely fashion. We are wondering how other communities process mail for elected officials – does a member of the City staff open and route? Can you please respond and let us know?  
Thank you!  
Ryan Waller  
City of Indianola

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--  
Al Roder  
City Manager  
331 1st St. East.  
Independence, IA 50644  
Ph. (319) 334-2780  
Cell (402) 750-7118  
[www.independenceia.org](http://www.independenceia.org)

## Ryan Waller

---

**From:** James W. Bronner <jwbronner@ci.waverly.ia.us>  
**Sent:** Tuesday, October 2, 2018 3:04 PM  
**To:** Ryan Waller  
**Subject:** Re: [grapevine] Mail Processing

We have the same issue in Waverly. My City Clerk opens and routes all mail to make sure we don't miss anything.

- James

Sent from my U.S.Cellular© Smartphone

----- Original message -----

**From:** Ryan Waller  
**Date:** 10/2/18 2:19 PM (GMT-06:00)  
**To:** grapevine@simplelists.com  
**Subject:** [grapevine] Mail Processing

Good afternoon, Viners.

I hope everyone is well. As with many of you, our elected officials receive important mail on a regular basis. However, given that our elected officials are not full-timers and do not come to City Hall daily, we have experienced some challenges with staff receiving some of the important documents in a timely fashion. We are wondering how other communities process mail for elected officials – does a member of the City staff open and route? Can you please respond and let us know?

Thank you!  
Ryan Waller  
City of Indianola

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**Meeting Date:** 03/25/2020

---

**Information**

**Subject**

Consider nomination of Susan Glick to IMU Board of Trustees from March 25 – June 30, 2020.

**Information**

There is currently a vacancy on the IMU Board of Trustees. This appointment would be from March 25 – June 30, 2020. The City code states the trustee terms are from July 1 – June 30.

In the packet is the cover letter and application for Susan Glick.

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**Fiscal Impact**

**Attachments**

Glick Application

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# City Clerk / Finance Office

PO Box 299, Indianola, IA 50125-0299 • www.indianolaiowa.gov  
515-961-9410 phone • 515.961.9402 fax

## 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.

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.

*Interested residents must complete and submit this form along with a resume or bio to the City Clerk Office:  
via email to CityClerk@indianolaiowa.gov or by mail at 110 N. 1st Street, Indianola, IA 50125*

### PERSONAL INFORMATION

NAME:	Susan A. Glick				
STREET ADDRESS:	511 W. Boston Ave.				
CITY:	Indianola	STATE:	IA	ZIP:	50125
EMAIL:	skeilg@hotmail.com				
HOME PHONE:	515-961-3081	CELL PHONE:	515-442-6804	WORK PHONE:	NA
GENDER:	F	AGE (OPTIONAL):	71	RACE (OPTIONAL):	

<input type="checkbox"/> <b>BOARD OF ADJUSTMENT / APPEALS</b> 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.	<input type="checkbox"/> <b>CIVIL SERVICE COMMISSION</b> 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.	<input type="checkbox"/> <b>HOMETOWN PRIDE COMMITTEE</b> 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.
<input checked="" type="checkbox"/> <b>IMU BOARD OF TRUSTEES</b> 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.	<input type="checkbox"/> <b>LIBRARY BOARD OF TRUSTEES</b> 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.	<input type="checkbox"/> <b>MEMORIAL AQUATIC CENTER COMMISSION</b> 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.
<input type="checkbox"/> <b>PARK &amp; RECREATION COMMISSION</b> 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.	<input type="checkbox"/> <b>PLANNING &amp; ZONING COMMISSION</b> 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.	<input type="checkbox"/> <b>SUSTAINABILITY COMMITTEE</b> This committee reviews options to become a more "green" community and reduce the city's carbon footprint.

Susan A. Glick  
511 W. Boston Ave.  
Indianola, IA 50125  
515-961-3081 or 515-442-6804  
[skcilg@hotmail.com](mailto:skcilg@hotmail.com)

**EMPLOYMENT RECORD:**

Warren County Election Board Worker – at least 30 years  
2020 – 2018 Retired  
2013 – 2018 Part time babysit with grandchildren  
2010 – 2013 Retired  
1998 – 2010 Part time babysit with grandchildren  
1977 – 1998 Full time homemaker  
1973 – 1977 U. S. Postal Service, Des Moines, IA  
1970 – 1973 Full time homemaker  
1969 – 1970 DeKalb Ogle Telephone Company, Dekalb, IL  
1967 – 1968 Intercity Box Co., Freeport, IL  
1967 – 1967 Iowa-Des Moines National Bank, Des Moines, IA  
1966 – 1967 Iowa State Department of Health

**VOLUNTEER RECORD:**

2012 – 2020 Indianola Kiwanis Club President, Co-chair of All-Inclusive Playground Committee for Kiwanis working with Rotary, Lions and Community Organizations, Businesses and Individuals to raise funds needed.  
2010 – 2020 Good Shepherd Lutheran Church Treasurer  
1993 – 1999 Indianola School Board (Two Terms)  
1996 – 2000 Treasurer – Iowa District West Lutheran Women’s Missionary League  
1992 – 1996 Financial Secretary – Iowa District West Lutheran Women’s Missionary League (LWML)  
Prior 1992 – Various other offices in the LWML: Des Moines East Zone President, Treasurer, Mt. Calvary Lutheran Evening Guild President, Treasurer, etc.  
Early 1990’s – Indianola Community School Advisory Committee, served as Secretary  
I have been active in the community in many ways not listed such as PTO, School Volunteer, School substitute for aides and Secretary, many other committees.  
I have attended many Indianola City Council meetings staying abreast of what is going on in our community and the challenges we face.

**PERSONAL RECORD:**

Born: October 9, 1948, Knoxville, IA  
Graduated High School: May 1966, National Honor Society, Pleasantville, IA  
Married: August 19, 1967 to Ronald F. Glick and together we raised 3 daughters  
Widowed: October 26, 2001

Meeting Date: 03/25/2020

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**Information**

**Subject**

Consider nomination of Susan Glick to IMU Board of Trustees from July 1, 2020 – June 30, 2026.

**Information**

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**Fiscal Impact**

**Attachments**

*No file(s) attached.*

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Meeting Date: 03/25/2020

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**Information**

**Subject**

**Fiscal Year 21 Budget**

**Information**

Under the new state law adopted last fall, the Council must hold a hearing and adopt a resolution on the maximum property tax dollars the City is requesting for the upcoming fiscal year before setting the date for the public hearing on the fiscal budget. The maximum property tax dollars is the amount that the City will request **NOT** including the debt service levy. Should the Council wish to change the amount, the amount can be lowered, but it cannot be increased. The resolution must be adopted with a 2/3 majority (4 of 6) Council members for it to pass. Publication of the notice was in the Indianola Record-Herald on February 12, 2020.

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**Fiscal Impact**

**Attachments**

Indianola Budget

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# 91-873

## Adoption of Budget and Certification of City Taxes

FISCAL YEAR BEGINNING JULY 1, 2020 - ENDING JUNE 30, 2021

Resolution No.: \_\_\_\_\_

The City of: Indianola

County Name: WARREN

Date Budget Adopted: \_\_\_\_\_

(Date) xx/xx/xx

The below-signed certifies that the City Council, on the date stated above, lawfully approved the named resolution adopting a budget for next fiscal year, as summarized on this and the supporting pages. Attached is Long Term Debt Schedule Form 703 which lists any and all of the debt service obligations of the City.

County Auditor Date Stamp		Telephone Number		Signature			
		<b>January 1, 2019 Property Valuations</b>				Last Official Census <b>14,782</b>	
		With Gas & Electric		Without Gas & Electric			
		Regular	2a	566,827,938	2b		565,407,295
		DEBT SERVICE	3a	642,898,490	3b		641,477,847
Ag Land	4a	1,871,241					

Code		Dollar			(A)	(B)	(C)
Sec.	Limit	Purpose		Request with	Property Taxes	Rate	
				Utility Replacement	Levied		
384.1	8.10000	Regular General levy	5	4,591,306	4,579,799	43	8.10000
(384)		Non-Voted Other Permissible Levies					
12(8)	0.67500	Contract for use of Bridge	6		0	44	0
12(10)	0.95000	Opr & Maint publicly owned Transit	7		0	45	0
12(11)	Amt Nec	Rent, Ins. Maint of Civic Center	8		0	46	0
12(12)	0.13500	Opr & Maint of City owned Civic Center	9		0	47	0
12(13)	0.06750	Planning a Sanitary Disposal Project	10		0	48	0
12(14)	0.27000	Aviation Authority (under sec.330A.15)	11		0	49	0
12(15)	0.06750	Levee Impr. fund in special charter city	13		0	51	0
12(17)	Amt Nec	Liability, property & self insurance costs	14	112,000	111,719	52	0.19759
12(21)	Amt Nec	Support of a Local Emerg.Mgmt.Comm.	462		0	465	0
(384)		Voted Other Permissible Levies					
12(1)	0.13500	Instrumental/Vocal Music Groups	15		0	53	0
12(2)	0.81000	Memorial Building	16		0	54	0
12(3)	0.13500	Symphony Orchestra	17		0	55	0
12(4)	0.27000	Cultural & Scientific Facilities	18		0	56	0
12(5)	As Voted	County Bridge	19		0	57	0
12(6)	1.35000	Missi or Missouri River Bridge Const.	20		0	58	0
12(9)	0.03375	Aid to a Transit Company	21		0	59	0
12(16)	0.20500	Maintain Institution received by gift/devise	22		0	60	0
12(18)	1.00000	City Emergency Medical District	463		0	466	0
12(20)	0.27000	Support Public Library	23		0	61	0
28E.22	1.50000	Unified Law Enforcement	24		0	62	0
<b>Total General Fund Regular Levies (5 thru 24)</b>			25	<b>4,703,306</b>	<b>4,691,518</b>		
384.1	3.00375	Ag Land	26	5,621	5,621	63	3.00375
<b>Total General Fund Tax Levies (25 + 26)</b>			27	<b>4,708,927</b>	<b>4,697,139</b>		Do Not Add
Special Revenue Levies							
384.8	0.27000	Emergency (if general fund at levy limit)	28		0	64	0
384.6	Amt Nec	Police & Fire Retirement	29	444,997	443,884		0.78507
	Amt Nec	FICA & IPERS (if general fund at levy limit)	30	508,775	507,498		0.89758
Rules	Amt Nec	Other Employee Benefits	31	1,573,123	1,569,181		2.77531
<b>Total Employee Benefit Levies (29,30,31)</b>			32	<b>2,526,895</b>	<b>2,520,563</b>	65	<b>4.45796</b>
<b>Sub Total Special Revenue Levies (28+32)</b>			33	<b>2,526,895</b>	<b>2,520,563</b>		
Valuation							
386	As Req	With Gas & Elec	Without Gas & Elec				
	SSMID 1 (A)	(B)		34	0	66	0
	SSMID 2 (A)	(B)		35	0	67	0
	SSMID 3 (A)	(B)		36	0	68	0
	SSMID 4 (A)	(B)		37	0	69	0
	SSMID 5 (A)	(B)		555	0	565	0
	SSMID 6 (A)	(B)		556	0	566	0
	SSMID 7 (A)	(B)		1177	0	###	0
	SSMID 8 (A)	(B)		1185	0	###	0
<b>Total Special Revenue Levies</b>			39	<b>2,526,895</b>	<b>2,520,563</b>		
384.4	Amt Nec	Debt Service Levy 76.10(6)	40	559,320	558,086	70	0.87000
384.7	0.67500	Capital Projects (Capital Improv. Reserve)	41		0	71	0
<b>Total Property Taxes (27+39+40+41)</b>			42	<b>7,795,142</b>	<b>7,775,788</b>	72	<b>13.62555</b>

**COUNTY AUDITOR - I certify the budget is in compliance with ALL the following:**  
Budgets that DO NOT meet ALL the criteria below are not statutorily compliant & must be returned to the city for correction.

- 1) The prescribed Notice of Public Hearing Budget Estimate (Form 631.1) was lawfully published, or posted if applicable, filed proof was evidenced.
- 2) Budget hearing notices were published or posted not less than 10 days, nor more than 20 days, prior to the budget hearing.
- 3) Adopted property taxes do not exceed published or posted amounts.
- 4) Adopted expenditures do not exceed published or posted amounts in each of the nine program areas, or in total.
- 5) Number of the resolution adopting the budget has been included at the top of this form.
- 6) The budget file uploaded to the SUBMIT Area matched the paper copy certified by the city to this office.
- 7) The long term debt schedule (Form 703) shows sufficient payment amounts to pay the G.O. debt certified by the city to this office.

<b>CITY NAME</b> Indianola	<b>NOTICE OF PUBLIC HEARING -PROPOSED PROPERTY TAX LEVY</b> Fiscal Year July 1, 2020 - June 30, 2021	<b>CITY CODE</b> 91-873
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The City Council will conduct a public hearing on the proposed Fiscal Year City property tax levy as follows:

<b>Meeting Date:</b> 3/2/2020	<b>Meeting Time:</b> 6:00 PM	<b>Meeting Location:</b> Indianola City Hall, 110 N 1st Street, Indianola, IA 50125
----------------------------------	---------------------------------	--

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of the proposed tax levy.

After adoption of the proposed tax levy, the Council will publish notice and hold a hearing on the proposed city budget.

<b>City Web Site (if available):</b> www.indianolaiowa.gov	<b>City Telephone Number:</b> 515-961-9410
---	---

Iowa Department of Management	Current Year Certified Property Tax 2019/2020	Budget Year Effective Property Tax 2020/2021**	Budget Year Proposed Maximum Property Tax 2020/2021	Annual % CHG
Regular Taxable Valuation 1	541,061,480	566,827,938	566,827,938	
<b>Tax Levies:</b>				
Regular General 2	\$4,382,598	\$4,382,598	\$4,591,306	
Contract for Use of Bridge 3	\$0	\$0		
Opr & Maint Publicly Owned Transit 4	\$0	\$0		
Rent, Ins. Maint. Of Non-Owned Civ. Ctr. 5	\$0	\$0		
Opr & Maint of City-Owned Civic Center 6	\$0	\$0		
Planning a Sanitary Disposal Project 7	\$0	\$0		
Liability, Property & Self-Insurance Costs 8	\$0	\$0	\$112,000	
Support of Local Emer. Mgmt. Commission 9	\$0	\$0		
Emergency 10	\$0	\$0		
Police & Fire Retirement 11	\$354,491	\$354,491	\$444,997	
FICA & IPERS 12	\$545,050	\$545,050	\$508,775	
Other Employee Benefits 13	\$1,417,395	\$1,417,395	\$1,573,123	
<b>*Total 384.15A Maximum Tax Levy 14</b>	<b>\$6,699,534</b>	<b>\$6,699,534</b>	<b>\$7,230,201</b>	<b>7.92%</b>
<b>Calculated 384.15A Maximum Tax Rate 15</b>	<b>\$12.38220</b>	<b>\$11.81934</b>	<b>\$12.75555</b>	

Explanation of significant increases in the budget:

Hiring two additional police officers with vehicles and equipment; Hiring fulltime and part-time library staff members; Anticipating 10% increase in health insurance premiums.

If applicable, the above notice also available online at:

<http://www.indianolaiowa.gov/512/City-Clerk-Finance-Department>; <https://www.facebook.com/CityofIndianola>;  
<https://twitter.com/cityofindianola>

\*Total city tax rate will also include voted general fund levy, debt service levy, and capital improvement reserve levy

\*\*Budget year effective property tax rate is the rate that would be assessed for these levies if the dollars requested is not changed in the coming budget year

**CHECK CITY VALUATIONS**  
 Taxable Valuations By Class By Levy Authority  
 100% Valuations By Class By Levy Authority

**Commercial & Industrial Replacement Claim Estimation**

This sheet has been designed to allow each city to estimate the amount of property tax reimbursement that will be received from the State for each fund.

The City of Indianola

	(A) Commercial - Non-TIF	(B) Commerical - TIF	(C) Industrial - Non-TIF	(D) Industrial - TIF
1 Taxable	81,772,273	42,308,779	3,888,239	11,767,261
2 100% Assessed	95,559,055	42,308,779	5,627,739	11,767,261

REPLACEMENT \$		FILLS TO:
3 General Fund	<b>\$103,065</b>	REVENUES, LINE 18, COL (C)
4 Special Fund	<b>\$55,373</b>	REVENUES, LINE 18, COL (D)
5 Debt Fund	<b>\$10,806</b>	REVENUES, LINE 18, COL (F)
6 Capital Reserve Fund	<b>\$0</b>	REVENUES, LINE 18, COL (G)

**REPLACEMENT PAYMENT PERCENTAGE**

Beginning in FY 2017-2018, the amount of commercial & industrial replacement payments paid by the State of Iowa to local governments becomes limited by the total amount of payments made in FY 2016-2017. This limitation of total dollars available for repayment of commercial & industrial replacement claims may cause all payments to local governments to be pro-rated. The amount of proration necessary for the budget year will not be known until August, but the dropdown below will allow the estimated commercial & industrial replacement payments to be reduced by a selected proration percentage.

To reduce that estimated amount of commercial & industrial replacement payment budgeted for the coming fiscal year, complete an esitimation of the replacement payment above. Once complete, select a proration percentage from the list below. The proration percentage will limit the amount of estimated replacement payment budgeted. This will hopefully prevent an over estimation in the budget year revenues.

86%  
85%  
84%  
83%  
82%  
81%  
80%

\* Please input the amount of revenue being received from any grants or reimbursements from the State of Iowa, excluding the replacement amounts on lines 3 through 6 above. Separate the revenues by fund receiving the money.

	(A) General	(B) Special Revenue	(C) TIF Sp. Revenue	(D) Debt Service	(E) Capital Projects	(F) Proprietary
Other State Grants & Reimbursements	18					

Fund Balance Worksheet for City of

**Indianola**

		General (A)	Special Rev (B)	TIF Special Rev (C)	Debt Serv (D)	Capt Proj (E)	Permanent (G)	Total Government (H)	Proprietary (I)	Grand Total (J)	
<b>(1)</b>											
<b>*Annual Report FY 2019</b>											
Beginning Fund Balance July 1 (pg 5, line 134) *	1	6,892,788	5,323,756	1,741,982	1,176,005	741,243	0	15,875,774	18,333,931	34,209,705	
Actual Revenues Except Beg Bal (pg 5, line 132) *	2	11,462,608	5,586,396	2,336,320	1,912,780	577,575	0	21,875,679	35,542,036	57,417,715	
Actual Expenditures Except End Bal (pg 9, line 136) *	3	10,302,102	3,551,454	1,334,675	2,062,589	860,540	0	18,111,360	35,516,575	53,627,935	
Ending Fund Balance June 30 (pg 9, line 147) *	4	8,053,294	7,358,698	2,743,627	1,026,196	458,278	0	19,640,093	18,359,392	37,999,485	
<b>(2)</b>											
<b>** Re-Estimated FY 2020</b>											
Beginning Fund Balance	5	8,053,294	7,358,698	2,743,627	1,026,196	458,278	0	19,640,093	18,359,392	37,999,485	
Re-Est Revenues	6	12,096,693	5,409,273	2,502,609	1,797,712	2,733,655	0	24,539,942	39,222,775	63,762,717	
Re-Est Expenditures	7	12,615,276	5,423,253	1,946,323	2,205,955	2,879,986	0	25,070,793	39,806,388	64,877,181	
Ending Fund Balance	8	7,534,711	7,344,718	3,299,913	617,953	311,947	0	19,109,242	17,775,779	36,885,021	
<b>(3)</b>											
<b>** Budget FY 2021</b>											
Beginning Fund Balance	9	7,534,711	7,344,718	3,299,913	617,953	311,947	0	19,109,242	17,775,779	36,885,021	
Revenues	10	12,436,147	5,659,582	2,500,000	1,694,627	5,419,000	0	27,709,356	50,275,106	77,984,462	
Expenditures	11	13,453,128	6,355,547	1,060,601	1,738,373	2,569,000	0	25,176,649	52,866,608	78,043,257	
Ending Fund Balance	12	6,517,730	6,648,753	4,739,312	574,207	3,161,947	0	21,641,949	15,184,277	36,826,226	

\* The figures in section (1) are taken from FORM F-66(IA-2) STATE OF IOWA FINANCIAL REPORT FOR FISCAL YEAR ENDED JUNE 30,

2019

\*\* The remaining two sections are filled in by the software once ALL worksheets are completed.

RE-ESTIMATED EXPENDITURES SCHEDULE PAGE 1

RE-ESTIMATED Fiscal Year Ending 2020

Fiscal Years

GOVERNMENT ACTIVITIES (A)	(B)	GENERAL (C)	SPECIAL REVENUE (D)	TIF SPECIAL REVENUES (E)	DEBT SERVICE (F)	CAPITAL PROJECTS (G)	PERMANENT (H)	PROPRIETARY (I)	RE-ESTIMATED 2020 (J)	ACTUAL 2019 (K)
<b>PUBLIC SAFETY</b>										
Police Department/Crime Prevention	1	3,286,190							3,286,190	2,870,611
Jail	2								0	0
Emergency Management	3								0	0
Flood Control	4								0	0
Fire Department	5	614,987							614,987	556,537
Ambulance	6	1,694,992							1,694,992	1,365,356
Building Inspections	7	449,022							449,022	274,888
Miscellaneous Protective Services	8								0	0
Animal Control	9								0	0
Other Public Safety	10								0	0
TOTAL (lines 1 - 10)	11	6,045,191	0				0		6,045,191	5,067,392
<b>PUBLIC WORKS</b>										
Roads, Bridges, & Sidewalks	12	200,000	1,084,898						1,284,898	1,273,392
Parking - Meter and Off-Street	13								0	193,489
Street Lighting	14	190,000							190,000	0
Traffic Control and Safety	15								0	0
Snow Removal	16		74,078						74,078	97,486
Highway Engineering	17								0	0
Street Cleaning	18		37,361						37,361	30,022
Airport (if not Enterprise)	19								0	0
Garbage (if not Enterprise)	20								0	0
Other Public Works	21	52,177							52,177	54,291
TOTAL (lines 12 - 21)	22	442,177	1,196,337				0		1,638,514	1,648,680
<b>HEALTH &amp; SOCIAL SERVICES</b>										
Welfare Assistance	23								0	0
City Hospital	24								0	0
Payments to Private Hospitals	25								0	0
Health Regulation and Inspection	26								0	0
Water, Air, and Mosquito Control	27								0	0
Community Mental Health	28								0	0
Other Health and Social Services	29								0	0
TOTAL (lines 23 - 29)	30	0	0				0		0	0
<b>CULTURE &amp; RECREATION</b>										
Library Services	31	656,032							656,032	567,661
Museum, Band and Theater	32								0	0
Parks	33	1,381,607							1,381,607	1,302,404
Recreation	34								0	5,989
Cemetery	35								0	0
Community Center, Zoo, & Marina	36								0	0
Other Culture and Recreation	37	330,177							330,177	212,287
TOTAL (lines 31 - 37)	38	2,367,816	0				0		2,367,816	2,088,341

RE-ESTIMATED EXPENDITURES SCHEDULE PAGE 2

RE-ESTIMATED Fiscal Year Ending 2020

Fiscal Years

GOVERNMENT ACTIVITIES CONT.	(A)	(B)	GENERAL (C)	SPECIAL REVENUES (D)	TIF SPECIAL REVENUES (E)	DEBT SERVICE (F)	CAPITAL PROJECTS (G)	PERMANENT (H)	PROPRIETARY (I)	RE-ESTIMATED 2020 (J)	ACTUAL 2019 (K)
<b>COMMUNITY &amp; ECONOMIC DEVELOPMENT</b>											
Community Beautification	39		147,214							147,214	116,224
Economic Development	40		396,000							396,000	399,785
Housing and Urban Renewal	41									0	0
Planning & Zoning	42									0	0
Other Com & Econ Development	43		90,367							90,367	0
TIF Rebates	44									0	0
<b>TOTAL (lines 39 - 44)</b>	<b>45</b>		<b>633,581</b>	<b>0</b>	<b>0</b>			<b>0</b>		<b>633,581</b>	<b>516,009</b>
<b>GENERAL GOVERNMENT</b>											
Mayor, Council, & City Manager	46		266,673							266,673	111,368
Clerk, Treasurer, & Finance Adm.	47		447,751							447,751	333,681
Elections	48		5,000							5,000	0
Legal Services & City Attorney	49		100,000							100,000	90,665
City Hall & General Buildings	50		376,739							376,739	267,858
Tort Liability	51									0	0
Other General Government	52		263,458							263,458	25,009
<b>TOTAL (lines 46 - 52)</b>	<b>53</b>		<b>1,459,621</b>	<b>0</b>	<b>0</b>			<b>0</b>		<b>1,459,621</b>	<b>828,581</b>
<b>DEBT SERVICE</b>	<b>54</b>					2,205,955				2,205,955	2,091,736
Gov Capital Projects	55		1,171,311				2,879,986			4,051,297	1,699,177
TIF Capital Projects	56									0	0
<b>TOTAL CAPITAL PROJECTS</b>	<b>57</b>		<b>1,171,311</b>	<b>0</b>	<b>0</b>		<b>2,879,986</b>	<b>0</b>		<b>4,051,297</b>	<b>1,699,177</b>
<b>TOTAL Governmental Activities Expenditures (lines 11+22+30+38+44+52+53+54)</b>	<b>58</b>		<b>12,119,697</b>	<b>1,196,337</b>	<b>0</b>	<b>2,205,955</b>	<b>2,879,986</b>	<b>0</b>		<b>18,401,975</b>	<b>13,939,916</b>
<b>BUSINESS TYPE ACTIVITIES</b>											
<b>Proprietary: Enterprise &amp; Budgeted ISF</b>											
Water Utility	59							2,720,524		2,720,524	1,223,612
Sewer Utility	60							1,480,904		1,480,904	1,490,481
Electric Utility	61							16,957,284		16,957,284	13,988,164
Gas Utility	62							0		0	0
Airport	63							0		0	0
Landfill/Garbage	64							272,844		272,844	265,216
Transit	65							0		0	0
Cable TV, Internet & Telephone	66							5,105,120		5,105,120	1,901,202
Housing Authority	67							0		0	0
Storm Water Utility	68							556,344		556,344	75,363
Other Business Type (city hosp., ISF, parking, etc.)	69							0		0	2,105,577
Enterprise DEBT SERVICE	70							825,397		825,397	2,105,249
Enterprise CAPITAL PROJECTS	71							9,517,750		9,517,750	8,675,050
Enterprise TIF CAPITAL PROJECTS	72							0		0	0
<b>TOTAL BUSINESS TYPE EXPENDITURES (lines 56 - 68)</b>	<b>73</b>							<b>37,436,167</b>		<b>37,436,167</b>	<b>31,829,914</b>
<b>TOTAL ALL EXPENDITURES (lines 58+74)</b>	<b>74</b>		<b>12,119,697</b>	<b>1,196,337</b>	<b>0</b>	<b>2,205,955</b>	<b>2,879,986</b>	<b>0</b>	<b>37,436,167</b>	<b>55,838,142</b>	<b>45,769,830</b>
Regular Transfers Out	75		495,579	4,226,916					2,370,221	7,092,716	6,527,988
Internal TIF Loan Transfers Out	76				1,946,323					1,946,323	1,330,117
<b>Total ALL Transfers Out</b>	<b>77</b>		<b>495,579</b>	<b>4,226,916</b>	<b>1,946,323</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,370,221</b>	<b>9,039,039</b>	<b>7,858,105</b>
<b>Total Expenditures and Other Fin Uses (lines 73+74)</b>	<b>78</b>		<b>12,615,276</b>	<b>5,423,253</b>	<b>1,946,323</b>	<b>2,205,955</b>	<b>2,879,986</b>	<b>0</b>	<b>39,806,388</b>	<b>64,877,181</b>	<b>53,627,935</b>
<b>Ending Fund Balance June 30</b>	<b>79</b>		<b>7,534,711</b>	<b>7,344,718</b>	<b>3,299,913</b>	<b>617,953</b>	<b>311,947</b>	<b>0</b>	<b>17,775,779</b>	<b>36,885,021</b>	<b>37,999,485</b>

THE USE OF THE CONTINUING APPROPRIATION IS VOLUNTARY. SUCH EXPENDITURES DO NOT REQUIRE AN AMENDMENT. HOWEVER THE ORIGINAL AMOUNT OF THE CAPITAL PROJECT MUST HAVE APPEARED ON A PREVIOUS YEAR'S BUDGET TO OBTAIN THE SPENDING AUTHORITY. THE CONTINUING APPROPRIATION CAN NOT BE FOR A YEAR PRIOR TO THE ACTUAL YEAR. CONTINUING APPROPRIATIONS END WITH THE ACTUAL YEAR. SEE INSTRUCTIONS.

**RE-ESTIMATED REVENUES DETAIL**  
**RE-ESTIMATED Fiscal Year Ending 2020**

**Fiscal Years**

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
		GENERAL	SPECIAL REVENUES	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	RE-ESTIMATED 2020	ACTUAL 2019
<b>REVENUES &amp; OTHER FINANCING SOURCES</b>										
Taxes Levied on Property	1	4,376,782	2,311,302		554,509				7,242,593	6,731,187
Less: Uncollected Property Taxes - Levy Year	2								0	0
Net Current Property Taxes (line 1 minus line 2)	3	4,376,782	2,311,302		554,509	0			7,242,593	6,731,187
Delinquent Property Taxes	4								0	0
TIF Revenues	5			2,502,609					2,502,609	2,302,131
Other City Taxes:										
Utility Tax Replacement Excise Taxes	6	10,663	5,636		1,181	0			17,480	0
Utility franchise tax (Iowa Code Chapter 364.2)	7	100,000							100,000	183,285
Parimutuel wager tax	8								0	0
Gaming wager tax	9								0	0
Mobile Home Taxes	10								0	0
Hotel/Motel Taxes	11	150,000							150,000	155,560
Other Local Option Taxes	12		1,226,978						1,226,978	1,759,296
Subtotal - Other City Taxes (lines 6 thru 12)	13	260,663	1,232,614		1,181	0			1,494,458	2,098,141
Licenses & Permits	14	222,880							222,880	217,685
Use of Money & Property	15	495,114						229,100	724,214	1,548,868
Intergovernmental:										
Federal Grants & Reimbursements	16	201,088				627,238			828,326	170,271
Road Use Taxes	17		1,796,013						1,796,013	1,909,623
Other State Grants & Reimbursements	18	123,601	65,344		13,684	481,600			684,229	360,449
Local Grants & Reimbursements	19	1,286,839			54,000				1,340,839	1,318,099
Subtotal - Intergovernmental (lines 16 thru 19)	20	1,611,528	1,861,357	0	67,684	1,108,838		0	4,649,407	3,758,442
Charges for Fees & Service:										
Water Utility	21							2,488,400	2,488,400	2,414,200
Sewer Utility	22							3,150,000	3,150,000	3,136,809
Electric Utility	23							16,850,000	16,850,000	16,539,457
Gas Utility	24								0	0
Parking	25								0	0
Airport	26								0	0
Landfill/Garbage	27							282,562	282,562	298,439
Hospital	28								0	0
Transit	29								0	0
Cable TV, Internet & Telephone	30							3,228,000	3,228,000	323,066
Housing Authority	31								0	0
Storm Water Utility	32							204,000	204,000	211,051
Other Fees & Charges for Service	33	991,645							991,645	2,568,762
Subtotal - Charges for Service (lines 21 thru 33)	34	991,645	0		0	0	0	26,202,962	27,194,607	25,491,784
Special Assessments	35				18,000				18,000	34,298
Miscellaneous	36	800,045	4,000					541,000	1,345,045	2,110,595
Other Financing Sources:										
Regular Operating Transfers In	37	3,338,036			63,900	757,580		2,933,200	7,092,716	6,527,988
Internal TIF Loan Transfers In	38				1,079,086	867,237			1,946,323	1,330,117
Subtotal ALL Operating Transfers In	39	3,338,036	0	0	1,142,986	1,624,817	0	2,933,200	9,039,039	7,858,105
Proceeds of Debt (Excluding TIF Internal Borrowing)	40				13,352			9,316,513	9,329,865	5,229,919
Proceeds of Capital Asset Sales	41								0	36,560
Subtotal-Other Financing Sources (lines 36 thru 39)	42	3,338,036	0	0	1,156,338	1,624,817	0	12,249,713	18,368,904	13,124,584
<b>Total Revenues except for beginning fund balance (lines 3, 4, 5, 12, 13, 14, 19, 33, 34, 35, &amp; 39)</b>	<b>43</b>	<b>12,096,693</b>	<b>5,409,273</b>	<b>2,502,609</b>	<b>1,797,712</b>	<b>2,733,655</b>	<b>0</b>	<b>39,222,775</b>	<b>63,762,717</b>	<b>57,417,715</b>
Beginning Fund Balance July 1	44	8,053,294	7,358,698	2,743,627	1,026,196	458,278	0	18,359,392	37,999,485	34,209,705
<b>TOTAL REVENUES &amp; BEGIN BALANCE (lines 41+42)</b>	<b>45</b>	<b>20,149,987</b>	<b>12,767,971</b>	<b>5,246,236</b>	<b>2,823,908</b>	<b>3,191,933</b>	<b>0</b>	<b>57,582,167</b>	<b>101,762,202</b>	<b>91,627,420</b>

EXPENDITURES SCHEDULE PAGE 1

Fiscal Year Ending 2021

Fiscal Years

GOVERNMENT ACTIVITIES (A)	(B)	GENERAL (C)	SPECIAL REVENUES (D)	TIF SPECIAL REVENUES (E)	DEBT SERVICE (F)	CAPITAL PROJECTS (G)	PERMANENT (H)	PROPRIETARY (I)	BUDGET 2021 (J)	RE-ESTIMATED 2020 (K)	ACTUAL 2019 (L)
<b>PUBLIC SAFETY</b>											
Police Department/Crime Prevention	1	3,819,081							3,819,081	3,286,190	2,870,611
Jail	2								0	0	0
Emergency Management	3								0	0	0
Flood Control	4								0	0	0
Fire Department	5	690,437							690,437	614,987	556,537
Ambulance	6	1,643,488							1,643,488	1,694,992	1,365,356
Building Inspections	7	493,372							493,372	449,022	274,888
Miscellaneous Protective Services	8								0	0	0
Animal Control	9								0	0	0
Other Public Safety	10								0	0	0
TOTAL (lines 1 - 10)	11	6,646,378	0				0		6,646,378	6,045,191	5,067,392
<b>PUBLIC WORKS</b>											
Roads, Bridges, & Sidewalks	12		1,277,222						1,277,222	1,284,898	1,273,392
Parking - Meter and Off-Street	13								0	0	193,489
Street Lighting	14	190,000							190,000	190,000	0
Traffic Control and Safety	15								0	0	0
Snow Removal	16		81,049						81,049	74,078	97,486
Highway Engineering	17								0	0	0
Street Cleaning	18		39,236						39,236	37,361	30,022
Airport (if not Enterprise)	19								0	0	0
Garbage (if not Enterprise)	20								0	0	0
Other Public Works	21	71,811							71,811	52,177	54,291
TOTAL (lines 12 - 21)	22	261,811	1,397,507				0		1,659,318	1,638,514	1,648,680
<b>HEALTH &amp; SOCIAL SERVICES</b>											
Welfare Assistance	23								0	0	0
City Hospital	24								0	0	0
Payments to Private Hospitals	25								0	0	0
Health Regulation and Inspection	26								0	0	0
Water, Air, and Mosquito Control	27								0	0	0
Community Mental Health	28								0	0	0
Other Health and Social Services	29								0	0	0
TOTAL (lines 23 - 29)	30	0	0				0		0	0	0
<b>CULTURE &amp; RECREATION</b>											
Library Services	31	825,213							825,213	656,032	567,661
Museum, Band and Theater	32								0	0	0
Parks	33	1,478,792							1,478,792	1,381,607	1,302,404
Recreation	34								0	0	5,989
Cemetery	35								0	0	0
Community Center, Zoo, & Marina	36								0	0	0
Other Culture and Recreation	37	226,724							226,724	330,177	212,287
TOTAL (lines 31 - 37)	38	2,530,729	0				0		2,530,729	2,367,816	2,088,341

EXPENDITURES SCHEDULE PAGE 2

Fiscal Year Ending 2021

Fiscal Years

GOVERNMENT ACTIVITIES CONT. (A)	(B)	GENERAL (C)	SPECIAL REVENUES (D)	TIF SPECIAL REVENUES (E)	DEBT SERVICE (F)	CAPITAL PROJECTS (G)	PERMANENT (H)	PROPRIETARY (I)	BUDGET 2021 (J)	RE-ESTIMATED 2020 (K)	ACTUAL 2019 (L)
<b>COMMUNITY &amp; ECONOMIC DEVELOPMENT</b>											
Community Beautification	39	140,000							140,000	147,214	116,224
Economic Development	40	36,000							36,000	396,000	399,785
Housing and Urban Renewal	41								0	0	0
Planning & Zoning	42								0	0	0
Other Com & Econ Development	43	35,694							35,694	90,367	0
TIF Rebates	44								0	0	0
<b>TOTAL (lines 39 - 44)</b>	<b>45</b>	<b>211,694</b>	<b>0</b>	<b>0</b>			<b>0</b>		<b>211,694</b>	<b>633,581</b>	<b>516,009</b>
<b>GENERAL GOVERNMENT</b>											
Mayor, Council, & City Manager	46	288,001							288,001	266,673	111,368
Clerk, Treasurer, & Finance Adm.	47	450,781							450,781	447,751	333,681
Elections	48								0	5,000	0
Legal Services & City Attorney	49	100,000							100,000	100,000	90,665
City Hall & General Buildings	50	276,712							276,712	376,739	267,858
Tort Liability	51								0	0	0
Other General Government	52	245,476							245,476	263,458	25,009
<b>TOTAL (lines 46 - 52)</b>	<b>53</b>	<b>1,360,970</b>	<b>0</b>	<b>0</b>			<b>0</b>		<b>1,360,970</b>	<b>1,459,621</b>	<b>828,581</b>
<b>DEBT SERVICE</b>	<b>54</b>				1,738,373				1,738,373	2,205,955	2,091,736
Gov Capital Projects	55	1,672,546				2,569,000			4,241,546	4,051,297	1,699,177
TIF Capital Projects	56								0	0	0
<b>TOTAL CAPITAL PROJECTS</b>	<b>57</b>	<b>1,672,546</b>	<b>0</b>	<b>0</b>		<b>2,569,000</b>	<b>0</b>		<b>4,241,546</b>	<b>4,051,297</b>	<b>1,699,177</b>
<b>TOTAL Government Activities Expenditures (lines 11+22+30+38+45+53+54+57)</b>	<b>58</b>	<b>12,684,128</b>	<b>1,397,507</b>	<b>0</b>	<b>1,738,373</b>	<b>2,569,000</b>	<b>0</b>		<b>18,389,008</b>	<b>18,401,975</b>	<b>13,939,916</b>
<b>BUSINESS TYPE ACTIVITIES</b>											
<b>Proprietary: Enterprise &amp; Budgeted ISF</b>											
Water Utility	59						3,223,844		3,223,844	2,720,524	1,223,612
Sewer Utility	60						1,497,701		1,497,701	1,480,904	1,490,481
Electric Utility	61						18,708,879		18,708,879	16,957,284	13,988,164
Gas Utility	62								0	0	0
Airport	63								0	0	0
Landfill/Garbage	64						268,840		268,840	272,844	265,216
Transit	65								0	0	0
Cable TV, Internet & Telephone	66						4,928,032		4,928,032	5,105,120	1,901,202
Housing Authority	67								0	0	0
Storm Water Utility	68						175,000		175,000	556,344	75,363
Other Business Type (city hosp., ISF, parking, etc.)	69								0	0	2,105,577
Enterprise DEBT SERVICE	70						879,521		879,521	825,397	2,105,249
Enterprise CAPITAL PROJECTS	71						19,444,000		19,444,000	9,517,750	8,675,050
Enterprise TIF CAPITAL PROJECTS	72								0	0	0
<b>TOTAL Business Type Expenditures (lines 59 - 73)</b>	<b>73</b>						<b>49,125,817</b>		<b>49,125,817</b>	<b>37,436,167</b>	<b>31,829,914</b>
<b>TOTAL ALL EXPENDITURES (lines 58+74)</b>	<b>74</b>	<b>12,684,128</b>	<b>1,397,507</b>	<b>0</b>	<b>1,738,373</b>	<b>2,569,000</b>	<b>0</b>	<b>49,125,817</b>	<b>67,514,825</b>	<b>55,838,142</b>	<b>45,769,830</b>
Regular Transfers Out	75	769,000	4,958,040					3,740,791	9,467,831	7,092,716	6,527,988
Internal TIF Loan / Repayment Transfers Out	76			1,060,601					1,060,601	1,946,323	1,330,117
<b>Total ALL Transfers Out</b>	<b>77</b>	<b>769,000</b>	<b>4,958,040</b>	<b>1,060,601</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,740,791</b>	<b>10,528,432</b>	<b>9,039,039</b>	<b>7,858,105</b>
<b>Total Expenditures &amp; Fund Transfers Out (lines 75+78)</b>	<b>78</b>	<b>13,453,128</b>	<b>6,355,547</b>	<b>1,060,601</b>	<b>1,738,373</b>	<b>2,569,000</b>	<b>0</b>	<b>52,866,608</b>	<b>78,043,257</b>	<b>64,877,181</b>	<b>53,627,935</b>
<b>Ending Fund Balance June 30</b>	<b>79</b>	<b>6,517,730</b>	<b>6,648,753</b>	<b>4,739,312</b>	<b>574,207</b>	<b>3,161,947</b>	<b>0</b>	<b>15,184,277</b>	<b>36,826,226</b>	<b>36,885,021</b>	<b>37,999,485</b>

\* A continuing appropriation is the unexpended budgeted amount from a prior year's capital project. The entry is made on the Con Approps page that must accompany the budget forms if used. SEE INSTRUCTIONS FOR USE.

The last two columns will fill in once the Re-Est forms are completed

REVENUES DETAIL  
Fiscal Year Ending 2021

Fiscal Years

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)
		GENERAL	SPECIAL REVENUES	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	BUDGET 2021	RE-ESTIMATED 2020	ACTUAL 2019
<b>REVENUES &amp; OTHER FINANCING SOURCES</b>											
Taxes Levied on Property	1	4,697,139	2,520,563		558,086	0			7,775,788	7,242,593	6,731,187
Less: Uncollected Property Taxes - Levy Year	2								0	0	0
Net Current Property Taxes (line 1 minus line 2)	3	4,697,139	2,520,563		558,086	0			7,775,788	7,242,593	6,731,187
Delinquent Property Taxes	4								0	0	0
TIF Revenues	5			2,500,000					2,500,000	2,502,609	2,302,131
Other City Taxes:											
Utility Tax Replacement Excise Taxes	6	11,788	6,332		1,234	0			19,354	17,480	0
Utility franchise tax (Iowa Code Chapter 364.2)	7	140,000							140,000	100,000	183,285
Parimutuel wager tax	8								0	0	0
Gaming wager tax	9								0	0	0
Mobile Home Taxes	10								0	0	0
Hotel/Motel Taxes	11	150,000							150,000	150,000	155,560
Other Local Option Taxes	12		1,200,000						1,200,000	1,226,978	1,759,296
Subtotal - Other City Taxes (lines 6 thru 12)	13	301,788	1,206,332		1,234	0			1,509,354	1,494,458	2,098,141
Licenses & Permits	14	225,000							225,000	222,880	217,685
Use of Money & Property	15	507,097						282,556	789,653	724,214	1,548,868
Intergovernmental:											
Federal Grants & Reimbursements	16	70,500							70,500	828,326	170,271
Road Use Taxes	17		1,877,314						1,877,314	1,796,013	1,909,623
Other State Grants & Reimbursements	18	103,065	55,373	0	10,806	0		0	169,244	684,229	360,449
Local Grants & Reimbursements	19	1,335,880							1,335,880	1,340,839	1,318,099
Subtotal - Intergovernmental (lines 16 thru 19)	20	1,509,445	1,932,687	0	10,806	0		0	3,452,938	4,649,407	3,758,442
Charges for Fees & Service:											
Water Utility	21							2,584,700	2,584,700	2,488,400	2,414,200
Sewer Utility	22							3,750,000	3,750,000	3,150,000	3,136,809
Electric Utility	23							17,228,900	17,228,900	16,850,000	16,539,457
Gas Utility	24							0	0	0	0
Parking	25							0	0	0	0
Airport	26							0	0	0	0
Landfill/Garbage	27							288,000	288,000	282,562	298,439
Hospital	28							0	0	0	0
Transit	29							0	0	0	0
Cable TV, Internet & Telephone	30							3,430,500	3,430,500	3,228,000	323,066
Housing Authority	31							0	0	0	0
Storm Water Utility	32							210,000	210,000	204,000	211,051
Other Fees & Charges for Service	33	979,943							979,943	991,645	2,568,762
Subtotal - Charges for Service (lines 21 thru 33)	34	979,943	0		0	0	0	27,492,100	28,472,043	27,194,607	25,491,784
Special Assessments	35								0	18,000	34,298
Miscellaneous	36	433,354						1,153,900	1,587,254	1,345,045	2,110,595
Other Financing Sources:											
Regular Operating Transfers In	37	3,782,381			63,900	1,019,000		4,602,550	9,467,831	7,092,716	6,527,988
Internal TIF Loan Transfers In	38				1,060,601				1,060,601	1,946,323	1,330,117
Subtotal ALL Operating Transfers In	39	3,782,381	0	0	1,124,501	1,019,000	0	4,602,550	10,528,432	9,039,039	7,858,105
Proceeds of Debt (Excluding TIF Internal Borrowing)	40					4,400,000		16,744,000	21,144,000	9,329,865	5,229,919
Proceeds of Capital Asset Sales	41								0	0	36,560
Subtotal-Other Financing Sources (lines 38 thru 40)	42	3,782,381	0	0	1,124,501	5,419,000	0	21,346,550	31,672,432	18,368,904	13,124,584
<b>Total Revenues except for beginning fund balance (lines 3, 4, 5, 13, 14, 15, 20, 34, 35, 36, &amp; 41)</b>	43	12,436,147	5,659,582	2,500,000	1,694,627	5,419,000	0	50,275,106	77,984,462	63,762,717	57,417,715
Beginning Fund Balance July 1	44	7,534,711	7,344,718	3,299,913	617,953	311,947	0	17,775,779	36,885,021	37,999,485	34,209,705
<b>TOTAL REVENUES &amp; BEGIN BALANCE (lines 42+43)</b>	45	19,970,858	13,004,300	5,799,913	2,312,580	5,730,947	0	68,050,885	114,869,483	101,762,202	91,627,420

**CITY OF Indianola**  
**ADOPTED BUDGET SUMMARY**  
**YEAR ENDED JUNE 30, 2021**

**Fiscal Years**

(A)	(B)	GENERAL (C)	SPECIAL REVENUES (D)	TIF SPECIAL REVENUES (E)	DEBT SERVICE (F)	CAPITAL PROJECTS (G)	PERMANENT (H)	PROPRIETARY (I)	BUDGET 2021 (J)	RE-ESTIMATED 2020 (K)	ACTUAL 2019 (L)
<b>Revenues &amp; Other Financing Sources</b>											
Taxes Levied on Property	1	4,697,139	2,520,563		558,086	0			7,775,788	7,242,593	6,731,187
Less: Uncollected Property Taxes-Levy Year	2	0	0		0	0			0	0	0
Net Current Property Taxes	3	4,697,139	2,520,563		558,086	0			7,775,788	7,242,593	6,731,187
Delinquent Property Taxes	4	0	0		0	0			0	0	0
TIF Revenues	5			2,500,000					2,500,000	2,502,609	2,302,131
Other City Taxes	6	301,788	1,206,332		1,234	0			1,509,354	1,494,458	2,098,141
Licenses & Permits	7	225,000	0					0	225,000	222,880	217,685
Use of Money and Property	8	507,097	0	0	0	0	0	282,556	789,653	724,214	1,548,868
Intergovernmental	9	1,509,445	1,932,687	0	10,806	0		0	3,452,938	4,649,407	3,758,442
Charges for Fees & Service	10	979,943	0		0	0	0	27,492,100	28,472,043	27,194,607	25,491,784
Special Assessments	11	0	0		0	0		0	0	18,000	34,298
Miscellaneous	12	433,354	0		0	0	0	1,153,900	1,587,254	1,345,045	2,110,595
Sub-Total Revenues	13	8,653,766	5,659,582	2,500,000	570,126	0	0	28,928,556	46,312,030	45,393,813	44,293,131
<b>Other Financing Sources:</b>											
Total Transfers In	14	3,782,381	0	0	1,124,501	1,019,000	0	4,602,550	10,528,432	9,039,039	7,858,105
Proceeds of Debt	15	0	0	0	0	4,400,000		16,744,000	21,144,000	9,329,865	5,229,919
Proceeds of Capital Asset Sales	16	0	0	0	0	0		0	0	0	36,560
Total Revenues and Other Sources	17	12,436,147	5,659,582	2,500,000	1,694,627	5,419,000	0	50,275,106	77,984,462	63,762,717	57,417,715
<b>Expenditures &amp; Other Financing Uses</b>											
Public Safety	18	6,646,378	0	0			0		6,646,378	6,045,191	5,067,392
Public Works	19	261,811	1,397,507	0			0		1,659,318	1,638,514	1,648,680
Health and Social Services	20	0	0	0			0		0	0	0
Culture and Recreation	21	2,530,729	0	0			0		2,530,729	2,367,816	2,088,341
Community and Economic Development	22	211,694	0	0			0		211,694	633,581	516,009
General Government	23	1,360,970	0	0			0		1,360,970	1,459,621	828,581
Debt Service	24	0	0	0	1,738,373		0		1,738,373	2,205,955	2,091,736
Capital Projects	25	1,672,546	0	0		2,569,000	0		4,241,546	4,051,297	1,699,177
Total Government Activities Expenditures	26	12,684,128	1,397,507	0	1,738,373	2,569,000	0		18,389,008	18,401,975	13,939,916
Business Type Proprietary: Enterprise & ISF	27							49,125,817	49,125,817	37,436,167	31,829,914
Total Gov & Bus Type Expenditures	28	12,684,128	1,397,507	0	1,738,373	2,569,000	0	49,125,817	67,514,825	55,838,142	45,769,830
Total Transfers Out	29	769,000	4,958,040	1,060,601	0	0	0	3,740,791	10,528,432	9,039,039	7,858,105
Total ALL Expenditures/Fund Transfers Out	30	13,453,128	6,355,547	1,060,601	1,738,373	2,569,000	0	52,866,608	78,043,257	64,877,181	53,627,935
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	31 32	-1,016,981	-695,965	1,439,399	-43,746	2,850,000	0	-2,591,502	-58,795	-1,114,464	3,789,780
Beginning Fund Balance July 1	33	7,534,711	7,344,718	3,299,913	617,953	311,947	0	17,775,779	36,885,021	37,999,485	34,209,705
Ending Fund Balance June 30	34	6,517,730	6,648,753	4,739,312	574,207	3,161,947	0	15,184,277	36,826,226	36,885,021	37,999,485

**LONG TERM DEBT SCHEDULE**  
**GENERAL OBLIGATION BONDS, TIF BONDS, REVENUE BONDS, LOANS, LEASE-PURCHASE PAYMENTS**  
**PAGE 1**

Fiscal Year  
2021

City Name: Indianola

GO - TOTAL	1,540,000	225,020	1,765,020	2,500	0	1,208,200	559,320
NON-GO TOTAL	1,501,000	957,740	2,458,740	29,463	0	2,488,203	0
GRAND TOTAL	3,041,000	1,182,760	4,223,760	31,963	0	3,696,403	559,320

Debt Name (A)	Amount of Issue (B)	Type of Debt Obligation (C)	Debt Resolution Number (D)	Principal Due FY 2021 (E)	Interest Due FY 2021 (F)	Total Obligation Due FY 2021 (G)	Bond Reg./ Paying Agent Fees Due FY 2021 =(H)	Reductions due to Refinancing or Prepayment of Certified Debt =(I)	Paid from Funds OTHER THAN Current Year Debt Service Taxes =-(J)	Amount Paid Current Year Debt Service Levy =(K)
(1) 2011 C Stormwater/Street/Park Improvements	850,000	GO	None	125,000	2,813	127,813	500		128,313	-1
(2) 2012 B Street/Sewer/Ambulance	3,875,000	GO	None	330,000	35,165	365,165	500		83,200	282,465
(3) 2013 A GO - Fire/Parks Improvements	1,865,000	GO	None	265,000	11,355	276,355	500			276,855
(4) 2013 B Wellness Center Project	5,510,000	GO	None	355,000	51,938	406,938	500		407,437	1
(5) 2019A Refinancing of 2011E and 2012A Series	4,450,000	GO	2019-185	465,000	123,750	588,750	500		589,250	0
(6) 2013 SRF Sewer Revenue Debt	3,137,964	NON - GO	2007-13	142,000	36,540	178,540	5,220		183,760	0
(7) 2009 SRF Sewer Revenue Debt	8,226,153	NON - GO	2009-06	225,000	116,218	341,218	16,603		357,821	0
(8) 2017 SRF Sewer Revenue Debt	3,267,000	NON - GO	2017-166	143,000	49,980	192,980	7,140		200,120	0
(9) 2015 Electric Revenue Refunding Notes	7,241,000	NON - GO	None	776,000	87,022	863,022			863,022	0
(10) 2017C Electric Revenue Notes	6,680,000	NON - GO	2017-204	0	270,550	270,550	500		271,050	0
(11) 2017A Fiber Revenue Notes	6,287,000	NON - GO	None	140,000	248,680	388,680			388,680	0
(12) 2017B Fiber Revenue Notes	3,000,000	NON - GO	None	75,000	148,750	223,750			223,750	0
(13)		NO SELECTION				0				0
(14)		NO SELECTION				0				0
(15)		NO SELECTION				0				0
(16)		NO SELECTION				0				0
(17)		NO SELECTION				0				0
(18)		NO SELECTION				0				0
(19)		NO SELECTION				0				0
(20)		NO SELECTION				0				0
(21)		NO SELECTION				0				0
(22)		NO SELECTION				0				0
(23)		NO SELECTION				0				0
(24)		NO SELECTION				0				0
(25)		NO SELECTION				0				0
(26)		NO SELECTION				0				0
(27)		NO SELECTION				0				0
(28)		NO SELECTION				0				0
(29)		NO SELECTION				0				0
(30)		NO SELECTION				0				0
			<b>TOTALS</b>	<b>3,041,000</b>	<b>1,182,760</b>	<b>4,223,760</b>	<b>31,963</b>	<b>0</b>	<b>3,696,403</b>	<b>559,320</b>

**NOTICE OF PUBLIC HEARING  
BUDGET ESTIMATE**

FISCAL YEAR BEGINNING JULY 1, 2020 - ENDING JUNE 30, 2021

City of Indianola, Iowa

The City Council will conduct a public hearing on the proposed Budget at 110 N 1st St, Indianola, IA 50125  
on 3/25/2020 at 6:00 PM

The Budget Estimate Summary of proposed receipts and expenditures is shown below.

Copies of the the detailed proposed Budget may be obtained or viewed at the offices of the Mayor, City Clerk, and at the Library.

The estimated Total tax levy rate per \$1000 valuation on regular property . . . 13.62555

The estimated tax levy rate per \$1000 valuation on Agricultural land is . . . . . 3.00375

At the public hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget.

515-961-9410  
phone number

Andrew J. Lent  
City Clerk/Finance Officer's NAME

		Budget FY 2021	Re-est. FY 2020	Actual FY 2019
		(a)	(b)	(c)
<b>Revenues &amp; Other Financing Sources</b>				
Taxes Levied on Property	1	7,775,788	7,242,593	6,731,187
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
<b>Net Current Property Taxes</b>	<b>3</b>	<b>7,775,788</b>	<b>7,242,593</b>	<b>6,731,187</b>
Delinquent Property Taxes	4	0	0	0
TIF Revenues	5	2,500,000	2,502,609	2,302,131
Other City Taxes	6	1,509,354	1,494,458	2,098,141
Licenses & Permits	7	225,000	222,880	217,685
Use of Money and Property	8	789,653	724,214	1,548,868
Intergovernmental	9	3,452,938	4,649,407	3,758,442
Charges for Services	10	28,472,043	27,194,607	25,491,784
Special Assessments	11	0	18,000	34,298
Miscellaneous	12	1,587,254	1,345,045	2,110,595
Other Financing Sources	13	21,144,000	9,329,865	5,266,479
Transfers In	14	10,528,432	9,039,039	7,858,105
<b>Total Revenues and Other Sources</b>	<b>15</b>	<b>77,984,462</b>	<b>63,762,717</b>	<b>57,417,715</b>
<b>Expenditures &amp; Other Financing Uses</b>				
Public Safety	16	6,646,378	6,045,191	5,067,392
Public Works	17	1,659,318	1,638,514	1,648,680
Health and Social Services	18	0	0	0
Culture and Recreation	19	2,530,729	2,367,816	2,088,341
Community and Economic Development	20	211,694	633,581	516,009
General Government	21	1,360,970	1,459,621	828,581
Debt Service	22	1,738,373	2,205,955	2,091,736
Capital Projects	23	4,241,546	4,051,297	1,699,177
<b>Total Government Activities Expenditures</b>	<b>24</b>	<b>18,389,008</b>	<b>18,401,975</b>	<b>13,939,916</b>
Business Type / Enterprises	25	49,125,817	37,436,167	31,829,914
<b>Total ALL Expenditures</b>	<b>26</b>	<b>67,514,825</b>	<b>55,838,142</b>	<b>45,769,830</b>
Transfers Out	27	10,528,432	9,039,039	7,858,105
<b>Total Expenditures/Transfers Out</b>	<b>28</b>	<b>78,043,257</b>	<b>64,877,181</b>	<b>53,627,935</b>
<b>Excess Revenues &amp; Other Sources Over (Under) Expenditures/Transfers Out</b>	<b>29</b>	<b>-58,795</b>	<b>-1,114,464</b>	<b>3,789,780</b>
Beginning Fund Balance July 1	30	36,885,021	37,999,485	34,209,705
<b>Ending Fund Balance June 30</b>	<b>31</b>	<b>36,826,226</b>	<b>36,885,021</b>	<b>37,999,485</b>

Meeting Date: 03/25/2020

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**Information**

**Subject**

Public Hearing for Fiscal Year 21 Budget.

**Information**

The Mayor will open the meeting for public comment on the proposed Fiscal Year 21 Budget.

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**Fiscal Impact**

**Attachments**

*No file(s) attached.*

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Meeting Date: 03/25/2020

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**Information**

**Subject**

Resolution approving the proposed Fiscal Year 21 Budget.

**Information**

Roll call is in order.

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**Fiscal Impact**

**Attachments**

Resolution Approving Budget

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**CITY OF INDIANOLA, IOWA  
RESOLUTION NO. 2020-**

**A RESOLUTION TO APPROVE THE ANNUAL BUDGET FOR FY2021**

**WHEREAS**, the City of Indianola must adopt an annual fiscal budget by March 31<sup>st</sup>, and

**WHEREAS**, a public hearing was held on March 25, 2020 on the FY2021 budget with publication of hearing notice in the Indianola Record-Herald on March 11, 2020, and

**WHEREAS**, the annual budget for the City of Indianola for FY 2020-2021 is attached to this Resolution

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

1. The attached FY2021 Budget for the City of Indianola is approved, and
2. The Mayor and City Clerk are authorized to sign the budget forms on behalf of the City, and
3. The City Clerk is authorized to submit the attached FY2021 budget to Warren County and the Iowa Department of Management.

Adopted this 25<sup>th</sup> day of March, 2020.

---

Kelly B. Shaw  
Mayor

**Attest:**

---

Andrew J. Lent  
City Clerk/Finance Director

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**Information**

**Subject**  
**Sign Exemption Requests**

**Information**

---

**Fiscal Impact**

**Attachments**

*No file(s) attached.*

---

Meeting Date: 03/25/2020

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**Information**

**Subject**

Public Hearing for a sign exemption request from Parker Signs & Graphics, Inc., on behalf of the Sunfield Mobile Home Park, located at 800 East Iowa Avenue.

**Information**

The Mayor will open the meeting for public comment regarding the approval of a sign exemption request from Parker Signs & Graphics on behalf of Sunfield Mobile Home Park.

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**Fiscal Impact**

**Attachments**

Sunfield Sign Memorandum  
Permit Application

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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: March 6, 2020  
Re: Resolution accepting the sign exemption request from Parker Signs & Graphics, Inc., on behalf of the Sunfield Mobile Home Park, located at 800 East Iowa Avenue.

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At its meeting on March 2<sup>nd</sup>, the City Council set a public hearing for a sign exemption request from Parker Signs & Graphics, Inc., on behalf of the Sunfield Mobile Home Park, located at 800 East Iowa Avenue, which is in the R-3 Mixed Residential Zoning District. This proposed sign will replace an existing sign, and the new sign is proposed to be setback 4' from the front property line where 20' is required. The current sign sits right on the backside of the front property line. This exemption is being requested due to the limited amount of space within the front yard of this property.

The request is for an exemption to the 20' front setback requirement so this proposed sign can be located 4' from the front property line. No such exemption shall be granted by the Council without a public hearing. The proposed application is attached to this agenda item. I will attend the March 25<sup>th</sup> Council meeting if you have any questions.





# CITY OF INDIANOLA SIGN APPLICATION



Sign Permit #: \_\_\_\_\_

### Applicant/Owner

### Erector

Name Spencer Property Management LLC	Name Parker Signs & Graphics, Inc.
Address 90 East Dovetail Drive	Address 12869 Geneva Street
City Coralville, IA 52241	City Indianola, IA 50125
Phone 515-249-4639	Phone 515-962-0330
Address of Sign Location 800 East Iowa Ave	

**Description of Work:**  Erect  Alter  Repair

**Type of Sign:**  Canopy  Wall  Sidewalk (C-3 Only)  Awning  \*Temporary  
 Marquee  Free Standing  Pole  Ground *Electric*  Yes  No

**Size of Sign:** Length 6'-0" Height 3'-0" Sq Ft 18 Weight \_\_\_\_\_ Zone \_\_\_\_\_

**Height of Bottom Edge:** Above Ground 30" Height of Top Edge 66"

**Wall Sign % of Building Face:** \_\_\_\_\_ **Public Liability Insurance Required:** Yes  No

### Materials of Construction:

<u>FACE</u>	<u>FRAME</u>	<u>SUPPORTS</u>
Wood <input type="checkbox"/>	Wood <input checked="" type="checkbox"/>	Wall <input type="checkbox"/>
Plastic <input type="checkbox"/>	Metal <input type="checkbox"/>	Metal <input type="checkbox"/>
Other <input checked="" type="checkbox"/>	Other <input type="checkbox"/>	Other <input checked="" type="checkbox"/>

### \*Temp Sign Issued Remove By Initial

_____	_____	_____
_____	_____	_____
_____	_____	_____

Lot Plan - Show property lines, buildings/structures in the immediate area and the sign location.

See Attached

List below type, size, area and location of each existing sign or affected building and/or property frontage.

Location	Type	Size	Area(sq ft)
1. _____			
2. _____			
3. _____			

(Official use only) Erected Signs \_\_\_\_\_

(Official use only) Total \_\_\_\_\_

State what the sign will indicate below.

**If required,** please attach two ink drawings showing the plans, specifications and method of construction for the sign(s). Attention should be given to the drawings to show the method of attaching the sign to the building or the method of supporting the sign from the ground.

I hereby acknowledge that I have read this application that is correct and I agree to comply with all city ordinances and state laws regulating signs and billboards.

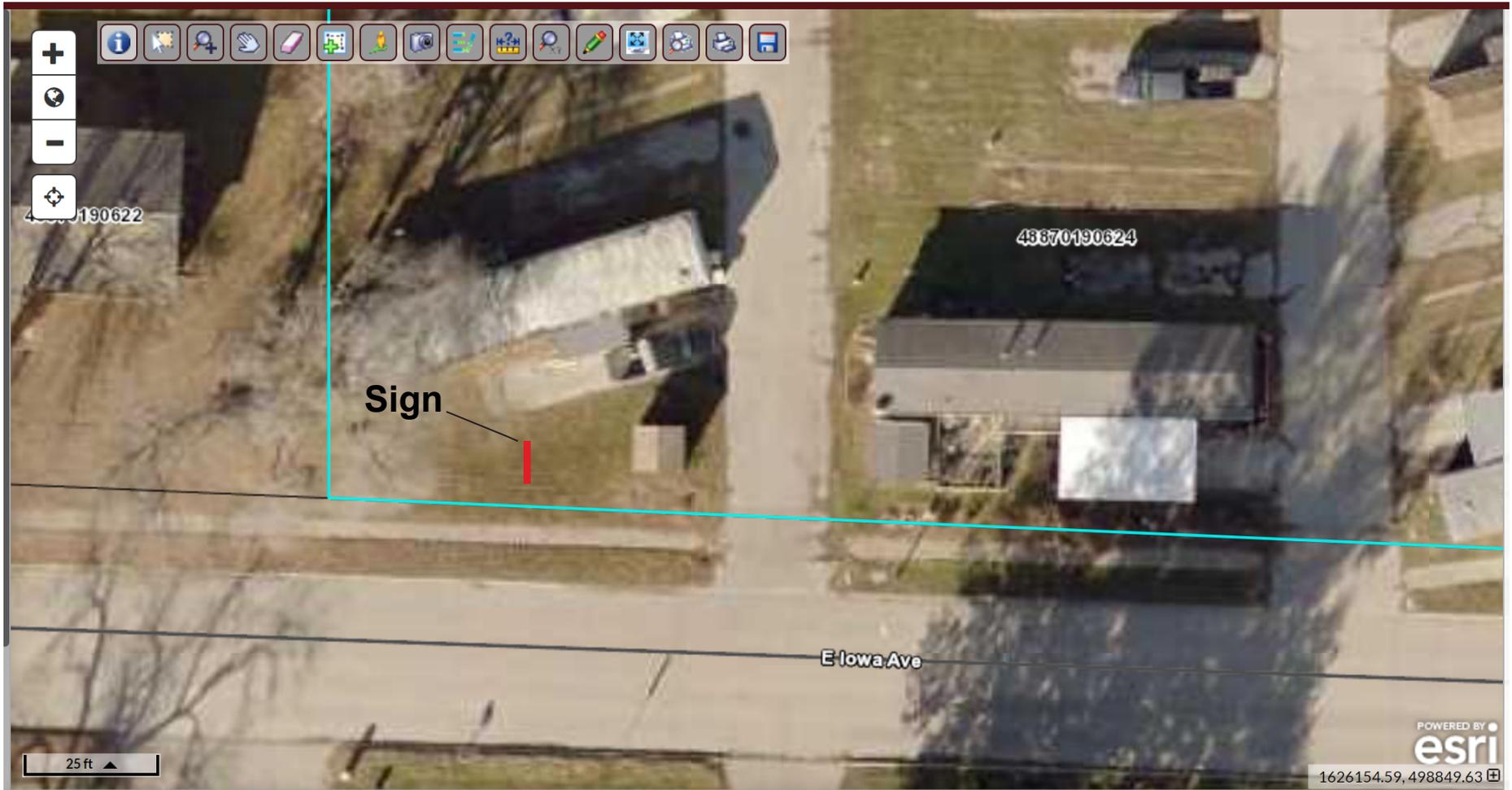
2/17/20 \$ \_\_\_\_\_  
 Sign erector or authorized agent Date Amount

\_\_\_\_\_ Date \_\_\_\_\_ Community Development Director  
 Plan reviewed by

Receipt No. \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_



<b>Date</b> 11/04/19	<b>Project Name</b> Sunfield Mobile Home Park	<b>Customer Approval</b>	<b>Date</b>	 <b>Parker</b> <b>SIGNS</b> & GRAPHICS, INC ESTABLISHED 1972
<b>Drawn By</b> John Parker	<b>Address</b> 800 E. Iowa Ave	© 2019 Parker Signs & Graphics, Inc. Parker Signs & Graphics, Incorporated has the exclusive right to reproduce, display, prepare derivative works of, or distribute copies of the copyrighted work above. All manners of infringement prohibited by law.		
<b>Revision #</b> 3	<b>City/State</b> Indianola, IA			



Sign is located 5' behind back of sidewalk

<b>Date</b> 11/04/19	<b>Project Name</b> Sunfield Mobile Home Park	<b>Customer Approval</b>	<b>Date</b>
<b>Drawn By</b> John Parker	<b>Address</b> 800 E. Iowa Ave	© 2019 Parker Signs & Graphics, Inc.	
<b>Revision #</b> 3	<b>City/State</b> Indianola, IA	Parker Signs & Graphics, Incorporated has the exclusive right to reproduce, display, prepare derivative works of, or distribute copies of the copyrighted work above. All manners of infringement prohibited by law.	



**Parker**  
**SIGNS**  
& GRAPHICS, INC

ESTABLISHED 153 1972

**Meeting Date:** 03/25/2020

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**Information**

**Subject**

Resolution accepting the sign exemption request from Parker Signs & Graphics, Inc., on behalf of the Sunfield Mobile Home Park, located at 800 East Iowa Avenue.

**Information**

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**Fiscal Impact**

**Attachments**

Resolution Approving Application

---

**RESOLUTION NO. 2020-**

**RESOLUTION ACCEPTING THE SIGN EXEMPTION REQUEST FROM  
PARKER SIGNS & GRAPHICS, INC., ON BEHALF OF SUNFIELD  
MOBILE HOME PARK, LOCATED AT 800 EAST IOWA AVENUE**

**WHEREAS**, Parker Signs & Graphics, Inc., on behalf of Sunfield Mobile Home Park, proposes to place a new 18 square foot, 66-inch-tall sign located at 800 East Iowa Avenue; and

**WHEREAS**, the proposed sign does not meet the required 20-foot setback requirement as it is proposed to be setback 4 feet; and

**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**, a public hearing was held prior to consideration of said exemption.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Indianola, Iowa, that the City approves the sign exemption request from Parker Signs & Graphics, Inc., on behalf of Sunfield Mobile Home Park, located at 800 East Iowa Avenue.

**APPROVED** this 25<sup>th</sup> day of March 2020.

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

**ATTEST:**

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

Meeting Date: 03/25/2020

---

**Information**

**Subject**

Public Hearing for a sign exemption request from Parker Signs & Graphics, Inc., on behalf of Fellows and Blake, located at 700 East 2<sup>nd</sup> Avenue.

**Information**

The Mayor will open the meeting for public comment regarding the approval of a sign exemption request from Parker Signs & Graphics on behalf of Fellows and Blake.

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**Fiscal Impact**

**Attachments**

Fellows and Blake Sign Memorandum

Fellows and Blake Permit

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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: March 6, 2020  
Re: Resolution accepting the sign exemption request from Parker Signs & Graphics, Inc., on behalf of Fellows and Blake, located at 700 East 2<sup>nd</sup> Avenue.

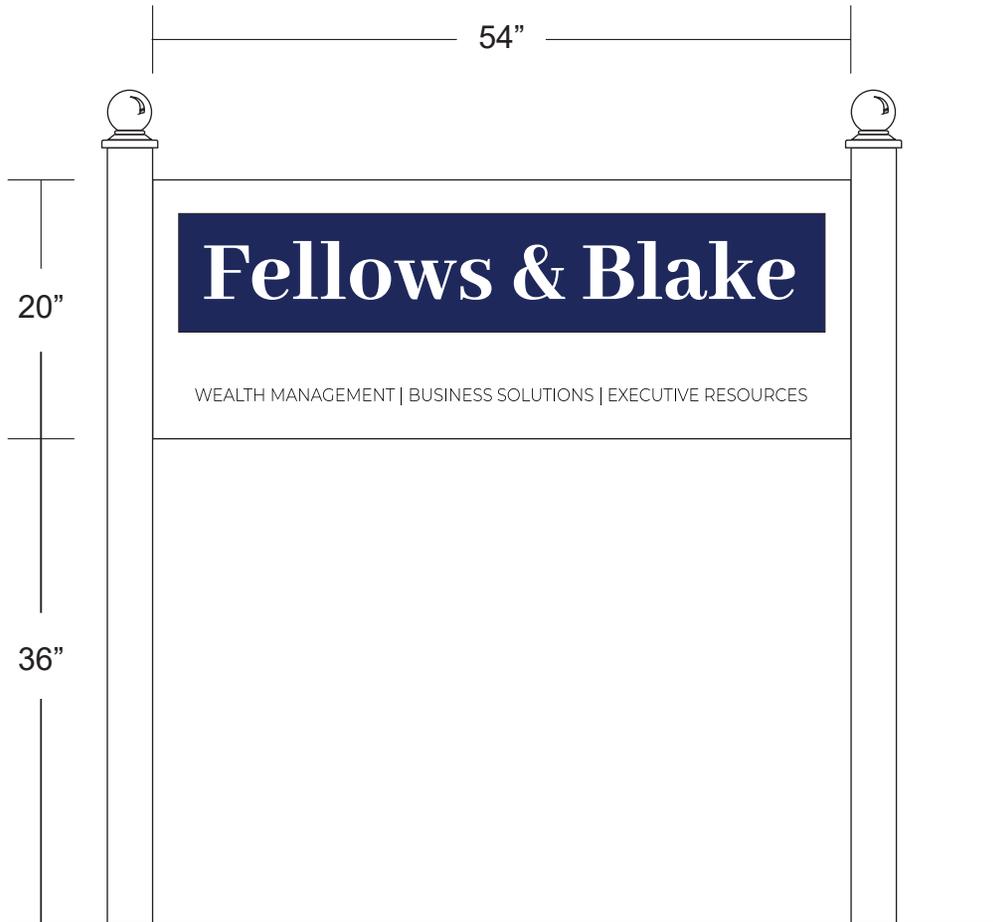
---

At its meeting on March 2<sup>nd</sup>, the City Council set a public hearing for a sign exemption request from Parker Signs & Graphics, Inc., on behalf of Fellows and Blake, located at 700 East 2<sup>nd</sup> Avenue, which is in the C-2 Highway Commercial zoning district. This new sign is proposed to be setback 10' from the front property line where 20' is required. There is room in the front yard to place the sign; however, if the 20' setback was met, the sign would be placed right against the building at 700 East 2<sup>nd</sup> Avenue.

The request is for an exemption to the 20' front setback requirement so this proposed sign can be located 10' from the front property line. No such exemption shall be granted by the Council without a public hearing. The proposed application is attached to this agenda item. I will attend the March 25<sup>th</sup> Council meeting if you have any questions.







2" thick high density urethane sign  
 V-carved lettering  
 Acrylic polyurethane painted finish  
 Wood posts and decorative trim set in concrete



<b>Date</b> 2/24/20	<b>Project Name</b> Fellows and Blake	<b>Customer Approval</b>	<b>Date</b>
<b>Drawn By</b> John Parker	<b>Address</b> 700 East 2nd Ave	<b>© 2020 Parker Signs &amp; Graphics, Inc.</b>	
<b>Revision #</b> 1	<b>City/State</b> Indianola, IA	Parker Signs & Graphics, Incorporated has the exclusive right to reproduce, display, prepare derivative works of, or distribute copies of the copyrighted work above. All manners of infringement prohibited by law.	





<b>Date</b> 2/24/20	<b>Project Name</b> Fellows and Blake	<b>Customer Approval</b>	<b>Date</b>
<b>Drawn By</b> John Parker	<b>Address</b> 700 East 2nd Ave	<b>© 2020 Parker Signs &amp; Graphics, Inc.</b>	
<b>Revision #</b> 1	<b>City/State</b> Indianola, IA	Parker Signs & Graphics, Incorporated has the exclusive right to reproduce, display, prepare derivative works of, or distribute copies of the copyrighted work above. All manners of infringement prohibited by law.	
		 <b>Parker</b> <b>SIGNS</b> & GRAPHICS, INC ESTABLISHED 1972	

**Meeting Date:** 03/25/2020

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**Information**

**Subject**

Resolution accepting the sign exemption request from Parker Signs & Graphics, Inc., on behalf of Fellows and Blake, located at 700 East 2nd Avenue.

**Information**

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**Fiscal Impact**

**Attachments**

Resolution for Sign Exemption

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**RESOLUTION NO. 2020-**

**RESOLUTION ACCEPTING THE SIGN EXEMPTION REQUEST FROM  
PARKER SIGNS & GRAPHICS, INC., ON BEHALF OF FELLOWS AND  
BLAKE, LOCATED AT 700 EAST 2ND AVENUE**

**WHEREAS**, Parker Signs & Graphics, Inc., on behalf of Fellows and Blake, proposes to place a new 7.5 square foot, 56-inch-tall sign located at 700 East 2nd Avenue; and

**WHEREAS**, the proposed sign does not meet the required 20-foot setback requirement as it is proposed to be setback 10 feet; and

**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**, a public hearing was held prior to consideration of said exemption.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Indianola, Iowa, that the City approves the sign exemption request from Parker Signs & Graphics, Inc., on Behalf of Fellows and Blake, located at 700 East 2nd Avenue.

**APPROVED** this 25<sup>th</sup> day of March 2020.

---

Kelly B. Shaw, Mayor

**ATTEST:**

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Andrew J. Lent, City Clerk

Meeting Date: 03/25/2020

---

**Information**

**Subject**

Iowa Avenue Paving Project

**Information**

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**Fiscal Impact**

**Attachments**

Iowa Avenue Memorandum

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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: March 16, 2020  
Re: East Iowa Avenue Paving Project

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The following items will be on the City Council's March 25<sup>th</sup> agenda:

- Public hearing for the purpose of hearing property owners subject to assessment and interested parties for or against the improvement, its cost, the assessment, or the boundaries of the District of the East Iowa Avenue Paving Project.
- Adopt resolution of necessity for the East Iowa Avenue Paving Project

Over the last several Council meetings, the City Council has acted on several items relating to the East Iowa Avenue Paving Project. As Council will recall, on March 2<sup>nd</sup>, Council approved a proposed resolution of necessity for the East Iowa Avenue Paving Project. As part of this proposed resolution of necessity, the date, time, and place where the Council will hear property owners who are subject to the assessments, as well as other interested parties for or against the improvement, its cost, the assessment, or the boundaries of the district was set for March 25. Once opened, The Mayor shall call for objections and endorsements to the adoption of the proposed Resolution of Necessity for the construction of the East Iowa Avenue Paving Project in the City, pursuant to notice of the time and place of hearing duly published and mailed, and pursuant to prior action of the Council. The Mayor shall also announce to those present at the Council meeting that both written and oral objections will be received and considered by the Council at that time. To close the public hearing, a motion by Council shall be made and seconded to close the public hearing, and vote be taken on the motion.

After hearing all objections and endorsements from property owners and other persons having an interest in the matter, and after considering all filed, written objections on March 25<sup>th</sup>, the Council will be asked to adopt or amend and adopt the proposed resolution of necessity. This resolution MUST be acted upon on March 25<sup>th</sup>, and the Council shall choose to:

1. Defer action to a specified later date and place;
2. Adopt the resolution of necessity with amendments listed; or
3. Adopt the resolution of necessity without amendments.

If Council fails to act on March 25<sup>th</sup>, the special assessment project is terminated. The adoption of the resolution of necessity shall receive an affirmative vote for passage equal to three-fourths (5 members) of the full Council. If a remonstrance or objections are filed signed by property owners subject to 75% of the assessments, a unanimous vote would be required.

I will attend the March 25<sup>th</sup> Council meeting if you have any questions.

Meeting Date: 03/25/2020

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**Information**

**Subject**

Public Hearing for the purpose of hearing property owners subject to assessment and interested parties for or against the improvement, its cost, the assessment, or the boundaries of the District of the East Iowa Avenue Paving Project.

**Information**

The Mayor will open the meeting for comments.

---

**Fiscal Impact**

**Attachments**

*No file(s) attached.*

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Meeting Date: 03/25/2020

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**Information**

**Subject**

Resolution of necessity for the East Iowa Avenue Paving Project.

**Information**

Roll call is in order.

---

**Fiscal Impact**

**Attachments**

Resolution of Necessity

---

Council Member \_\_\_\_\_ introduced the following Resolution entitled "RESOLUTION WITH RESPECT TO THE ADOPTION OF THE RESOLUTION OF NECESSITY PROPOSED FOR THE EAST IOWA AVENUE PAVING 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:

CITY OF INDIANOLA  
RESOLUTION \_\_\_\_\_

RESOLUTION WITH RESPECT TO THE ADOPTION OF THE  
RESOLUTION OF NECESSITY PROPOSED FOR THE EASTIOWA  
AVENUE PAVING PROJECT

WHEREAS, this Council has proposed a Resolution of Necessity for the East Iowa Avenue Paving Project, has given notice of the public hearing thereon as required by law; and

WHEREAS, the public hearing has been held, all persons offering objections have been heard and consideration given to all objections and is pending before this Council; and

WHEREAS, this is the time and place set as provided for the taking of action on the proposed Resolution of Necessity;

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

Section 1. That the proposed Resolution of Necessity described above is hereby:

- Adopted, without amendment, and all objections filed or made having been duly considered are overruled.
- Adopted as amended by the Schedule of Amendments attached hereto as Exhibit A, and made a part hereof by reference. All objections filed or made having been duly considered are overruled.
- Deferred for later consideration to a Council meeting to be held on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_ .M, at this meeting place, with jurisdiction retained for further consideration and action at the adjourned meeting.
- Abandoned.

Section 2. That all written requests for agricultural deferment by property owners must be filed within ten (10) days following the date of adoption of this Resolution.

PASSED AND APPROVED this 25th day of \_\_\_\_\_, 2020.

---

Kelly B. Shaw, Mayor

---

Andrew J. Lent, City Clerk

EXHIBIT A

SCHEDULE OF AMENDMENTS TO THE RESOLUTION OF  
NECESSITY PROPOSED FOR THE EAST IOWA AVENUE  
PAVING PROJECT

The Resolution of Necessity proposed for the East Iowa Avenue Paving Project is amended as follows:

a) By eliminating therefrom, the proposed improvements with locations following, to-wit:

b) By making changes in the preliminary plat and schedule of assessments as follows, to-wit:

c) By amending the Resolution of Necessity, as follows, to-wit:

I certify that the foregoing schedule lists all amendments to the Resolution of Necessity as adopted by the Council.

---

Andrew J. Lent, City Clerk

Meeting Date: 03/25/2020

---

**Information**

**Subject**

Resolution approving and authorizing a loan and disbursement agreement by and between the City of Indianola, Iowa and the Iowa Finance Authority, and authorizing and providing for the issuance and securing the payment of \$17,059,000 sewer revenue capital loan notes, series 2020 of the City of Indianola, Iowa, under the provisions of the Code of Iowa, and providing for a method of payment of said notes.

**Information**

On February 4, 2020, the Indianola City Council held a public hearing and approved Sewer Revenue Loan Notes up to \$36,815,000 for the new Water Resource Recovery Facility (WRRF). These notes will be divided up into two series one in 2020 and the other in 2021. The third note series (also approved on February 4<sup>th</sup>) will be a General Obligation note not to exceed \$18,000,000 and will be issued in 2022 and repaid with revenue from the Local Option Sales Tax. At this meeting, Council is being asked to formally approve the first issuance (the 2020 series) of revenue loan notes in an amount of \$17,059,000.

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**Fiscal Impact**

**Attachments**

Tax Exemption Certificate  
Resolution Authorizing Note

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## TAX EXEMPTION CERTIFICATE

### CITY OF INDIANOLA, STATE OF IOWA

THIS TAX EXEMPTION CERTIFICATE made and entered into on April 17, 2020, by the City of Indianola, County of Warren, State of Iowa (the "Issuer").

#### INTRODUCTION

This Certificate is executed and delivered in connection with the issuance by the Issuer of its \$17,059,000 Sewer Revenue Capital Loan Notes, Series 2020 (the "Bonds"). The Bonds are issued pursuant to the provisions of the Resolution of the Issuer authorizing the issuance of the Bonds. Such Resolution provides that the covenants contained in this Certificate constitute a part of the Issuer's contract with the owners of the Bonds.

The Issuer recognizes that under the Code (as defined below) the tax-exempt status of the interest received by the owners of the Bonds is dependent upon, among other things, the facts, circumstances, and reasonable expectations of the Issuer as to future facts not in existence at this time, as well as the observance of certain covenants in the future. The Issuer covenants that it will take such action with respect to the Bonds as may be required by the Code, and pertinent legal regulations issued thereunder in order to establish and maintain the tax-exempt status of the Bonds, including the observance of all specific covenants contained in the Resolution and this Certificate.

#### ARTICLE I

##### DEFINITIONS

The following terms as used in this Certificate shall have the meanings set forth below. The terms defined in the Resolution shall retain the meanings set forth therein when used in this Certificate. Other terms used in this Certificate shall have the meanings set forth in the Code or in the Regulations.

- "Annual Debt Service" means the principal of and interest on the Bonds scheduled to be paid during a given Bond Year.
- "Bonds" means the \$17,059,000 aggregate principal amount of Sewer Revenue Capital Loan Notes, Series 2020, of the Issuer issued in registered form pursuant to the Resolution.
- "Bond Counsel" means Ahlers & Cooney, P.C., Des Moines, Iowa, or an attorney at law or a firm of attorneys of nationally recognized standing in matters pertaining to the tax-exempt status of interest on obligations issued by states and their political subdivisions, duly admitted to the practice of law before the highest court of any State of the United States of America.
- "Bond Fund" means the Sinking Fund described in the Resolution.

- "Bond Purchase Agreement" means the binding contract in writing for the sale of the Bonds.
- "Bond Year" as defined in Regulation 1.148-1(b), means a one-year period beginning on the day after expiration of the preceding Bond Year. The first Bond Year shall be the one-year or shorter period beginning on the Closing Date and ending on a principal or interest payment date, unless Issuer selects another date.
- "Bond Yield" means that discount rate which produces an amount equal to the Issue Price of the Bonds when used in computing the present value of all payments of principal and interest to be paid on the Bonds, using semiannual compounding on a 360-day year as computed under Regulation 1.148-4.
- "Certificate" means this Tax Exemption Certificate.
- "Closing" means the delivery of the Bonds in exchange for the agreed upon purchase price.
- "Closing Date" means the date of Closing.
- "Code" means the Internal Revenue Code of 1986, as amended, and any statutes which replace or supplement the Internal Revenue Code of 1986.
- "Computation Date" means each five-year period from the Closing Date through the last day of the fifth and each succeeding fifth Bond Year.
- "Excess Earnings" means the amount earned on all Nonpurpose Investments minus the amount which would have been earned if such Nonpurpose Investments were invested at a rate equal to the Bond Yield, plus any income attributable to such excess.
- "Final Bond Retirement Date" means the date on which the Bonds are actually paid in full.
- "Financial Advisor" means D.A. Davidson & Co.
- "Governmental Obligations" means direct general obligations of, or obligations the timely payment of the principal of and interest on which is unconditionally guaranteed by the United States.
- "Gross Proceeds" as defined in Regulation 1.148-1(b), means any Proceeds of the Bonds and any replacement proceeds (as defined in Regulation 1.148-1(c)) of the Bonds.
- "Gross Proceeds Funds" means the Reserve Fund, Project Fund, Proceeds held to pay cost of issuance, and any other fund or account held for the benefit of the owners of the Bonds or containing Gross Proceeds of the Bonds except the Bond Fund and the Rebate Fund.

- "Issue Price" as defined in Regulation 1.148-1(b) and (f)(2), means the price paid by the Purchaser of the Bonds. The Issue Price is \$17,059,000, as set forth in Exhibit A.
- "Issuer" means the City of Indianola, a municipal corporation in the County of Warren, State of Iowa.
- "Minor Portion of the Bonds", as defined in Regulation 1.148-2(g), means the lesser of five (5) percent of Proceeds or \$100,000. The Minor Portion of the Bonds is computed to be \$100,000.
- "Nonpurpose Investments" means any investment property which is acquired with Gross Proceeds and is not acquired to carry out the governmental purpose of the Bonds, and may include but is not limited to U.S. Treasury bonds, corporate bonds, or certificates of deposit.
- "Proceeds" as defined in Regulation 1.148-1(b), means Sale Proceeds, investment proceeds and transferred proceeds of the Bonds.
- "Project" means the 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 including sums already expended that meet the requirements of Section 2.8 hereof, as more fully described in the Resolution.
- "Project Fund" shall mean the fund required to be established by the Resolution for the deposit of the Proceeds of the Notes.
- "Purchasers" means Iowa Finance Authority of Des Moines, Iowa, constituting the initial purchasers of the Bonds from the Issuer.
- "Rebate Amount" means the amount computed as described in this Certificate.
- "Rebate Fund" means the fund to be created, if necessary, pursuant to this Certificate.
- "Rebate Payment Date" means a date chosen by the Issuer which is not more than 60 days following each Computation Date or the Final Bond Retirement Date.
- "Regulations" means the Income Tax Regulations, amendments and successor provisions promulgated by the Department of the Treasury under Sections 103, 148 and 149 of the Code, or other Sections of the Code relating to "arbitrage bonds", including without limitation Regulations 1.148-1 through 1.148-11, 1.149(b)-1, 1.149-d(1), 1.150-1 and 1.150-2.

- "Replacement Proceeds" include, but are not limited to, sinking funds, amounts that are pledged as security for an issue, and amounts that are replaced because of a sufficiently direct nexus to a governmental purpose of an issue.
- "Resolution" means the resolution of the Issuer adopted on March 25, 2020, authorizing the issuance of the Bonds.
- "Sale Proceeds" as defined in Regulation 1.148-1(b), means any amounts actually or constructively received from the sale of the Bonds, including amounts used to pay underwriter's discount or compensation and accrued interest other than pre-issuance accrued interest.
- "Sinking Fund" means the Bond Fund.
- "SLGS" means demand deposit Treasury securities of the State and Local Government Series.
- "Tax Exempt Obligations" means bonds or other obligations the interest on which is excludable from the gross income of the owners thereof under Section 103 of the Code and include certain regulated investment companies, stock in tax-exempt mutual funds and demand deposit SLGS.
- "Taxable Obligations" means all investment property, obligations or securities other than Tax Exempt Obligations.
- "Verification Certificate" means the certificate attached to this Certificate as Exhibit A, establishing that the Purchaser will not reoffer or sell the Bonds to the public.

## ARTICLE II

### SPECIFIC CERTIFICATIONS, REPRESENTATIONS AND AGREEMENTS

The Issuer hereby certifies, represents and agrees as follows:

#### Section 2.1 Authority to Certify and Expectations

- (a) The undersigned officer of the Issuer along with other officers of the Issuer, are charged with the responsibility of issuing the Bonds.
- (b) This Certificate is being executed and delivered in part for the purposes specified in Section 1.148-2(b)(2) of the Regulations and is intended (among other purposes) to establish reasonable expectations of the Issuer at this time.
- (c) The Issuer has not been notified of any disqualification or proposed disqualification of it by the Commissioner of the Internal Revenue Service as a bond issuer which may certify bond issues under Section 1.148-2(b)(2) of the Regulations.

(d) The certifications, representations and agreements set forth in this Article II are made on the basis of the facts, estimates and circumstances in existence on the date hereof, including the following: (1) with respect to amounts expected to be received from delivery of the Bonds, amounts actually received, (2) with respect to payments of amounts into various funds or accounts, review of the authorizations or directions for such payments made by the Issuer pursuant to the Resolution and this Certificate, (3) with respect to the Issue Price, the certifications of the Purchasers as set forth in the Verification Certificate, (4) with respect to expenditure of the Proceeds of the Bonds, actual expenditures and reasonable expectations of the Issuer as to when the Proceeds will be spent for purposes of the Project, and (5) with respect to Bond Yield, review of the Verification Certificate. The Issuer has no reason to believe such facts, estimates or circumstances are untrue or incomplete in any material way.

(e) To the best of the knowledge and belief of the undersigned officer of the Issuer, there are no facts, estimates or circumstances that would materially change the representations, certifications or agreements set forth in this Certificate, and the expectations herein set out are reasonable.

(f) No arrangement exists under which the payment of principal or interest on the Bonds would be directly or indirectly guaranteed by the United States or any agency or instrumentality thereof.

(g) After the expiration of any applicable temporary periods, and excluding investments in a bona fide debt service fund or reserve fund, not more than five percent (5%) of the Proceeds of the Bonds will be (a) used to make loans which are guaranteed by the United States or any agency or instrumentality thereof, or (b) invested in federally insured deposits or accounts.

(h) The Issuer will file with the Internal Revenue Service in a timely fashion Form 8038-G, Information Return for Tax-Exempt Governmental Obligations with respect to the Bonds and such other reports required to comply with the Code and applicable Regulations.

(i) The Issuer will take no action which would cause the Bonds to become "private activity bonds" as defined in Section 141 (a) of the Code, including any use of the Project by any person other than a governmental unit if such use will be by other than a member of the general public. None of the Proceeds of the Bonds will be used directly or indirectly to make or finance loans to any person other than a governmental unit.

(j) The Issuer will make no change in the nature or purpose of the Project except as provided in Section 6.1 hereof.

(k) Except as provided in the Resolution, the Issuer will not establish any sinking fund, bond fund, reserve fund, debt service fund or other fund reasonably expected to be used to pay debt service on the Bonds (other than the Bond Fund and any Reserve Fund), exercise its option to redeem Bonds prior to maturity or effect a refunding of the Bonds.

(l) No bonds or other obligations of the Issuer (1) were sold in the 15 days preceding the date of sale of the Bonds, (2) were sold or will be sold within the 15 days after the date of sale of the Bonds, (3) have been delivered in the past 15 days or (4) will be delivered in the next 15 days pursuant to a common plan of financing for the issuance of the Bonds and payable out of substantially the same source of revenues.

(m) None of the Proceeds of the Bonds will be used directly or indirectly to replace funds of the Issuer used directly or indirectly to acquire obligations having a yield higher than the Bond Yield.

(n) No portion of the Bonds is issued for the purpose of investing such portion at a higher yield than the Bond Yield.

(o) The Issuer does not expect that the Proceeds of the Bonds will be used in a manner that would cause them to be "arbitrage bonds" as defined in Section 148(a) of the Code. The Issuer does not expect that the Proceeds of the Bonds will be used in a manner that would cause the interest on the Bonds to be includible in the gross income of the owners of the Bonds under the Code. The Issuer will not intentionally use any portion of the Proceeds to acquire higher yielding investments.

(p) The Issuer will not use the Proceeds of the Bonds to exploit the difference between tax-exempt and taxable interest rates to obtain a material financial advantage.

(q) The Issuer has not issued more Bonds, issued the Bonds earlier, or allowed the Bonds to remain outstanding longer than is reasonably necessary to accomplish the governmental purposes of the Bonds.

(r) The Bonds will not be Hedge Bonds as described in Section 149(g)(3) of the Code because the Issuer reasonably expects that it will meet the Expenditure test set forth in Section 2.5(b) hereof and that 50% or more of the Proceeds will not be invested in Nonpurpose Investments having a substantially guaranteed yield for four or more years.

Except for costs of issuance, all Sale Proceeds and investment earnings thereon will be expended for costs of the type that would be chargeable to capital accounts under the Code pursuant to federal income tax principles if the Issuer were treated as a corporation subject to federal income taxation.

## Section 2.2 Receipts and Expenditures of Sale Proceeds

Sale Proceeds received at Closing are expected to be deposited and expended as follows:

(a) \$146,442.50 representing costs of issuing the Bonds and the Initiation Fee (\$85,295) will be used within six months of the Closing Date to pay the costs of issuance of the Bonds (with any excess remaining on deposit in the Project Fund); and

(b) \$16,912,557.50 will be deposited into the Project Fund and will be used together with earnings thereon to pay the costs of the Project and will not exceed the amount necessary to accomplish the governmental purposes of the Bonds.

### Section 2.3 Purpose of Bonds

The Issuer is issuing the Bonds 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 2.4 Facts Supporting Tax-Exemption Classification

#### Governmental Bonds

##### Private Business Use/Private Security or Payment Tests

The Bonds are considered to be governmental bonds, not subject to the provisions of the alternate minimum tax. Proceeds of the Bonds will be used for the purpose of paying costs of construction of certain improvements and extensions to the Sewer System Utility of the City, including those costs associated with the Morlock Lift Station project, discharge sanitary force main and improvements to the downstream gravity sanitary sewer, with related work. All of the financed facilities are owned by the City and are expected to be used by the public generally, including industrial users. There are no contractual arrangements or agreements between the City and any contributing industry using the Sewer System Utility, and there are no other lease, management contract or other similar arrangements with respect to the Sewer System Utility.

Contributing industries using the Sewer System Utility may be or become subject to additional surcharges above the current user charges, depending on the strength and volume of the waste they generate. All such surcharges, however, are or will be imposed by virtue of City ordinances applicable to all entities meeting the standards set forth therein. No other charges or payments will be imposed or paid to the City by any contributing industry for wastewater treatment services or Project-related construction and acquisition beyond those mandated by ordinance for certain classes of users.

##### Private Loan Financing Test

No amount of Proceeds of the Bonds is to be used directly or indirectly to make or finance loans to persons other than governmental units.

### Section 2.5 Facts Supporting Temporary Periods for Proceeds

(a) Time Test. Not later than six months after the Closing Date, the Issuer will incur a substantial binding obligation to a third party to expend at least 5% of the net Sale Proceeds of the Bonds.

(b) Expenditure Test. Not less than 85% of the net Sale Proceeds will be expended for Project costs, including the reimbursement of other funds expended to date, within a three-year temporary period from the Closing Date.

(c) Due Diligence Test. Not later than six months after Closing, work on the Project will have commenced and will proceed with due diligence to completion.

(d) Proceeds of the Bonds representing less than six months accrued interest on the Bonds will be spent within six months of this date to pay interest on the Bonds, and will be invested without restriction as to yield for a temporary period not in excess of six months.

#### Section 2.6 Resolution Funds at Restricted or Unrestricted Yield

(a) Proceeds of the Bonds will be held and accounted for in the manner provided in the Resolution. The Issuer has not and does not expect to create or establish any other bond fund, reserve fund, or similar fund or account for the Bonds. The Issuer has not and will not pledge any moneys or Taxable Obligations in order to pay debt service on the Bonds or restrict the use of such moneys or Taxable Obligations so as to give reasonable assurances of their availability for such purposes.

(b) Any monies which are invested beyond a temporary period are expected to constitute less than a major portion of the Bonds or to be restricted for investment at a yield not greater than one-eighth of one percent above the Bond Yield.

(c) The Issuer has established and will use the Bond Fund primarily to achieve a proper matching of revenues and debt service within each Bond Year and the Issuer will apply moneys deposited into the Bond Fund to pay the principal of and interest on the Bonds. Such Fund will be depleted at least once each Bond Year except for a reasonable carryover amount. The carryover amount will not exceed the greater of (1) one year's earnings on the Bond Fund or (2) one-twelfth of Annual Debt Service. The Issuer will spend moneys deposited from time to time into such fund within 13 months after the date of deposit. Revenues, intended to be used to pay debt service on the Bonds, will be deposited into the Bond Fund as set forth in the Resolution. The Issuer will spend interest earned on moneys in such fund not more than 12 months after receipt. Accordingly, the Issuer will treat the Bond Fund as a bona fide debt service fund as defined in Regulation 1.148-1(b).

Investment of amounts on deposit in the Bond Fund will not be subject to arbitrage rebate requirements as the Bonds meet the safe harbor set forth in Regulation 1.148-3(k), because the average annual debt service on the Bonds will not exceed \$2,500,000.

(d) The Minor Portion of the Bonds will be invested without regard to yield.

## Section 2.7 Pertaining to Yields

(a) The purchase price of all Taxable Obligations to which restrictions apply under this Certificate as to investment yield or rebate of Excess Earnings, if any, has been and shall be calculated using (i) the price taking into account discount, premium and accrued interest, as applicable, actually paid or (ii) the fair market value if less than the price actually paid and if such Taxable Obligations were not purchased directly from the United States Treasury. The Issuer will acquire all such Taxable Obligations directly from the United States Treasury or in an arm's length transaction without regard to any amounts paid to reduce the yield on such Taxable Obligations. The Issuer will not pay or permit the payment of any amounts (other than to the United States) to reduce the yield on any Taxable Obligations. Obligations pledged to the payment of debt service on the Bonds, or deposited into any reserve fund after they have been acquired by the Issuer will be treated as though they were acquired for their fair market value on the date of such pledge or deposit. Obligations on deposit in any reserve fund on the Closing Date shall be treated as if acquired for their fair market value on the Closing Date.

(b) Qualified guarantees have not been used in computing yield.

(c) The Bond Yield has been computed as not less than 2.750124% percent. This Bond Yield has been computed on the basis of a purchase price for the Bonds equal to the Issue Price.

## Section 2.8 Reimbursement Bonds

(a) Not later than 60 days after payment of Original Expenditures, the Issuer has adopted an Official Intent and has declared its intention to make a Reimbursement Allocation of Original Expenditures incurred in connection with Project Segment(s) from proceeds of the Reimbursement Bonds.

(b) The Reimbursement Allocation will occur on or before the later of (i) eighteen months after the Original Expenditures are paid or (ii) eighteen months after the first Project Segment is placed in service, but in no event more than three years after the Original Expenditures are paid.

(c) No other Reimbursement Allocation will be made except for Preliminary Expenditures.

(d) The Reimbursement Allocation has not been undertaken to avoid, in whole or in part, arbitrage yield restrictions or arbitrage rebate requirements and will not employ an abusive arbitrage device under Regulation 1.148-10.

(e) Within one year of the Closing Date, the Reimbursement Allocation will not be used in a manner that results in the creation of replacement proceeds, as defined in Regulation 1.148-1.

(f) For purposes of Section 2.8, the following terms shall have the meanings set forth below:

(1) "Official Intent" means a declaration of intent described under Regulation 1.150-2 to reimburse Original Expenditures with the proceeds of the Bonds.

(2) "Original Expenditure" means an expenditure for a governmental purpose that is originally paid from a source other than the Reimbursement Bonds.

(3) "Preliminary Expenditures", as defined in Regulation 1.150-2(f)(2), means architectural, engineering, surveying, soil tests, Reimbursement Bond issuance costs, and similar costs incurred prior to commencement of construction, rehabilitation or acquisition of a Project Segment which do not exceed 20% of the Issue Price of the portion of the Bonds that finances the Project Segment for which they were incurred.

(4) "Project Segment" means the costs, described in an Official Intent of the Issuer, incurred prior to the Closing Date to acquire, construct, or improve land, buildings or equipment excluding current operating expenses but including costs of issuing the Reimbursement Bonds.

(5) "Reimbursement Allocation" means written evidence of the use of Reimbursement Bond proceeds to reimburse a fund of the Issuer for Original Expenditures paid or advanced prior to the Closing Date and incurred in connection with a Project Segment.

(6) "Reimbursement Bonds" means the portion of the Bonds which are allocated to reimburse the Original Expenditures paid prior to the Closing Date and incurred in connection with a Project Segment.

### ARTICLE III

#### REBATE

##### Section 3.1 Records

Sale Proceeds of the Bonds will be held and accounted for in the manner provided in the Resolution. The Issuer will maintain adequate records for funds created by the Resolution and this Certificate including all deposits, withdrawals, transfers from, transfers to, investments, reinvestments, sales, purchases, redemptions, liquidations and use of money or obligations until six years after the Final Bond Retirement Date.

##### Section 3.2 Rebate Fund

(a) In the Resolution, the Issuer has covenanted to pay to the United States the Rebate Amount, an amount equal to the Excess Earnings on the Gross Proceeds Funds, if any, at the times and in the manner required or permitted and subject to stated special rules and allowable exceptions.

(b) The Issuer may establish a fund pursuant to the Resolution and this Certificate which is herein referred to as the Rebate Fund. The Issuer will invest and expend amounts on deposit in the Rebate Fund in accordance with this Certificate.

(c) Moneys in the Rebate Fund shall be held by the Issuer or its designee and, subject to Sections 3.4, 3.5 and 6.1 hereof, shall be held for future payment to the United States as contemplated under the provisions of this Certificate and shall not constitute part of the trust estate held for the benefit of the owners of the Bonds or the Issuer.

(d) The Issuer will pay to the United States from legally available money of the Issuer (whether or not such available money is on deposit in any fund or account related to the Bonds) any amount which is required to be paid to the United States.

### Section 3.3 Exceptions to Rebate

The Issuer reasonably expects that the Bonds are eligible for one or more exceptions from the arbitrage rebate rules set forth in the Regulations. If any Proceeds are ineligible, or become ineligible, for an exception to the arbitrage rebate rules, the Issuer will comply with the provisions of this Article III. A description of the applicable rebate exception(s) is as follows:

- Eighteen-Month Exception

The Gross Proceeds of the Bonds are expected to be expended for the governmental purposes for which the Bonds were issued in accordance with the following schedule:

- 1) 15 percent spent within six months of the Closing Date;
- 2) 60 percent spent within one year of the Closing Date;
- 3) 100 percent spent within eighteen months of the Closing Date (subject to 5 percent retainage for not more than one year).

In any event, the Issuer expects that the 5% reasonable retainage will be spent within 30 months of the Closing Date. For purposes of determining compliance with the six-month and twelve-month spending periods, the amount of investment earnings included shall be based on the Issuer's reasonable expectations that the average annual interest rate on investments will be not more than 3%. For purposes of determining compliance with the eighteen-month spending period, the amount of investment earnings included shall be based on actual earnings. If the Issuer fails to meet the foregoing expenditure schedule, the Issuer shall comply with the arbitrage rebate requirements of the Code.

- Election to Treat as Construction Bonds.

The Issuer reasonably expects that more than 75 percent of the "available construction proceeds" ("ACP") of the Bonds, as defined in Section 148(f)(4)(C)(vi) of the Code, will be used for construction expenditures. ACP includes the issue price of the issue plus the earnings on such issue. Not less than the following percentages of the ACP will be spent within the following periods:

- 1) 10 percent spent within six months of the Closing Date;
- 2) 45 percent spent within one year of the Closing Date;
- 3) 75 percent spent within eighteen months of the Closing Date;
- 4) 100 percent spent within two years of the Closing Date (subject to 5 percent retainage for not more than one year).

In any event, the Issuer expects that the 5% reasonable retainage will be spent within a three-year period beginning on the Closing Date. A failure to spend an amount that does not exceed the lesser of (i) 3% of the issue price or (ii) \$250,000, is disregarded if the Issuer exercises due diligence to complete the Project.

- Election with respect to future earnings

Pursuant to Section 1.148-7(f)(2) of the Regulations, the Issuer elects to use actual investment earnings of the ACP in determining compliance with the above schedule.

If the Issuer fails to meet the foregoing expenditure schedule, the Issuer shall comply with the arbitrage rebate requirements of the Code.

#### Section 3.4 Calculation of Rebate Amount

(a) As soon after each Computation Date as practicable, the Issuer shall, if necessary, calculate and determine the Excess Earnings on the Gross Proceeds Funds (the "Rebate Amount"). All calculations and determinations with respect to the Rebate Amount will be made on the basis of actual facts as of the Computation Date and reasonable expectations as to future events.

(b) If the Rebate Amount exceeds the amount currently on deposit in the Rebate Fund, the Issuer may deposit an amount in the Rebate Fund such that the balance in the Rebate Fund after such deposit equals the Rebate Amount. If the amount in the Rebate Fund exceeds the Rebate Amount, the Issuer may withdraw such excess amount provided that such withdrawal can be made from amounts originally transferred to the Rebate Fund and not from earnings thereon, which may not be transferred, and only if such withdrawal may be made without liquidating investments at a loss.

#### Section 3.5 Rebate Requirements and the Bond Fund

It is expected that the Bond Fund described in the Resolution and Section 2.6(c) of this Certificate will be treated as a bona fide debt service fund as defined in Regulation 1.148-1(b). As such, any amount earned during a Bond Year on the Bond Fund and amounts earned on such amounts, if allocated to the Bond Fund, will not be taken into account in calculating the Rebate Amount for the reasons outlined in Section 2.6(c) hereof. However, should the Bond Fund cease to be treated as a bona fide debt service fund, the Bond Fund will become subject to the rebate requirements set forth in Section 3.4 hereof.

### Section 3.6 Investment of the Rebate Fund

(a) Immediately upon a transfer to the Rebate Fund, the Issuer may invest all amounts in the Rebate Fund not already invested and held in the Rebate Fund, to the extent possible, in (1) SLGS, such investments to be made at a yield of not more than one-eighth of one percent above the Bond Yield, (2) Tax Exempt Obligations, (3) direct obligations of the United States or (4) certificates of deposit of any bank or savings and loan association. All investments in the Rebate Fund shall be made to mature not later than the next Rebate Payment Date.

(b) If the Issuer invests in SLGS, the Issuer shall file timely subscription forms for such securities (if required). To the extent possible, amounts received from maturing SLGS shall be reinvested immediately in zero yield SLGS maturing on or before the next Rebate Payment Date.

### Section 3.7 Payment to the United States

(a) On each Rebate Payment Date, the Issuer will pay to the United States at least ninety percent (90%) of the Rebate Amount less a computation credit of \$1,000 per Bond Year for which the payment is made.

(b) The Issuer will pay to the United States not later than sixty (60) days after the Final Bond Retirement Date all the rebatable arbitrage as of such date and any income attributable to such rebatable arbitrage as described in Regulation 1.148-3(f)(2).

(c) If necessary, on each Rebate Payment Date, the Issuer will mail a check to the Internal Revenue Service Center, Ogden, UT 84201. Each payment shall be accompanied by a copy of Form 8038-T, Arbitrage Rebate, filed with respect to the Bonds or other information reporting form as is required to comply with the Code and applicable Regulations.

### Section 3.8 Records

(a) The Issuer will keep and retain adequate records with respect to the Bonds, the Gross Proceeds Funds, the Bond Fund, the Reserve Fund, and the Rebate Fund until six years after the Final Bond Retirement Date. Such records shall include descriptions of all calculations of amounts transferred to the Rebate Fund, if any, and descriptions of all calculations of amounts paid to the United States as required by this Certificate. Such records will also show all amounts earned on moneys invested in such funds, and the actual dates and amounts of all principal, interest and redemption premiums (if any) paid on the Bonds.

(b) Records relating to the investments in such Funds shall completely describe all transfers, deposits, disbursements and earnings including:

(1) a complete list of all investments and reinvestments of amounts in each such Fund including, if applicable, purchase price, purchase date, type of security, accrued interest paid, interest rate, dated date, principal amount, date of

maturity, interest payment dates, date of liquidation, receipt upon liquidation, market value of such investment on the Final Bond Retirement Date if held by the Issuer on the Final Bond Retirement Date, and market value of the investment on the date pledged to the payment of the Bonds or the date of deposit into the Reserve Fund, or the Closing Date if different from the purchase date.

(2) the amount and source of each payment to, and the amount, purpose and payee of each payment from, each such Fund.

### Section 3.9 Additional Payments

The Issuer hereby agrees to pay to the United States from legally available money of the Issuer (whether or not such available money is on deposit in any fund or account related to the Bonds) any amount which is required to be paid to the United States, but which is not available in a fund related to the Bonds for transfer to the Rebate Fund or payment to the United States.

## ARTICLE IV

### INVESTMENT RESTRICTIONS

#### Section 4.1 Avoidance of Prohibited Payments

The Issuer will not enter into any transaction that reduces the amount required to be deposited into the Rebate Fund or paid to the United States because such transaction results in a smaller profit or a larger loss than would have resulted if the transaction had been at arm's length and had the Bond Yield not been relevant to either party. The Issuer will not invest or direct the investment of any funds in a manner which reduces an amount required to be paid to the United States because such transaction results in a small profit or larger loss than would have resulted if the transaction had been at arm's length and had the Bond Yield not been relevant to the Issuer. In particular, notwithstanding anything to the contrary contained herein or in the Resolution, the Issuer will not invest or direct the investment of any funds in a manner which would violate any provision of this Article IV.

#### Section 4.2 Market Price Requirement

(a) The Issuer will not purchase or direct the purchase of Taxable Obligations for more than the then available market price for such Taxable Obligations. The Issuer will not sell, liquidate or direct the sale or liquidation of Taxable Obligations for less than the then available market price.

(b) For purposes of this Certificate, United States Treasury obligations purchased directly from the United States Treasury will be deemed to be purchased at the market price.

#### Section 4.3 Investment in Certificates of Deposit

(a) Notwithstanding anything to the contrary contained herein or in the Resolution, the Issuer will invest or direct the investment of funds on deposit in the

Reserve Fund, any other Gross Proceeds Fund, the Bond Fund, and the Rebate Fund, in a certificate of deposit of a bank or savings bank which is permitted by law and by the Resolution only if the purchase price of such a certificate of deposit is treated as its fair market value on the purchase date and if the yield on the certificate of deposit is not less than (1) the yield on reasonably comparable direct obligations of the United States; and (2) the highest yield that is published or posted by the provider to be currently available from the provider on reasonably comparable certificates of deposit offered to the public.

(b) The certificate of deposit described in paragraph 4.3(a) above must be executed by a dealer who maintains an active secondary market in comparable certificates of deposit and must be based on actual trades adjusted to reflect the size and term of that certificate of deposit and the stability and reputation of the bank or savings bank issuing the certificate of deposit.

#### Section 4.4 Investment Pursuant to Investment Contracts and Agreements

The Issuer will invest or direct the investment of funds on deposit in the Gross Proceeds Funds, the Bond Fund, and the Rebate Fund pursuant to an investment contract (including a repurchase agreement) only if all of the following requirements are satisfied:

(a) The Issuer makes a bona fide solicitation for the purchase of the investment. A bona fide solicitation is a solicitation that satisfies all of the following requirements:

(1) The bid specifications are in writing and are timely forwarded to potential providers.

(2) The bid specifications include all material terms of the bid. A term is material if it may directly or indirectly affect the yield or the cost of the investment.

(3) The bid specifications include a statement notifying potential providers that submission of a bid is a representation that the potential provider did not consult with any other potential provider about its bid, that the bid was determined without regard to any other formal or informal agreement that the potential provider has with the issuer or any other person (whether or not in connection with the Bonds), and that the bid is not being submitted solely as a courtesy to the issuer or any other person for purposes of satisfying the requirements of paragraph (d)(6)(iii)(B)(1) or (2) of Section 1.148-5 of the Regulations.

(4) The terms of the bid specifications are commercially reasonable. A term is commercially reasonable if there is a legitimate business purpose for the term other than to increase the purchase price or reduce the yield of the investment.

(5) For purchases of guaranteed investment contracts only, the terms of the solicitation take into account the Issuer's reasonably expected deposit and drawdown schedule for the amounts to be invested.

(6) All potential providers have an equal opportunity to bid and no potential provider is given the opportunity to review other bids (i.e., a last look) before providing a bid.

(7) At least three reasonably competitive providers are solicited for bids. A reasonably competitive provider is a provider that has an established industry reputation as a competitive provider of the type of investments being purchased.

(b) The bids received by the Issuer meet all of the following requirements:

(1) The Issuer receives at least three bids from providers that the Issuer solicited under a bona fide solicitation meeting the requirements of paragraph (d)(6)(iii)(A) of Section 1.148-5 of the Regulations and that do not have a material financial interest in the issue. A lead underwriter in a negotiated underwriting transaction is deemed to have a material financial interest in the issue until 15 days after the issue date of the issue. In addition, any entity acting as a financial advisor with respect to the purchase of the investment at the time the bid specifications are forwarded to potential providers has a material financial interest in the issue. A provider that is a related party to a provider that has a material financial interest in the issue is deemed to have a material financial interest in the issue.

(2) At least one of the three bids described in paragraph (d)(6)(iii)(B)(1) of Section 1.148-5 of the Regulations is from a reasonably competitive provider, within the meaning of paragraph (d)(6)(iii)(A)(7) of Section 1.148-5 of the Regulations.

(3) If the Issuer uses an agent to conduct the bidding process, the agent did not bid to provide the investment.

(c) The winning bid meets the following requirements:

(1) Guaranteed investment contracts. If the investment is a guaranteed investment contract, the winning bid is the highest yielding bona fide bid (determined net of any broker's fees).

(2) Other investments. If the investment is not a guaranteed investment contract, the winning bid is the lowest cost bona fide bid (including any broker's fees).

(d) The provider of the investments or the obligor on the guaranteed investment contract certifies the administrative costs that it pays (or expects to pay, if any) to third parties in connection with supplying the investment.

(e) The Issuer will retain the following records with the bond documents until three years after the last outstanding bond is redeemed:

(1) For purchases of guaranteed investment contracts, a copy of the contract, and for purchases of investments other than guaranteed investment contracts, the purchase agreement or confirmation.

(2) The receipt or other record of the amount actually paid by the Issuer for the investments, including a record of any administrative costs paid by the Issuer, and the certification under paragraph (d)(6)(iii)(D) of Section 1.148-5 of the Regulations.

(3) For each bid that is submitted, the name of the person and entity submitting the bid, the time and date of the bid, and the bid results.

(4) The bid solicitation form and, if the terms of the purchase agreement or the guaranteed investment contract deviated from the bid solicitation form or a submitted bid is modified, a brief statement explaining the deviation and stating the purpose for the deviation.

(5) For purchases of investments other than guaranteed investment contracts, the cost of the most efficient portfolio of State and Local Government Series Securities, determined at the time that the bids were required to be submitted pursuant to the terms of the bid specifications.

#### Section 4.5 Records

The Issuer will maintain records of all purchases, sales, liquidations, investments, reinvestments, redemptions, disbursements, deposits, and transfers of amounts on deposit.

#### Section 4.6 Investments to be Legal

All investments required to be made pursuant to this Certificate shall be made to the extent permitted by law. In the event that any such investment is determined to be ultra vires, it shall be liquidated and the proceeds thereof shall be invested in a legal investment, provided that prior to reinvesting such proceeds, the Issuer shall obtain an opinion of Bond Counsel to the effect that such reinvestment will not cause the Bonds to become arbitrage bonds under Sections 103, 148, 149, or any other applicable provision of the Code.

### ARTICLE V

#### GENERAL COVENANTS

The Issuer hereby covenants to perform all acts within its power necessary to ensure that the reasonable expectations set forth in Article II hereof will be realized. The Issuer reasonably expects to comply with all covenants contained in this Certificate.

## ARTICLE VI

### AMENDMENTS AND ADDITIONAL AGREEMENTS

#### Section 6.1 Opinion of Bond Counsel; Amendments

The various provisions of this Certificate need not be observed and this Certificate may be amended or supplemented at any time by the Issuer if the Issuer receives an opinion or opinions of Bond Counsel that the failure to comply with such provisions will not cause any of the Bonds to become "arbitrage bonds" under the Code and that the terms of such amendment or supplement will not cause any of the Bonds to become "arbitrage bonds" under the Code, or otherwise cause interest on any of the Bonds to become includable in gross income for federal income tax purposes.

#### Section 6.2 Additional Covenants, Agreements

The Issuer hereby covenants to make, execute and enter into (and to take such actions, if any, as may be necessary to enable it to do so) such agreements as may be necessary to comply with any changes in law or regulations in order to preserve the tax-exempt status of the Bonds to the extent that it may lawfully do so. The Issuer further covenants (1) to impose such limitations on the investment or use of moneys or investments related to the Bonds, (2) to make such payments to the United States Treasury, (3) to maintain such records, (4) to perform such calculations, and (5) to perform such other lawful acts as may be necessary to preserve the tax-exempt status of the Bonds.

#### Section 6.3 Internal Revenue Service Audits

The Internal Revenue Service has not audited the Issuer regarding any obligations issued by or on behalf of the Issuer. To the best knowledge of the Issuer, no such obligations of the Issuer are currently under examination by the Internal Revenue Service.

#### Section 6.4 Amendments

Except as otherwise provided in Section 6.1 hereof, all the rights, powers, duties and obligations of the Issuer shall be irrevocable and binding upon the Issuer and shall not be subject to amendment or modification by the Issuer.

IN WITNESS WHEREOF, the Issuer has caused this Certificate to be executed by its duly authorized officer, all as of the day first above written.

\_\_\_\_\_  
City Treasurer, City of Indianola, State of Iowa

(SEAL)

**EXHIBIT A**

**VERIFICATION CERTIFICATE OF THE PURCHASER**

The undersigned Executive Director of the Iowa Finance Authority (the "Purchaser"), hereby certifies as follows:

1. The Purchaser and the City of Indianola, Iowa (the "Issuer"), have entered into a Loan and Disbursement Agreement (the "Agreement"), providing for the purchase of a \$17,059,000 Sewer Revenue Capital Loan Note of the City dated as of the date of delivery (the "Notes").

2. The Agreement is in full force and effect and has not been repealed, rescinded or amended.

3. The Purchaser hereby confirms that the Notes were purchased at par and will not be reoffered to the public, the terms of purchase being as follows:

<u>Principal Amount Issued</u>	<u>Principal Amount Sold</u>	<u>Interest Rate</u>	<u>Price (% of par) (do not include accrued interest)</u>
\$17,059,000	None	2.75%	100%

IN WITNESS WHEREOF, the Purchaser has caused this Verification Certificate to be executed by its duly authorized officer this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

IOWA FINANCE AUTHORITY

By: \_\_\_\_\_  
Its: Executive Director

**ITEMS TO INCLUDE ON AGENDA**

**CITY OF INDIANOLA, IOWA**

\$17,059,000 Sewer Revenue Capital Loan Notes.

- Approve form of Tax Exemption Certificate.
- Resolution approving and authorizing a form of Loan and Disbursement Agreement by and between the City of Indianola, Iowa, and the Iowa Finance Authority, and authorizing and providing for the issuance and securing the payment of \$17,059,000 Sewer Revenue Capital Loan Notes, Series 2020, of the City of Indianola, Iowa, under the provisions of the Code of Iowa, and providing for a method of payment of said Notes.

NOTICE MUST BE GIVEN PURSUANT TO IOWA CODE  
CHAPTER 21 AND THE LOCAL RULES OF THE CITY.

March 25, 2020

The City Council of the City of Indianola, State of Iowa, met in \_\_\_\_\_ session, in the Council Chambers, City Hall, 110 N. 1st Street, Indianola, Iowa, at \_\_\_\_\_ .M., on the above date. There were present Mayor \_\_\_\_\_, in the chair, and the following named Council Members:

\_\_\_\_\_

Absent: \_\_\_\_\_

Vacant: \_\_\_\_\_

\* \* \* \* \*

Council Member \_\_\_\_\_ moved that the form of Tax Exemption Certificate and Loan and Disbursement Agreement be placed on file and approved. Council Member \_\_\_\_\_ seconded the motion and the roll being called thereon, the vote was as follows:

AYES: \_\_\_\_\_

\_\_\_\_\_

NAYS: \_\_\_\_\_

Council Member \_\_\_\_\_ introduced the following Resolution entitled "A RESOLUTION APPROVING AND AUTHORIZING A FORM OF LOAN AND DISBURSEMENT AGREEMENT BY AND BETWEEN THE CITY OF INDIANOLA, IOWA AND THE IOWA FINANCE AUTHORITY, AND AUTHORIZING AND PROVIDING FOR THE ISSUANCE AND SECURING THE PAYMENT OF \$17,059,000 SEWER REVENUE CAPITAL LOAN NOTES, SERIES 2020, OF THE CITY OF INDIANOLA, IOWA, UNDER THE PROVISIONS OF THE CODE OF IOWA, AND PROVIDING FOR A METHOD OF PAYMENT OF SAID NOTES", and moved its adoption. 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:

CITY OF INDIANOLA, IOWA  
RESOLUTION \_\_\_\_\_

A RESOLUTION APPROVING AND AUTHORIZING A FORM OF LOAN AND DISBURSEMENT AGREEMENT BY AND BETWEEN THE CITY OF INDIANOLA, IOWA AND THE IOWA FINANCE AUTHORITY, AND AUTHORIZING AND PROVIDING FOR THE ISSUANCE AND SECURING THE PAYMENT OF \$17,059,000 SEWER REVENUE CAPITAL

LOAN NOTES, SERIES 2020, OF THE CITY OF INDIANOLA,  
IOWA, UNDER THE PROVISIONS OF THE CODE OF IOWA,  
AND PROVIDING FOR A METHOD OF PAYMENT OF SAID  
NOTES

WHEREAS, the City Council of the City of Indianola, Iowa, sometimes hereinafter referred to as the "Issuer", has heretofore established charges, rates and rentals for services which are and will continue to be collected as system revenues of the municipal sewer system, sometimes hereinafter referred to as the "System", and said revenues are available for the payment of Sewer Revenue Capital Loan Notes, Series 2020, subject to the following premises; and

WHEREAS, Issuer proposes to issue its Sewer Revenue Capital Loan Notes, Series 2020, to the extent of \$17,059,000, for the purpose of defraying the costs of the Project as set forth in Section 1 of this Resolution; and, it is deemed necessary and advisable and in the best interests of the City that a form of Loan and Disbursement Agreement by and between the City and the Iowa Finance Authority, be approved and authorized; and

WHEREAS, there have been heretofore issued Sewer Revenue Capital Loan Notes, Series 2009, 2013 and 2017, part of which remain outstanding and are a lien on the Net Revenues of the System. In the Prior Note Resolutions authorizing the issuance of the Outstanding Obligations, it is provided that additional revenue notes or bonds may be issued on a parity with the outstanding notes or bonds, for the costs of future improvements and extensions to the System, provided that there has been procured and placed on file with the City Clerk, a statement complying with the conditions and limitations therein imposed upon the issuance of said parity notes or bonds; and

WHEREAS, the Original Purchaser of the current issue of Notes also purchased and holds the Outstanding Obligations issue and has waived any requirement in the resolution authorizing the Outstanding Obligations to obtain a "parity certificate" from an independent auditor, and hereby consents to the current issue on an equal parity to the Outstanding Obligations; and

WHEREAS, the notice of intention of Issuer to take action for the issuance of not to exceed \$36,815,000 Sewer Revenue Capital Loan Notes, Series 2020, have heretofore been duly published and no objections to such proposed action have been filed.

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

Section 1. Definitions. The following terms shall have the following meanings in this Resolution unless the text expressly or by necessary implication requires otherwise:

◆ "Additional Obligations" shall mean any sewer revenue bonds or notes or other obligations issued on a parity with the Notes in accordance with the provisions of Section 21 hereof.

◆ "Agreement" shall mean a Loan and Disbursement Agreement dated as of the Closing between the City and the Original Purchaser relating to the Loan made to the City under the Program.

◆ "City Clerk" shall mean the City Clerk or such other officer of the successor Governing Body as shall be charged with substantially the same duties and responsibilities.

◆ "Closing" shall mean the date of delivery of the Note to the Original Purchaser and the funding of the Loan.

◆ "Corporate Seal" shall mean the official seal of Issuer adopted by the Governing Body.

◆ "Fiscal Year" shall mean the twelve months' period beginning on July 1 of each year and ending on the last day of June of the following year, or any other consecutive twelve-month period adopted by the Governing Body or by law as the official accounting period of the System; provided, that the requirements of a fiscal year as expressed in this Resolution shall exclude any payment of principal or interest falling due on the first day of the fiscal year and include any payment of principal or interest falling due on the first day of the succeeding fiscal year.

◆ "Governing Body" shall mean the City Council, or its successor in function with respect to the operation and control of the System.

◆ "Independent Auditor" shall mean an independent firm of certified public accountants or the Auditor of State.

◆ "Issuer" and "City" shall mean the City of Indianola, Iowa.

◆ "Loan" shall mean the principal amount allocated by the Original Purchaser to the City under the Program, equal in amount to the principal amount of the Notes.

◆ "Net Revenues" shall mean gross earnings of the System after deduction of Current Expenses; "Current Expenses" shall mean and include the reasonable and necessary cost of operating, maintaining, repairing and insuring the System, including purchases at wholesale, if any, salaries, wages, and costs of materials and supplies, but excluding depreciation and principal of and interest on the Notes and any Parity Obligations or payments to the various funds established herein; capital costs, depreciation and interest or principal payments are not System expenses.

◆ "Notes" or "Note" shall mean \$17,059,000 Sewer Revenue Capital Loan Notes, Series 2020, authorized to be issued by this Resolution.

◆ "Original Purchaser" shall mean the Iowa Finance Authority, as the purchaser of the Notes from Issuer at the time of their original issuance.

◆ "Outstanding Obligations" shall mean the Sewer Revenue Capital Loan Notes, Series 2009, as amended by rate reset in 2019, Sewer Revenue Capital Loan Notes, Taxable Series 2013 and Sewer Revenue Capital Loan Notes, Series 2017, issued in accordance with the Prior Note Resolutions, which obligations are still outstanding and unpaid and remain a lien on the Net Revenues of the System.

◆ "Parity Obligations" shall mean notes or bonds payable solely from the Net Revenues of the System on an equal basis with the Notes herein authorized to be issued and shall include Additional Obligations as authorized to be issued under the terms of this Resolution and the Outstanding Obligations.

◆ "Paying Agent" shall mean the City Clerk, or such successor as may be approved by Issuer as provided herein and who shall carry out the duties prescribed herein as Issuer's Agent to provide for the payment of principal of and interest on the Notes as the same shall become due.

◆ "Permitted Investments" shall mean:

- direct obligations of (including obligations issued or held in book entry form on the books of) the Department of the Treasury of the United States of America;

- cash (insured at all times by the Federal Deposit Insurance Corporation or otherwise collateralized with obligations described in the above paragraph);

- obligations of any of the following federal agencies which obligations represent full faith and credit of the United States of America, including:

- Export - Import Bank

- Farm Credit System Financial Assistance Corporation

- USDA - Rural Development

- General Services Administration

- U.S. Maritime Administration

- Small Business Administration

- Government National Mortgage Association (GNMA)

- U.S. Department of Housing & Urban Development (PHA's)

- Federal Housing Administration

- repurchase agreements whose underlying collateral consists of the investments set out above if the Issuer takes delivery of the collateral either directly or through an authorized custodian. Repurchase agreements do not include reverse repurchase agreements;

- senior debt obligations rated "AAA" by Standard & Poor's Corporation (S&P) or "Aaa" by Moody's Investors Service Inc. (Moody's) issued by the Federal National Mortgage Association or the Federal Home Loan Mortgage Corporation;
- U.S. dollar denominated deposit accounts, federal funds and banker's acceptances with domestic commercial banks which have a rating on their short-term certificates of deposit on the date of purchase of "A-1" or "A-1+" by S&P or "P-1" by Moody's and maturing no more than 360 days after the date of purchase (ratings on holding companies are not considered as the rating of the bank);
- commercial paper which is rated at the time of purchase in the single highest classification, "A-1+" by S&P or "P-1" by Moody's and which matures not more than 270 days after the date of purchase;
- investments in a money market fund rated "AAAm" or "AAAm-G" or better by S&P;
- pre-refunded Municipal Obligations, defined as any bonds or other obligations of any state of the United States of America or of any agency, instrumentality or local governmental unit of any such state which are not callable at the option of the obligor prior to maturity or as to which irrevocable instructions have been given by the obligor to call on the date specified in the notice; and (a) which are rated, based on an irrevocable escrow account or fund (the "escrow"), in the highest rating category of S&P or Moody's or any successors thereto; or (b)(i) which are fully secured as to principal and interest and redemption premium, if any, by an escrow consisting only of cash or direct obligations of the Department of the Treasury of the United States of America, which escrow may be applied only to the payment of such principal of and interest and redemption premium, if any, on such bonds or other obligations on the maturity date or dates thereof or the specified redemption date or dates pursuant to such irrevocable instructions, as appropriate; and (ii) which escrow is sufficient, as verified by a nationally recognized independent certified public accountant, to pay principal of and interest and redemption premium, if any, on the bonds or other obligations described in this paragraph on the maturity date or dates specified in the irrevocable instructions referred to above, as appropriate;
- tax exempt bonds as defined and permitted by section 148 of the Internal Revenue Code and applicable regulations and only if rated within the two highest classifications as established by at least one of the standard rating services approved by the superintendent of banking by rule adopted pursuant to chapter 17A Code of Iowa;
- an investment contract rated within the two highest classifications as established by at least one of the standard rating services approved by the

superintendent of banking by rule adopted pursuant to chapter 17A Code of Iowa;  
and

- Iowa Public Agency Investment Trust.

- ◆ "Prior Note Resolution(s)" shall mean the resolution of the City Council adopted on May 4, 2009 (amended for rate reset on May 20, 2019), April 1, 2013 and November 6, 2017, authorizing the issuance of the Sewer Revenue Capital Loan Notes, Series 2009, Sewer Revenue Capital Loan Notes, Taxable Series 2013 and Sewer Revenue Capital Loan Notes, Series 2017.

- ◆ "Program" shall mean the Iowa Water Pollution Control Works Financing Program undertaken by the Original Purchaser.

- ◆ "Project" shall mean 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, discharge sanitary force main and improvements to the downstream gravity sanitary sewer, with related work.

- ◆ "Project Fund" shall mean the Loan Account maintained under the Program for the benefit of the Issuer, into which the proceeds of the Loan and the Note shall be allocated and held until disbursed to pay Project costs.

- ◆ "Registrar" shall be the City Clerk, or such successor as may be approved by Issuer as provided herein and who shall carry out the duties prescribed herein with respect to maintaining a register of the owners of the Notes. Unless otherwise specified, the Registrar shall also act as Transfer Agent for the Notes.

- ◆ "System" shall mean the municipal sewer system utility of the Issuer and all properties of every nature hereinafter owned by the Issuer comprising part of or used as a part of the System, including all wastewater treatment facilities, including all wastewater treatment facilities, sanitary sewers, force mains, pumping stations and all related property and improvements and extensions made by Issuer while any of the Notes or Parity Obligations remain outstanding; all real and personal property; and all appurtenances, contracts, leases, franchises and other intangibles.

- ◆ "Tax Exemption Certificate" shall mean the Tax Exemption Certificate executed by the Treasurer and delivered at the time of issuance and delivery of the Notes.

- ◆ "Treasurer" shall mean the Finance Director or such other officer as shall succeed to the same duties and responsibilities with respect to the recording and payment of the Notes issued hereunder.

◆ "Yield Restricted" shall mean required to be invested at a yield that is not materially higher than the yield on the Notes under Section 148(a) of the Internal Revenue Code or regulations issued thereunder.

Section 2. Authority. The Agreement and the Notes authorized by this Resolution shall be issued pursuant to Sections 384.24A and 384.83 of the Code of Iowa, and in compliance with all applicable provisions of the Constitution and laws of the State of Iowa. The Agreement shall be substantially in the form attached to this Resolution and is authorized to be executed and issued on behalf of the Issuer by the Mayor and attested by the City Clerk.

Section 3. Authorization and Purpose. There are hereby authorized to be issued, negotiable, serial, fully registered Revenue Notes of the City of Indianola, in the County of Warren, Iowa, each to be designated as "Sewer Revenue Capital Loan Note, Series 2020", in the aggregate amount of \$17,059,000, for the purpose of paying costs of the Project. The City Council, pursuant to Sections 384.24A and 384.83 of the Code of Iowa, hereby finds and determines that it is necessary and advisable to issue said Notes authorized by the Agreement and this Resolution.

Section 4. Source of Payment. The Notes herein authorized and Parity Obligations and the interest thereon shall be payable solely and only out of the Net Revenues of the System and shall be a first lien on the future Net Revenues of the System. The Notes shall not be general obligations of the Issuer nor shall they be payable in any manner by taxation and the Issuer shall be in no manner liable by reason of the failure of the said Net Revenues to be sufficient for the payment of the Notes.

Section 5. Note Details. Sewer Revenue Capital Loan Notes, Series 2020, of the City in the amount of \$17,059,000, shall be issued to evidence the obligations of the Issuer under the Agreement pursuant to the provisions of Sections 384.24A and 384.83 of the Code of Iowa for the aforesaid purpose. The Notes shall be designated "SEWER REVENUE CAPITAL LOAN NOTE, SERIES 2020", be dated the date of delivery, and bear interest at the rate of 2.75% per annum from the date of each advancement made under the Agreement, until payment thereof, at the office of the Paying Agent, said interest payable on June 1, 2020, and semi-annually thereafter on the 1st day of June and December in each year until maturity as set forth on the Debt Service Schedule attached to the Agreement as Exhibit A and incorporated herein by this reference. As set forth on said Debt Service Schedule, principal shall be payable on June 1, 2021 and annually thereafter on the 1st day of June in the amounts set forth therein until principal and interest are fully paid, except that the final installment of the entire balance of principal and interest, if not sooner paid, shall become due and payable on June 1, 2050. Notwithstanding the foregoing or any other provision hereof, principal and interest shall be payable as shown on said Debt Service Schedule until completion of the Project, at which time the final Debt Service Schedule shall be determined based upon actual advancements, final costs and completion of the Project, all as provided in the administrative rules governing the Program. Payment of principal and interest on the Notes shall at all times conform to said Debt Service Schedule and the rules of the Program.

The Notes shall be executed by the manual or facsimile signature of the Mayor and attested by the manual or facsimile signature of the Clerk, and impressed or imprinted with the seal of the City and shall be fully registered as to both principal and interest as provided in this Resolution; principal, interest and premium, if any, shall be payable at the office of the Paying Agent by mailing of a check, wire transfer or automated clearing house system transfer to the registered owner of the Note. The Notes shall be in the denomination of \$1,000 or multiples thereof and may at the request of the Original Purchaser be initially issued as a single Note in the denomination of \$17,059,000 and numbered R-1.

Section 6. Initiation Fee and Servicing Fee. In addition to the payment of principal of and interest on the Notes, the Issuer also agrees to pay the Initiation Fee and the Servicing Fee as defined and in accordance with the terms of the Agreement.

Section 7. Redemption. The Notes are subject to optional redemption at a price of par plus accrued interest (i) on any date upon receipt of written consent of the Original Purchaser or (ii) in the event that all or substantially all of the Project is damaged or destroyed. Any optional redemption of the Notes may be made from any funds regardless of source, in whole or from time to time in part, in inverse order of maturity, by giving not less than thirty (30) days' notice of redemption by certified or registered mail to the Original Purchaser (or any other registered owner of the Note). The terms of redemption shall be par, plus accrued interest to date of call. The Notes are also subject to mandatory redemption as set forth in Section 5 of the Agreement.

Section 8. Registration of Notes; Appointment of Registrar; Transfer; Ownership; Delivery; and Cancellation.

(a) Registration. The ownership of Notes may be transferred only by the making of an entry upon the books kept for the registration and transfer of ownership of the Notes, and in no other way. The Treasurer is hereby appointed as Note Registrar under the terms of this Resolution. Registrar shall maintain the books of the Issuer for the registration of ownership of the Notes for the payment of principal of and interest on the Notes as provided in this Resolution. All Notes shall be negotiable as provided in Article 8 of the Uniform Commercial Code subject to the provisions for registration and transfer contained in the Notes and in this Resolution.

(b) Transfer. The ownership of any Note may be transferred only upon the Registration Books kept for the registration and transfer of Notes and only upon surrender thereof at the office of the Registrar together with an assignment duly executed by the holder or his duly authorized attorney in fact in such form as shall be satisfactory to the Registrar, along with the address and social security number or federal employer identification number of such transferee (or, if registration is to be made in the name of multiple individuals, of all such transferees). In the event that the address of the registered owner of a Note (other than a registered owner which is the nominee of the broker or dealer in question) is that of a broker or dealer, there must be disclosed on the Registration Books the information pertaining to the registered owner required above. Upon the transfer of any such Note, a new fully registered Note, of any denomination or

denominations permitted by this Resolution in aggregate principal amount equal to the unmatured and unredeemed principal amount of such transferred fully registered Note, and bearing interest at the same rate and maturing on the same date or dates shall be delivered by the Registrar.

(c) Registration of Transferred Notes. In all cases of the transfer of the Notes, the Registrar shall register, at the earliest practicable time, on the Registration Books, the Notes, in accordance with the provisions of this Resolution.

(d) Ownership. As to any Note, the person in whose name the ownership of the same shall be registered on the Registration Books of the Registrar shall be deemed and regarded as the absolute owner thereof for all purposes, and payment of or on account of the principal of any such Notes and the premium, if any, and interest thereon shall be made only to or upon the order of the registered owner thereof or his legal representative. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note, including the interest thereon, to the extent of the sum or sums so paid.

(e) Cancellation. All Notes which have been redeemed shall not be reissued but shall be cancelled by the Registrar. All Notes which are cancelled by the Registrar shall be destroyed and a Certificate of the destruction thereof shall be furnished promptly to the Issuer; provided that if the Issuer shall so direct, the Registrar shall forward the cancelled Notes to the Issuer.

(f) Non-Presentation of Notes. In the event any payment check representing payment of principal of or interest on the Notes is returned to the Paying Agent or if any note is not presented for payment of principal at the maturity or redemption date, if funds sufficient to pay such principal of or interest on Notes shall have been made available to the Paying Agent for the benefit of the owner thereof, all liability of the Issuer to the owner thereof for such interest or payment of such Notes shall forthwith cease, terminate and be completely discharged, and thereupon it shall be the duty of the Paying Agent to hold such funds, without liability for interest thereon, for the benefit of the owner of such Notes who shall thereafter be restricted exclusively to such funds for any claim of whatever nature on his part under this Resolution or on, or with respect to, such interest or Notes. The Paying Agent's obligation to hold such funds shall continue for a period equal to two years and six months following the date on which such interest or principal became due, whether at maturity, or at the date fixed for redemption thereof, or otherwise, at which time the Paying Agent, shall surrender any remaining funds so held to the Issuer, whereupon any claim under this Resolution by the Owners of such interest or Notes of whatever nature shall be made upon the Issuer.

Section 9. Reissuance of Mutilated, Destroyed, Stolen or Lost Notes. In case any outstanding Note shall become mutilated or be destroyed, stolen or lost, the Issuer shall at the request of Registrar authenticate and deliver a new Note of like tenor and amount as the Note so mutilated, destroyed, stolen or lost, in exchange and substitution for such mutilated Note to Registrar, upon surrender of such mutilated Note, or in lieu of and substitution for the Note destroyed, stolen or lost, upon filing with the Registrar evidence satisfactory to the Registrar and

Issuer that such Note has been destroyed, stolen or lost and proof of ownership thereof, and upon furnishing the Registrar and Issuer with satisfactory indemnity and complying with such other reasonable regulations as the Issuer or its agent may prescribe and paying such expenses as the Issuer may incur in connection therewith.

Section 10. Record Date. Payments of principal and interest, otherwise than upon full redemption, made in respect of any Note, shall be made to the registered holder thereof or to their designated Agent as the same appear on the books of the Registrar on the 15th day of the month preceding the payment date. All such payments shall fully discharge the obligations of the Issuer in respect of such Notes to the extent of the payments so made.

Section 11. Execution, Authentication and Delivery of the Notes. Upon the adoption of this Resolution, the Mayor and City Clerk shall execute and deliver the Notes to the Registrar, who shall authenticate the Notes and deliver the same to or upon order of the Original Purchaser. No Note shall be valid or obligatory for any purpose or shall be entitled to any right or benefit hereunder unless the Registrar shall duly endorse and execute on such Note a Certificate of Authentication substantially in the form of the Certificate herein set forth. Such Certificate upon any Note executed on behalf of the Issuer shall be conclusive evidence that the Note so authenticated has been duly issued under this Resolution and that the holder thereof is entitled to the benefits of this Resolution.

Section 12. Right to Name Substitute Paying Agent or Registrar. Issuer reserves the right to name a substitute, successor Registrar or Paying Agent upon giving prompt written notice to each registered noteholder.

Section 13. Form of Note. Notes shall be printed in substantial compliance with standards proposed by the American Standards Institute substantially in the form as follows:

"STATE OF IOWA"  
"COUNTY OF WARREN"  
"CITY OF INDIANOLA"  
"SEWER REVENUE CAPITAL LOAN NOTE"  
"SERIES 2020"

Rate: 2.75%  
Final Maturity: June 1, 2050  
Note Date: April 17, 2020  
CUSIP # - N/A  
"Registered"  
Certificate No. R-1  
Principal Amount: \$17,059,000

The City of Indianola, Iowa, a municipal corporation organized and existing under and by virtue of the Constitution and laws of the State of Iowa (the "Issuer"), for value received, promises to pay from the source and as hereinafter provided, on the maturity date indicated above, to

## IOWA FINANCE AUTHORITY

or registered assigns, the principal sum of (principal amount written out) in lawful money of the United States of America, on the maturity dates and in the principal amounts set forth on the Debt Service Schedule attached hereto and incorporated herein by this reference, with interest on said sum from the date of each advancement made under a certain Loan and Disbursement Agreement dated as of the date hereof until paid at the rate of 2.75% per annum, payable on June 1, 2020, and semi-annually thereafter on the 1st day of June and December in each year. As set forth on said Debt Service Schedule, principal shall be payable on June 1, 2021 and annually thereafter on the first day of June in the amounts set forth therein until principal and interest are fully paid, except that the final installment of the entire balance of principal and interest, if not sooner paid, shall become due and payable on June 1, 2050. Notwithstanding the foregoing or any other provision hereof, principal and interest shall be payable as shown on said Debt Service Schedule until completion of the Project, at which time the final Debt Service Schedule shall be determined and attached hereto based upon actual advancements, final costs and completion of the Project, all as provided in the administrative rules governing the Iowa Water Pollution Control Works Financing Program. Payment of principal and interest of this Note shall at all times conform to said Debt Service Schedule and the rules of the Iowa Water Pollution Control Works Financing Program.

Interest and principal shall be paid to the registered holder of the Note as shown on the records of ownership maintained by the Registrar as of the 15th day of the month next preceding such interest payment date. Interest shall be computed on the basis of a 360-day year of twelve 30-day months.

This Note is issued pursuant to the provisions of Sections 384.24A and 384.83 of the Code of Iowa, for the purpose of paying 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, discharge sanitary force main and improvements to the downstream gravity sanitary sewer, with related work, and evidences amounts payable under a certain Loan and Disbursement Agreement dated as of the date hereof, in conformity to a Resolution of the City Council of the City duly passed and approved. For a complete statement of the revenues and funds from which and the conditions under which this Note is payable, a statement of the conditions under which additional notes or bonds of equal standing may be issued, and the general covenants and provisions pursuant to which this Note is issued, reference is made to the above-described Loan and Disbursement Agreement and Resolution.

This Note is subject to optional redemption at a price of par plus accrued interest (i) on any date upon receipt of written consent of the Iowa Finance Authority or (ii) in the event that all or substantially all of the Project is damaged or destroyed. Any optional redemption of this Note may be made from any funds regardless of source, in whole or from time to time in part, in inverse order of maturity, by lot by giving thirty (30) days' notice of redemption by certified or registered mail, to the Iowa Finance Authority (or any other registered owner of the Note). This Note is also subject to mandatory redemption as set forth in Section 5 of the Agreement.

Ownership of this Note may be transferred only by transfer upon the books kept for such purpose by the City Clerk, Indianola, Iowa, the Registrar. Such transfer on the books shall occur only upon presentation and surrender of this Note at the office of the Registrar, together with an assignment duly executed by the owner hereof or his duly authorized attorney in the form as shall be satisfactory to the Registrar. Issuer reserves the right to substitute the Registrar and Paying Agent but shall, however, promptly give notice to registered Noteholders of such change. All Notes shall be negotiable as provided in Article 8 of the Uniform Commercial Code and subject to the provisions for registration and transfer contained in the Note Resolution.

This Note and the series of which it forms a part, other obligations ranking on a parity therewith and any Additional Obligations which may be hereafter issued and outstanding from time to time on a parity with said Notes, as provided in the Resolution and Loan and Disbursement Agreement of which notice is hereby given and which are hereby made a part hereof, are payable from and secured by a pledge of the Net Revenues of the municipal sewer system utility (the "System"), as defined and provided in said Resolution. There has heretofore been established and the City covenants and agrees that it will maintain just and equitable rates or charges for the use of and service rendered by said System in each year for the payment of the proper and reasonable expenses of operation and maintenance of said System and for the establishment of a sufficient sinking fund to meet the principal of and interest on this series of Notes, and other obligations ranking on a parity therewith, as the same become due. This Note is not payable in any manner by taxation and under no circumstances shall the City be in any manner liable by reason of the failure of said Net Revenues to be sufficient for the payment hereof.

And it is hereby represented and certified that all acts, conditions and things requisite, according to the laws and Constitution of the State of Iowa, to exist, to be had, to be done, or to be performed precedent to the lawful issue of this Note, have been existent, had, done and performed as required by law.

IN TESTIMONY WHEREOF, said City by its City Council has caused this Note to be signed by the manual or facsimile signature of its Mayor and attested by the manual or facsimile signature of its City Clerk, with the seal of said City impressed hereon, and authenticated by the manual or facsimile signature of an authorized representative of the Registrar, the City Clerk of the City of Indianola, Iowa, all as of the 17<sup>th</sup> day of April, 2020.

Date of authentication:  
This is one of the Notes described in the within mentioned  
Resolution, as registered by the City Clerk.

CITY CLERK

By: \_\_\_\_\_  
Registrar

Registrar and Transfer Agent: City Clerk

Paying Agent: City Clerk

SEE REVERSE FOR CERTAIN DEFINITIONS

(Seal)  
(Signature Block)

CITY OF INDIANOLA, STATE OF IOWA

By: manual or facsimile \_\_\_\_\_  
Mayor

ATTEST:

By: manual or facsimile \_\_\_\_\_  
City Clerk

[Assignment Block]  
[Information Required for Registration]

ASSIGNMENT

For value received, the undersigned hereby sells, assigns and transfers unto \_\_\_\_\_ (Social Security or Tax Identification No. \_\_\_\_\_) the within Note and does hereby irrevocably constitute and appoint \_\_\_\_\_ attorney in fact to transfer the said Note on the books kept for registration of the within Note, with full power of substitution in the premises.

Dated: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Person(s) executing this Assignment sign(s) here)

SIGNATURE )  
GUARANTEED) \_\_\_\_\_

IMPORTANT - READ CAREFULLY

The signature(s) to this Power must correspond with the name(s) as written upon the face of the certificate(s) or bond(s) in every particular without alteration or enlargement or any change whatever. Signature guarantee must be provided in accordance with the prevailing standards and procedures of the Registrar and Transfer Agent. Such standards and procedures may require signature to be guaranteed by certain eligible guarantor institutions that participate in a recognized signature guarantee program.

INFORMATION REQUIRED FOR REGISTRATION OF TRANSFER

Name of Transferee(s) \_\_\_\_\_  
 Address of Transferee(s) \_\_\_\_\_  
 Social Security or Tax Identification \_\_\_\_\_  
 Number of Transferee(s) \_\_\_\_\_  
 Transferee is a(n):  
 Individual\* \_\_\_\_\_ Corporation \_\_\_\_\_  
 Partnership \_\_\_\_\_ Trust \_\_\_\_\_

\*If the Note is to be registered in the names of multiple individual owners, the names of all such owners and one address and social security number must be provided.

The following abbreviations, when used in the inscription on the face of this Note, shall be construed as though written out in full according to applicable laws or regulations:

- TEN COM - as tenants in common
- TEN ENT - as tenants by the entireties
- JT TEN - as joint tenants with rights of survivorship and not as tenants in common
- IA UNIF TRANS MIN ACT - ..... Custodian .....  
 (Cust) (Minor)  
 Under Iowa Uniform Transfers to Minors Act.....  
 (State)

Section 14. Equality of Lien. The timely payment of principal of and interest on the Notes and Parity Obligations shall be secured equally and ratably by the Net Revenues of the System without priority by reason of number or time of sale or delivery; and the Net Revenues of the System are hereby irrevocably pledged to the timely payment of both principal and interest as the same become due.

Section 15. Application of Note Proceeds - Project Fund. Proceeds of the Notes shall be credited to the Project Fund and expended therefrom for the purposes of issuance. Any amounts on hand in the Project Fund shall be available for the payment of the principal of or interest on the Notes at any time that other funds of the System shall be insufficient to the purpose, in which event such funds shall be repaid to the Project Fund at the earliest opportunity. Any balance on hand in the Project Fund and not immediately required for its purposes may be

invested not inconsistent with limitations provided by law, the Internal Revenue Code and this Resolution.

Section 16. User Rates. There has heretofore been established and published as required by law, just and equitable rates or charges for the use of the service rendered by the System. Said rates or charges shall be paid by the owner of each and every lot, parcel of real estate, or building that is connected with and uses the System, by or through any part of the System or that in any way uses or is served by the System.

Any revenue paid and collected for the use of the System and its services by the Issuer or any department, agency or instrumentality of the Issuer shall be used and accounted for in the same manner as any other revenues derived from the operations of the System.

Section 17. Application of Revenues. From and after the delivery of any Notes, and as long as any of the Notes or Parity Obligations shall be outstanding and unpaid either as to principal or as to interest, or until all of the Notes and Parity Obligations then outstanding shall have been discharged and satisfied in the manner provided in this Resolution, the entire income and revenues of the System shall be deposited as collected in a fund to be known as the Sewer Revenue Fund (the "Revenue Fund"), and shall be disbursed only as follows:

The provisions in the Prior Note Resolutions, whereby there was created and is to be maintained a Sewer Revenue Note Principal and Interest Sinking Fund, and for the monthly payment into said fund from the future Net Revenues of the System such portion thereof as will be sufficient to meet the principal and interest of the Outstanding Obligations, are hereby ratified and confirmed, and all such provisions inure to and constitute the security for the payment of the principal and interest on Notes hereby authorized to be issued; provided, however, that the amounts to be set aside and paid into the Sewer Revenue Note Principal and Interest Sinking Fund in equal monthly installments from the Net Revenues shall be sufficient to pay the principal and interest due each year, not only on the Outstanding Obligations, but also the principal and interest of the Notes herein authorized to be issued. Except as may be otherwise provided in the above Prior Note Resolutions, proceeds of the Notes or other funds may be invested in Permitted Investments.

Nothing in this Resolution shall be construed to impair the rights vested in the Outstanding Obligations. The amounts herein required to be paid into the various funds named in this Section shall be inclusive of payments required in respect to the Outstanding Obligations. The provisions of the legislation authorizing the Outstanding Obligations and the provisions of this Resolution are to be construed wherever possible so that the same will not be in conflict. In the event such construction is not possible, the provisions of the resolution first adopted shall prevail until such time as the notes or bonds authorized by said resolution have been paid in full or otherwise satisfied as therein provided at which time the provisions of this Resolution shall again prevail.

So long as the Notes or Parity Obligations remain outstanding and unpaid the same are discharged and satisfied in the manner provided in this Resolution, the entire income and

revenues of the system shall be deposited and collected in a fund to be known as the Revenue Fund, and shall be disbursed only as follows:

- Operation and Maintenance Fund. Money in the Revenue Fund shall first be disbursed to make deposits into a separate and special fund to pay current expenses. The fund shall be known as the Sewer Utility Operation and Maintenance Fund (the "Operation and Maintenance Fund"). There shall be deposited in the Operation and Maintenance Fund each month an amount sufficient to meet the current expenses of the month plus an amount equal to 1/12th of expenses payable on an annual basis such as insurance. After the first day of the month, further deposits may be made to this account from the Revenue Fund to the extent necessary to pay current expenses accrued and payable to the extent that funds are not available in the Surplus Fund.
- Sinking Fund. Money in the Revenue Fund shall next be disbursed to make deposits into a separate and special fund to pay principal of and interest on the Notes and Parity Obligations. The fund shall be known as the Sewer Revenue Note Principal and Interest Sinking Fund (the "Sinking Fund"). The required amount to be deposited in the Sinking Fund in any month shall be an amount equal to 1/6th of the installment of interest coming due on the next interest payment date on the then outstanding Notes and Parity Obligations, plus 1/12th of the installment of principal coming due on such Notes on the next succeeding principal payment date until the full amount of such installment is on hand. If for any reason the amount on hand in the Sinking Fund exceeds the required amount, the excess shall forthwith be withdrawn and paid into the Revenue Fund. Money in the Sinking Fund shall be used solely for the purpose of paying principal of and interest on the Notes and Parity Obligations as the same shall become due and payable.
- Subordinate Obligations. Money in the Revenue Fund may next be used to pay principal of and interest on (including reasonable reserves therefor) any other obligations which by their terms shall be payable from the Net Revenues of the System, but subordinate to the Notes and Parity Obligations, and which have been issued for the purposes of extensions and improvements to the System or to retire the Notes or Parity Obligations in advance of maturity, or to pay for extraordinary repairs or replacements to the System.
- Surplus Revenue. All money thereafter remaining in the Revenue Fund at the close of each month may be deposited in any of the funds created by this Resolution, to pay for extraordinary repairs or replacements to the System, or may be used to pay or redeem the Notes or Parity Obligations, any of them, or for any lawful purpose.

Money in the Revenue Fund shall be allotted and paid into the various funds and accounts hereinbefore referred to in the order in which said funds are listed, on a cumulative basis on the 10th day of each month, or on the next succeeding business day when the 10th shall not be a business day; and if in any month the money in the Revenue Fund shall be insufficient to deposit or transfer the required amount in any of said funds or accounts, the deficiency shall be made up in the following month or months after payments into all funds and accounts enjoying a prior claim to the revenues shall have been met in full.

Section 18. Investments. Moneys on hand in the Project Fund and all of the funds provided by this Resolution may be invested only in Permitted Investments or deposited in financial institutions which are members of the Federal Deposit Insurance Corporation, or its equivalent successor, and the deposits of which are insured thereby and all such deposits exceeding the maximum amount insured from time to time by FDIC or its equivalent successor in any one financial institution shall be continuously secured in compliance with Iowa Code chapter 12C, or otherwise by a valid pledge of direct obligations of the United States Government having an equivalent market value. All investments shall mature before the date on which the moneys are required for the purposes for which the fund was created or otherwise as herein provided. The provisions of this Section shall not be construed to require the Issuer to maintain separate accounts for the funds created by this Resolution.

The Sinking Fund shall be segregated in a separate account but may be invested in the same manner as other funds of the Issuer but designated as a trust fund on the books and records of the Issuer. The Sinking Fund shall not be available for any other purposes other than those specified in this Resolution.

All income derived from such investments shall be deposited in the Revenue Fund and shall be regarded as revenues of the System. Investments shall at any time necessary be liquidated and the proceeds thereof applied to the purpose for which the respective fund was created.

Section 19. Covenants Regarding the Operation of the System. The Issuer hereby covenants and agrees with each and every holder of the Notes and Parity Obligations:

(a) Maintenance and Efficiency. The Issuer will maintain the System in good condition and operate it in an efficient manner and at reasonable cost.

(b) Sufficiency of Rates. On or before the beginning of each Fiscal Year the Governing Body will adopt or continue in effect rates for all services rendered by the System determined to be sufficient to produce Net Revenues for the next succeeding Fiscal Year which are (i) adequate to pay the principal and interest requirements thereof and to create or maintain the reserves as provided in this Resolution, and (ii) not less than 110 percent of the principal and interest requirements of the next succeeding Fiscal Year. No free use of the System by the Issuer or any department, agency or instrumentality of the Issuer shall be permitted except upon the determination of the Governing Body that the rates and changes otherwise in effect are sufficient to provide Net Revenues at least equal to the requirements of this subsection.

(c) Insurance. The Issuer shall maintain insurance for the benefit of the Noteholders on the insurable portions of the System of a kind and in an amount which normally would be carried by private companies engaged in a similar kind of business. The proceeds of any insurance, except public liability insurance, shall be used to repair or replace the part or parts of the System damaged or destroyed, or if not so used shall be placed in an improvement fund for the benefit of the System.

(d) Accounting and Audits. The Issuer will cause to be kept proper books and accounts adapted to the System and in accordance with generally accepted accounting practices and will diligently act to cause the books and accounts to be audited and reported upon by an Independent Auditor and will provide copies of the audit report to the Department, all as provided in the Agreement. The Original Purchaser and holders of any of the Notes and Parity Obligations shall have at all reasonable times the right to inspect the System and the records, accounts and data of the Issuer relating thereto.

(e) State Laws. The Issuer will faithfully and punctually perform all duties with reference to the System required by the Constitution and laws of the State of Iowa, including the making and collecting of reasonable and sufficient rates for services rendered by the System as above provided, and will segregate the revenues of the System and apply said revenues to the funds specified in this Resolution.

(f) Property. The Issuer will not sell, lease, mortgage or in any manner dispose of the System, or any capital part thereof, including any and all extensions and additions that may be made thereto, until satisfaction and discharge of all of the Notes and Parity Obligations shall have been provided for in the manner provided in this Resolution; provided, however, this covenant shall not be construed to prevent the disposal by the Issuer of property which in the judgment of its Governing Body has become inexpedient or unprofitable to use in connection with the System, or if it is to the advantage of the System that other property of equal or higher value be substituted therefor, and provided further that the proceeds of the disposition of such property shall be placed in a revolving fund to be used in preference to other sources for capital improvements to the System. Any such proceeds of the disposition of property acquired with the proceeds of the Notes or Parity Obligations shall not be used to pay principal or interest on the Notes and Parity Obligations or for payments into the Sinking or Reserve Funds.

(g) Fidelity Bond. That the Issuer shall maintain fidelity bond coverage in amounts which normally would be carried by private companies engaged in a similar kind of business on each officer or employee having custody of funds of the System.

(h) Additional Charges. The Issuer will require proper connecting charges and/or other security for the payment of service charges.

(i) Budget. The Governing Body of the Issuer shall approve and conduct operations pursuant to a system budget of revenues and current expenses for each Fiscal Year. Such budget shall take into account revenues and current expenses during the current and last preceding Fiscal Years. Copies of such budget and any amendments thereto shall be mailed to the Original Purchaser and to the Noteholders upon request.

(j) Loan and Disbursement Agreement. The Issuer will comply with the terms and conditions of the Loan and Disbursement Agreement and perform as provided thereunder.

Section 20. Remedies of Noteholders. Except as herein expressly limited the holder or holders of the Notes and Parity Obligations shall have and possess all the rights of action and remedies afforded by the common law, the Constitution and statutes of the State of Iowa, and of the United States of America, for the enforcement of payment of their Notes and interest thereon, and of the pledge of the Net Revenues made hereunder, and of all covenants of the Issuer hereunder.

Section 21. Prior Lien and Parity Obligations. The Issuer will issue no other notes, bonds or obligations of any kind or nature payable from or enjoying a lien or claim on the property or Net Revenues of the System having priority over the Notes or Parity Obligations.

Additional Obligations may be issued on a parity and equality of rank with the Notes with respect to the lien and claim of such additional obligations to the Net Revenues of the System and the money on deposit in the funds adopted by this Resolution, for the following purposes and under the following conditions, but not otherwise:

- (a) For the purpose of refunding any of the Notes or Parity Obligations which shall have matured or which shall mature not later than three months after the date of delivery of such refunding obligation and for the payment of which there shall be insufficient money in the Sinking Fund and the Reserve Fund;
- (b) For the purpose of making extensions, additions, improvements or replacements to the System, or refunding any outstanding Notes, Parity Obligations or other obligations issued for such extensions, additions and improvements, if all of the following conditions shall have been met:
  - (i) before any such Additional Obligations ranking on a parity are issued, there will have been procured and filed with the Clerk, a statement of an Independent Auditor or independent financial advisor, not a regular employee of the Issuer, reciting the opinion based upon necessary investigations that the Net Revenues of the System for the preceding Fiscal Year (with adjustments as hereinafter provided) were equal to at least 1.10 times the maximum amount that will be required in any Fiscal Year prior to the longest maturity of any of the then outstanding Notes or Parity Obligations for both principal of and interest on all Notes or Parity Obligations then outstanding which are payable from the Net Revenues of the System and the Additional Obligations then proposed to be issued.

For the purpose of determining the Net Revenues of the System for the preceding Fiscal Year as aforesaid, the amount of the gross revenues for such year may be adjusted by an independent consulting engineer, independent financial advisor, or by the Independent Auditor, so as to reflect any changes in the amount of such revenues which would have resulted had any revision of the schedule of rates or charges imposed at or prior to the time of the issuance of any such Additional Obligations been in effect during all of such preceding Fiscal Year.

- (ii) the Additional Obligations must be payable as to principal and as to interest on the same month and day as the Notes herein authorized.
- (iii) for the purposes of this Section, principal and interest falling due on the first day of a Fiscal Year shall be deemed a requirement of the immediately preceding Fiscal Year.
- (iv) for the purposes of this Section, general obligation bonds or notes shall be refunded only upon a finding of necessity by the Governing Body and only to the extent the general obligation bonds or notes were issued or the proceeds thereof were expended for the System.
- (v) for purposes of this Section, "preceding Fiscal Year" shall be the most recently completed Fiscal Year for which audited financial statements prepared by a certified public accountant are issued and available, but in no event a Fiscal Year which ended more than eighteen months prior to the date of issuance of the Additional Obligations.

Section 22. Disposition of Proceeds; Arbitrage Not Permitted. The Issuer reasonably expects and covenants that no use will be made of the proceeds from the issuance and sale of the Notes issued hereunder which will cause any of the Notes to be classified as arbitrage bonds within the meaning of Section 148(a) and (b) of the Internal Revenue Code of the United States, and that throughout the term of said Notes it will comply with the requirements of said statute and regulations issued thereunder.

To the best knowledge and belief of the Issuer, there are no facts or circumstances that would materially change the foregoing statements or the conclusion that it is not expected that the proceeds of the Notes will be used in a manner that would cause the Notes to be arbitrage bonds. Without limiting the generality of the foregoing, the Issuer hereby agrees to comply with the provisions of the Tax Exemption Certificate and the provisions of the Tax Exemption Certificate are hereby incorporated by reference as part of this Resolution. The Treasurer is hereby directed to make and insert all calculations and determinations necessary to complete the Tax Exemption Certificate in all respects and to execute and deliver the Tax Exemption Certificate at issuance of the Notes to certify as to the reasonable expectations and covenants of the Issuer at that date.

The Issuer covenants that it will treat as Yield Restricted any proceeds of the Notes remaining unexpended after three years from the issuance and any other funds required by the Tax Exemption Certificate to be so treated. If any investments are held with respect to the Notes and Parity Obligations, the Issuer shall treat the same for the purpose of restricted yield as held in proportion to the original principal amounts of each issue.

The Issuer covenants that it will exceed any investment yield restriction provided in this Resolution only in the event that it shall first obtain an opinion of recognized bond counsel that the proposed investment action will not cause the Notes to be classified as arbitrage bonds under Section 148(a) and (b) the Internal Revenue Code or regulations issued thereunder.

The Issuer covenants that it will proceed with due diligence to spend the proceeds of the Notes for the purpose set forth in this Resolution. The Issuer further covenants that it will make no change in the use of the proceeds available for the construction of facilities or change in the use of any portion of the facilities constructed therefrom by persons other than the Issuer or the general public unless it has obtained an opinion of bond counsel or a revenue ruling that the proposed project or use will not be of such character as to cause interest on any of the Notes not to be exempt from federal income taxes in the hands of holders other than substantial users of the project, under the provisions of Section 142(a) of the Internal Revenue Code of the United States, related statutes and regulations.

Section 23. Additional Covenants, Representations and Warranties of the Issuer. The Issuer certifies and covenants with the purchasers and holders of the Notes from time to time outstanding that the Issuer through its officers, (a) will make such further specific covenants, representations and assurances as may be necessary or advisable; (b) comply with all representations, covenants and assurances contained in the Tax Exemption Certificate, which Tax Exemption Certificate shall constitute a part of the contract between the Issuer and the owners of the Notes; (c) consult with bond counsel (as defined in the Tax Exemption Certificate); (d) pay to the United States, as necessary, such sums of money representing required rebates of excess arbitrage profits relating to the Notes; (e) file such forms, statements and supporting documents as may be required and in a timely manner; and (f) if deemed necessary or advisable by its officers, to employ and pay fiscal agents, financial advisors, attorneys and other persons to assist the Issuer in such compliance.

Section 24. Amendment of Resolution to Maintain Tax Exemption. This Resolution may be amended without the consent of any owner of the Notes if, in the opinion of bond counsel, such amendment is necessary to maintain tax exemption with respect to the Notes under applicable Federal law or regulations.

Section 25. Discharge and Satisfaction of Notes. The covenants, liens and pledges entered into, created or imposed pursuant to this Resolution may be fully discharged and satisfied with respect to the Notes and Parity Obligations, or any of them, in any one or more of the following ways:

- (a) By paying the Notes or Parity Obligations when the same shall become due and payable; and
- (b) By depositing in trust with the Treasurer, or with a corporate trustee designated by the Governing Body, for the payment of said obligations and irrevocably appropriated exclusively to that purpose an amount in cash or direct obligations of the United States the maturities and income of which shall be sufficient to retire at maturity, or by redemption prior to maturity on a designated date upon which said obligations may be redeemed, all of such obligations outstanding at the time, together with the interest thereon to maturity or to the designated redemption date, premiums thereon, if any that may be payable on the redemption of the same; provided that proper notice of redemption

of all such obligations to be redeemed shall have been previously published or provisions shall have been made for such publication.

Upon such payment or deposit of money or securities, or both, in the amount and manner provided by this Section, all liability of the Issuer with respect to the Notes or Obligations shall cease, determine and be completely discharged, and the holders thereof shall be entitled only to payment out of the money or securities so deposited.

Section 26. Resolution a Contract. The provisions of this Resolution shall constitute a contract between the Issuer and the holder or holders of the Notes and Parity Obligations, and after the issuance of any of the Notes no change, variation or alteration of any kind in the provisions of this Resolution shall be made in any manner, except as provided in the next succeeding Section, until such time as all of the Notes and Parity Obligations, and interest due thereon, shall have been satisfied and discharged as provided in this Resolution.

Section 27. Amendment of Resolution Without Consent. The Issuer may, without the consent of or notice to any of the holders of the Bonds and Parity Obligations, amend or supplement this Resolution for any one or more of the following purposes:

(a) to cure any ambiguity, defect, omission or inconsistent provision in this Resolution or in the Notes or Parity Obligations; or to comply with any applicable provision of law or regulation of federal or state agencies; provided, however, that such action shall not materially adversely affect the interests of the holders of the Notes or Parity Obligations;

(b) to change the terms or provisions of this Resolution to the extent necessary to prevent the interest on the Notes or Parity Obligations from being includable within the gross income of the holders thereof for federal income tax purposes;

(c) to grant to or confer upon the holders of the Notes or Parity Obligations any additional rights, remedies, powers or authority that may lawfully be granted to or conferred upon the holders of the Notes;

(d) to add to the covenants and agreements of the Issuer contained in this Resolution other covenants and agreements of, or conditions or restrictions upon, the Issuer or to surrender or eliminate any right or power reserved to or conferred upon the Issuer in this Resolution; or

(e) to subject to the lien and pledge of this Resolution additional pledged revenues as may be permitted by law.

Section 28. Amendment of Resolution Requiring Consent. This Resolution may be amended from time to time if such amendment shall have been consented to by holders of not less than two-thirds in principal amount of the Notes and Parity Obligations at any time outstanding (not including in any case any Notes which may then be held or owned by or for the account of the Issuer, but including such Refunding Obligations as may have been issued for the

purpose of refunding any of such Notes if such Refunding Obligations shall not then be owned by the Issuer); but this Resolution may not be so amended in such manner as to:

- (a) Make any change in the maturity or interest rate of the Notes, or modify the terms of payment of principal of or interest on the Notes or any of them or impose any conditions with respect to such payment;
- (b) Materially affect the rights of the holders of less than all of the Notes and Parity Obligations then outstanding; and
- (c) Reduce the percentage of the principal amount of Notes, the consent of the holders of which is required to effect a further amendment.

Whenever the Issuer shall propose to amend this Resolution under the provisions of this Section, it shall cause notice of the proposed amendment to be filed with the Original Purchaser and to be mailed by certified mail to each registered owner of any Note as shown by the records of the Registrar. Such notice shall set forth the nature of the proposed amendment and shall state that a copy of the proposed amendatory Resolution is on file in the office of the City Clerk.

Whenever at any time within one year from the date of the mailing of said notice there shall be filed with the City Clerk an instrument or instruments executed by the holders of at least two-thirds in aggregate principal amount of the Notes then outstanding as in this Section defined, which instrument or instruments shall refer to the proposed amendatory Resolution described in said notice and shall specifically consent to and approve the adoption thereof, thereupon, but not otherwise, the Governing Body of the Issuer may adopt such amendatory Resolution and such Resolution shall become effective and binding upon the holders of all of the Notes and Parity Obligations.

Any consent given by the holder of a Note pursuant to the provisions of this Section shall be irrevocable for a period of six months from the date of the instrument evidencing such consent and shall be conclusive and binding upon all future holders of the same Note during such period. Such consent may be revoked at any time after six months from the date of such instrument by the holder who gave such consent or by a successor in title by filing notice of such revocation with the City Clerk.

The fact and date of the execution of any instrument under the provisions of this Section may be proved by the certificate of any officer in any jurisdiction who by the laws thereof is authorized to take acknowledgments of deeds within such jurisdiction that the person signing such instrument acknowledged before him the execution thereof, or may be proved by an affidavit of a witness to such execution sworn to before such officer.

The amount and numbers of the Notes held by any person executing such instrument and the date of his holding the same may be proved by an affidavit by such person or by a certificate executed by an officer of a bank or trust company showing that on the date therein mentioned such person had on deposit with such bank or trust company the Notes described in such certificate.

Notwithstanding anything in this Section to the contrary, the holder or holders of 100% of the Notes and Parity Obligations may consent to any amendment of this Resolution, or waive any notices required hereunder, on such terms and under such conditions as said holders shall determine to be appropriate.

Section 29. Severability. If any section, paragraph, or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions.

Section 30. Repeal of Conflicting Ordinances or Resolutions and Effective Date. All other Ordinances, Resolutions and orders, or parts thereof, in conflict with the provisions of this Resolution are, to the extent of such conflict, hereby repealed; and this Resolution shall be in effect from and after its adoption.

Section 31. Rule of Construction. This Resolution and the terms and conditions of the Notes authorized hereby shall be construed whenever possible so as not to conflict with the terms and conditions of the Loan and Disbursement Agreement. In the event such construction is not possible, or in the event of any conflict or inconsistency between the terms hereof and those of the Loan and Disbursement Agreement, the terms of the Loan and Disbursement Agreement shall prevail and be given effect to the extent necessary to resolve any such conflict or inconsistency.

PASSED AND APPROVED this 25<sup>th</sup> day of March, 2020.

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Kelly B. Shaw  
Mayor

ATTEST:

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Andrew J. Lent  
City Clerk



Meeting Date: 03/25/2020

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**Information**

**Subject**

Discussion and Direction on Annexation Request received from Jon F. and Mary H. Peterson.

**Information**

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**Fiscal Impact**

**Attachments**

Annexation Memorandum

Annexation Application

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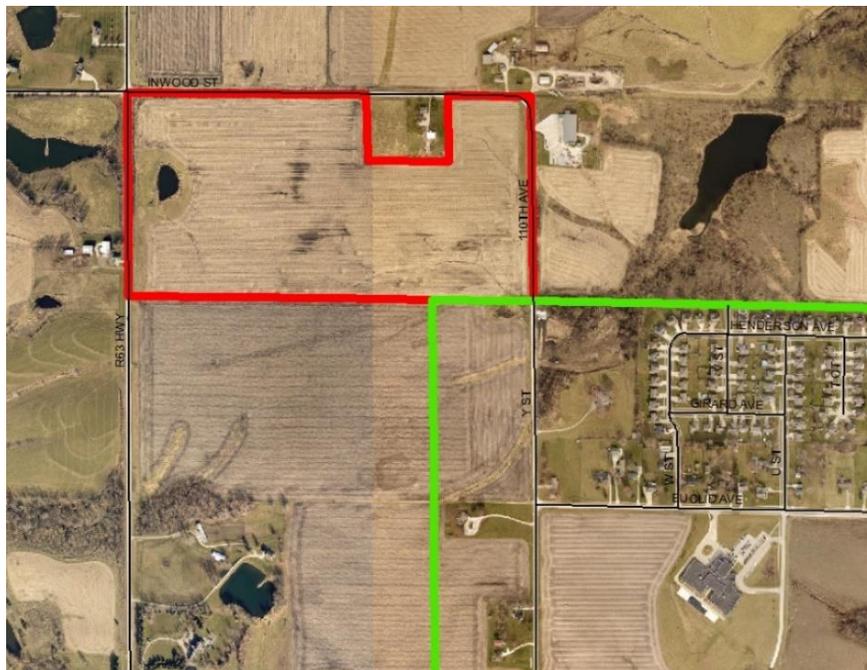


## COMMUNITY DEVELOPMENT

To: Mayor and City Council  
From: Charlie E. Dissell, Community and Economic Development Director  
CC: Ryan Waller, City Manager  
Date: March 6, 2020  
Re: Discussion and direction on annexation request received from Jon F. and Mary H. Peterson

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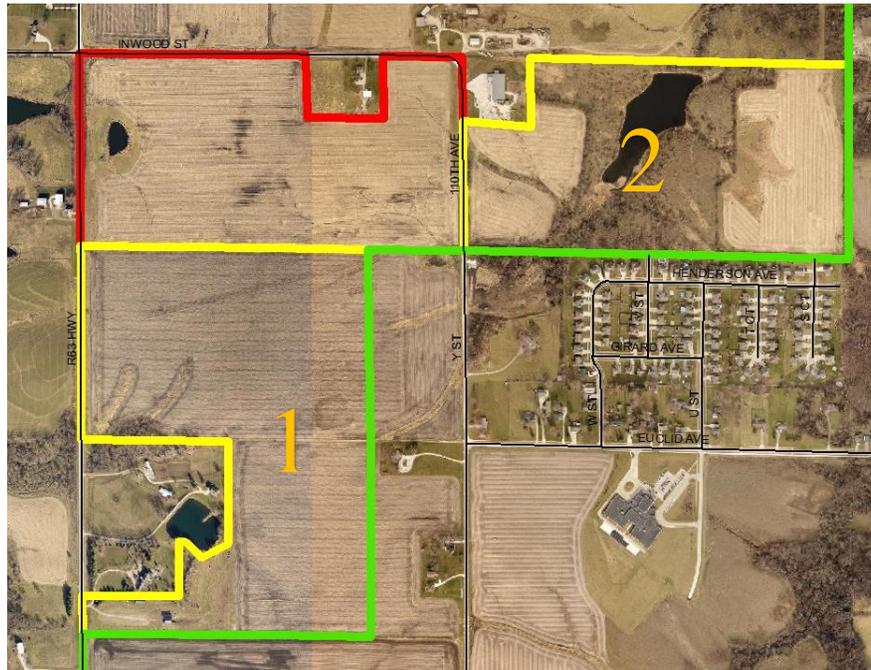
On February 25<sup>th</sup>, 2020, staff received an application for annexation of land into the City of Indianola. The annexation request is for about 70 acres of land generally located south of Inwood Street, west of 110<sup>th</sup> Avenue (North Y Street) and east of County Highway R-63. The petitioner has indicated that this property, if annexed, would be developed residentially. The following map shows the existing City boundaries in green, with the property proposed to be annexed in red.



As the Council may be aware, the State of Iowa allows for voluntary annexations of land when all owners of land in the territory have applied in writing. Additionally, territory of land comprising of not more than twenty percent (20%) may be included in the application without the consent of those owners to avoid creating an island or to create more uniform city boundaries. As the proposed annexation includes 70.21 acres of land where the property owner has consented, an additional 14.04 acres of land can be included in this annexation request. The farmstead on the north side of the property requested to be annexed is 4.85 acres and is owned by Matt and Jessica Sanford. Those

property owners were approached by the petitioner about possibly joining in on the annexation application, and ultimately denied the request.

As the current City boundaries in this area are uniform, staff requested that the petitioner contact other large acreage property owners in this area to gauge their interest in future annexation and development of their properties. The following map shows the other large properties outlined in yellow.



As Council will notice, there are various smaller pieces missing. As most of the farmstead sites are taxed at a levy rate in the County of 29.11229/\$1,000 in valuation, and would be taxed at 39.74512/\$1,000 in valuation if inside the City, it is typically assumed those sites would not consent to an annexation and would be brought in under the 20% rule outlined above. The petitioner did contact the large property owners shown above, and those property owners ultimately denied the request.

One of the items that need to be considered with this annexation request is the City's ability to annex the areas shown in yellow in the future. Area 2 would not be an issue as there is an abundance of land to the north awaiting annexation. Area 1 could provide some future challenges; the total of area 1, when you include the farmstead sites is 122.31 acres, which includes 99.91 acres of current farm ground and 22.40 acres of the farmsteads. That equates to 81.69% farm ground and 18.31% farmsteads. Knowing this, if the farm ground were to request to be annexed, the farmsteads could be included under the 20% rule.

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

I will attend the March 25<sup>th</sup> Council meeting if you have any questions.

*CITY OF Indianola, Iowa*  
**APPLICATION FOR ANNEXATION**

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DATE REC'D \_\_\_\_\_ APP. TAKEN BY \_\_\_\_\_ COMM. MTG.  
DATE \_\_\_\_\_  
STR \_\_\_\_\_ WARD DISTRICT \_\_\_\_\_ TRACT SIZE \_\_\_\_\_ FEE \_\_\_\_\_ REC.  
NO. \_\_\_\_\_

---

*Applicant Information*

NAME(S)  
\_Peterson\_ Jon F/Mary Helen \_\_\_\_\_ PHONE \_515-238-3254-  
\_\_\_\_\_

ADDRESS \_\_606 E Salem Ave. \_\_\_\_\_ CITY \_Indianola \_\_\_\_\_ ZIP \_\_50125\_\_  
\_\_\_\_\_

ADDRESS/LOCATION OF PROPERTY TO BE  
ANNEXED \_Parcel ID #s 14000220840 and 14000220821 \_\_\_\_\_

NAME OF OWNER(S) IF DIFFERENT FROM  
APPLICANT \_\_\_\_\_

ADDRESS OF  
OWNER \_\_\_\_606 E Salem Ave. \_\_\_\_ CITY \_Indianola \_ZIP \_\_\_\_\_50125 \_\_\_\_\_

DOES OWNER CONSENT TO THIS APPLICATION      Yes      No

---

*LEGAL DESCRIPTION OF PROPERTY TO BE ANNEXED:*

*We would like for you to consider these to parcels for annexation for future development.*  
*Parcel # 14000220840*  
*Parcel # 14000220821*

*Thank You,*

*Jon Peterson*

Meeting Date: 03/25/2020

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**Information**

**Subject**

First consideration of an ordinance amending Chapter 99, sewer service charges, Indianola Code of Ordinances.

**Information**

As presented previously by the City's finance advisor, Michael Maloney, the Council will need to consider amending the City's sanitary sewer fee to cover a portion of the debt service for the new water resource recovery facility. The increase includes a monthly \$10.00 increase to the minimum charge and an \$0.80 increase to the per \$1,000 gallon monthly rate. The heavy user surcharge rate will also increase by \$1.00 per 1000 gallons. Included in your packet is additional information from Michael Maloney's presentation on February 4<sup>th</sup> showing that even with the increase Indianola's sewer rate is still within the median results of the Ames sewer rate survey of similar sized communities.

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**Fiscal Impact**

**Attachments**

Sewer Rate Information  
Ordinance for Sewer Fees

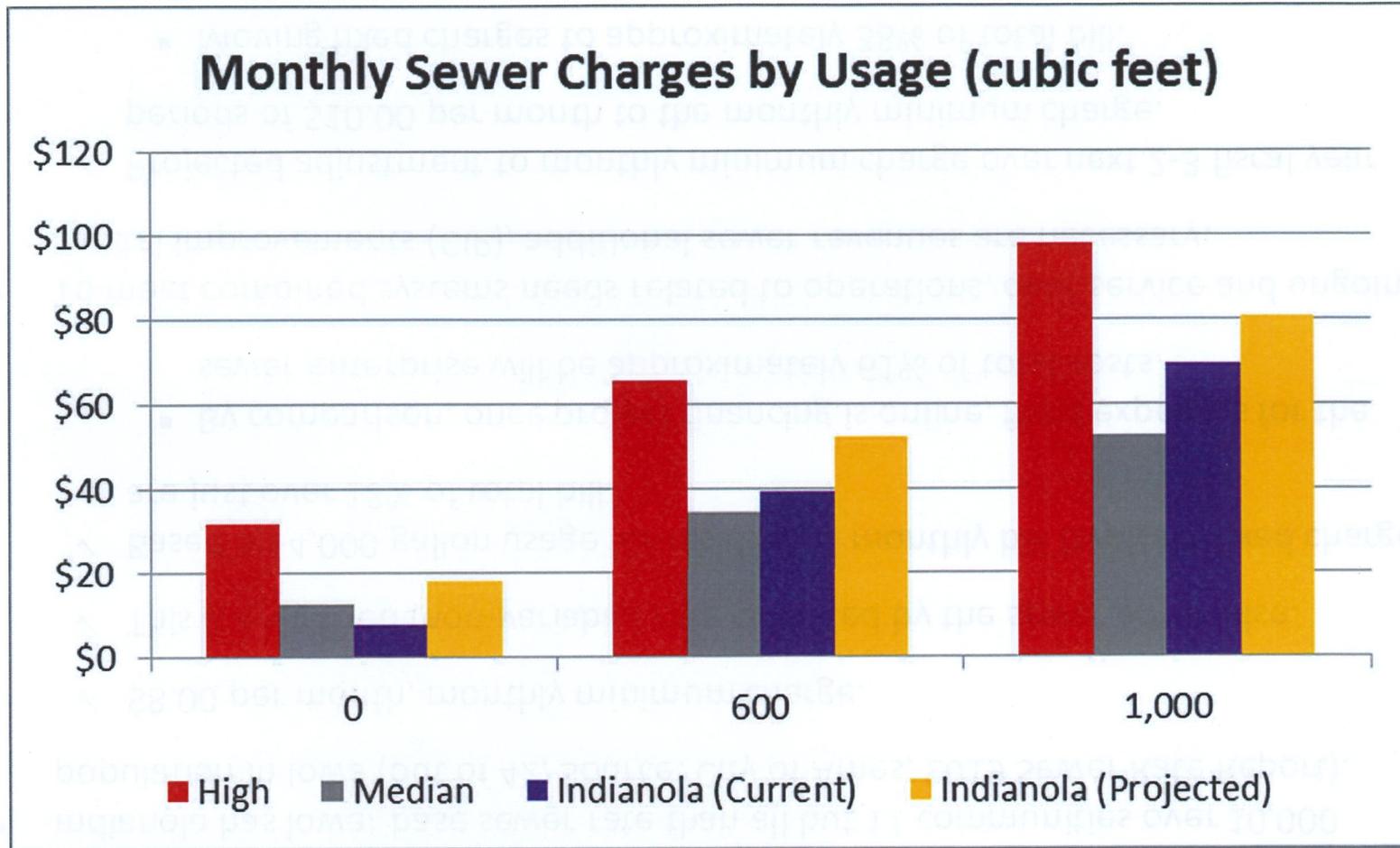
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## User Rate Impact / Potential Adjustments

- Indianola has lower base sewer rate than all but 11 communities over 10,000 population in Iowa (out of 42, Source: City of Ames, 2019 Sewer Rate Report).
  - ✓ \$8.00 per month, monthly minimum charge.
  - ✓ This is only fixed (non-variable) rate collected by the sewer enterprise.
  - ✓ Based on 4,000 gallon usage for residential monthly bill (typical), fixed charges are just over 18% of total bill.
    - By comparison, once project financing is online, fixed expenses for the sewer enterprise will be approximately 61% of total costs.
- To meet combined systems needs related to operations, debt service and ongoing capital improvements (CIP), additional sewer revenues are necessary.
  - ✓ Projected adjustment to monthly minimum charge over next 2-3 fiscal year periods of \$10.00 per month to the monthly minimum charge.
    - Moving fixed charges to approximately 38% of total bill.
  - ✓ Projected minor adjustments to usage and strength surcharges.

# Rate Comparison – 2019 Sewer Rate Report



Note: 600 cubic feet is equivalent to 4,488 gallons (represents typical residential monthly usage).

Source: City of Ames, 2019 Sewer Rate Report



**2019 SEWER RATE COMPARISON**  
**Iowa Cities (Population 10,000+)**  
**All Wastewater Plants**

Prepared by the City of Ames, Iowa

0 CF		600 CF		1,000 CF		10,000 CF		50,000 CF		100,000 CF	
Keokuk	31.90	Oskaloosa	65.64	Oskaloosa	98.08	Clinton	963.00	Clinton	4,815	Clinton	9,630
North Liberty	31.24	Fairfield	65.49	Clinton	96.30	Oskaloosa	827.98	Oskaloosa	4,072	Waukee	8,127
Muscatine	29.71	Clinton	57.78	Fairfield	94.49	Waukee	815.89	Waukee	4,065	Oskaloosa	8,127
Spencer	25.56	Norwalk	53.42	Waukee	84.75	Boone	800.00	Boone	3,988	Boone	7,973
Marshalltown	23.75	Waukee	52.25	Norwalk	84.03	Norwalk	772.76	Norwalk	3,834	Norwalk	7,660
Fort Madison	23.25	Ankeny	50.96	Fairfield	82.70	Fairfield	746.99	Fairfield	3,647	Fairfield	7,272
Storm Lake	22.07	North Liberty	50.88	Ankeny	72.15	Indianola	675.94	Indianola	3,384	Indianola	6,769
Fairfield	21.99	Boone	50.82	Keokuk	70.38	Altoona	597.46	Altoona	2,967	Altoona	5,930
Cedar Falls	19.45	Keokuk	49.37	North Liberty	67.73	Ankeny	572.71	Des Moines	2,806	Waverly	5,610
Ankeny	19.18	Fort Madison	49.06	Indianola	66.65	Des Moines	564.69	Des Moines	2,805	Des Moines	5,607
Pella	18.36	Davenport	46.90	Fort Madison	66.27	Waverly	561.00	Ankeny	2,779	Ankeny	5,578
Davenport	18.34	Ottumwa	43.00	Davenport	65.94	Keokuk	542.99	Keokuk	2,644	Dubuque	5,270
Oskaloosa	16.98	Spencer	42.51	Altoona	64.25	Dubuque	527.08	Dubuque	2,635	Keokuk	5,269
Fort Dodge	16.94	Marshalltown	42.23	Ottumwa	62.00	Davenport	494.34	Davenport	2,398	Davenport	4,778
Cedar Rapids	16.16	Storm Lake	41.10	Des Moines	60.43	Ottumwa	489.50	Ottumwa	2,390	Ottumwa	4,765
Waterloo	15.75	Altoona	40.54	Spencer	57.06	West Des Moines	456.16	West Des Moines	2,266	West Des Moines	4,529
Ottumwa	14.50	Indianola	39.57	Pleasant Hill	56.50	Fort Madison	453.38	Clive	2,222	Clive	4,436
Waukee	14.37	Burlington	39.17	Waverly	56.10	Clive	450.62	Coralville	2,205	Coralville	4,405
Burlington	14.04	Muscatine	38.35	Burlington	55.93	North Liberty	446.76	Fort Madison	2,174	Fort Madison	4,325
Coralville	13.75	Pleasant Hill	38.03	Marshalltown	54.55	Coralville	444.95	Grimes	2,160	Grimes	4,315
Waverly	13.74	Des Moines	38.02	Storm Lake	53.79	Grimes	436.64	Sioux City	2,147	Sioux City	4,289
Altoona	12.92	Clive	34.34	Dubuque	52.69	Burlington	432.95	North Liberty	2,131	Johnston	4,255
Newton	12.52	Waverly	33.66	Clive	52.06	Sioux City	432.16	Johnston	2,131	North Liberty	4,237
Sioux City	11.28	Cedar Falls	33.41	Muscatine	49.87	Johnston	431.04	Burlington	2,109	Burlington	4,203
Ames	11.03	Johnston	31.64	Coralville	48.95	Newton	405.50	Newton	2,010	Newton	4,015
Dubuque	10.53	Dubuque	31.61	Grimes	48.85	Iowa City	403.16	Iowa City	1,999	Iowa City	3,994
Pleasant Hill	10.34	Grimes	31.61	West Des Moines	48.85	Pleasant Hill	394.61	Marion	1,902	Marion	3,802
Mason City	10.05	Coralville	31.35	Johnston	48.64	Marion	382.00	Pleasant Hill	1,819	Pleasant Hill	3,599
Clinton	9.63	West Des Moines	30.74	Cedar Falls	47.37	Cedar Falls	361.47	Cedar Falls	1,757	Cedar Falls	3,502
Council Bluffs	8.58	Newton	28.56	Sioux City	45.10	Spencer	349.77	Pella	1,717	Pella	3,434
Iowa City	8.15	Sioux City	28.19	Newton	44.60	Pella	343.35	Bettendorf	1,642	Bettendorf	3,282
Indianola	8.00	Iowa City	28.10	Iowa City	44.06	Storm Lake	339.24	Urbandale	1,630	Urbandale	3,257
Clive	7.77	Ames	27.95	Marion	40.00	Bettendorf	330.00	Storm Lake	1,608	Storm Lake	3,194
Norwalk	7.50	Marion	24.80	Ames	39.23	Urbandale	328.40	Marshalltown	1,564	Marshalltown	3,104
Johnston	6.15	Cedar Rapids	24.77	Urbandale	35.54	Marshalltown	311.75	Muscatine	1,461	Muscatine	2,901
Grimes	5.76	Waterloo	23.31	Bettendorf	34.80	Muscatine	309.07	Council Bluffs	1,430	Council Bluffs	2,860
Iowa Great Lakes Sanitary District	5.00	Urbandale	22.52	Pella	34.34	Ames	293.03	Ames	1,421	Ames	2,831
Des Moines	4.40	Fort Dodge	21.81	Waterloo	33.39	Council Bluffs	286.00	Spencer	1,388	Spencer	2,686
West Des Moines	3.59	Bettendorf	21.68	Cedar Rapids	33.37	Waterloo	260.19	Waterloo	1,268	Waterloo	2,528
Boone	3.00	Pella	20.60	Fort Dodge	31.59	Fort Dodge	251.74	Fort Dodge	1,230	Fort Dodge	2,453
Urbandale	3.00	Mason City	19.60	Mason City	29.33	Mason City	248.21	Mason City	1,221	Mason City	2,437
Bettendorf	2.00	Council Bluffs	17.16	Council Bluffs	28.60	Cedar Rapids	227.01	Cedar Rapids	1,088	Cedar Rapids	2,163
Marion	2.00	Iowa Great Lakes Sanitary District	11.06	Iowa Great Lakes Sanitary District	15.10	Iowa Great Lakes Sanitary District	105.99	Iowa Great Lakes Sanitary District	510	Iowa Great Lakes Sanitary District	1,015
High	31.90	High	65.64	High	98.08	High	963.00	High	4,815	High	9,630
Median	12.92	Median	34.34	Median	52.69	Median	432.95	Median	2,131	Median	4,255
Low	2.00	Low	11.06	Low	15.10	Low	105.99	Low	510	Low	1,015

CITY OF INDIANOLA

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING CHAPTER 99, SEWER SERVICE CHARGES,  
INDIANOLA CODE OF ORDINANCES

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

SECTION 1. Section 99.05, User Charges, is hereby amended by deleting Subsections 1, 2 and 3 and in Subsection 4 renumbering it to Subsection 1 and then deleting the stricken language and inserting the underlined language as follows:

User Charges Effective ~~September 1, 2013~~ June 1, 2020.

- A. Each contributor of normal domestic wastewater shall pay a user charge rate for operation and maintenance, including replacement and sewer revenue bond debt service, of ~~\$8.00~~ 18.00 for the first one thousand (1,000) gallons of water and ~~\$9.05~~ 9.85 for each one thousand (1,000) gallons of water thereafter as determined in Section 99.04. Regardless of the charge as calculated, each contributor shall pay a minimum monthly charge of ~~\$8.00~~ 18.00.
- B. Each contributor of wastewater, the strength of which is greater than normal domestic wastewater, shall pay a user charge rate for operation and maintenance, including replacement and sewer revenue bond debt service, of ~~\$11.31~~ 12.31 per one thousand (1,000) gallons of water as determined in Section 99.04. The ~~\$11.31~~ 12.31 per 1,000 gallon rate is the normal domestic wastewater rate of \$9.05 per 1,000 gallons multiplied by a surcharge factor of 1.25. Regardless of the charge as calculated, each contributor shall pay a minimum monthly charge of ~~\$11.31~~ 12.31.
- C. Each contributor who has a residential or commercial footing tile or sump pump connection to the City sanitary sewer system or a leaking sanitary sewer service shall pay an additional user charge as described in the City of Indianola's Infiltration and Inflow Policy. By this reference the City of Indianola's Infiltration and Inflow Policy, as it may be amended from time to time, is hereby incorporated into this subsection and made a part of this chapter as if fully set forth herein. (~~Ord. 1467 – May. 11 Supp.~~)
- D. This amendment shall take effect so as to increase sewer service charges for services reflected on the July 1, 2020, billing statement.

SECTION 2. REPEALER. Ordinances or parts of Ordinances in conflict with the provisions of this Ordinance are hereby repealed.

SECTION 3. SEVERABILITY CLAUSE. If any section, provision or part of this Ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the Ordinance as a whole or any section, provision or part thereof not adjudicated invalid or unconstitutional.

SECTION 4. WHEN EFFECTIVE. This Ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

PASSED by the Indianola City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2020, and APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

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Kelly B. Shaw, Mayor

ATTEST:

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Andrew J. Lent  
City Clerk/Finance Director

First Reading:  
Second Reading:  
Third Reading:  
Published:

Meeting Date: 03/25/2020

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**Information**

**Subject**

First consideration of an Ordinance to amend the recycling fees to account for the increase being implemented by Waste Management.

**Information**

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**Fiscal Impact**

**Attachments**

Indianola 2020-2022 Extension  
Increase Notification  
Ordinance Raising Recycling Fee

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SECOND AMENDMENT TO THE  
CONTRACT FOR RESIDENTIAL RECYCLING  
COLLECTION

This Second Amendment (the "Amendment") is entered into on June 3, 2019 by and between Waste Management of Iowa, Inc. ("WM") and Indianola, IA ("City").

**Recitals**

- A. City and WM entered into a Contract for Residential Recycling Collection on or about August 15, 2016 as further amended on October 21, 2018 (the "Agreement").
- B. The City and Contractor desire to extend the term of the Agreement, as set forth below.

**Agreement**

The parties agree to amend the Agreement in the following manner:

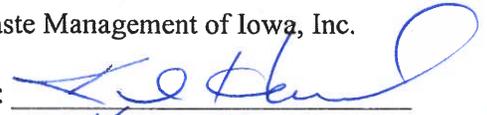
- 1) The term of the Agreement shall be renewed for an additional period of three (3) years, commencing on January 1, 2020 and ending on December 31, 2022 ("Term").
- 2) During the Term, the monthly rates per Residential Unit shall be as set forth below:

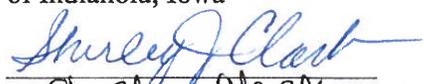
Cart Size	Monthly Rate Per Residential Unit Year 2020	Monthly Rate Per Residential Unit Year 2021	Monthly Rate Per Residential Unit Year 2022
48-gallon container	\$3.73/month no fee for replacement containers	\$3.83/month no fee for replacement containers	\$3.94/month no fee for replacement containers
96-gallon container	\$4.03/month no fee for replacement containers	\$4.13/month no fee for replacement containers	\$4.24/month no fee for replacement containers

3) Any time during the Term, Contractor has the right adjust the rates set forth in (2) above to account for any increase in costs due to increases in third party processing costs after providing City with forty-five days (45) written notice.

4) Except as modified herein, the terms and conditions of the Agreement shall continue in full force and effect.

The parties have caused this Second Amendment to be executed by their duly authorized representatives effective as of the day and year first above written.

Waste Management of Iowa, Inc.  
By:   
Name: KENT HARRELL  
Title: Area Director Public Sector

City of Indianola, Iowa  
By:   
Name: Shirley Clark  
Title: Mayor Pro Tem



City of Indianola, Iowa  
Attn: Ryan Waller  
110 N 1<sup>st</sup> St.,  
Indianola, IA 50125

Dear Ryan:

Over the years, single stream recycling has helped make recycling simple and convenient for Indianola residents, and has focused attention to increasing participation and volume to enhance diversion rates.

Last year, the Indianola City Council voted to continue a single stream recycling program with Waste Management by implementing a new Contract extension, which will continue through Dec. 31, 2022. When this new extension was put in place with the City, one of the items we strived to be very open and honest with the City about was the potential that recycling processing costs could continue to rise, as they then were. This risk was explained as part of the continuing market impact from China's decision to ban the importation of recycling from America with more than 0.5% contamination. As a preemptive safeguard, the City approved new language in our Contract extension that allows for the passthrough to the City of any recycling disposal cost increases Waste Management could incur. Such passthroughs keep the recycling program sustainable in Indianola, rather than allowing the program to become financially untenable over time.

The recycling material collected in Indianola is taken to Mid America Recycling, a third-party recycling facility, where we are charged a per ton rate for the processing of the recycling material we deliver there. More than a month ago, Mid America Recycling increased our disposal rate by \$18.19 per ton. Waste Management has been bearing that increased expense since and will continue doing so until May 1<sup>st</sup>. After that time, we do need to pass through this expense to the City, as contractually allowed, given 45-day notice.

Based on the recycling tonnage being produced in Indianola of 757 tons a year, and your current house count of 4,736, this \$18.19 per ton increase calculates to \$0.24 cents per home per month. We will implement that increase on our current rates for services performed on and after May 1<sup>st</sup>, 2020.

We value your continued partnership and commitment to recycling in Iowa. Let me know if there are any questions we can answer or support we can otherwise provide. We are happy, for example, to engage with IMU to provide educational updates regarding this rate change on resident utility bills. We can also provide at no expense to the City graphic designed information for sharing on the City website. We are ready to support you in this effort as requested.

Sincerely,

A handwritten signature in cursive script that reads 'Ammon Taylor'.

Ammon Taylor  
Municipal Marketing Manager  
Waste Management of Iowa, Inc.  
515-361-0008

CITY OF INDIANOLA

ORDINANCE NO.

AN ORDINANCE AMENDING CHAPTER 106, COLLECTION OF SOLID WASTE, INDIANOLA CODE OF ORDINANCES TO INCREASE RECYCLING RATES

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

SECTION 1. Section 106.09, Recycling Program, is hereby amended in subsection 1 by deleting the stricken language and inserting the underlined language as follows:

1. Fee. The fee for recyclable collection and disposal service, used or available, is four dollars and ~~twenty-nine~~ sixty-five cents (~~\$4.29~~\$4.65) per month for each residential premise effective ~~October 1, 2018~~ May 1, 2020.

SECTION 2. REPEALER. Ordinances or parts of Ordinances in conflict with the provisions of this Ordinance are hereby repealed.

SECTION 3. SEVERABILITY CLAUSE. If any section, provision or part of this Ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the Ordinance as a whole or any section, provision or part thereof not adjudicated invalid or unconstitutional.

SECTION 4. WHEN EFFECTIVE. This Ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

PASSED by the Indianola City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2020, and APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2020.

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

ATTEST:

\_\_\_\_\_  
Andrew J. Lent  
City Clerk/Finance Director

First Reading:  
Second Reading:  
Third Reading:  
Published:

Meeting Date: 03/25/2020

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**Information**

**Subject**

Receive and file correspondence from February 28 and March 6 weekly updates from City Manager, Ryan Waller.

**Information**

Roll call receiving and filing correspondence from the weekly update reports is in order.

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**Fiscal Impact**

**Attachments**

Waller's Weekly 0228  
Census Letter  
Spring 2020 Article  
Increase Notification  
Mediacom  
Draft March 25, 2020  
April 6 Draft  
IT Roadshow  
Roadshow 2020  
WCJC Weekly Update  
Woda Invitation  
Building Permits 0228  
Code Enforcement 0228  
Current Projects 0228  
Waller's Weekly 0306  
Joint Meeting Presentation  
Draft Rules of Procedure  
Iowa Avenue Letter  
PD Shout Out  
Team Shout Out  
CM JR Shout Out  
Sustainability Fair Flyer  
March 25 Draft  
Draft April 6  
Woda Location Update  
Building Permits 0306  
Code Enforcement 0306  
Current Projects 0306  
WCJC Weekly Update 0306

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## Jackie Raffety

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**From:** Ryan Waller  
**Sent:** Friday, February 28, 2020 10:07 AM  
**To:** Ryan Waller  
**Subject:** Waller's Weekly 2.28.2020  
**Attachments:** community partners' census letter.pdf; Spring 2020 I Mag Article.pdf; Indianola Increase Notification 2.27.20.pdf; Mediacom.pdf; Draft, March 25, 2020.pdf; April 6 draft.pdf; IT Roadshow One-Sheet-Indianola\_F.pdf; TAI IT Roadshow 2020 Spring Tour News Release.pdf; WCJC Weekly Update.pdf; Woda Invites.pdf; 2020 Building Permits- Feb 28.pdf; Code Enforcement Update- Feb 28.pdf; Curent Projects Update- Feb 28.pdf

Good morning, all.

I hope everyone is well and excited for the warmer temperatures for this weekend and the week ahead! Below and attached, please find this week's update email. As always, please feel free to share this with others and let me know if there are any questions.

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

**Census** – Attached, please find a joint letter from the School District, Simpson College, Chamber and the City encouraging participation in the upcoming Census. All entities will be working together to disseminate this letter to ensure our community is aware of the importance of this process.

**Budget Article** – Attached, please find an advanced copy of the *City Manager's Report* that will be included in the Spring edition of the *Indianola Magazine*. The article provides an overview of the General Fund section of the City's proposed Fiscal Year 21 (July 1, 2020 – June 30, 2021) budget. The City Council will be hosting two public hearings on March 2<sup>nd</sup> and March 25<sup>th</sup> regarding the City's proposed budget. Information was shared in last week's update email regarding the proposed budget (<http://indianolaiowa.gov/DocumentCenter/View/10583/Indianola-FY21-Budget-February-18-2020-Presentation>).

**Warren County Justice Center Weekly Update** – Congratulations to Warren County on the recent contract award for the new Justice Center. There were many who put in a lot of time and effort into this project, including several on this distribution. Thank you for your leadership! Now that the project is moving forward, City Staff and representatives from the County’s development team will be resuming our regular communication and coordination efforts. Attached, please find an update from DCI on activity that will take place regarding this project in the coming weeks.

**Sewer System Maintenance Program** – Beginning in March the City will be lining 10 sewer mains totaling 2,380 feet and 50 laterals, as well as repairing 10 manholes. These projects help reduce the amount of stormwater that enters the collection system (aka Inflow & Infiltration or I&I). The schedule for this will be available on the City’s website and social media outlets.

**Summerset Greene Development** – As reported in previous weekly updates, Staff has been in discussions with Woda Cooper Companies about scheduling a neighborhood meeting to review their plans for a proposed senior living apartment in Indianola (Summerset Greene). Currently, this company is exploring a piece of ground in the 1600 block of North 9<sup>th</sup> Street. A neighborhood meeting has been scheduled for 6:30 p.m. on Monday, March 9<sup>th</sup>. The meeting will take place in the Community Room at the Indianola YMCA. Attached is a letter from the developer that has been sent to the neighborhood.

**Waste Management Recycling** – Attached, please find a letter from Ammon Taylor, Municipal Marketing Manager with Waste Management of Iowa, providing notice of a rate adjustment for recycling. As noted in the letter, Waste Management will work on providing notice to residential customers on this adjustment.

**Mediacom** – Attached, please find a letter from Lee Grassley, Senior Manager of Government Relations with Mediacom, providing notice of a rate adjustment resulting from a new agreement with a broadcaster station in the area.

**Tech Tour** – Attached, please find a press release announcing “the first-ever Iowa Technology (IT) Roadshow”. Also attached is a flyer for the Roadshow’s stop in Indianola, which is being coordinated by the Indianola Chamber.

**DM Metropolitan Planning Briefing** – This month’s Metropolitan Planning Briefing can be found at <https://dmampo.org/2020/02/27/metropolitan-planning-briefing-february-2020/>. Included is a condition report of all trails in Central Iowa, which includes the Summerset Trail, as well as some upcoming speaker events as part of *The Tomorrow Plan Speaker Series*.

**Community Development Updates** – Attached, please find various updates provided by the Community Development Department.

**Upcoming City Council Agenda** – Attached, please find the draft agendas maintained by the Clerk’s Office 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). If there are items that you would like more information on, please let me know.



Dear Indianola Community Member,

As you may be aware, at the beginning of each decade, the United States Census Bureau conducts a process to count our population and households. The Census provides a basis for reapportioning congressional seats, redistricting, and distributing more than \$675 billion in federal funds annually that support the State, County and vital services in our community.

By April 1, 2020, every home will receive an invitation to participate in the 2020 Census. Once received, you will have three options for responding:

- Online;
- By phone; or
- By mail.

In mid-March, households throughout our community will begin receiving official Census Bureau mail with detailed information on how to respond to the 2020 Census.

The reason you are receiving this letter is because we want to stress the importance of your participation and the impact it will have on the future of our community. We are requesting your assistance in helping achieve an accurate count for the 2020 Census by sharing the importance of, and the need to participate in the Census, with members of your family, friends, neighbors and fellow community members. Please know that all information provided to the Census Bureau is strictly confidential; it is not shared with anyone, including other federal agencies.

If you have any questions regarding this letter or the Census, please visit the City's webpage ([www.indianolaiowa.gov](http://www.indianolaiowa.gov)), the Census' website (<https://2020census.gov/en.html>) or by contacting Charlie Dissell, the City's Community and Economic Development Director, at (515) 962-5276 or [cdissell@indianolaiowa.gov](mailto:cdissell@indianolaiowa.gov).

Thank you for your attention to this important matter.

Ryan J. Waller  
City Manager  
City of Indianola

Art Sathoff  
Superintendent of Schools  
Indianola School District

Bob Lane  
Interim President  
Simpson College

Brenda Easter  
President/CEO  
Indianola Chamber



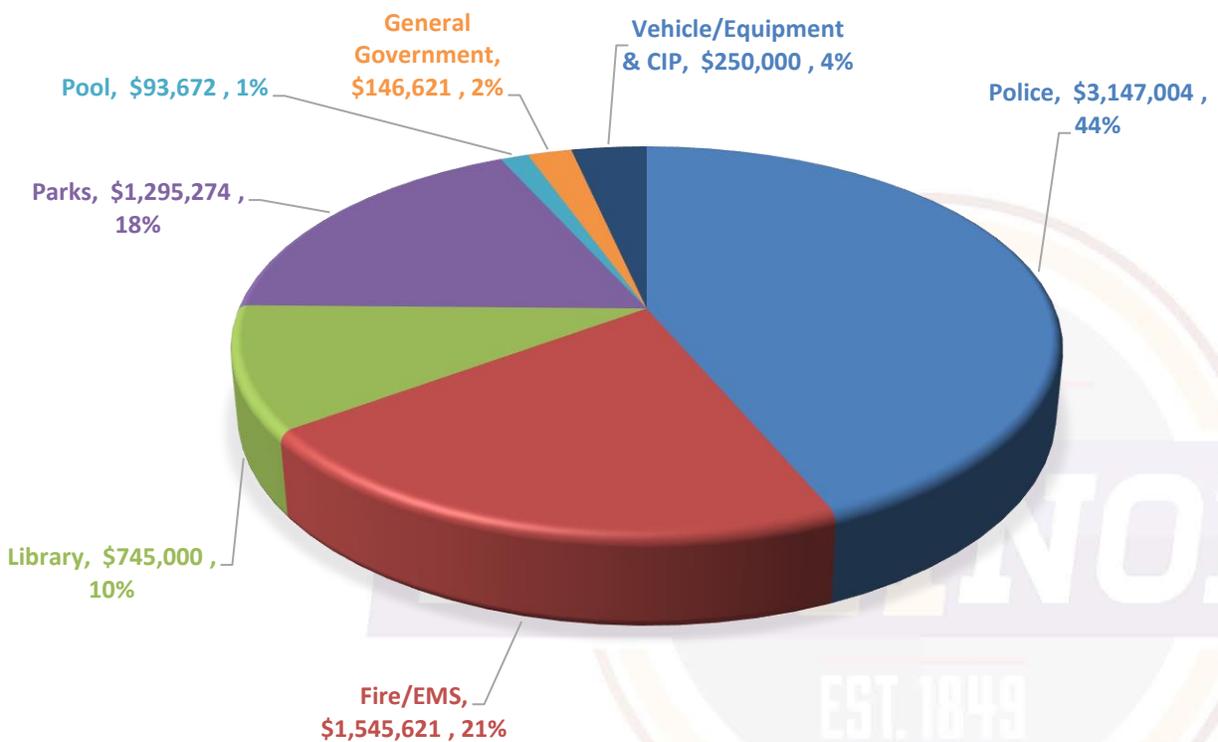
**CITY MANAGER**

**SPRING 2020 – INDIANOLA MAGAZINE – CITY MANAGER’S REPORT**

Greetings! On February 2<sup>nd</sup> our dear friend Punxsutawney Phil didn’t see his shadow. So, it is my hope that by the time this edition of the Indianola Magazine reaches community mailboxes Spring has truly sprung (I am trying to maintain a positive mental attitude despite the fact that as I write this article our community is under a winter weather advisory)!

In the last edition of the City Manager’s Report, we devoted much of the article to review some key municipal budget items, such as Fiscal Year (FY), filing deadlines, and funds structure. As you may recall from that article, I shared how our budget process starts in June of the previous year with the creation of the budget calendar. If you were able to check out the budget calendar on the City’s website, you may have noticed that Indianola’s budget takes several months of preparation. Over these nine months spent preparing the annual budget, there is much time invested in data gathering and analysis, research, presentations, revisions and most importantly public meetings. For this edition, I will focus on a major portion of this process - the development of the General Fund budget.

The General Fund is the portion of the City’s budget that accounts for all the main services the City provides (i.e. police, fire, ambulance, library, parks and the pool). Another important thing to know about the General Fund is that it is primarily funded by property taxes. The provided pie chart shows the breakdown of how the City’s property tax revenue gets distributed to these service areas (please note that this is the breakdown for the proposed Fiscal Year 21 budget that will be considered by the City Council on March 25<sup>th</sup>).





**— CITY MANAGER —**

The process to arrive at these numbers is not a simple process. It takes a significant amount of time and research for the City Departments to build their budgets. In Indianola, each department starts their budget from zero and as a result of the research the departments develop a list of expenditures needed to fulfill their respective purpose of serving the community. The departmental budgets are straightforward and contain funding requests for personnel, benefits, trainings, supplies and other basics like technology. It is during this process when departments will identify additional resources needed to perform their duties to Indianola. For instance, as a result of studies of staffing levels in the police and fire departments that showed a deficit in these levels, during the budget process for FY20 (July 1, 2019 to June 30, 2020) the City Council adopted a plan to increase the staffing levels for both police and fire over the next few years. Similarly, a review of the library staffing levels showed a similar deficit. Therefore, as staff prepared their budgets to meet the December 1<sup>st</sup> budget submission deadline, they incorporated the necessary requests to address the staffing deficiencies - a request is included for two additional police officers, two additional police vehicles and an additional full-time and part-time employee in the library.

After budget requests are submitted, the Finance Team led by our Finance Director (Andy Lent) compiled all the submissions and scheduled staff meetings during which requests were reviewed in detail. This was all done so we not only presented accurate data to the City Council, but also so that we were prepared for the important date of January 1<sup>st</sup>. This is the date when Warren County will have filed their valuation reports to the State. This data is extremely important as it helps us to understand 1. how much we, as a City, have grown and 2. what property tax rate is required to fund the needed services based on the growth.

What we know from the Warren County information this past January is that our community added more than \$173 million in valuation over the last four years and surpassed the \$1 billion valuation mark for the first time in our community’s history. If you are still reading this article, this is very positive news. With added valuation this means there are more resources in the community contributing towards services provided by the City.

Now, it is important to also understand that as part of this process, the State dictates to communities how much of this valuation can be taxed (aka Rollback) based on property type. The following table helps illustrate this point:

<b>Rollback Percentages (how much of value can be taxed)</b>	<b>FY2020</b>	<b>FY2021</b>
Single-Family Residential	56.92%	55.07%
Commercial	90.00%	90.00%
Industrial	90.00%	90.00%
Multi-Family Residential	75.00%	71.25%



**— CITY MANAGER —**

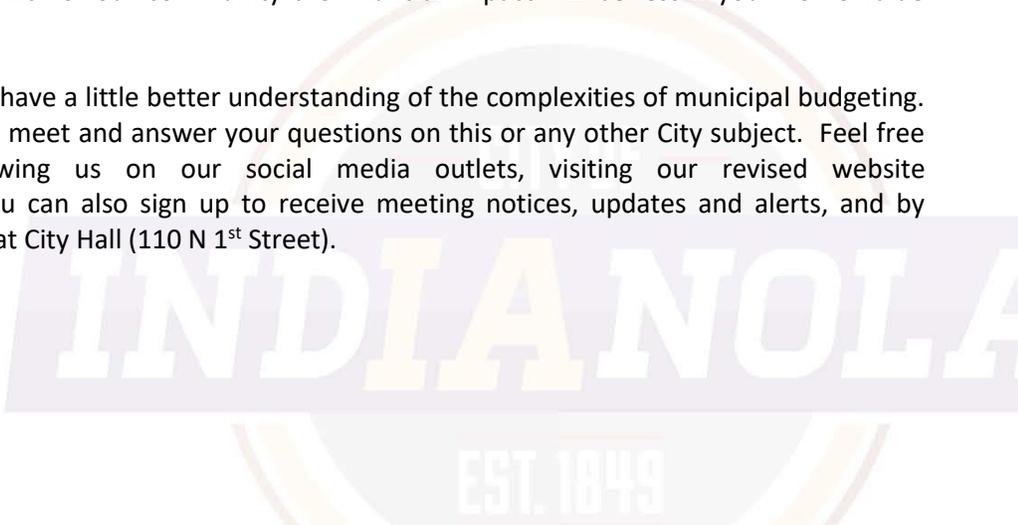
Taking into account all the information contained in this article – budget requests, staffing increases in police and library, economic growth (i.e. valuation increase), Rollback, etc., for the draft FY 21 budget (July 1, 2020 to June 30, 2021) that has been presented and reviewed during several public meetings, there is a forecasted property tax levy rate of \$13.63 (the current rate is \$13.28).

So, what does this all mean to you? The following is a table illustrating the impact on only the City’s portion of the property tax bill if the draft budget with the increased police and library staffing is approved:

Home Value	Difference in City Taxes		
	FY2020	FY2021	Difference
\$ 100,000	\$ 755.81	\$ 750.42	\$ (5)
\$ 150,000	\$ 1,133.71	\$ 1,125.63	\$ (8)
\$ 200,000	\$ 1,511.62	\$ 1,500.84	\$ (11)
\$ 300,000	\$ 2,267.43	\$ 2,251.25	\$ (16)
Comm/Ind Value	FY2020	FY2021	Difference
\$ 500,000	\$ 5,975.51	\$ 6,131.50	\$ 156
\$ 1,000,000	\$ 11,951.01	\$ 12,263.00	\$ 312
\$ 2,000,000	\$ 23,902.02	\$ 24,525.99	\$ 624
MultiFamily Value	FY2020	FY2021	Difference
\$ 500,000	\$ 4,979.59	\$ 4,854.10	\$ (125)
\$ 1,000,000	\$ 9,959.18	\$ 9,708.20	\$ (251)
\$ 2,000,000	\$ 19,918.35	\$ 19,416.41	\$ (502)

Yes, you are reading the table correctly. Even with an increase in the property tax rate (on the City’s portion only), because of the economic growth of our community the financial impact will be less if your home value remained constant.

If you are still awake, hopefully you have a little better understanding of the complexities of municipal budgeting. Your City Staff is always available to meet and answer your questions on this or any other City subject. Feel free to also stay engaged by following us on our social media outlets, visiting our revised website ([www.indianolaiowa.gov](http://www.indianolaiowa.gov)) where you can also sign up to receive meeting notices, updates and alerts, and by calling (515.961.9410) or visiting us at City Hall (110 N 1<sup>st</sup> Street).





City of Indianola, Iowa  
Attn: Ryan Waller  
110 N 1<sup>st</sup> St.,  
Indianola, IA 50125

Dear Ryan:

Over the years, single stream recycling has helped make recycling simple and convenient for Indianola residents, and has focused attention to increasing participation and volume to enhance diversion rates.

Last year, the Indianola City Council voted to continue a single stream recycling program with Waste Management by implementing a new Contract extension, which will continue through Dec. 31, 2022. When this new extension was put in place with the City, one of the items we strived to be very open and honest with the City about was the potential that recycling processing costs could continue to rise, as they then were. This risk was explained as part of the continuing market impact from China's decision to ban the importation of recycling from America with more than 0.5% contamination. As a preemptive safeguard, the City approved new language in our Contract extension that allows for the passthrough to the City of any recycling disposal cost increases Waste Management could incur. Such passthroughs keep the recycling program sustainable in Indianola, rather than allowing the program to become financially untenable over time.

The recycling material collected in Indianola is taken to Mid America Recycling, a third-party recycling facility, where we are charged a per ton rate for the processing of the recycling material we deliver there. More than a month ago, Mid America Recycling increased our disposal rate by \$18.19 per ton. Waste Management has been bearing that increased expense since and will continue doing so until May 1<sup>st</sup>. After that time, we do need to pass through this expense to the City, as contractually allowed, given 45-day notice.

Based on the recycling tonnage being produced in Indianola of 757 tons a year, and your current house count of 4,736, this \$18.19 per ton increase calculates to \$0.24 cents per home per month. We will implement that increase on our current rates for services performed on and after May 1<sup>st</sup>, 2020.

We value your continued partnership and commitment to recycling in Iowa. Let me know if there are any questions we can answer or support we can otherwise provide. We are happy, for example, to engage with IMU to provide educational updates regarding this rate change on resident utility bills. We can also provide at no expense to the City graphic designed information for sharing on the City website. We are ready to support you in this effort as requested.

Sincerely,

A handwritten signature in cursive script that reads "Ammon Taylor".

Ammon Taylor  
Municipal Marketing Manager  
Waste Management of Iowa, Inc.  
515-361-0008



February 19, 2020

City of Indianola  
PO Box 299  
Indianola, IA 50125-0299

Dear Mayor Shaw,

In late December, Mediacom adjusted the Local Broadcast Station Surcharge (LBSS) on customer bills based on our best estimate of how much local broadcast stations like ABC, CBS, FOX and NBC would increase their rates for 2020. As the result of a new agreement recently reached with a broadcaster station owner in your area, Mediacom needs to adjust the LBSS to account for the rates being charged by the broadcast station owner under this new agreement.

Below is a summary of the updated LBSS charge that will go into effect or about March 22, 2020:

Product:	Old Rate:	New Rate:	Net Change:
Local Broadcast Station Surcharge	<b>\$13.85</b>	<b>\$16.83</b>	<b>\$2.98</b>

Mediacom appreciates the opportunity to continue to serve your community's telecommunications needs. If you have any questions, please contact me directly at 319-395-9699 ext. 3461 or [lgrassley@mediacomcc.com](mailto:lgrassley@mediacomcc.com).

Sincerely,

Lee Grassley  
Senior Manager, Government Relations

**March 25, 2020**  
**Draft Council Agenda**

- Minutes
- Claims
- Applications
  - Liquor License renewal – Indy 66
- City Manager’s Report
- Salaries
- Public hearing on FY21 budget
- Resolution adopting FY21 budget
- Urban Revitalization Designations
- Discussion and direction on annexation request received from Jon F. and Mary H. Peterson
- Public Hearing for a sign exemption request from Parker Signs & Graphics, Inc., on behalf of the Sunfield Mobile Home Park, located at 800 East Iowa Avenue.
- Resolution accepting the sign exemption request from Parker Signs & Graphics, Inc., on behalf of the Sunfield Mobile Home Park, located at 800 East Iowa Avenue.
- Public Hearing for a sign exemption request from Parker Signs & Graphics, Inc., on behalf of Fellows and Blake, located at 700 East 2nd Avenue.
- Resolution accepting the sign exemption request from Parker Signs & Graphics, Inc., on behalf of Fellows and Blake, located at 700 East 2nd Avenue.
- Public hearing for the purpose of hearing property owners subject to assessment and interested parties for or against the improvement, its cost, the assessment, or the boundaries of the District of the East Iowa Avenue Paving Project.
- Adopt resolution of necessity for the East Iowa Avenue Paving Project
- Adopt resolution directing preparation of detailed plans, specifications, form of contract and notice to bidders for the East Iowa Avenue Paving Project
- Adopt resolution ordering advertisement for bids, setting date for opening and consideration of bids, and setting public hearing on plans, specifications, form of contract, and estimate of costs for the East Iowa Avenue Paving Project
- Noise permit application for Warren County Speedway
- Noise permit application for Indianola Public Library – Summer Kickoff Party
- Special Event application for Indianola Public Library – Summer Kickoff Party
- Resolution setting Public Hearing for April 20 regarding an Ordinance to raise recycling fee
- Resolution approving agreement for Janitorial Services at City Hall, Activity Center and Library
- Discussion and direction regarding the recommendation from the Advisory Committee on a timeline for adoption of the Rules and Procedures document and Codification
- Resolution approving the purchase of one 2020 Ford Explorer Utility vehicle for the Police Department in the amount of \$32,932.00.
- Resolution approving the schedule of fees for the City of Indianola for FY2021
- (Tentative) Set Public Hearing for April 6, 2020, for Elevate Indianola, a Comprehensive Plan Update Prepared with the Citizens of Indianola.

- (Tentative) Set Public Hearing for April 20, 2020 for zoning regulation amendment to Chapter 165, regarding bulk storage of petroleum products.

### **Council Study Session**

- Presentation on updates to City's building, fire, mechanical, electrical, plumbing, fuel gas, liquified petroleum gas, energy conservation and property maintenance codes.

**April 6  
Draft Agenda**

- Minutes
- Claims
- Applications
- City Manager's Report
- Salaries
- Resolution approving purchase of a dump truck with snow and ice equipment for the Streets Department
- Proclamation declaring April 24 as Arbor Day
- Resolution regarding temporary closure/ no parking on the downtown square and one block in all directions for Indianola Bike Night.
- Noise permit for Indianola Bike Night.
- A Class B Beer and Outdoor Area Liquor License for Indianola Bike Night.
- Annual safety report
- Updated employee handbook with compensation ranges
- (Tentative) resolution approving union negotiations
- Public hearing for Elevate Indianola, a Comprehensive Plan Update prepared with the Citizens of Indianola

# IOWA TECHNOLOGY ROADSHOW

PRESENTED BY



## INDIANOLA



**Stephanie Atkin**

Vice President of Marketing, Dwoolla  
*Digital Transformation & Payments*



**Dave Nelson**

CEO, Pratum  
*Cybersecurity*



**Matt Koch**

Senior Electrical Engineer,  
Sukup Manufacturing Co.  
*Ag Tech & Manufacturing Tech*



**James Rose**

Sr. Manager of Solution Architects,  
U.S. Cellular  
*5G & IoT*

### THURSDAY, APRIL 30, 2020

11 A.M. - 1 P.M.

Hubbell Hall, Kent Campus Center — Simpson College  
701 N C St, Indianola, IA 50125

#### AGENDA

11:00-11:25 A.M.	Check-in / Lunch
11:25-11:30 A.M.	Welcome / Introductions
11:30 A.M.-12:30 P.M.	Speaker Panel
12:30-1:00 P.M.	Q&A

#### TOPICS

Panelists will cover relevant technology topics in their respective industries, followed by a Q&A session for the attendees.

#### COST

The event is **free and open to the public** with lunch provided.

Register today at [technologyiowa.org](https://technologyiowa.org)

FOR IMMEDIATE RELEASE

Contact: Cassandra Kotek  
Technology Association of Iowa  
[cassandra@technologyiowa.org](mailto:cassandra@technologyiowa.org)

### **TAI Announces 2020 Iowa Technology Roadshow Spring Tour Details**

**Des Moines, Iowa (February 24, 2020)** — The Technology Association of Iowa (TAI) is proud to announce the first-ever Iowa Technology (IT) Roadshow that will travel to ten communities across the state of Iowa in 2020. The Spring Tour will be held from Monday, April 27, 2020 - Friday, May 1, 2020, from 11 a.m. - 1 p.m. The Fall Tour will be in October 2020.

“The Iowa Technology Roadshow presented by U.S. Cellular will influence and elevate Iowa’s technology industry, professionals, and businesses all across Iowa. TAI believes that all companies are technology companies, and that’s why we are proud to bring Iowa technology industry experts to ten Iowa communities,” stated Brian Waller, President of TAI.

#### **IT Roadshow Spring Schedule and Locations**

- April 27, 2020: Burlington, Iowa
  - Venue: Greater Burlington Partnership, 610 N 4th St. #200, Burlington, IA 52601
- April 28, 2020: Ottumwa, Iowa
  - Venue: The Hub Auditorium, 133 W 2nd St., Ottumwa, IA 52501
- April 29, 2020: Grinnell, Iowa
  - Hotel Grinnell, 925 Park St., Grinnell, IA 50112
- April 30, 2020: Indianola, Iowa
  - Hubbell Hall, Kent Campus Center - Simpson College, 701 N C St., Indianola, IA 50125
- May 1, 2020: Council Bluffs, Iowa
  - PACE Hoff Family Arts & Culture Center Center, 1001 S 6th St., Council Bluffs, IA 51501

TAI is partnering with local economic development and chamber organizations across the state to customize each panel for each community. Visit [technologyiowa.org/ITRoadshow](http://technologyiowa.org/ITRoadshow) for more information and registration details.

“We are proud to support the Iowa Technology Roadshow and bring expert technologists across various industries to small and midsized towns in Iowa. It’s initiatives such as this that are essential to the continued growth of technology in Iowa,” stated Matthew Sampson, Director of Sales, Business Channel, of U.S. Cellular.

Special thanks to our Presenting Sponsor, U.S. Cellular; Lead Sponsors, Iowa Economic Development Authority (IEDA), Mediacom Business, and Pratum; and Lunch Sponsor, Hy-Vee.

For more information, please contact Brian Waller, President, Technology Association of Iowa at (515) 218-2077 or at [brian.waller@technologyiowa.org](mailto:brian.waller@technologyiowa.org).

The Technology Association of Iowa (TAI) is the statewide, member-based organization uniting Iowa’s technology community. TAI advances Iowa’s reputation as a technology state and supports the industry by connecting leaders, driving public policy, fostering diversity and inclusion, and developing talent. Learn more at [www.technologyiowa.org](http://www.technologyiowa.org).

###

## Charlie Dissell

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**From:** Nick Bruck <nickb@dcigroup-us.com>  
**Sent:** Tuesday, February 25, 2020 12:02 PM  
**To:** Charlie Dissell  
**Cc:** Justin Page; Chris Conn; Megan Andrew (megana@warrencountyia.org)  
**Subject:** WCJC Weekly Update

Good Day Charlie:

A quick update. Bid award is scheduled for this Thursday morning. Assuming that occurs without any restrictions the next couple weeks looks like the following:

Week of 3/2: Nothing onsite is scheduled.

Week of 3/9: Mobilizing, trailers staged, fencing modifications, signs up, etc.

Week of 3/16: We potentially start excavation.

Going forward I will send updates to you on Friday mornings. If you or Ryan have any questions feel free to contact me.

 Nick Bruck  
Senior Project Manager  
**DCI GROUP**  
DESIGN + CONSTRUCTION INTEGRATION  
222 E 6th Street - Suite 200  
Des Moines, IA 50309  
C 515-202-3392 | W 515-244-5043  
  



# WODA COOPER COMPANIES

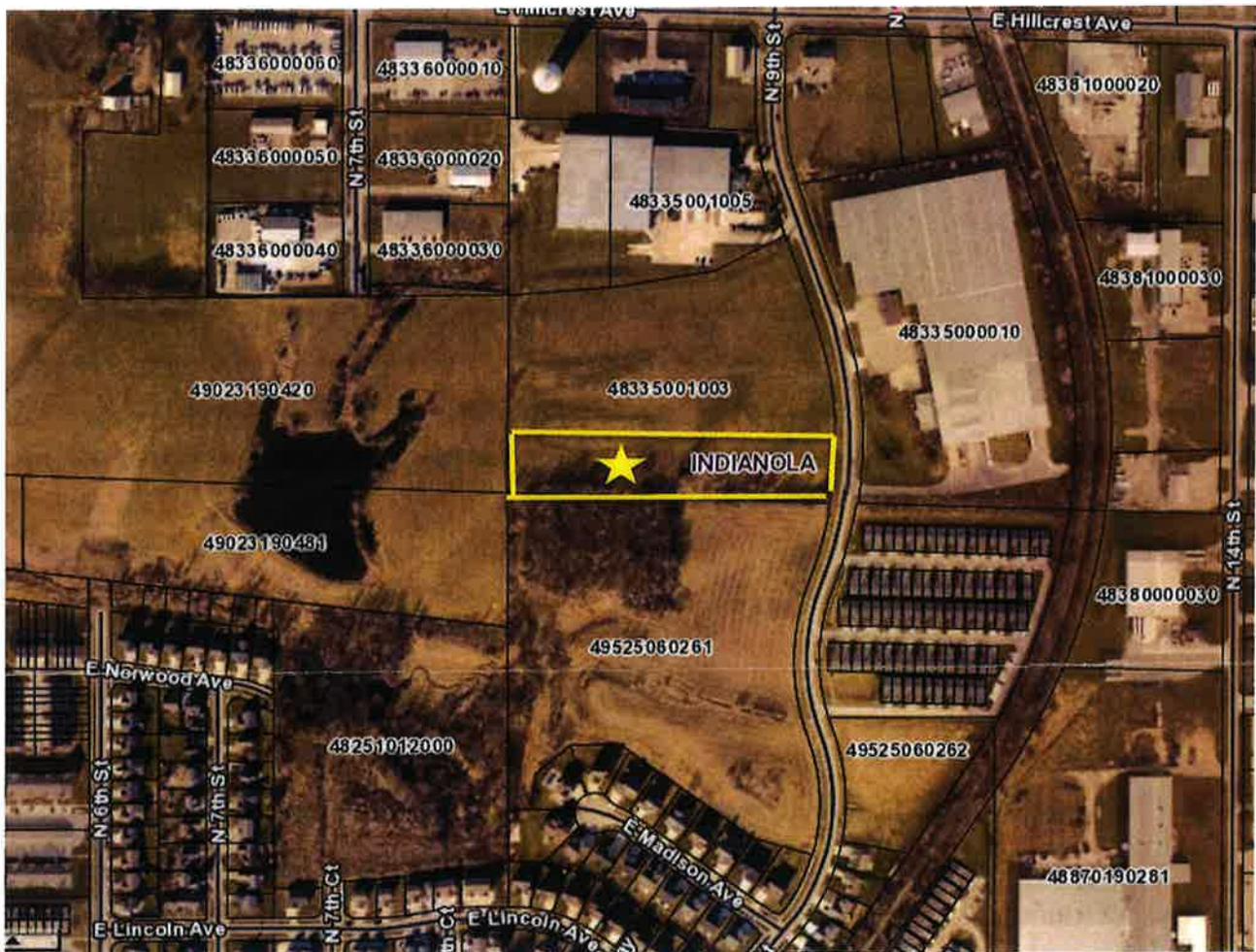
February 25, 2020

Dear Residents,

Please accept this letter as your invitation to attend a public discussion regarding a potential application to rezone approximately 3 acres along N. 9<sup>th</sup> Avenue from M-2 General Industrial to R-4 Multifamily.

Time: Monday March 9<sup>th</sup> from 6:30 to 7:30  
Place: Indianola Activity Center, 2204 W 2nd Ave, Indianola

The acreage,



## Williams Terrace

*North 9th Street, Indianola, IA*

Woda Cooper Companies, Inc. has a vision for the acreage identified as Williams Terrace to develop 50 affordable apartments designed for senior households 55 years of age and older.

Williams Terrace will be an affordable rental community. Our concept includes one two-story elevator building. The exterior facade will be 50% brick and hardy siding, attractive eaves and roof lines. The building will be constructed in accordance with current Green Build standards and will be highly energy efficient.

Williams Terrace will consist of a mixture of one-, and two-bedroom units with approximately 650 and 850 square feet of living space each. All the units will have central air conditioning, dishwashers, garbage disposals, refrigerators, stoves, mini blinds, ample storage space, and attractive open designs. The development will include a community room featuring spaces that can be used by residents for recreation, health care, education, etc. Security features will include secured building entrances, as well as security cameras and typical building and unit security features.



*Capital Greene Senior Living, Wheeling WV*

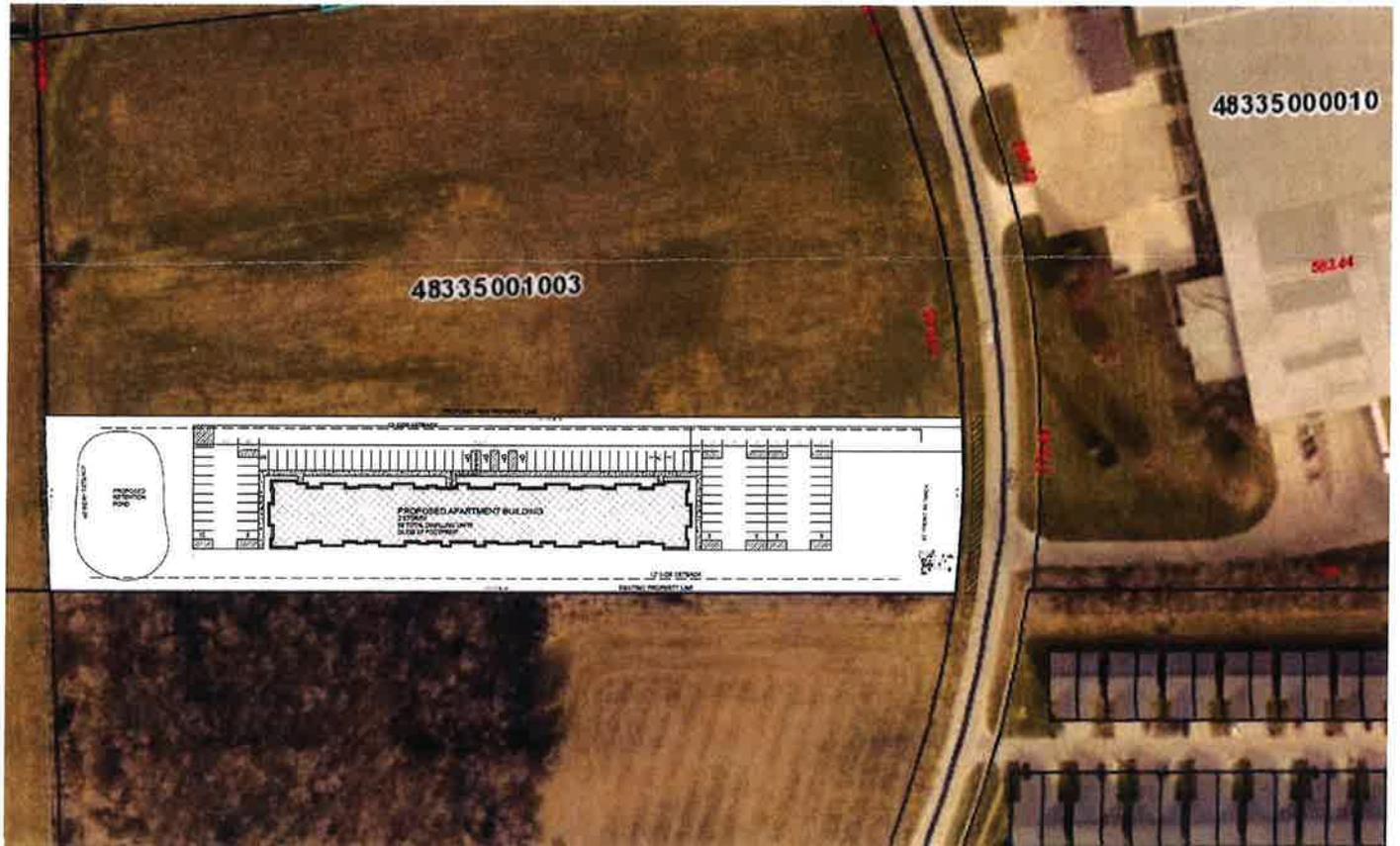
The rents at Williams Terrace for 45 of the apartments will range from \$400 to \$775 and the units will be rented to households with incomes no greater than 80% of the average median income. Another five apartments will be market rate units and have no income restrictions.

Construction of Williams Terrace could be beginning as early as the spring of 2021, and the first units will be available the spring of 2022.

Woda Cooper Companies, Inc. (i.e. Woda Construction, Inc, Woda Management and Real Estate) will develop, build (General Contractor), and manage Williams Terrace. Woda Cooper maintains “long-term” ownership in virtually all the 300+ affordable communities in the portfolio.

We encourage anyone interested in learning more about Woda Cooper Companies to visit our website at [www.wodagroup.com](http://www.wodagroup.com).

Site Plan Concept.





# 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)

## 2020 Building Permit Report

Date Application Submitted	Permit	DATE Permit Issued	NAME	ADDRESS	CONTRACTOR	CONSTRUCTION	SQUARE FEET *new residential only	Finald Date	C.O.Date	VALUE
12/31/2019	1	1/2/2020	North American MHC LLC	9 Leonard Avenue	Heartland Living	Mobile Home				\$51,300
12/31/2019	2	1/2/2020	North American MHC LLC	21 Leonard Avenue	Heartland Living	Mobile home				\$51,300
1/7/2020	3	1/7/2020	Chad Keller	206 N Jefferson	B and D	DEMO				
1/7/2020	4	1/7/2020	Chad Keller	208 N Jefferson	B and D	DEMO				
1/7/2020	5	1/8/2020	North American MHC LLC	24 Leonard	Heartland Living	Mobile Home				\$51,300
1/7/2020	6	1/8/2020	North American MHC LLC	26 Alfred	Heartland Living	Mobile Home				\$38,494
1/7/2020	7	1/8/2020	North American MHC LLC	6 Leonard	Heartland Living	Mobile Home				\$38,494
1/14/2020	8	1/14/2020	Foxwood Apts	1005 W 3rd	Rainbow International	Remodel				\$859,560
1/7/2020	9	1/13/2020	Kurt Ripperger	804 N B	Construction by Cambron	Remodel				\$80,000
10/29/2019	10	1/16/2020	Wal Mart	1500 N Jefferson Way	Midland	Commercial Remodel				\$1,891,511
1/15/2020	11	1/20/2020	Jerry's Homes	506 N 17th	Jerry's Homes	Basement Finish				\$18,000
1/15/2020	12	1/27/2020	Jerry's Homes	402 N 18th	Jerry's Homes	Single Family Dwelling	1435			\$208,000
1/15/2020	13	1/27/2020	Jerry's Homes	406 N 18th	Jerry's Homes	Single Family Dwelling	1339			\$203,000
1/15/2020	14	1/27/2020	Jerry's Homes	408 N 18th	Jerry's Homes	Single Family Dwelling	1474			\$217,000
1/15/2020	15	1/27/2020	Jerry's Homes	1708 Detroit	Jerry's Homes	Single Family Dwelling	1644			\$201,000
1/15/2020	16	1/27/2020	Jerry's Homes	1704 Detroit	Jerry's Homes	Single Family Dwelling	1605			\$212,000
1/31/2020	17	2/3/2020	Sherwin and Leeann Back	808 W Salem	Vanderpool	Alteration				\$15,158
2/10/2020	18	2/10/2020	Dusty Jordan	1107 N 6th Street	Jordan Building & Design LLC	Screened In Porch	192			\$15,000
1/10/2020	19	2/12/2020	Prilesh Patel	1215 N Jefferson Way	Rod Curtis	Commercial Remodel				\$80,000
2/12/2020	20	2/12/2020	KC Inc	404 W Jefferson	Iowa Demolition	DEMO				
2/13/2020	21	2/18/2020	Top Hat Homes	810 W Orchard	Top Hat Homes	Single Family Dwelling	2404			\$448,000
10/9/2019			IR Brew Enterprises (Scooters)	1112 N Jefferson Way	TBD	Commercial				\$75,000



# Community Development

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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	CE: 03-2020	1/9/2020	Junk vehicles	208 South D Street	1/10/2020	1/10/2020	Sent letter of Nuisance and Demand for Abatement on 1/10/2020 and established a deadline of January 20th, 2020. Two junk vehicles that need to be towed. Person in charge of the estate called in on 2/3/2020 and 2/11/2020. Extension given to 2/19/2020. Cars remain as of 2/21/2020	3/2/2020	
Open	CE: 01-2020	12/27/2019	Campers all over property. Junk and junk vehicles parked on driveway and other miscellaneous junk debris.	1801 West Euclid	1/2/2020	1/2/2020	Sent letter of Nuisance and Demand for Abatement on 1/10/2020 and established a deadline of January 20th, 2020. Spoke with Uele and established a 30 day deadline for each camper to be removed/moved from property. Will try and touch base with Uele next week and check status of moving one of the campers.	3/6/2020	
Open	CE: 11-2020	1/9/2020	Patio clutter accumulating at apartment 30	810 South R Street	1/9/2020	1/27/2020	Sent letter of Nuisance and Demand for Abatement on 1/27/2020 and established a deadline of February 10th, 2020. Spoke with regional property manager and he said apartment 30 will be taken care of within the next week or 2. Clutter has been removed. Just yard ornaments remain.	3/6/2020	
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. Person in charge of the estate called in on 2/3/2020. Insurance claim has been filed, and adjuster will evaluate. Still waiting on insurance adjuster.	3/6/2020	
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.	3/6/2020	
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. Will more than likely be closing this case within the next week.	3/6/2020	
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	3/6/2020	
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 had until January 5 to have all work completed. Working on getting quotes for work to be completed to determine next steps. In the process of getting quotes to abate the property. Not going to abate. Will continue to issue Municipal Infractions.	3/7/2020	
Open	CE: 04-2020	1/9/2020	Junk and junk debris throughout property	107 North Kenwood	1/10/2020	1/10/2020	Sent letter of Nuisance and Demand for Abatement on 1/10/2020 and established a deadline of January 20th, 2020. Spoke with homeowner and she said she will have van removed from property as soon as the weather turns.	3/30/2020	
Open			Abandon/Unsafe Building	310 E Boston	3/28/2019	4/5/2019	Property posted as unsafe. Building has been ordered to be vacated and was posted to prevent further occupancy until the work is completed. Met with owner to discuss timing for making improvements. Deadline set for November 1. <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	



# Community Development

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515-961-9430 • [comdev@indianolaiowa.gov](mailto:comdev@indianolaiowa.gov)

## Code Enforcement Tracking Report

Open	CE: 08-2020	1/9/2020	Sign missing panels, menace to the public	1801 West 2nd	1/10/2020	1/14/2020	Sent letter of Nuisance and Demand for Abatement on 1/14/2020 and established a deadline of February 13th, 2020. Spoke with Deb from DML Management. She is working with a sign company and will be taking care of the existing sign as soon as possible. Established another deadline of March 31st, 2020.	3/31/2020	
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. Spoke with property owner. Contractor is waiting to finish siding until the weather warms up to avoid cracking the vinyl.	3/31/2020	
Open	CE 07-2020	1/9/2020	Abandoned/Dangerous/Unsafe Building	2110 West 2nd	1/9/2020	1/10/2020	Sent letter of Abandoned, Dangerous, & Unsafe Building on 1/10/2020 and established a date of April 9th for completion.	4/9/2020	
Open		9/17/2019	Tall Grass/Weeds, Debris	Property E of East Scenic Valley Ave	9/17/2019		Discussed this with the representative for property owner. Tall grass and weeds will be mowed, and they will work to get remaining construction debris off the property.	4/30/2020	
Open	CE: 02-2020	1/9/2020	Trailer park needs to be cleaned up. Junk and junk vehicles.	307 West 2nd	1/10/2020	1/10/2020	Sent letter of Nuisance and Demand for Abatement on 1/10/2020 and established a deadline of April 30th, 2020. Larry Throckmorton 515-249-9639	4/30/2020	
Open			Unsafe Building	208 N Jefferson Way	4/17/2018		Demolition has taken place. Will close out once all work is completed, and lot has been seeded.	4/30/2020	
Open			Unsafe Building	206 N Jefferson	4/17/2018		Demolition has taken place. Will close out once all work is completed, and lot has been seeded.	4/30/2020	
Open	CE: 09-2020	1/10/2020	Shed in front/side yard	640 North N	1/14/2020	1/16/2020	Sent letter of ordinance violation on 1/16/2020 and established a deadline of February 14th, 2020. Spoke with Diana and gave extension until May 1st, 2020.	5/1/2020	
Open	CE:10-2020	1/10/2020	Shed in front/side yard	606 North Kenwood	1/14/2020	1/16/2020	Sent letter of ordinance violation on 1/16/2020 and established a deadline of February 14th, 2020. Owner has requested a Variance and will be heard before the Board of Adjustment.	TBD	
Closed	CE: 05-2020	1/9/2020	Vehicles and trailers parked in grass, camper stored on driveway	1708 West Euclid	1/10/2020	1/10/2020	Sent letter of Nuisance and Demand for Abatement on 1/10/2020 and established a deadline of January 20th, 2020. Spoke with Tim, gave 30 days to comply. Camper and trailer have been removed.		2/14/2020
Closed	CE: 06-2020	1/9/2020	Junk on west side of home	1906 West Euclid	1/10/2020	1/10/2020	Sent letter of Nuisance and Demand for Abatement on 1/10/2020 and established a deadline of January 20th, 2020. City will need to abate. Emailed Apex for abatement(02/05/2020) APEX to finish abating property on Monday 2-10-2020.		2/10/2020
Closed	CE: 12-2020	1/23/2020	Sidewalks not cleared	911 North Howard	1/28/2020	1/28/2020	Sidewalk Cleared.		2/6/2020
Closed	CE: 15-2020	1/28/2020	Sidewalks not cleared	West side of Country Club including golf course, 601 Trail Ridge and 600 Trail Ridge Rd.	1/28/2020	1/28/2020	Sidewalk Cleared.		2/6/2020
Closed	CE: 14-2020	1/27/2020	Sidewalks not cleared	300-500 Block of East Kentucky (Wal-Mart)	1/28/2020	1/28/2020	48 Hrs		1/30/2020



## COMMUNITY DEVELOPMENT

**To:** Ryan J. Waller, City Manager  
**From:** Charlie E. Dissell, AICP, Community and Economic Development Director  
**Date:** February 28, 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.

- **Apple Tree Inn (1215 North Jefferson Way)**
  - Building permit application for interior remodel submitted on January 10.
  - Review comments were returned on January 13.
  - Revised building plans submitted on February 5.
  - Building Permit issued on February 12.
- **Wal-Mart (1500 North Jefferson Way)**
  - Building Permit application and plans submitted on October 29 for a remodel of this building.
  - Building plans approved on November 7.
  - Building Permit issued on January 16.
  - Applicant has indicated a start date of January 19.
- **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.
- **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.
- **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 it to have the new lift station designed by this fall, bid of by next spring, and completion by fall of 2020.
  - Staff meet with HR Green and Developer engineer to discuss timing of improvements and new lift station on September 9.
  - The developer submitted a preliminary plat to the City on September 24.
  - Comments on preliminary plat returned on October 4.
  - Preliminary plat recommended for approval by Planning and Zoning Commission on November 12.
  - City Council approved the preliminary plat at its November 18<sup>th</sup> meeting.
  - Construction plans were submitted on December 2.
  - Comments on construction plans returned on December 17.
  - Revised construction plans submitted on February 7.
  - Comments on construction plans returned on February 18

- **Heritage Hills Plat 10**
  - Located at the west end of Trailridge Road.
  - Preliminary plat for a 10-lot residential subdivision was submitted to the City on July 12.
  - The Planning and Zoning Commission recommended approval of this plat at its August 13 meeting.
  - The City Council approved the preliminary plat at its August 19 meeting.
  - Construction Plans were submitted on August 27.
  - Comments on construction plans returned on September 11.
  - Revised construction plans were submitted on September 18
  - Construction plans were approved on October 8.
  - Plat of survey to convey property to developer was submitted on January 2. This Plat of survey was reviewed by the Planning Commission on January 15 and the City Council adopted a resolution of approval on January 21.
- **Prairie Glynn Plat 2**
  - Located east of East Franklin Avenue and North 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.
- **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.

## Jackie Raffety

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**From:** Ryan Waller  
**Sent:** Friday, March 6, 2020 11:18 AM  
**To:** Ryan Waller  
**Subject:** Waller's Weekly 3.6.2020  
**Attachments:** Joint Meeting Pres\_Open Session.pdf; Draft Rules of Procedure\_3.2.2020.pdf; IOWA AVE LETTER.pdf; PD Shout Out.pdf; Team Shout Out.pdf; CM JR Shout Out.pdf; Sustainability Fair Flyer.pdf; Draft, March 25, 2020.pdf; April 6 draft.pdf; Woda Location Update.pdf; 2020 Building Permits- March 6.pdf; Code Enforcement- March 6.pdf; Curent Projects Update- March 6.pdf; WCJC Weekly.pdf

Good morning, all.

I hope everyone is enjoying their Friday. The weekend weather looks promising!

Below and attached are the items comprising this week's update email. As always, please let me know if there are any questions.

Please remember to spring ahead on Sunday and adjust your clocks for Daylight Savings Time.

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

**Joint Meeting Presentation** – Attached is the presentation that City Staff reviewed during the City Council's joint meeting with the IMU Board of Trustees on March 2, 2020.

**Ward Meetings** - Beginning in April, the City will begin hosting a series of Ward Meetings. These meetings are a great way to get in-depth information about our community and to learn more about the City's projects, programs, services, and key issues affecting residents. The dates and locations may be found on the City's website - <http://indianolaiowa.gov/DocumentCenter/View/10644/2020AprilWard-Meetings?bidId=>.

**Draft City Council Rules** - Attached is a copy of the draft City Council rules that were distributed during the March 2<sup>nd</sup> City Council meeting. This is the same draft reviewed by the City Council

at its meeting on January 7, 2019, with one addition. The attached draft incorporates the input received from the City Council over the last few meetings regarding the topic of having speakers sign in prior to speaking. This change may be found at the top of page 9 and reads as follows, “...complete a public comment card indicating the agenda item on which they wish to comment, or the topic for items not on the agenda”.

**Iowa Avenue Letter** – The City was notified about a sign on Iowa Avenue, just west of Highway 65/69, asking the City Council to repair the road. As the City Council is aware, this section will be repaved as part of the Traffic Signal Synchronization project that was accepted at its February 18<sup>th</sup> meeting. Attached, please find a letter that was mailed to the property owner providing a status update on the project.

**Departmental “Shout Outs”** – Attached, please find this week’s “shout outs” to members of the Team.

**Summerset Greene Development** – As reported in previous weekly updates, a neighborhood meeting has been scheduled for 6:30 p.m. on Monday, March 9<sup>th</sup>. The meeting will take place in the Community Room at the Indianola YMCA. It was brought to the City’s attention that the letter sent from the proposed developer had an incorrect address. A letter correcting the inaccuracy was sent to the neighborhood and is attached.

**Warren County Justice Center Weekly Update** – Attached, please find an update from DCI on activity that will take place regarding this project in the coming weeks.

**Water Resource Recovery Facility (WRRF)** – The pre-construction meeting for the WRRF took place on Wednesday, March 4<sup>th</sup>. Due to a required wait period by the Army Corps of Engineers, earthwork will not commence until after March 31<sup>st</sup>. Project updates will be posted on the City’s website at <http://indianolaiowa.gov/632/Wastewater-Treatment-Plant-Updates>.

**Sustainability Fair** – Attached, please find the flyer for the Sustainability Fair on April 4<sup>th</sup> from 1:00 to 4:30 p.m. at the Blake Fieldhouse.

**Community Development Updates** – Attached, please find various updates provided by the Community Development Department.

**Upcoming City Council Agenda** – Attached, please find the draft agendas maintained by the Clerk’s Office 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). If there are items that you would like more information on, please let me know.



*Indianola will be known for high-quality education,  
a thriving business economy, enriching amenities,  
and small-town character*



# VALUATION

	Valuation Year	Payable Fiscal Year	100% Actual Valuation	Taxable Valuation (With Rollback)	Taxable TIF Increment Valuation	Total Taxable Valuation
~\$173 M	2019	2020/21	\$1,054,087,927	\$568,699,179	\$76,070,552	\$644,769,731
	2018	2019/20	985,746,865	541,061,480	78,588,074	619,649,554
	2017	2018/19	959,834,217	523,080,763	72,340,746	595,421,509
	2016	2017/18	880,877,509	492,577,085	66,681,130	559,258,215
	2015	2016/17	863,852,007	481,746,187	59,727,678	541,473,865
	2014	2015/16	840,315,884	475,010,758	52,745,764	527,756,522
	2013	2014/15	816,676,572	468,506,382	44,429,835	512,936,217

***City's total valuation surpassed \$1 billion!***

# SOME ACCOMPLISHMENTS

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- 161 Building Permits
  - 55 New Residential Units (Over \$9 Million in Valuation)
  - 6 New Commercial Buildings (Over \$13 Million in Valuation)
- 135 lots that have either been approved or received preliminary plat approval from the Council
- Sold 3 of the 4 remaining D & D lots
  - Cabin Coffee expected to open in late 2020/early 2021
  - Adding \$415,000 (minimum) valuation
- Hosted 2<sup>nd</sup> Annual Builders & Developers Breakfast
  - “I wish more Cities would do this!” - *Des Moines Realtor*
  - “I wish my organization had a relationship with other Cities like we have developed with Indianola.” - *Executive Director of a regional developers association*

# COMPREHENSIVE MASTER PLAN UPDATE

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# ELEVATE INDIANOLA

A COMPREHENSIVE PLAN UPDATE PREPARED WITH THE CITIZENS OF INDIANOLA



# PROJECT MANAGEMENT TEAM

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## PROJECT MANAGEMENT TEAM

**DREW BRAZIE**, PARK COMMISSION

**ANITA CHRISTENSEN**, SUSTAINABILITY COMMITTEE

**JAY COWEN**, JERRY'S HOMES

**CHARLIE DISSELL**, DIRECTOR OF COMMUNITY & ECONOMIC DEVELOPMENT

**BRENDA EASTER**, INDIANOLA CHAMBER

**MICHAEL EGEL**, DES MOINES METRO OPERA

**NATE FEHL**, HY-VEE

**RACHEL GOCKEN**, WARREN COUNTY ECONOMIC DEVELOPMENT CORP

**KENNY HERRING**, PEOPLES COMPANY

**AARON HURT**, INDIANOLA FIRE

**JARED JOHNSON**, ACCURATE DEVELOPMENT

**KEVIN JOHNSON**, ACCURATE DEVELOPMENT

**BOB LANE**, SIMPSON UNIVERSITY

**EMMETT KONRAD**, HOMETOWN PRIDE

**DAVID MAAHS**, GREATER DES MOINES PARTNERSHIP

**LARRY MCCONNELL**, GIB'S A&W

**BARB MCMURRY**, IOWA REALTY

**DAVE MOELLER**, CITIZEN / CITY ENGINEER

**ANGELA NELSON**, HOMETOWN PRIDE

**ELODIE OPSTAD**, LOCAL HISTORIAN

**JOSH RABE**, PLANNING & ZONING COMMISSION

**MIKE ROZGA**, UTILITY BOARD

**ART SATHOFF**, INDIANOLA SCHOOLS

**STACI SCHEURENBRAND**, NATIONAL BALLOON CLASSIC

**KEITH WELLING**, TRUBANK

# WHAT'S A COMP PLAN?

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## **A GUIDE FOR DECISION MAKERS**

A long-range policy manual to guide decisions about the development of a community

## **A LEGAL BASIS FOR LAND USE REGULATIONS**

Under Iowa Code Section 414, zoning regulations must be established in accordance with a comprehensive plan

## **A COMMUNITY'S VISION FOR THE FUTURE**

Represents the community's vision for the future and is therefore heavily dependent on public engagement

**PROGRESS**  
*(The Goal)*

**BUDGET**  
*(The Funding)*

**WORK PLANS**  
*(The Work)*

**GUIDING DOCUMENTS**  
*(The Tasks)*

**COMPREHENSIVE PLAN**  
*(The Vision)*

# PUBLIC ENGAGEMENT FEEDBACK

June 24 – August 19, 2019 – ~10.2% of population; ~13.7% of ages 20 and over

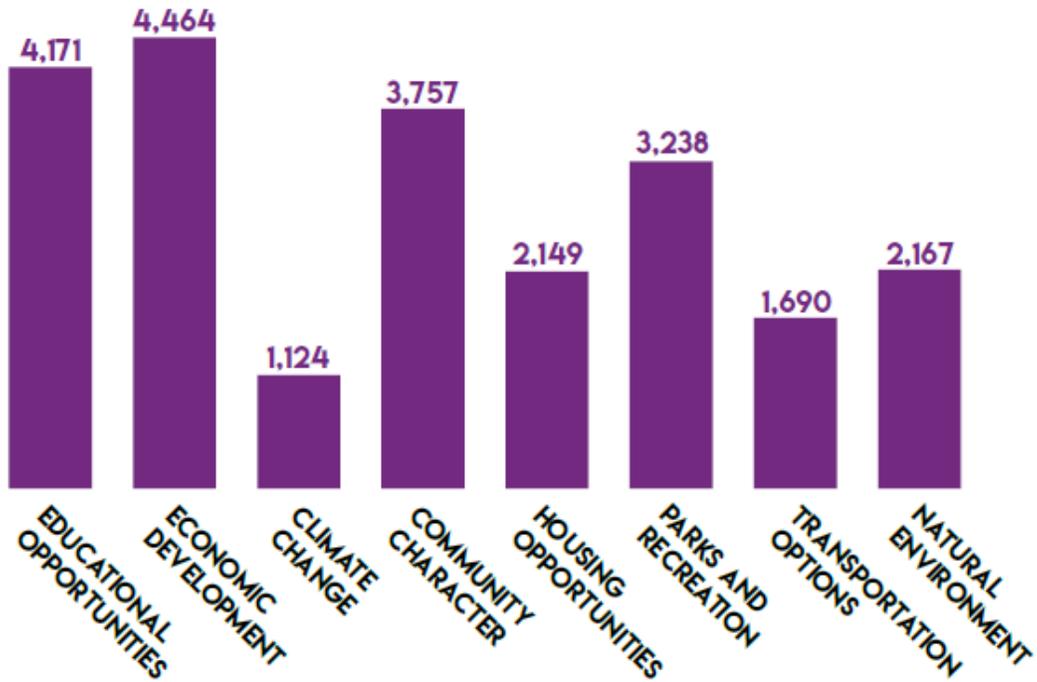
## METROQUEST ONLINE SURVEY – 1,635 PARTICIPANTS



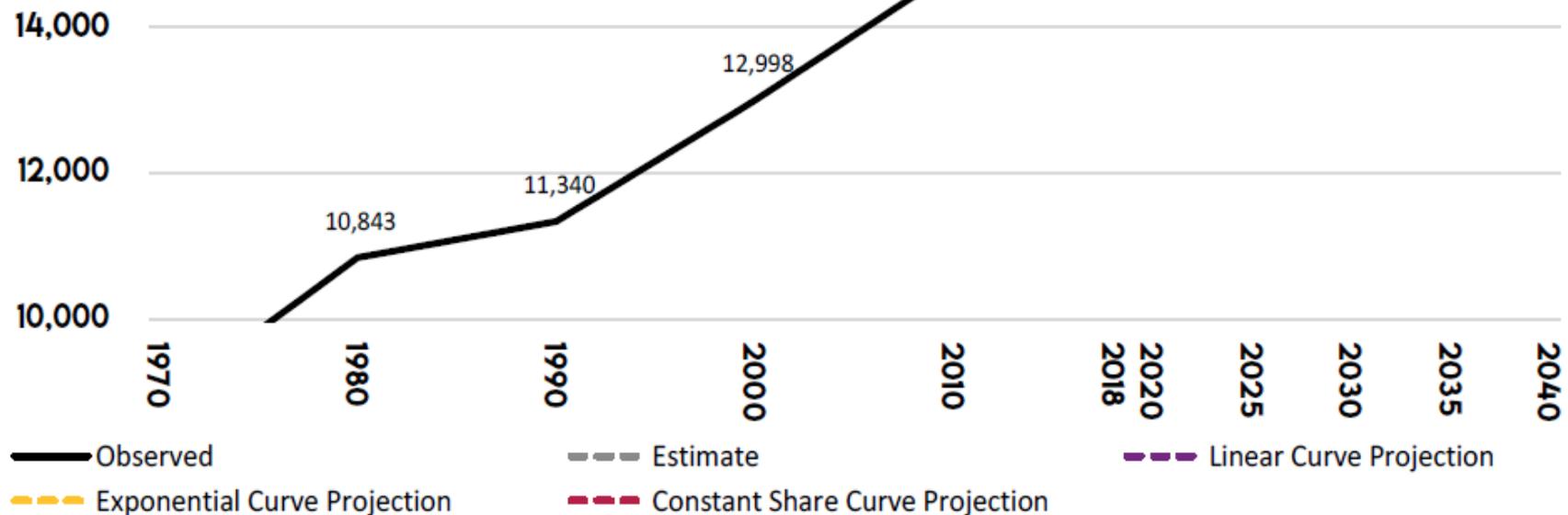
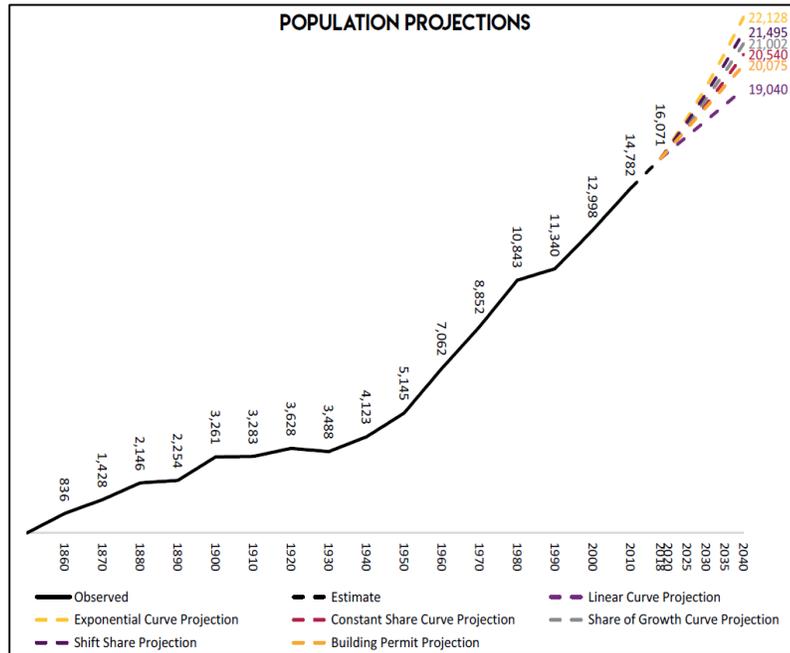
### TOTAL BUDGET ALLOCATED TO EACH CATEGORY FOR ALL PARTICIPANTS

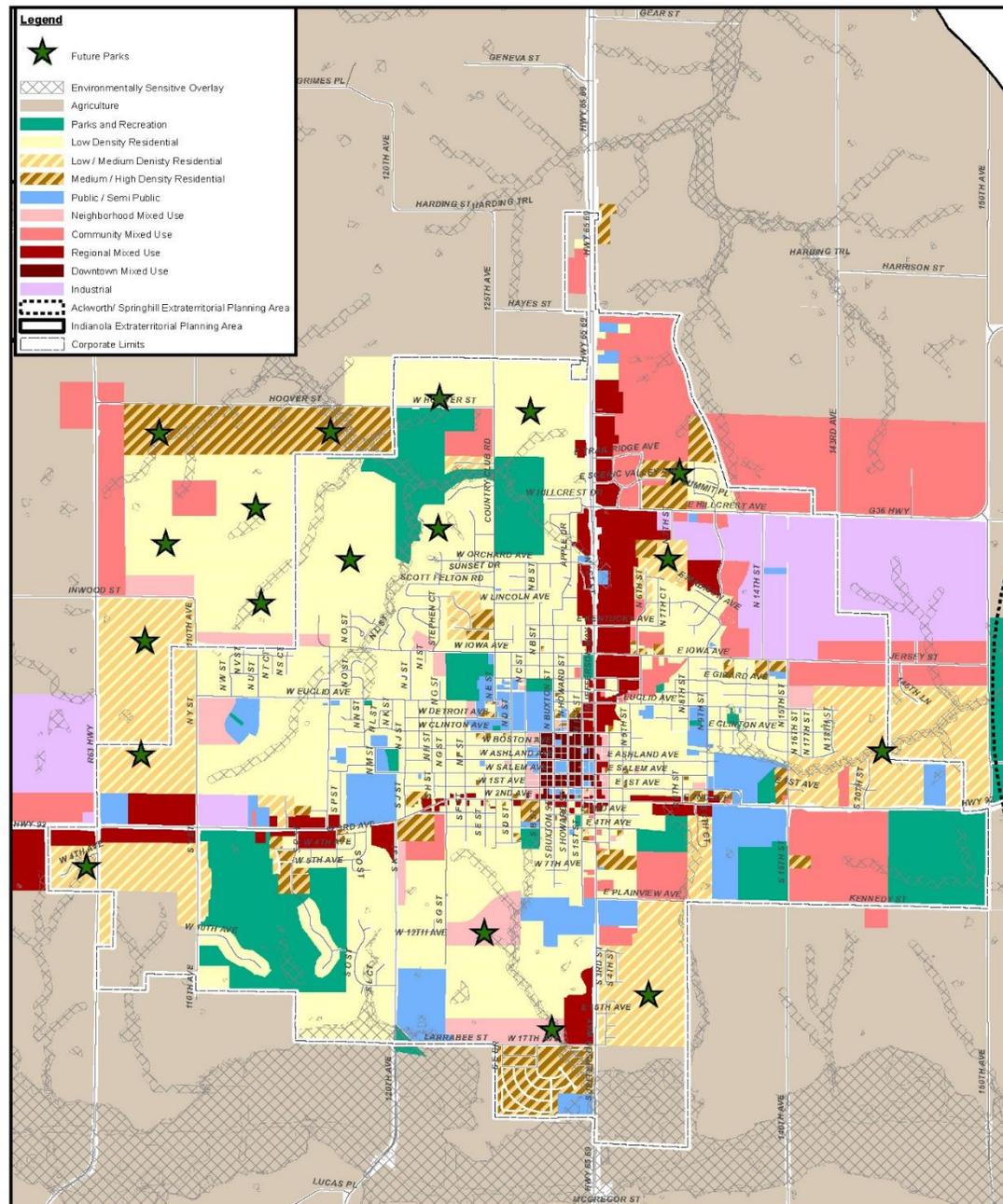
CITY BUILDINGS .....	20,556
DOWNTOWN .....	25,656
NATURAL ENVIRONMENT .....	15,145
PARKS .....	21,793
ROADS .....	38,229
TRAILS .....	16,093

### WHAT'S MOST IMPORTANT?

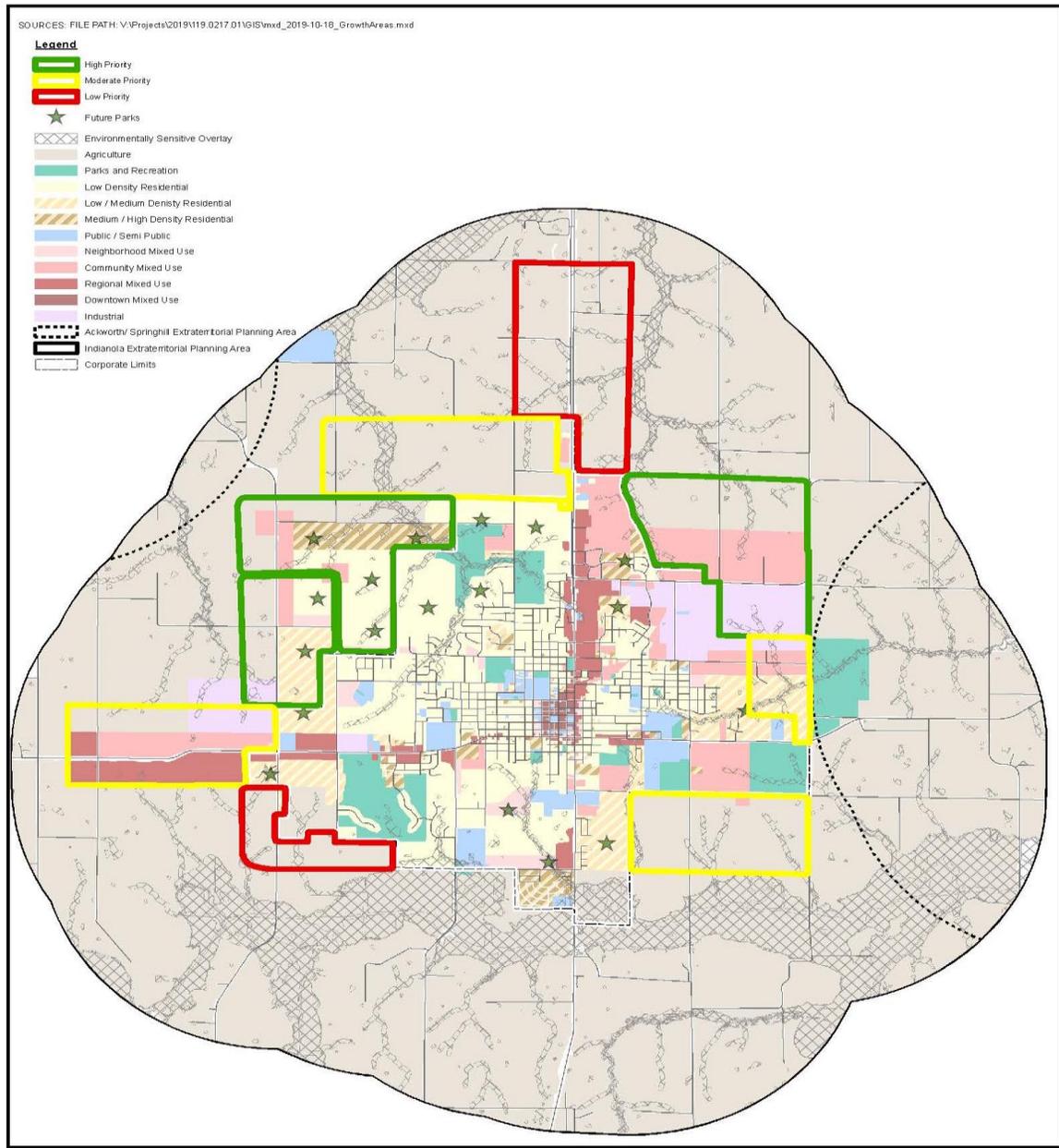


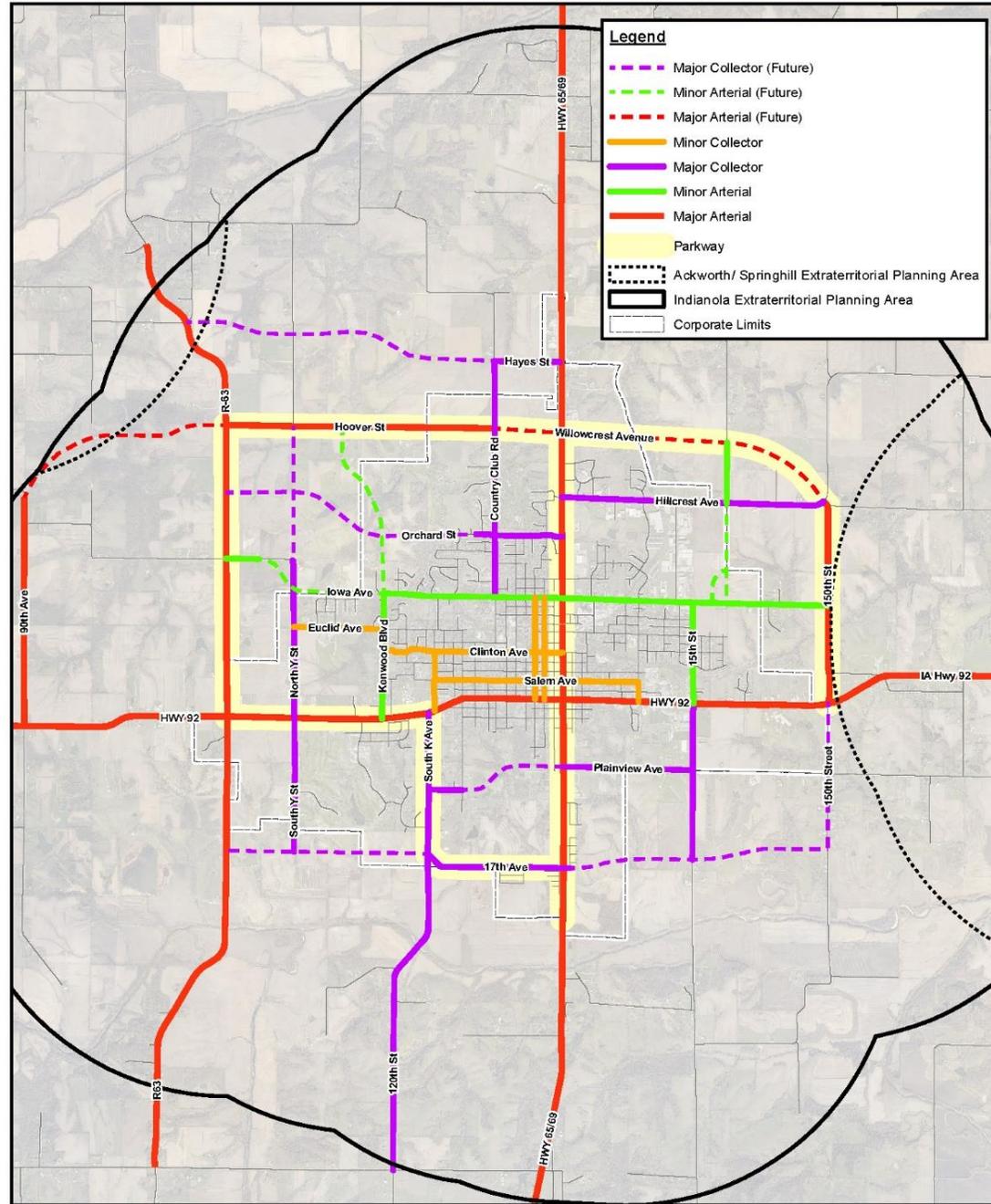
# POPULATION PROJECTIONS





# PRIORITY ANNEXATION AREAS





# HOUSING ANALYSIS

INCOME RANGE	% OF CITY MEDIAN	AFFORDABILITY (MONTHLY PAYMENT)	# OF HOUSEHOLDS IN EACH RANGE	EST. VALUE OF HOME THEY CAN AFFORD (PURCHASE)	VALUE OF OWNER UNITS	# OF OWNER UNITS	EST. MONTHLY RENT THEY CAN AFFORD	# OF RENTER UNITS	TOTAL UNITS	BALANCE
\$0-24,999	45%	\$583	1,186	\$99,999	\$0-99,999	573	\$0-600	544	1,117	-69
\$25,000-49,999	90%	\$1,167	1,600	\$199,999	\$100,000-199,999	2,391	\$601-1,100	1,086	3,477	1,877
\$50,000-74,999	135%	\$1,750	1,256	\$299,999	\$200,000-299,999	763	\$1,101-1,700	227	990	-266
\$75,000-99,999	180%	\$2,333	762	\$399,999	\$300,000-399,999	229	\$1,701-2,300	25	254	-508
\$100,000-149,999	270%	\$3,500	790	\$499,999	\$400,000-499,999	28	\$2,301-3,500	37	65	-725
\$150,000+			454	\$500,000+	\$500,000+	40	\$3,501+	47	87	-367

# IMPLEMENTATION

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The Implementation Plan is a working document – the timeline, parties, partners, and resources may change.

Review annually and issue a public report assessing accomplishments and identifying roadblocks.

If needed, make modifications to future land use, goals, objectives, and actions through a public process with justification.

While the Community Development Department is the “keeper” of the document, there are multiple “responsible parties.”

# IMPLEMENTATION PLAN

Leadership, Partners and Resources

Type of Action

- Policy and Code Amendments
- Tasks
- Capital Improvement Program (CIP)

Timeline

- **Short-term:** within 5 years
- **Medium-term:** 5-10 years
- **Long-term:** 10-20 years

## TR: TRANSPORTATION

OBJECTIVE	ACTION	TIME-LINE	TYPE	RESPONSIBLE PARTY	PARTNER(S)	RESOURCES
TR-2-B: Promote development of a grid street network	TR-2-B-v: Prioritize the development of access management plans for East Hillcrest Avenue and Hoover Street	Short	CIP	Streets	Businesses	SUDAS
	TR-2-B-vi: Manage access to Highways 92 and 65/69 for new development and redevelopment	Ongoing	Code/Policy	Streets	DOT	SUDAS
TR-2-C: Use the street design to establish a character for the city and neighborhoods	TR-2-C-i: Bury utilities with all new development and with redevelopment whenever possible	Ongoing	Code/Policy	IMU	Streets	SUDAS
	TR-2-C-ii: Follow tree planting guidelines to ensure that street trees will not interfere with utilities, sidewalks, or the adjacent roadway	Ongoing	Code/Policy	Streets	CED, P&R, IMU	SUDAS
	TR-2-C-iii: Plant street trees adjacent to all publicly-owned properties whenever possible	Short	CIP	Streets	CED, P&R	Recurring Funding Source
	TR-2-C-iv: Adopt a zoning overlay to establish the parkway design guidelines	Short	Code/Policy	CED	Streets	APA
	TR-2-C-v: Develop and use Complete Streets and traffic calming polices and design guidelines for new streets and rehabilitation of existing streets	Short	Code/Policy	Streets	CED	ITE, NCSC, DMAMPO

# MOVING FORWARD 2020

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# MOVING FORWARD 2020

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## ◎ The City of Indianola FY21 Budget

- Public Hearing and Council Consideration on March 25<sup>th</sup>
- Meets all Financial Policy Requirements
- Aligns with Priorities Identified by Community as Part of Comp Plan Survey
- Continues Council's Direction for Public Safety Staffing
- Continues to Invest in Infrastructure

# PUBLIC ENGAGEMENT FEEDBACK

June 24 – August 19, 2019 – ~10.2% of population; ~13.7% of ages 20 and over

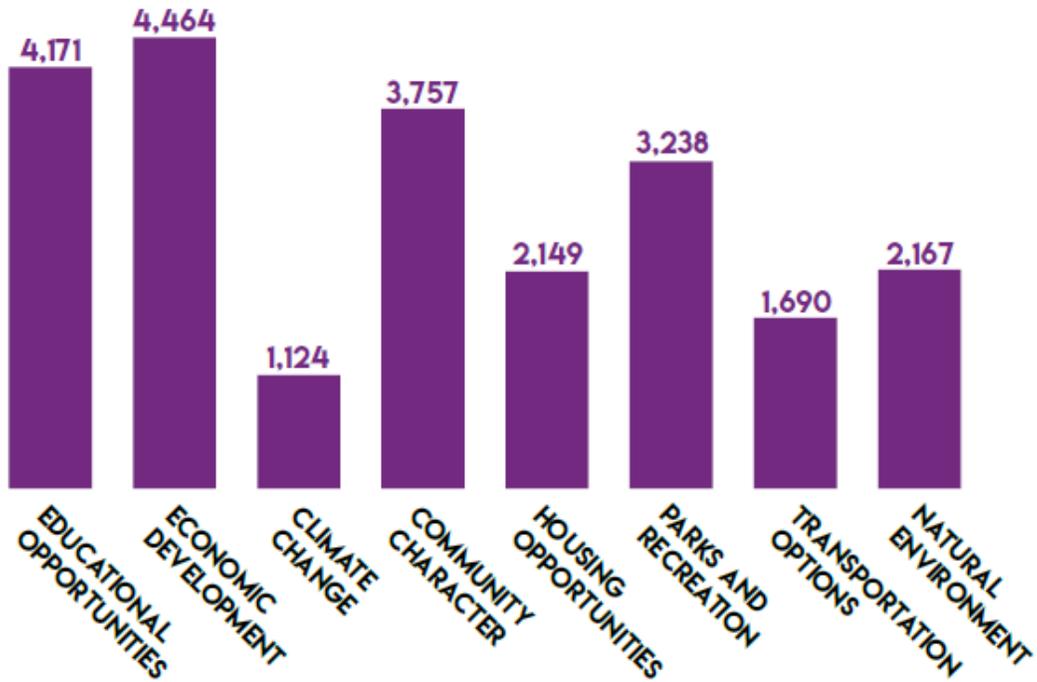
## METROQUEST ONLINE SURVEY – 1,635 PARTICIPANTS



### TOTAL BUDGET ALLOCATED TO EACH CATEGORY FOR ALL PARTICIPANTS

CITY BUILDINGS .....	20,556
DOWNTOWN .....	25,656
NATURAL ENVIRONMENT .....	15,145
PARKS .....	21,793
ROADS .....	38,229
TRAILS .....	16,093

### WHAT'S MOST IMPORTANT?



# MOVING FORWARD 2020

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- ⦿ Updated Comprehensive Plan Adoption – Econ. Dev.; Character; etc
  
- ⦿ Begin Updates to Various City Codes – Econ. Dev.; Character; etc
  - Zoning Regulations
  - Site Plan
  - Subdivision
  
- ⦿ Update of Building and Fire Codes – Econ. Dev.; Character; etc
  
- ⦿ US Census 2020 – Econ. Dev.; Character; etc
  - Anticipation of Rental Regulations

# MOVING FORWARD 2020

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- ◉ Indianola Water Resource Recovery Facility (WRRF) – **Econ. Dev.**
- ◉ Square Streetscape Implementation – **Downtown; Econ. Dev.**
- ◉ Iowa Avenue Paving/Missouri Valley JATC Project – **Econ. Dev.; Roads**
- ◉ Hillcrest Avenue Reconstruction – **Econ. Dev.; Roads**
- ◉ South K Street Paving – **Econ. Dev.; Roads**
- ◉ Quail Meadows Lift Station Relocation – **Econ. Dev.**
- ◉ City Hall/Library/Public Safety Improvements – **City Buildings**
- ◉ Pavement Indexing and Stormwater Planning – **Roads**

# CAPITAL IMPROVEMENT PLAN

## INFRASTRUCTURE CAPITAL IMPROVEMENT PLAN (Streets)

Last Updated:  
2/19/2020

	FY20	FY21	FY22	FY23
<b>COMMUNITY DEVELOPMENT</b>				
ST-2: Iowa Avenue Extension for Missouri Valley JATC	1,494,475			
Downtown Streetscape		2,000,000	2,700,000	
<b>TRAFFIC SIGNALIZATION</b>				
ST-5: Traffic Signal Timing Updates (US65 & IA92)	160,000			
<b>STREETS</b>				
<b>Major Capital Improvement Projects</b>				
ST-1: Hillcrest Avenue Reconstruction	20,000		470,000	2,510,000
ST-3: North 14th Street Improvements				
ST-6: K Street Roadway Improvements	40,000		3,194,000	1,150,000
<b>Capital Reconstruction/Preventive Maintenance</b>				
ST-7: Pavement Indexing	12,000	15,000		
Ashland--Reconstruction 9th St East to HS	75,000			
Iowa Avenue--N 1st Street East to Jefferson Way	155,000			
Clinton Street (Reconstruction Howard to Buxton)		175,000		
W Lincoln St--Reconstruction E Street east to C Street			262,000	
Apple Drive--Reconstruction Philip Pl North to Rolling Vista				260,000
Capital Reconstruction/Preventive Maintenance TBD				
<b>TOTAL</b>	<b>1,956,475</b>	<b>2,190,000</b>	<b>6,626,000</b>	<b>3,920,000</b>

# WATER RESOURCE RECOVERY FACILITY (WRRF)

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# WATER RESOURCE RECOVERY FACILITY



# WATER RESOURCE RECOVERY FACILITY

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- ⦿ High Peak Flows during rain events
- ⦿ Desire to handle Peak Flows in real time
- ⦿ Selected Peak Flow Treatment technology for treatment of high dilute flows
- ⦿ Treatment concept new to IDNR
  - ✓ No equalization - \$6M savings
  - ✓ Smaller secondary treatment - \$4M savings
  - ✓ Secondary treatment includes nutrient removal - \$2M savings

**\$12 MILLION DOLLARS IN SAVINGS BC OF DESIGN FEATURES**

**2019 SEWER RATE COMPARISON**  
**Iowa Cities (Population 10,000+)**  
**All Wastewater Plants**  
 Prepared by the City of Ames, Iowa

0 CF		600 CF		1,000 CF		10,000 CF		50,000 CF		100,000 CF	
Keokuk	31.90	Oskaloosa	65.64	Oskaloosa	98.08	Clinton	963.00	Clinton	4,815	Clinton	9,630
North Liberty	31.24	Fairfield	65.49	Clinton	96.30	Oskaloosa	827.98	Oskaloosa	4,072	Waukeee	8,127
Muscatine	29.71	Clinton	57.78	Fairfield	94.49	Waukeee	815.89	Waukeee	4,065	Oskaloosa	8,127
Spencer	25.56	Norwalk	53.42	Waukeee	84.75	Boone	800.00	Boone	3,988	Boone	7,973
Marshalltown	23.75	Waukeee	52.25	Norwalk	84.03	Norwalk	772.76	Norwalk	3,834	Norwalk	7,660
Fort Madison	23.25	Ankeny	50.96	Boone	82.70	Fairfield	746.99	Fairfield	3,647	Fairfield	7,272
Storm Lake	22.07	North Liberty	50.88	Ankeny	72.15	Indianola	675.94	Indianola	3,384	Indianola	6,769
Fairfield	21.99	Boone	50.82	Keokuk	70.38	Altoona	597.46	Altoona	2,967	Altoona	5,930
Cedar Falls	19.45	Keokuk	49.37	North Liberty	67.73	Ankeny	572.71	Des Moines	2,806	Waverly	5,610
Ankeny	19.18	Fort Madison	49.06	Indianola	66.65	Des Moines	564.69	Waverly	2,805	Des Moines	5,607
Pella	18.36	Davenport	46.90	Fort Madison	66.27	Waverly	561.00	Ankeny	2,779	Ankeny	5,578
Davenport	18.34	Ottumwa	43.00	Davenport	65.94	Keokuk	542.99	Keokuk	2,644	Dubuque	5,270
Oskaloosa	16.98	Spencer	42.51	Altoona	64.25	Dubuque	527.08	Dubuque	2,635	Keokuk	5,269
Fort Dodge	16.94	Marshalltown	42.23	Ottumwa	62.00	Davenport	494.34	Davenport	2,398	Davenport	4,778
Cedar Rapids	16.16	Storm Lake	41.10	Des Moines	60.43	Ottumwa	489.50	Ottumwa	2,390	Ottumwa	4,765
Waterloo	15.75	Altoona	40.54	Spencer	57.06	West Des Moines	456.16	West Des Moines	2,266	West Des Moines	4,529
Ottumwa	14.50	Indianola	39.57	Pleasant Hill	56.50	Fort Madison	453.38	Fort Madison	2,222	Clive	4,436
Waukeee	14.37	Burlington	39.17	Waverly	56.10	Clive	450.62	Clive	2,205	Coralville	4,405
Burlington	14.04	Muscatine	38.35	Burlington	55.93	North Liberty	446.76	Fort Madison	2,174	Fort Madison	4,325
Coralville	13.75	Pleasant Hill	38.03	Marshalltown	54.55	Coralville	444.95	Grimes	2,160	Grimes	4,315
Waverly	13.74	Des Moines	38.02	Storm Lake	53.79	Grimes	436.64	Grimes	2,147	Sioux City	4,289
<b>Altoona</b>	<b>12.92</b>	<b>Clive</b>	<b>34.34</b>	<b>Dubuque</b>	<b>52.69</b>	<b>Burlington</b>	<b>432.95</b>	<b>North Liberty</b>	<b>2,131</b>	<b>Johnston</b>	<b>4,255</b>
Newton	12.52	Waverly	33.66	Clive	52.06	Sioux City	432.16	Johnston	2,131	North Liberty	4,237
Sioux City	11.28	Cedar Falls	33.41	Muscatine	49.87	Johnston	431.04	Burlington	2,109	Burlington	4,203
Ames	11.03	Johnston	31.64	Coralville	48.95	Newton	405.50	Newton	2,010	Newton	4,015
Dubuque	10.53	Dubuque	31.61	Grimes	48.85	Iowa City	403.16	Iowa City	1,999	Iowa City	3,994
Pleasant Hill	10.34	Grimes	31.61	West Des Moines	48.85	Pleasant Hill	394.61	Marion	1,902	Marion	3,802
Mason City	10.05	Coralville	31.35	Johnston	48.64	Marion	382.00	Pleasant Hill	1,819	Pleasant Hill	3,599
Clinton	9.63	West Des Moines	30.74	Cedar Falls	47.37	Cedar Falls	361.47	Cedar Falls	1,757	Cedar Falls	3,502
Council Bluffs	8.58	Newton	28.56	Sioux City	45.10	Spencer	349.77	Pella	1,717	Pella	3,434
Iowa City	8.15	Sioux City	28.19	Newton	44.60	Pella	343.35	Bettendorf	1,642	Bettendorf	3,282
Indianola	8.00	Iowa City	28.10	Iowa City	44.06	Storm Lake	339.24	Urbandale	1,630	Urbandale	3,257
Clive	7.77	Ames	27.95	Marion	40.00	Bettendorf	330.00	Storm Lake	1,608	Storm Lake	3,194
Norwalk	7.50	Marion	24.80	Ames	39.23	Urbandale	328.40	Marshalltown	1,564	Marshalltown	3,104
Johnston	6.15	Cedar Rapids	24.77	Urbandale	35.54	Marshalltown	311.75	Muscatine	1,461	Muscatine	2,901
Grimes	5.76	Waterloo	23.31	Bettendorf	34.80	Muscatine	309.07	Council Bluffs	1,430	Council Bluffs	2,860
Iowa Great Lakes Sanitary District	5.00	Urbandale	22.52	Pella	34.34	Ames	293.03	Ames	1,421	Ames	2,831
Des Moines	4.40	Fort Dodge	21.81	Waterloo	33.39	Council Bluffs	286.00	Spencer	1,388	Spencer	2,686
West Des Moines	3.59	Bettendorf	21.68	Cedar Rapids	33.37	Waterloo	260.19	Waterloo	1,268	Waterloo	2,528
Boone	3.00	Pella	20.60	Fort Dodge	31.59	Fort Dodge	251.74	Fort Dodge	1,230	Fort Dodge	2,453
Urbandale	3.00	Mason City	19.60	Mason City	29.33	Mason City	248.21	Mason City	1,221	Mason City	2,437
Bettendorf	2.00	Council Bluffs	17.16	Council Bluffs	28.60	Cedar Rapids	227.01	Cedar Rapids	1,088	Cedar Rapids	2,163
Marion	2.00	Iowa Great Lakes Sanitary District	11.06	Iowa Great Lakes Sanitary District	15.10	Iowa Great Lakes Sanitary District	105.99	Iowa Great Lakes Sanitary District	510	Iowa Great Lakes Sanitary District	1,015
<b>High</b>	<b>31.90</b>	<b>High</b>	<b>65.64</b>	<b>High</b>	<b>98.08</b>	<b>High</b>	<b>963.00</b>	<b>High</b>	<b>4,815</b>	<b>High</b>	<b>9,630</b>
<b>Median</b>	<b>12.92</b>	<b>Median</b>	<b>34.34</b>	<b>Median</b>	<b>52.69</b>	<b>Median</b>	<b>432.95</b>	<b>Median</b>	<b>2,131</b>	<b>Median</b>	<b>4,255</b>
<b>Low</b>	<b>2.00</b>	<b>Low</b>	<b>11.06</b>	<b>Low</b>	<b>15.10</b>	<b>Low</b>	<b>105.99</b>	<b>Low</b>	<b>510</b>	<b>Low</b>	<b>1,015</b>



# STREETSCAPE

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# PROJECT STEERING COMMITTEE

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Terry Pauling

Bob Lane

Heather Gaumer

Rob Keller

Jennifer Pfeifer-Malaney

Amanda Ripperger

Wendy Wohlwend

Barb Bendon

Mary Donaghy-Richards

Bryant Houston

Rachel Gocken

Andrew Swadner

Misty Soldwisch

Brad Rudolf

Seth Lampman

Meg Schneider

Angie Buchanan

Rod Curtis

Brenda Easter

Erin Freeberg

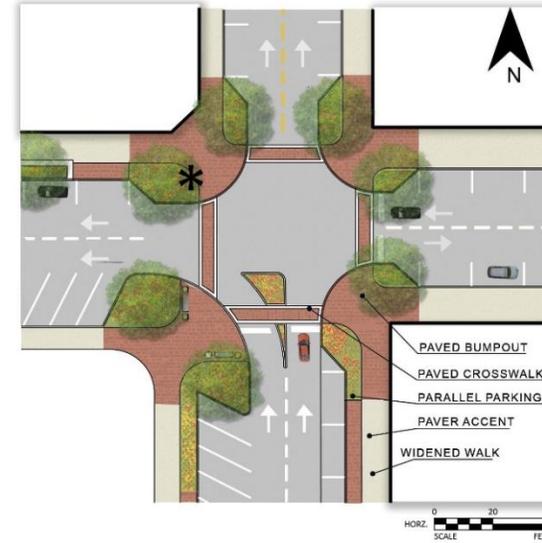
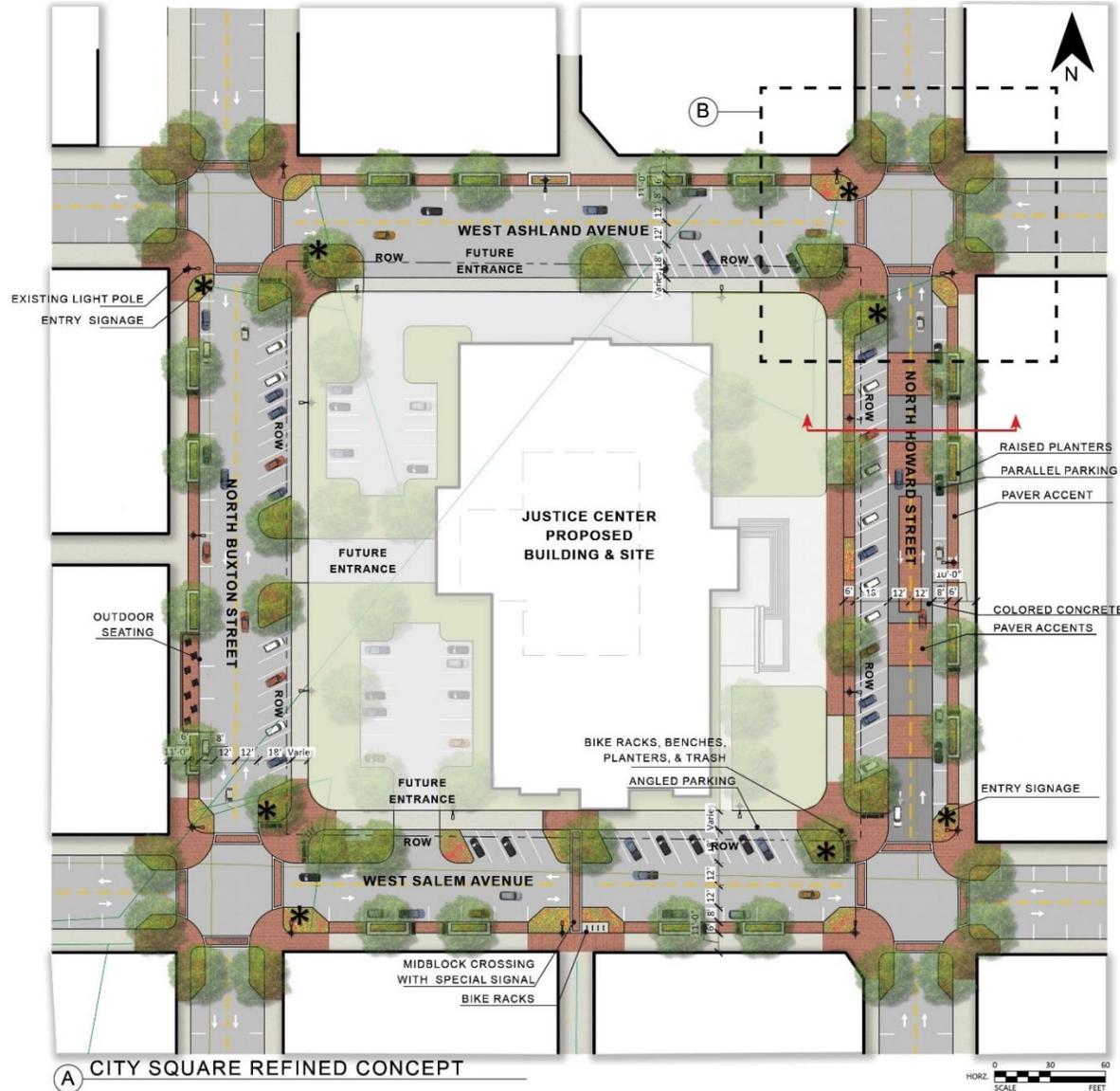
Steve Gray

Marvin Gribbons

Leslie Held

Kathy Magruder

# STREETSCAPE



## ON SQUARE PARKING CALCS:

- Existing Parking – 164 Stalls
- County Update Parking – 153 Stalls
- Street Redesign Parking – 134 Stalls
- Total Loss – 30 Stalls
- Public Parking Off-Street – 335 Stalls

# STREETSCAPE



VIEW LOOKING NORTH DOWN NORTH BUXTON STREET

# IOWA AVE PAVING/MISSOURI VALLEY JATC

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UNITED STATES DEPARTMENT OF  
**COMMERCE**  
**NEWS**

WASHINGTON, D.C. 20230



**Economic  
Development  
Administration**

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**FOR IMMEDIATE RELEASE**

Thursday, January 23, 2020

Contact: **John Atwood**  
[JAtwood@eda.gov](mailto:JAtwood@eda.gov)

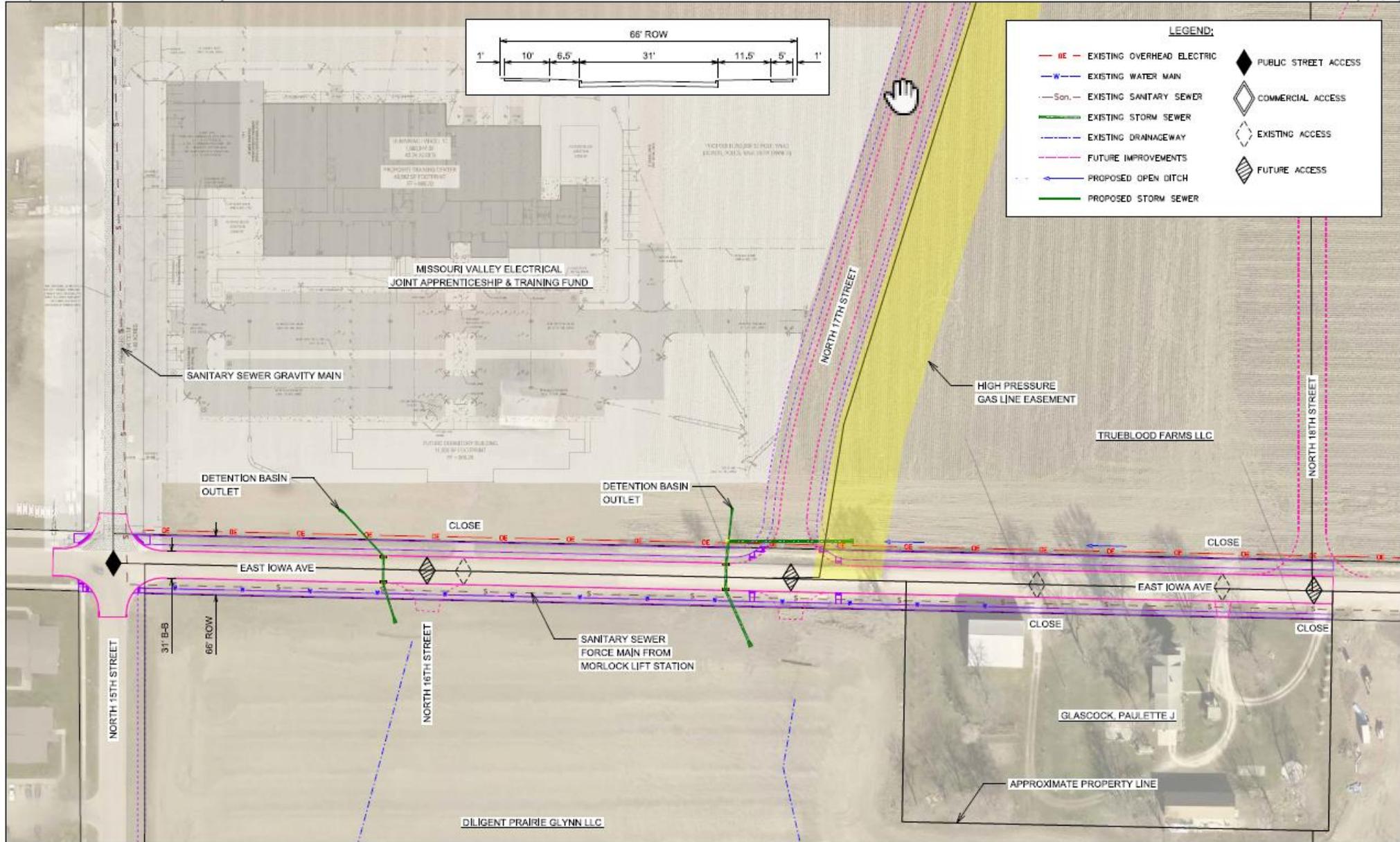
**U.S. Department of Commerce Invests \$627,237 to  
Support Workforce Development Opportunities in Indianola, Iowa**

WASHINGTON – Today, the U.S. Department of Commerce’s Economic Development Administration (EDA) is awarding a \$627,237 grant to the city of Indianola, Iowa, to help build an access road that will serve a local workforce training facility. This EDA grant, to be matched with \$627,238 in local investment, is expected to create nearly 3,500 jobs.

“Helping our communities implement their plans to cultivate the workforce that businesses need is a top priority for the Trump Administration,” said **U.S. Assistant Secretary of Commerce for Economic Development Dr. John Fleming**. “This EDA investment will build the necessary road infrastructure to serve a workforce training facility that will fulfil the demand for trained electrical linemen.”

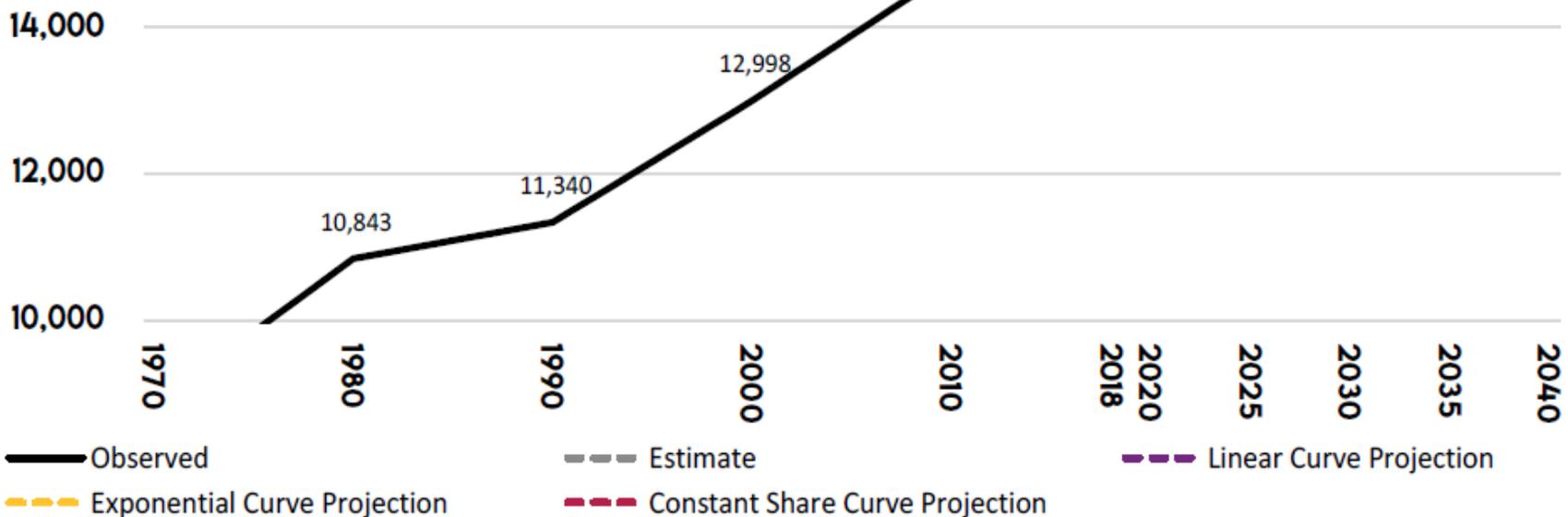
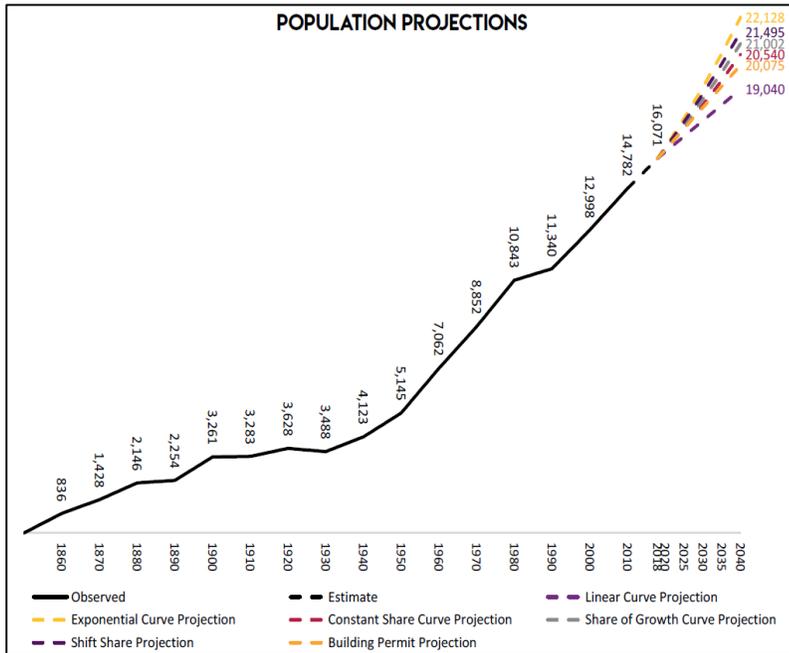
This project will address the local and regional need for a more skilled workforce by expanding the road and utilities along Iowa Avenue to provide access for the expansion of the Missouri







# POPULATION PROJECTIONS



# CENSUS

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# Shape your community.

## START HERE.

GET INVOLVED

**U.S. Census** – As you are aware, every 10 years the federal government conducts an official count of individuals residing within the United States. This is an extremely important process for communities to engage in as the results of a census impacts:

- Billions of dollars in federal funds to local communities for schools, roads, and other public services.
- Preparations to meet transportation and emergency readiness needs.
- Determines the number of seats each state has in the U.S. House of Representatives and political representation at all levels of government.

While the City had good participation in the 2000 census (84% participation), this rate dropped to 81% in 2010, which negatively impacted funding to the City for 10 years. Please be aware of (and help share) the following:

- Census mailings will begin in March, with most households receiving these mailings by spring break.
- April 1 is Census Day (by April 1 everyone should have received the Census mailing) and is the day you report where you live on that date.
- In April, Census takers will begin visiting college students living on Campus, people in senior centers and other who live amongst large groups of people.
- Beginning in May, all non-respondents will be visited by a Census taker to have their census information collected.

**PLEASE HELP TO SHARE THE IMPORTANCE OF PARTICIPATION IN THIS PROCESS!**



# 2020 INSURANCE RENEWALS

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# 2020 INSURANCE RENEWALS

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## ⦿ Policies up for renewal

- Medical – should have renewal from Wellmark later this month (March)
- Dental – should have renewal from MetLife by end of March
- Short-Term Disability – should have renewal from Mutual of Omaha by end of March
- Renewal recommendation likely in April/May

## ⦿ Policies in a rate guarantee

- Vision – rates are guaranteed until 7/1/2021
- Basic Life – rates are guaranteed until 7/1/2021
- Long-Term Disability – rates are guaranteed until 7/1/2021
- Voluntary Term Life – rates are guaranteed until 7/1/2021



# **City of Indianola**

## **Rules of Procedure For Conduct of City Council Business**

**INSERT DATE**

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## **RULES OF PROCEDURE**

The Council shall determine the rules of its own proceedings by resolution, and the Clerk shall keep such rules on file for public inspection. Such rules shall be reviewed at least annually.

## **QUORUM**

Four (4) out of the total six (6) members of the City Council constitute a quorum to do business. When there is no quorum, the Mayor, Mayor Pro Tem, or any other Council Member shall adjourn the meeting. If no Council Member is present, the City Clerk shall adjourn the meeting.

## **AGENDA**

All written petitions, communications, and other matters to be submitted to the City Council for inclusion in the agenda packet for consideration at a scheduled regular, special or work session meeting should be delivered to the City Clerk no later than the time established by current administrative policy. The City Manager, in consultation with the City Clerk, will establish the agenda and the order of the agenda with the exception of items added by Council Member(s) under the following paragraph. The Mayor may add to the agenda.

A Council Member may request the City Manager to add an item to the agenda only with approval by council majority. Once a requested item is added to the agenda, only the requesting Council Member(s) or City Council may remove it.

The City Council shall have the authority to delete items from the agenda and change the order of items on the agenda.

The City Manager and the City Clerk shall compile the agenda, listing all matters to be considered by the Council according to the order of business, lettering and/or numbering each item consecutively. A copy of the agenda, complete with all accompanying staff reports and other background materials, shall be known as the agenda packet. The agenda packet for any regular council meeting shall be delivered to each Council Member, the Mayor, City Attorney, and City Manager in accordance with Iowa law governing open meetings. All attempts shall be made to ensure the agenda packet is published and delivered no later than the Thursday preceding the meeting. The agenda packet for any special or work session council meeting shall be distributed to each Council Member, the Mayor, City Attorney, City Manager, and department heads in accordance with Iowa law governing open meetings (24 hours in advance of the meeting). It is strongly recommended that questions concerning the minutes of a meeting, the bill list, an agenda item or any supporting documentation for an agenda item or items be submitted by phone, e-mail or in person to the City Manager for research and/or explanation or correction prior to 12:00 PM (noon) on the day of the meeting.

The agenda with supporting material will be posted to our web site no later than 24 hours prior to the scheduled meeting. A copy of the agenda only will be available in the Council Chambers during the meeting.

## **LENGTH OF MEETING**

The length of any meeting shall be limited to one and one half hours. This limitation may be extended for any particular meeting by a super majority (2/3's) vote to suspend the rules and extend the meeting by the time required. Any business remaining to be acted upon by the Council after the time limit shall be postponed to the next scheduled meeting.

## **CONDUCT OF BUSINESS**

### **Order of Business**

The recommended order of business for a regular council meeting shall be as follows:

- Call to Order
- Pledge of Allegiance
- Roll Call
- Public Comment
- Agenda Approval
- Consent Agenda:
  - 1. Bill Lists and Payroll
  - 2. Approval of Minutes of prior council meetings
  - 3. Setting dates for future public hearings
  - 4. Approval of liquor, cigarette license applications
  - 5. Approval of Pay Estimates, Change Orders, Certificates of Completion, Releases of Retainage
  - 6. Other business considered by the City Manager to be simple and non-controversial
  - 7. Salary approvals
- Council Reports
- Mayor's Report
- Public Consideration
  - A. Old Business
  - B. New Business
- Other Business
- Adjournment

The City Manager, prior to the council meeting, and Mayor shall have the authority to vary from this recommended schedule to expedite the conduct of business or accommodate persons having business to be considered by the Council.

## Special Meeting

**Special meetings will be set by the Mayor or at the request of four (4) Council Members.**

### **Closed Session: Executive Session Policy**

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

#### Exceptions to the Open Meetings Law

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

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

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

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

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

### **Electronic Meeting**

(Reference Code of Iowa §21.8)

1. A governmental body may conduct a meeting by electronic means only in circumstances where such a meeting in person is impossible or impractical and only if the governmental body complies with all of the following:
  - a. The governmental body provides public access to the conversation of the meeting to the extent reasonably possible. A meeting by electronic means may be conducted without complying with public access requirements if conducted in accordance with all the requirements for a closed session contained in Code of Iowa §21.5.

- b. The governmental body complies with Code of Iowa §21.4. For the purpose of this paragraph, the place of the meeting is the place from which the communication originates or where public access is provided to the conversation.
- c. Minutes are kept of the meeting. The minutes shall include a statement explaining why a meeting in person was impossible or impractical.

### **Work Session Meeting**

The Council may conduct work session meetings or study sessions on matters which are expected to come before the Council for formal action at a regular meeting or otherwise need study by the Council. Items to be considered will be placed on an agenda as required by the open meetings statutes.

DRAFT

At work session meetings the Council will receive information and presentation of issues from the City Manager and City staff. Council may ask questions and may request that certain information be provided or issues be addressed when items are considered further at another work session meeting or a regular or special meeting of the Council. Council may direct that matters under consideration be brought forward for formal action at a regular or special meeting, that further study be conducted if appropriate, that matters under consideration not be pursued further (except for matters requiring a public hearing), or that modifications be made before a matter is considered further.

Final action on items is not taken during work session or study sessions. No formal vote of the Council in favor or against any work session or study session agenda item may be taken.

Work sessions are not public hearings. On public hearing items, public testimony will be taken before Council action on the item at a regular or special meeting. No member of the public or interested party has the right to make a presentation or address the Council on an item under consideration in a work session or a study session. Questions may be directed by the Council to a member of the public or another interested party or, in appropriate circumstances, a brief presentation may be permitted by a member of the public or another interested party on an agenda item or a particular question related to an agenda item. The Council may limit or end the time for such response to questions or presentation.

## **DECORUM DURING COUNCIL MEETINGS**

### **Requirements**

While the Council is in session, all persons shall preserve order and decorum. Any person that refuses to abide by the rules shall be asked to leave the Council Chambers.

Every member of the public and every Council Member desiring to speak shall address the presiding officer, and upon recognition by the presiding officer, shall confine comments to the question under debate, avoiding all indecorous language and references to personalities and abiding by the following rules of civil debate:

- We may disagree, but we will be respectful of one another.
- All comments will be directed to the issue at hand.
- Personal attacks will not be tolerated.

### **DUTIES OF PRESIDING OFFICER**

The Mayor (or in the Mayor's absence, the Mayor Pro Tem) shall be the presiding officer of the Council Meetings. In the absence of the Mayor and the Mayor Pro Tem, the City Clerk shall call the council meeting to order, whereupon a temporary presiding officer shall be elected by the members of the Council who are present. Upon the arrival of the Mayor or the Mayor Pro Tem, the temporary presiding officer shall relinquish the chair upon the conclusion of the matter of business before the Council. The presiding officer shall preserve strict order and decorum at all meetings of the Council, announce the Council's decisions on all subjects, and decide all questions of order. If there is an appeal to a decision of the presiding officer, the Council as a whole shall decide the question by majority vote. The presiding officer's name shall be called last on any question in voting.

## **APPROVAL OF MINUTES**

The minutes of the preceding council meeting may be approved without being read aloud, provided that the City Clerk has previously furnished each member of the Council with a copy of the minutes and that a majority of the Council has not requested such a reading.

## **CORRECTION OF MINUTES**

When a Council Member wishes to correct the minutes, that Council Member should contact the City Clerk in advance of the meeting with the correction. The City Clerk will then verify the correction by listening to that meeting's audio recording. Upon verification of an error in the minutes, the City Clerk, in coordination with the City Manager, provide the corrections to the Council in advance of the meeting, immediately prior to the meeting or during the meeting. If time constraints prevent this procedure, the Council should continue the approval of the minutes to the next meeting, and direct the City Clerk to verify the error.

## **RULES OF DEBATE**

### **Presiding Officer**

The Mayor as presiding officer may debate, but may not make a motion. The major functions of the Mayor during council sessions are generally to:

1. Call the meeting to order
2. Announce the order of business as provided in the agenda
3. State motions on "the table"
4. Put motions to a vote, when appropriate
5. Generally prevent irrelevant or frivolous debate or discussion
6. Maintain order and decorum
7. Otherwise enforce the Council's rules and appropriate parliamentary procedures

The Mayor Pro Tem as presiding officer may debate, vote as a regular Council Member and retains all the powers as a Council Member. The presiding officer is subject to the limitations of debate that are imposed on all Council Members.

In the absence of the Mayor or Mayor Pro Tem, the City Clerk shall call the meeting to order and a temporary presiding officer shall then be selected by the Council Members present.

### **Council Member**

Every Council Member desiring to speak shall address the presiding officer, and upon recognition by the presiding officer, shall confine comments to the question under debate. A Council Member, once recognized, shall not be interrupted except according to rules of parliamentary procedure (e.g., for a point of order, parliamentary inquiry, question of privilege or appeal of presiding officer's procedural ruling).

## ADDRESSING COUNCIL FROM FLOOR

### Securing Permission to Speak

Any persons desiring to address the Council are required to follow the procedures as posted in Council Chambers and shall complete a public comment card indicating the agenda item on which they wish to comment, or the topic for items not on the agenda. Remarks should be directed to the matter being considered and toward the City Council, not City Staff.

### Individuals

Persons addressing the Council will stand at the podium, give their full name and address in a clear and audible tone of voice for the record. Citizens shall be limited to three minutes speaking time per item, unless additional time is granted by council majority. Total citizen input on any subject under Council consideration can be limited to a fixed period by the presiding officer. A majority vote of the Council may extend or decrease the time limitations on this rule. All remarks shall be addressed to the Council as a whole and not to any individual member. Without the permission of the presiding officer or Council majority only Council Members and the person addressing the Council shall be permitted to enter into any discussion.

### Spokesperson for Group Presentations

Organized groups that wish to make a presentation longer than the time allowed will be required to contact the City Clerk prior to the meeting.

### Open Forum

A maximum of twenty (20) minutes will be set aside for members of the public to address the Council on any item not on the agenda and on any subject over which the Council has the authority to act.

- Presentations will be limited to three (3) minutes **to a maximum of (5) minutes.**
- Preference will be given to individuals who did not speak at the previous council meeting's Open Forum.
- Individuals may not speak more than once during Open Forum.
- All speakers must address the entire Council and will not be permitted to engage in dialogue.

Any individual addressing the Council will be asked by the presiding officer to clearly state his/her name and address prior to speaking before the Council or minimally during or after his/her presentation to the Council so that his/her name may be accurately recorded in the minutes of the meeting.

Generally, matters presented during the Open Forum which require further investigation or information shall be referred to City staff, and if Council determines that action is required, the item may be placed on a future agenda.

## **Public Hearings**

Interested persons or their authorized representatives may address the Council in regard to public hearing matters under consideration.

For land use application public hearings, the applicant presentation shall be limited to a maximum of ten (10) minutes; all other individuals shall be limited to a maximum of five (5) minutes.

For appeals public hearings, the appellant shall be limited to a maximum of ten (10) minutes; all other individuals shall be limited to a maximum of five (5) minutes.

After a motion is made and seconded by a Council Member following a public hearing on the matter so moved, further discussion from the public on this matter will be denied, except upon the request of a Council Member through the presiding officer.

## **PREPARATION OF THE MINUTES**

### **Method of Keeping Minutes**

The minutes of the Council shall be prepared at the direction of the City Clerk and shall be recorded in a book or file kept for that purpose, with a record of each particular type of business transacted by the Council set off in paragraphs with subheadings. The minutes must contain only a record of such business as was actually passed upon by a vote of the Council and shall not be required to contain a verbatim transcript of the proceedings. A record shall be made of the names of persons addressing the Council, the title of the subject to which their remarks relate and whether they spoke in support of or in opposition to a matter.

### **Remarks of Council Members Entered in Minutes**

A Council Member may request, through the presiding officer, the privilege of having an abstract of that member's statements on any subject under consideration by the Council entered in the minutes. If the Council consents, such statements shall be entered in the minutes.

### **Delivery of Minutes**

The City Clerk shall cause a copy of the minutes to be forwarded to the Mayor and each Council Member and department head, typically delivered with the agenda packet for the next regular meeting.

## **PROCESSING COUNCIL MAIL**

The City Clerk, working with the City Manager, is authorized to receive and review all mail generally addressed to the City Council or Mayor. All correspondence not requiring Council action will be acted upon between council meetings and referred to City staff if appropriate. Action taken on these communications will later be reported to the City Council.

## **SPECIAL COMMITTEES**

Unless otherwise specified by City Code or Statute, the City Council may create and appoint advisory or ad hoc committees consisting of Council Members, City staff and/or private citizens, as deemed desirable and necessary to assist and advise the City Council in its work.

## **PREPARATION AND REVIEW OF ORDINANCES, RESOLUTIONS AND CONTRACT DOCUMENTS**

All ordinances, resolutions and contract documents to be presented to the Council shall first be approved as to form and legality by the City Attorney or an authorized representative. When substantive matters of administration are involved, the ordinance, resolution, or contract shall also be examined for administration by the City Manager, the head of the affected department, or an authorized representative of the City Manager.

### **COUNCIL ACTION**

(Reference Code of Iowa §380.3, 380.4)

#### **Procedure for Council Action**

All Council Members shall vote by a roll call vote. The roll call shall be taken in the following order: the Council Member sitting to the left of the Council Member who made the motion, preceding around the table to the Council Member who made the motion. All ordinances, resolutions and other matters or subjects requiring action by the Council must be introduced and sponsored by a Council Member, by motion duly made and seconded. Debate shall not be permitted on a motion until it is seconded. After the vote has been called, there will be no further discussion or debate, except that members of the Council may be permitted by the presiding officer to explain their votes. All ordinances may be introduced and passed by reading the title only. Ordinances shall be read in full only when requested by a majority of the Council.

#### **Disqualifications/Abstentions**

All members present at any meeting may disqualify themselves or abstain from voting, in which case the disqualification shall be publicly declared and a record made thereof.

The City Attorney is available to help Council Members decide if they should declare a disqualification on any issue. In these or other instances Council Members may choose to use the phrase, "...to avoid the appearance of impropriety."

## **Vote Required**

(Reference Code of Iowa §380.4)

A City Council shall exercise a power only by the passage of a motion, a resolution, an amendment, or an ordinance. (Code of Iowa §364.3)

### **a. Ordinances, Amendments and Resolutions**

Passage of an ordinance, amendment, or resolution requires a majority vote of all of the members of the Council unless otherwise required by statute (i.e., passage of a Resolution of Necessity in final form). A proposed ordinance or amendment must be considered and voted on for passage at two council meetings prior to the meeting at which it is to be finally passed, unless this requirement is suspended by a vote of not less than three-fourths of all the members of the Council. If a proposed ordinance, amendment or resolution fails to receive sufficient votes for passage at any consideration, the proposed ordinance, amendment or resolution shall be considered defeated (Code of Iowa §380.3). If the rule requiring three separate readings is suspended and the proposed ordinance fails to pass by the required three-fourths vote, the proposed ordinance will be placed on the agenda for the next regular meeting of the Council.

### **b. Motions**

Passage of a motion requires a majority vote of a quorum of the Council.

Pursuant to Code of Iowa §380.4, *“all of the members of the Council”* refers to all of the seats of the Council including a vacant seat and a seat where the member is absent, but does not include a seat where the Council Member declines (abstains) to vote by reason of a conflict of interest. A conflict of interest is defined as *“a direct relationship or pecuniary interest in a matter.”* However, if a Council Member declines (abstains) to vote for any other reason, that Council Member’s seat will be included in *“all of the members of the Council.”*

## **Motion to Reconsider**

A motion to reconsider may be made by any Council Member on the prevailing side and must be made at the same meeting as the original action. The motion needs a second. It is debatable, if the original action it reconsiders was debatable. The motion requires a majority vote to adopt and cannot be reconsidered.

## **Motion to Table**

The council meeting agenda is generally modified during a council meeting when voting on the *“Agenda Approval.”* A motion to table an agenda item during a council meeting can only be used for a reason of urgency such as a Council Member or public participant arriving late, or needing to leave early and requesting an item be moved forward. A motion to table, for a *reason of urgency*, will only bring forward the **next** agenda item. If more than one item needs to be tabled before reaching the item in question, a motion to table several items at once could be made (i.e., *“I move to table Items 8 through 15 in order to proceed with Item 16.”*). A motion to table requires a second, is not debatable (the chair may ask the maker of the motion to state their reason for tabling the motion), is not amendable, requires a majority vote for passage and, if adopted, cannot be reconsidered. The tabled item(s) may then be taken from the table by motion, second, and a majority vote as soon as the interrupting issue is

disposed of. A motion to table should not be used to postpone an agenda item, to limit public debate, or to suppress a minority of the Council.

Items or motions that have been tabled, placed in the care of the City Manager or City Clerk, are not automatically placed on the agenda for the next meeting. If not taken from the table in the meeting at which tabled, there will be a notation made in the meeting's minutes that the item(s) or motion(s) have been tabled. Council Members interested in taking action on a tabled item or motion from the previous meeting must request that the item or motion be placed on the agenda a minimum of 48 hours prior to the next council meeting.

If a Council Member wishes to take action on a tabled item or motion during the meeting at which the item or motion had been tabled, the Council Member must bring back the item or motion by moving to "take (the item or motion) from the table." The motion to "take from the table" needs a second, is not debatable and requires a majority vote. If an item or motion is not taken from the table during the meeting at which it was tabled or by the close of the next regularly scheduled council meeting, the item or motion dies.

**Motion to Postpone**

Postponing an item or a motion to a specific date and time ensures that the item or motion will be on the agenda at the adopted date and time. Any item or motion which is to be considered at the next meeting should be postponed to that meeting rather than tabled.

**Tie Vote**

When a tie vote occurs, the motion is lost.

**INTERPRETATION OF THE RULES OF PROCEDURE**

The City Attorney shall be considered the final authority on any questions regarding the application or interpretation of the rules and procedures. In the absence of the City Attorney, the City Manager shall be considered the final authority on the rules of procedure for the conduct of City Council business.

## **REPORTING**

**In accordance with City Code, the chain of command and reporting structure for the organization is as follows:**

The City Council oversees the following:

- City Attorney
- City Clerk
- City Manager
- City Treasurer

The City Manager oversees all other city employees. His/her direct reports are as follows:

- Finance Director
- HR Director
- Police Chief
- IT Director
- Park & Rec. Director
- Street Department Superintendent
- Wastewater Superintendent
- Fire Chief
- Community & Economic Development Director

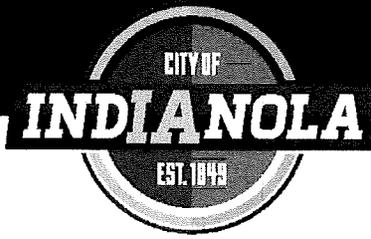
With the exception of City Attorney, City Clerk, City Manager, & City Treasurer as designated above, elected officials including the Mayor, exercise no power over city employees. It is not the duty of the elected officials to involve themselves in employee matters. Should elected officials be contacted regarding an employee matter, he/she shall refer the concern to the City Manager.

When contacted by a constituent regarding any city concern/complaint, elected officials **shall** contact the City Manager so that appropriate staff can be involved in the process. If a personal visit is requested by the constituent, no elected official should make this visit without a staff person from the appropriate department. 4/9/2019 4/9/2019 ~~3/3/2020 2/19/2020~~

## **MISCELLANEOUS**

**Unless otherwise provided for in these Rules of Procedures, all other City Codes and adopted City policies shall govern.**

DRAFT



CITY MANAGER

March 4, 2020

To Whom it May Concern:

Greetings! I hope this letter finds you well. The City recently received a call about a sign located on your property. During our team member's visit to ensure compliance with City regulations on signage, the member took note of the message on the sign, which pertained to the condition of the pavement on the one block section of Iowa Avenue. The purpose of this letter is to share some information regarding this area.

You may be pleased to know that the replacing of this section of roadway is part of a larger project that is partially funded by a grant from the State of Iowa. The project is comprised of two activities: 1. to upgrade the pedestrian crosswalk signals, and 2. to synchronize the traffic signals along the 65/69 and 92 highway corridors. The pedestrian crosswalk signal upgrades were completed last year and the second is expected to be completed by the middle of July 2020. As part of the traffic signal synchronization, the section of Iowa between 65/69 and N. First Street will be repaved.

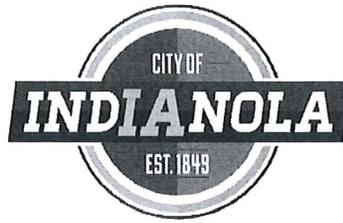
This project has been bid out by the State of Iowa and at its meeting on February 18<sup>th</sup> the City Council adopted a resolution concurring with the State's award of this project to Sternquist Construction. For your information, I have enclosed the information that was included in the City Council's agenda packet.

I hope that this information is helpful. If you would like to receive regular updates, please feel free to sign up to receive text alerts via our City's redesigned website ([www.indianolaiowa.gov](http://www.indianolaiowa.gov)), follow us on social media or call/visit us at City Hall.

Sincerely,

Ryan J. Waller  
City Manager  
City of Indianola





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

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

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**Information**

**Subject**

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

**Information**

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

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

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

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**Fiscal Impact**

**Attachments**

IDOT Letter  
Resolution Concurring with Award

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**To:** Local Agency Contracting Authority

**Subject:** Contracts for Award Determination

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

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

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

**AWARD OF CONTRACT OPTION**

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

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

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

**REJECT ALL BIDS OPTION**

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

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

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

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

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

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

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

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

Sincerely,



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

**CITY OF INDIANOLA, IOWA  
RESOLUTION NO. \_\_\_\_\_**

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

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

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

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

**BE IT THEREFORE RESOLVED**, that the City Council of Indianola  
(1) concurs with the bid for the Indianola Traffic Signal Update project from Sternquist Construction, Inc. in the amount of \$257,606.85, and

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

Passed and adopted this 18<sup>th</sup> day of February, 2020.

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

ATTEST:

\_\_\_\_\_  
Andrew J. Lent  
City Clerk/Finance Director

# CONTRACT

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

**Contract ID:** 91-3680-620

**Call Order No.:** 356

**County:** WARREN

**Project Engineer:** SNYDER AND ASSOCIATES  
(ANKENY)

**Cost Center:**

**Object Code:** 890

**DBE Commitment:** \$0.00

**Contract Work Type:** TRAFFIC SIGNALS

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

CITY OF INDIANOLA

and Contractor,

STERNQUIST CONSTRUCTION, INC.

Vendor ID: ST460

City: INDIANOLA

State: IA

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

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

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

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

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

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

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

## Ryan Waller

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**From:** Ryan Waller  
**Sent:** Thursday, March 5, 2020 6:35 AM  
**To:** City Employees

Good morning, all.

I hope everyone had a great Wednesday night.

As many may have seen on the news there was a standoff in our community yesterday. Fortunately, because of the professionalism and performance of our teammates in blue, this dangerous situation ended peacefully and without injuries.

You all are to be commended - thank you!

I hope everyone has a great day.

Please stay safe!

Ryan

Ryan J. Waller  
City Manager  
City of Indianola

## Ryan Waller

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**From:** Ryan Waller  
**Sent:** Tuesday, March 3, 2020 7:47 PM  
**To:** City Employees  
**Subject:** Shout Out

Good evening, all.

Last night we had a council meeting and one of the items on the agenda was the Treasurer's Report. This report is a snapshot in time of our financial performance.

After the meeting, a city council member stopped me and commented how much he appreciated how well the departments have been managing their respective budgets.

In addition to this compliment he made it a point to highlight how impressed he was with the Library's performance over the last two to three years that has reversed a negative fund balance.

He was very pleased and complimentary.

Thank you all for your hard work and dedication! Congratulations on the well deserved recognition!

Ryan

Ryan J. Waller  
City Manager  
City of Indianola

## Ryan Waller

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**From:** Ryan Waller  
**Sent:** Sunday, March 1, 2020 3:19 PM  
**To:** City Employees  
**Subject:** Shout Out

Happy Sunday, all!

I hope everyone has been enjoying the weekend. I try not to email members of our team on the weekend, but I wanted to do so today to send along a “shout out”.

While the work Cassandra Mosher and Jackie Raffety do for the city on a daily basis is greatly valued, this “shout out” is for their selflessness in organizing a meal packaging event this afternoon to help ensure those in our community and county are able to eat. Congratulations on a great event and for your care for others!

Ryan

Ryan J. Waller  
City Manager  
City of Indianola

# INDIANOLA SUSTAINABILITY FAIR

## LOCATION

Blake Fieldhouse  
403 S 15th St.  
Indianola, IA

April 4, 2020 1:00 - 4:30

Come out for fun and to learn facts, trends, tips and ideas on how to create an environmentally sustainable future!

## EXHIBITS

SOAR Bald Eagle Exhibit  
DNR Mobile Education Exhibit  
Waste Management Truck  
The Outside Scoop  
Electric Cars  
Sustainable Products...and more!



## EDUCATION

SOAR Bald Eagle Workshop  
Solar for Your Home or Business  
Beekeeping & Pollinators  
How to Understand and Save on Your Utility Bill...and more!

This year's booths, exhibits, workshops, kids activities, giveaways, samples and available products will provide fun and education for the whole family!

## KIDS ACTIVITIES

The Honey Queen  
Plant a Pollinator Garden  
Energy Efficiency Scavenger Hunt  
Sustainable Storytelling  
and more!

Learn about renewable, reusable, natural, energy savings and more! For more information visit the Indianola Sustainability Fair event page on Facebook!

## Presenting Sponsors:



## DOOR PRIZES

Day of Boat Fishing + Lunch,  
Plants, Trees, Bob Kling Pottery,  
and many more give aways!

**March 25, 2020**  
**Draft Council Agenda**

- Minutes
- Claims
- Applications
  - Liquor License renewal – Indy 66
- City Manager’s Report
- Salaries
- Public hearing on FY21 budget
- Resolution adopting FY21 budget
- Urban Revitalization Designations
- Discussion and direction on annexation request received from Jon F. and Mary H. Peterson
- Public Hearing for a sign exemption request from Parker Signs & Graphics, Inc., on behalf of the Sunfield Mobile Home Park, located at 800 East Iowa Avenue.
- Resolution accepting the sign exemption request from Parker Signs & Graphics, Inc., on behalf of the Sunfield Mobile Home Park, located at 800 East Iowa Avenue.
- Public Hearing for a sign exemption request from Parker Signs & Graphics, Inc., on behalf of Fellows and Blake, located at 700 East 2nd Avenue.
- Resolution accepting the sign exemption request from Parker Signs & Graphics, Inc., on behalf of Fellows and Blake, located at 700 East 2nd Avenue.
- Public hearing for the purpose of hearing property owners subject to assessment and interested parties for or against the improvement, its cost, the assessment, or the boundaries of the District of the East Iowa Avenue Paving Project.
- Adopt resolution of necessity for the East Iowa Avenue Paving Project
- Adopt resolution directing preparation of detailed plans, specifications, form of contract and notice to bidders for the East Iowa Avenue Paving Project
- Adopt resolution ordering advertisement for bids, setting date for opening and consideration of bids, and setting public hearing on plans, specifications, form of contract, and estimate of costs for the East Iowa Avenue Paving Project
- Noise permit application for Warren County Speedway
- Noise permit application for Indianola Public Library – Summer Kickoff Party
- Special Event application for Indianola Public Library – Summer Kickoff Party
- Resolution setting Public Hearing for April 20 regarding an Ordinance to raise recycling fee
- Resolution approving agreement for Janitorial Services at City Hall, Activity Center and Library
- Discussion and direction regarding the recommendation from the Advisory Committee on a timeline for adoption of the Rules and Procedures document and Codification
- Resolution approving the purchase of one 2020 Ford Explorer Utility vehicle for the Police Department in the amount of \$32,932.00.
- Resolution approving the schedule of fees for the City of Indianola for FY2021
- (Tentative) Set Public Hearing for April 6, 2020, for Elevate Indianola, a Comprehensive Plan Update Prepared with the Citizens of Indianola.

- (Tentative) Set Public Hearing for April 20, 2020 for zoning regulation amendment to Chapter 165, regarding bulk storage of petroleum products.

### **Council Study Session**

- Presentation on updates to City's building, fire, mechanical, electrical, plumbing, fuel gas, liquified petroleum gas, energy conservation and property maintenance codes.

**April 6  
Draft Agenda**

- Minutes
- Claims
- Applications
- City Manager's Report
- Salaries
- Resolution approving purchase of a dump truck with snow and ice equipment for the Streets Department
- Proclamation declaring April 24 as Arbor Day
- Resolution regarding temporary closure/ no parking on the downtown square and one block in all directions for Indianola Bike Night.
- Noise permit for Indianola Bike Night.
- A Class B Beer and Outdoor Area Liquor License for Indianola Bike Night.
- Annual safety report
- Updated employee handbook with compensation ranges
- (Tentative) resolution approving union negotiations
- Public hearing for Elevate Indianola, a Comprehensive Plan Update prepared with the Citizens of Indianola



March 3, 2020

## COMMUNITY DEVELOPMENT

«DEEDHOLD»  
«DEEDADDR1»  
«DEEDADDR3»

The purpose of this letter is to inform you of a change in location for the upcoming neighborhood meeting hosted by the Woda Cooper Companies. Woda Cooper Companies sent out an invitation to you on February 25, 2020, informing you that a meeting would be held on Monday, March 9 at the Indianola Activity Center.

Please note that the meeting will now be held at the Indianola YMCA Community Room, located at 306 E Scenic Valley Avenue at the same date and time. To clarify, the time and place of this meeting will now be:

**Time: Monday, March 9<sup>th</sup>, 2020 from 6:30 to 7:30 PM**

**Place: Indianola YMCA Community Room, 306 E Scenic Valley Ave, Indianola, IA 50125**

If you have any questions regarding this letter, please do not hesitate to contact me at (515) 962-5276 or at [cdissell@indianolaiowa.gov](mailto:cdissell@indianolaiowa.gov).

Regards,

Charlie E. Dissell, AICP  
Director of Community & Economic Development





# 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)

## 2020 Building Permit Report

Date Application Submitted	Permit	DATE Permit Issued	NAME	ADDRESS	CONTRACTOR	CONSTRUCTION	SQUARE FEET *new residential only	Finaled Date	VALUE
12/31/2019	1	1/2/2020	North American MHC LLC	9 Leonard Avenue	Heartland Living	Mobile Home			\$51,300
12/31/2019	2	1/2/2020	North American MHC LLC	21 Leonard Avenue	Heartland Living	Mobile home			\$51,300
1/7/2020	3	1/7/2020	Chad Keller	206 N Jefferson	B and D	DEMO			
1/7/2020	4	1/7/2020	Chad Keller	208 N Jefferson	B and D	DEMO			
1/7/2020	5	1/8/2020	North American MHC LLC	24 Leonard	Heartland Living	Mobile Home			\$51,300
1/7/2020	6	1/8/2020	North American MHC LLC	26 Alfred	Heartland Living	Mobile Home			\$38,494
1/7/2020	7	1/8/2020	North American MHC LLC	6 Leonard	Heartland Living	Mobile Home			\$38,494
1/14/2020	8	1/14/2020	Foxwood Apts	1005 W 3rd	Rainbow International	Remodel			\$859,560
1/7/2020	9	1/13/2020	Kurt Ripperger	804 N B	Construction by Cambron	Remodel			\$80,000
10/29/2019	10	1/16/2020	Wal Mart	1500 N Jefferson Way	Midland	Commercial Remodel			\$1,891,511
1/15/2020	11	1/20/2020	Jerry's Homes	506 N 17th	Jerry's Homes	Basement Finish			\$18,000
1/15/2020	12	1/27/2020	Jerry's Homes	402 N 18th	Jerry's Homes	Single Family Dwelling	1435		\$208,000
1/15/2020	13	1/27/2020	Jerry's Homes	406 N 18th	Jerry's Homes	Single Family Dwelling	1339		\$203,000
1/15/2020	14	1/27/2020	Jerry's Homes	408 N 18th	Jerry's Homes	Single Family Dwelling	1474		\$217,000
1/15/2020	15	1/27/2020	Jerry's Homes	1708 Detroit	Jerry's Homes	Single Family Dwelling	1644		\$201,000
1/15/2020	16	1/27/2020	Jerry's Homes	1704 Detroit	Jerry's Homes	Single Family Dwelling	1605		\$212,000
1/31/2020	17	2/3/2020	Sherwin and Leeann Back	808 W Salem	Vanderpool	Alteration			\$15,158
2/10/2020	18	2/10/2020	Dusty Jordan	1107 N 6th Street	Jordan Building & Design LLC	Screened In Porch	192		\$15,000
1/10/2020	19	2/12/2020	Prilesh Patel	1215 N Jefferson Way	Rod Curtis	Commercial Remodel			\$80,000
2/12/2020	20	2/12/2020	KC Inc	404 W Jefferson	Iowa Demolition	DEMO			
2/13/2020	21	2/18/2020	Top Hat Homes	810 W Orchard	Top Hat Homes	Single Family Dwelling	2404		\$448,000
2/21/2020	22	2/28/2020	North American MHC LLC	29 Alfred	Heartland Living	Mobile Home			\$38,494
3/2/2020	23	3/2/2020	Kyle Tipling	411 W Salem	Dirt Work	Garage Demo			
2/22/2020	24	3/2/2020	Horton-Robinson	709 Sunset	Horton-Robinson	Single Family Dwelling	1850		\$257,000
10/9/2019			IR Brew Enterprises (Scooters)	1112 N Jefferson Way	TBD	Commercial			\$75,000
3/4/2020			IR WJH LLC	1500 E Euclid	Century Complete	Single Family Dwelling	1417		\$84,942
3/4/2020			IR WJH LLC	1502 E Euclid	Century Complete	Single Family Dwelling	1810		\$92,047
3/4/2020			IR WJH LLC	1504 E Euclid	Century Complete	Single Family Dwelling	2009		\$98,876
3/4/2020			IR WJH LLC	1606 E Euclid	Century Complete	Single Family Dwelling	1417		\$84,942



# Community Development

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 515-961-9430 • [comdev@indianolaiowa.gov](mailto:comdev@indianolaiowa.gov)

## 2020 Building Permit Report

3/4/2020		IR	WJH LLC	602 N 17th	Century Complete	Single Family Dwelling	1417		\$84,942
3/4/2020		IR	WJH LLC	600 N 17th	Century Complete	Single Family Dwelling	1602		\$90,542
3/4/2020		IR	WJH LLC	1704 E Euclid	Century Complete	Single Family Dwelling	1625		\$90,935
3/4/2020		IR	WJH LLC	1706 E Euclid	Century Complete	Single Family Dwelling	1810		\$92,047
3/4/2020		IR	WJH LLC	1708 E Euclid	Century Complete	Single Family Dwelling	2009		\$98,876
3/4/2020		IR	WJH LLC	1710 E Euclid	Century Complete	Single Family Dwelling	1417		\$84,942
3/4/2020		IR	WJH LLC	1800 E Euclid	Century Complete	Single Family Dwelling	1810		\$92,047



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## Code Enforcement Tracking Report

Case Status	Case No.	Complaint Date	Description of Complaint	Location/Address	Date of Initial Inspection	Date of Written Notice	Current Status	Next Follow-up Date	Final Compliance Date
Open	CE: 03-2020	1/9/2020	Junk vehicles	208 South D Street	1/10/2020	1/10/2020	Sent letter of Nuisance and Demand for Abatement on 1/10/2020 and established a deadline of January 20th, 2020. Two junk vehicles that need to be towed. Person in charge of the estate called in on 2/3/2020 and 2/11/2020. Extension given to 2/19/2020. Cars remain as of 2/21/2020	3/13/2020	
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.	3/13/2020	
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	3/13/2020	
Open			Abandon/Unsafe Building	911 N C Street	3/28/2019	4/5/2019	Notice of unsafe building issued. Property owner has applied for a building permit. Default judgement issued by court on December 6. Property owner had until January 5 to have all work completed. Working on getting quotes for work to be completed to determine next steps. In the process of getting quotes to abate the property. Not going to abate. Will continue to issue Municipal Infractions.	3/13/2020	
Open			Unsafe Building	407 West 1st Ave	12/11/2019	12/11/2019	House caught fire over thanksgiving weekend 11/28/2019. Inspected house on 12/11/2019 to determine extent of damage and see if the structure can be saved. Unfortunately the structure cannot be saved and must be torn down. Sent letter to property owner on 12/11/2019 ordering the house to be demolished by January 20th, 2020. Person in charge of the estate called in on 2/3/2020. Insurance claim has been filed, and adjuster will evaluate. Still waiting on insurance adjuster.	3/13/2020	
Open	CE: 04-2020	1/9/2020	Junk and junk debris throughout property	107 North Kenwood	1/10/2020	1/10/2020	Sent letter of Nuisance and Demand for Abatement on 1/10/2020 and established a deadline of January 20th, 2020. Spoke with homeowner and she said she will have van removed from property as soon as the weather turns.	3/30/2020	
Open			Abandon/Unsafe Building	310 E Boston	3/28/2019	4/5/2019	Property posted as unsafe. Building has been ordered to be vacated and was posted to prevent further occupancy until the work is completed. Met with owner to discuss timing for making improvements. Deadline set for November 1. <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: 08-2020	1/9/2020	Sign missing panels, menace to the public	1801 West 2nd	1/10/2020	1/14/2020	Sent letter of Nuisance and Demand for Abatement on 1/14/2020 and established a deadline of February 13th, 2020. Spoke with Deb from DML Management. She is working with a sign company and will be taking care of the existing sign as soon as possible. Established another deadline of March 31st, 2020.	3/31/2020	
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. Spoke with property owner. Contractor is waiting to finish siding until the weather warms up to avoid cracking the vinyl.	3/31/2020	
Open	CE: 16-2020	2/20/2020	Green wrecked car, no doors, in the side yard.	Parcel ID: 48860001371   503 West 2nd Ave	2/20/2020	2/21/2020	Left notice with tennant on 2/21/2020. Sent letter 3/6/2020	4/1/2020	



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## Code Enforcement Tracking Report

Open	CE: 01-2020	12/27/2019	Campers all over property. Junk and junk vehicles parked on driveway and other miscellaneous junk debris.	1801 West Euclid	1/2/2020	1/2/2020	Sent letter of Nuisance and Demand for Abatement on 1/10/2020 and established a deadline of January 20th, 2020. Spoke with Uele and established a 30 day deadline for each camper to be removed/moved from property. Will try and touch base with Uele next week and check status of moving one of the campers.	4/4/2020	
Open	CE 07-2020	1/9/2020	Abandoned/Dangerous/Unsafe Building	2110 West 2nd	1/9/2020	1/10/2020	Sent letter of Abandoned, Dangerous, & Unsafe Building on 1/10/2020 and established a date of April 9th for completion.	4/9/2020	
Open		9/17/2019	Tall Grass/Weeds, Debris	Property E of East Scenic Valley Ave	9/17/2019		Discussed this with the representative for property owner. Tall grass and weeds will be mowed, and they will work to get remaining construction debris off the property.	4/30/2020	
Open	CE: 02-2020	1/9/2020	Trailer park needs to be cleaned up. Junk and junk vehicles.	307 West 2nd	1/10/2020	1/10/2020	Sent letter of Nuisance and Demand for Abatement on 1/10/2020 and established a deadline of April 30th, 2020. Larry Throckmorton 515-249-9639	4/30/2020	
Open			Unsafe Building	208 N Jefferson Way	4/17/2018		Demolition has taken place. Will close out once all work is completed, and lot has been seeded.	4/30/2020	
Open			Unsafe Building	206 N Jefferson	4/17/2018		Demolition has taken place. Will close out once all work is completed, and lot has been seeded.	4/30/2020	
Open	CE: 09-2020	1/10/2020	Shed in front/side yard	640 North N	1/14/2020	1/16/2020	Sent letter of ordinance violation on 1/16/2020 and established a deadline of February 14th, 2020. Spoke with Diana and gave extension until May 1st, 2020.	5/1/2020	
Open	CE: 17-2020	3/3/2020	Abandoned, unsafe & dangerous building	1009 E Salem		3/4/2020	Sent letter of Unsafe/Dangerous Building on 3/4/2020. Has until April 3rd to secure building permit and June 2nd to complete the work.	6/2/2020	
Open	CE: 13-2020	3/2/2020	Broken down (wrecked) vehicle in front yard	911 E Iowa	3/2/2020	3/2/2020	Left notice on 3/2/2020. Will send letter if no contact from owner within 48hrs.	TBD	
Closed			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.		3/6/2020
Closed	CE: 11-2020	1/9/2020	Patio clutter accumulating at apartment 30	810 South R Street	1/9/2020	1/27/2020	Sent letter of Nuisance and Demand for Abatement on 1/27/2020 and established a deadline of February 10th, 2020.		3/6/2020
Closed	CE:10-2020	1/10/2020	Shed in front/side yard	606 North Kenwood	1/14/2020	1/16/2020	Sent letter of ordinance violation on 1/16/2020 and established a deadline of February 14th, 2020. Owner has requested a Variance and will be heard before the Board of Adjustment. Board of Adjustment approved Variance.		3/4/2020
Closed	CE: 05-2020	1/9/2020	Vehicles and trailers parked in grass, camper stored on driveway	1708 West Euclid	1/10/2020	1/10/2020	Sent letter of Nuisance and Demand for Abatement on 1/10/2020 and established a deadline of January 20th, 2020. Spoke with Tim, gave 30 days to comply. Camper and trailer have been removed.		2/14/2020
Closed	CE: 06-2020	1/9/2020	Junk on west side of home	1906 West Euclid	1/10/2020	1/10/2020	Sent letter of Nuisance and Demand for Abatement on 1/10/2020 and established a deadline of January 20th, 2020. City will need to abate. Emailed Apex for abatement(02/05/2020) APEX to finish abating property on Monday 2-10-2020.		2/10/2020
Closed	CE: 12-2020	1/23/2020	Sidewalks not cleared	911 North Howard	1/28/2020	1/28/2020	Sidewalk Cleared.		2/6/2020
Closed	CE: 15-2020	1/28/2020	Sidewalks not cleared	West side of Country Club including golf course, 601 Trail Ridge and 600 Trail Ridge Rd.	1/28/2020	1/28/2020	Sidewalk Cleared.		2/6/2020



## COMMUNITY DEVELOPMENT

**To:** Ryan J. Waller, City Manager  
**From:** Charlie E. Dissell, AICP, Community and Economic Development Director  
**Date:** March 6, 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.

- **Apple Tree Inn (1215 North Jefferson Way)**
  - Building permit application for interior remodel submitted on January 10.
  - Review comments were returned on January 13.
  - Revised building plans submitted on February 5.
  - Building Permit issued on February 12.
- **Wal-Mart (1500 North Jefferson Way)**
  - Building Permit application and plans submitted on October 29 for a remodel of this building.
  - Building plans approved on November 7.
  - Building Permit issued on January 16.
  - Applicant has indicated a start date of January 19.
- **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.
  - Revised site plan submitted on February 28.
- **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.
- **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 it to have the new lift station designed by this fall, bid of by next spring, and completion by fall of 2020.
  - Staff meet with HR Green and Developer engineer to discuss timing of improvements and new lift station on September 9.
  - The developer submitted a preliminary plat to the City on September 24.
  - Comments on preliminary plat returned on October 4.
  - Preliminary plat recommended for approval by Planning and Zoning Commission on November 12.
  - City Council approved the preliminary plat at its November 18<sup>th</sup> meeting.

- Construction plans were submitted on December 2.
- Comments on construction plans returned on December 17.
- Revised construction plans submitted on February 7.
- Comments on construction plans returned on February 18.
- Revised construction plans submitted on March 2.
- **Heritage Hills Plat 10**
  - Located at the west end of Trailridge Road.
  - Preliminary plat for a 10-lot residential subdivision was submitted to the City on July 12.
  - The Planning and Zoning Commission recommended approval of this plat at its August 13 meeting.
  - The City Council approved the preliminary plat at its August 19 meeting.
  - Construction Plans were submitted on August 27.
  - Comments on construction plans returned on September 11.
  - Revised construction plans were submitted on September 18
  - Construction plans were approved on October 8.
  - Plat of survey to convey property to developer was submitted on January 2. This Plat of survey was reviewed by the Planning Commission on January 15 and the City Council adopted a resolution of approval on January 21.
- **Prairie Glynn Plat 2**
  - Located east of East Franklin Avenue and North 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.
- **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.

## Charlie Dissell

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**From:** Nick Bruck <nickb@dcigroup-us.com>  
**Sent:** Friday, March 6, 2020 9:04 AM  
**To:** Charlie Dissell  
**Cc:** Justin Page; Chris Conn; Megan Andrew (megana@warrencountyia.org)  
**Subject:** WCJC Weekly Update

Good Day Charlie:

Contracts have been issued. Planning for next couple weeks looks like the following.

Week of 3/9: Kickoff meeting with the Contractors and County on Monday. Our trailer is scheduled for delivery on Friday. Fence modifications to occur as/once trailer is set.

Week of 3/16: Fence modifications should be completed. Vanderpool should be mobilizing and starting excavation scope. DCI Group will have a representative onsite daily from 3/16 on. If you need to reach someone onsite please contact one of us below.

If you have any questions feel free to contact me.



Meeting Date: 03/25/2020

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**Information**

**Subject**

Enter into closed session pursuant to Iowa Code section 21.5(1)(c) to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation.

**Information**

Roll call to go into closed session is in order.

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**Fiscal Impact**

**Attachments**

*No file(s) attached.*

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